



Wake Technical Community College | waketech.edu | 919-866-5000



ATTENTION!

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June 20, 2017

Please view the online catalog for
the most current information at
[http://www.waketech.edu/student-
services/catalog](http://www.waketech.edu/student-services/catalog)

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

Thank you.

TABLE OF CONTENTS

About the Catalog

Disability Support Discrimination	2
Equal Access	2
Sex Crimes Prevention Act	2

History, Statement of Values, and Accreditation

Wake Tech History	3
Wake Tech Mission Statement	3
Wake Tech Vision	3
Wake Tech Core Values	3
College Goals	3
Programs and Services	4
SACS Accreditation	4
Misrepresentation	6
Program Approvals	6
College Memberships	6

Wake Tech Foundation

Foundation	9
------------------	---

Admissions

Open Door Policy	10
Non-Discriminatory Policy	10
Steps to Enrollment	10
Transcripts for Incoming Students	11
Placement Testing	11
Program Placement Requirements	12
Course Registration Information	12
Limited Enrollment Programs	13
English as a Foreign Language (EFL)	13
International Students	14
Readmitted Students	14
Vaccination Policy	14
Here to Help Information	14

Registration & Records

Curriculum Class Schedules	15
Curriculum Registration Dates	15
Residency Classification	15
Transcript Requests	16
Advanced Standing	16
o Challenge Exams	16
o CLEP Credit	16
o AP Credit	18
o DSST	20
o JST (Joins Services Transcripts)	21
o Navy Articulation Agreement	21
o Curriculum French and Spanish Exams	22
o CPS and CAP Credentials	22
o Computer Concepts	23
o Associate Degree Nursing (Advanced)	24
o Emergency Medical Science	25
o CAGC	25
o International Baccalaureate (IB) Credit	25
o Business Industry Certifications	26
o High School Articulation Agreement	26
Transfer Credits	27
Change Program of Study	28
Change in Student Data (Name, Address...)	29
Security of Student Records (FERPA)	29
Continuous Enrollment	31
Here to Help Information	31

Financial Aid

Financial Aid Application	33
Veteran Affairs Educational Benefits	34
Financial Aid for Students with Disabilities	35
Financial Aid for Transfer Students	35
Grants	35
Loans	36
Scholarships	37
Enrollment Requirements	37
Refunds and Repayment	38
Standards of Satisfactory Academic Progress for Financial Aid Recipients	39
Here to Help Information	42

Academic Information

Attendance Policy	44
Absences for Religious Observances	44
Add, Audit, and Withdrawal Policies	44
Enrollment Status	46
Pre-Curriculum	46
Prerequisites	46
Grades	46
Course Repetition	48
Grade Posting by Faculty	48
Grade Forgiveness	48
Satisfactory Academic Progress	49
Academic Standing Levels	49
Grade Requirements to Graduate	50
Academic Recognition	50
Graduation	50
Here to Help Information	51
Critical Success Factors	52

Student-Related Services and Activities

Student Services Vision, Value, Mission	56
Student Centers	56
Public Telephones	56
Lost and Found	56
Student Government Association (SGA)	57
Clubs and Organizations	57
Athletics	57
Military and Veterans Resource Center	57
Wake Tech Alumni	58

Student Code of Conduct, Rights, and Responsibilities

General Information	59
Rights and Responsibilities	59
Academic Integrity Policy	60
o Cheating	61
o Plagiarism	61
o Academic Penalties	61
o Academic Appeal	61
o Course Grade Appeal	62
Student Code of Conduct	63
o Prohibited Conduct	63
o Disciplinary Penalties for violations	64
o Disciplinary Procedures for violations	66
o Code of Conduct Grievances	66
Other Complaints	67
Discrimination and Due Process	67
Attorney Involvement in Proceedings	68

TABLE OF CONTENTS

Learning Resources, Support, and Services

Bookstore.....	69
College ID.....	69
Academic Advising.....	70
Student Success.....	70
Fostering Bright Futures.....	71
O.V.A.L.....	71
Pathways Male Mentoring Services.....	71
Single Stop.....	71
Wellness Services.....	71
Work-Based Learning.....	71
Career and Employment Resources.....	71
Libraries.....	72
Individualized Learning Centers (ILC).....	72
Disability Support Services (DSS).....	73
Online Learning.....	73
Media Production and Learning Support Services.....	74

Tuition and Fees

Fees & Payment.....	75
Graduation Fee.....	76
Official Transcript Fee.....	76
Senior Citizen Tuition Waiver.....	77
Refund Policy.....	77

Campus Policies & Procedures

Campus Use.....	79
Changes to Curriculum Fees and Policy Changes.....	79
Off-Campus Sites.....	79
Official Communication with Students (E-mail).....	79
Computer & Internet Acceptance Use.....	79
Website Policy.....	80
Student Dress and Hygiene.....	81
Pets.....	81
Smoking/Tobacco Use.....	81
Cell Phones.....	82
Housing.....	82
Transportation.....	82
Skate Boarding/Rollerblading.....	82
Publications Policy.....	82
Student Handbook.....	82
Solicitation Policy.....	82
Media Coverage of College Activities.....	84
Campus Police & Safety.....	85
Threat Assessment & Violence Prevention.....	86
Visitors and Children on Campus.....	89
Emergency Exit Procedures.....	89
Student Insurance and Accidents.....	89
Drug and Alcohol Policy.....	90
Emergency Closings.....	91
Traffic Rules and Regulations.....	92
Title IX Policy (Sexual Misconduct).....	96
Copyright Infringement and Intellectual Property.....	100
Learning Management System (LMS) Retention Schedule.....	100

Workforce Continuing Education (non-credit)

Programs.....	102
Mission.....	103
Units (CEU's).....	103
Grading Policy.....	103
Admissions & Registration.....	103

Class Locations.....	104
Course Descriptions.....	104
Fees.....	104
Withdrawals & Refunds.....	104
Transfer Policy.....	105
College & Career Readiness Admission & Placement Policy.....	105
College & Career Readiness Programs.....	105
o Adult Basic Education.....	105
o High School Equivalency Preparation (HSEP), formerly GED.....	106
o Adult High School Diploma.....	106
o ABE TOPS.....	106
o ESL.....	106
o High School Equivalency Program.....	106
BioNetwork Capstone Center.....	106
Corporate and Business Solutions.....	107
Education Services & Technology.....	108
Occupational Services.....	108
Professional Services & Vocational Training.....	109
Public Safety Training.....	110
Here to Help Information.....	111

Curriculum Education (for credit): Programs of Study

Degrees, Diplomas, Certificates.....	112
Collaborative Agreements.....	117
Special Notes about Curriculum Programs.....	117

Associate in Applied Science (A.A.S.) Programs

Applied Engineering & Technologies.....118

Agricultural Systems Technology.....	120
Air Conditioning, Heating & Refrigeration Technology.....	120
Architectural Technology.....	121
Automotive Systems Technology.....	122
Biopharmaceutical Technology.....	123
Civil Engineering Technology.....	123
Collision Repair and Refinishing Technology.....	124
Construction Equip. Systems Technology.....	124
Construction Management Technology.....	125
Diesel and Heavy Equipment Technology.....	126
Electrical Systems Technology.....	127
Electronics Engineering Technology.....	128
Facility Maintenance Technology.....	128
Geomatics Technology.....	129
Heavy Equipment Operator.....	130
Interior Design.....	130
Mechanical Engineering Technology.....	129
Mission Critical Operations.....	132
Plumbing.....	132
Welding Technology.....	133

Business & Public Service Technologies ..135

Accounting.....	137
Baking & Pastry Arts.....	138
Business Administration.....	139
Business Analytics.....	143
Cosmetology.....	144
Criminal Justice Technology.....	144
Criminal Justice/Forensic Science.....	145

TABLE OF CONTENTS

Culinary Arts	146	○ Eastern Wake Educational Center.....	386
Early Childhood Education.....	147	○ Vernon Malone College and Career Academy	
Esthetics Technology.....	148	(VMCCA).....	387
Fire Protection Technology.....	149	○ North Wake College and Career Academy...	387
Hospitality Management	150	○ Bionetwork Capstone Center.....	387
Lateral Entry	149	Contact Information.....	388
Supply Chain Management.....	151		
Computer Technologies.....	158		
Advertising and Graphic Design	160		
Computer Engineering.....	160		
Computer Programming and Development.....	161		
Cyber Security	163		
Data Science and Program Support Services.....	163		
Healthcare Business Informatics.....	160		
Medical Office Administration	165		
Mobile Applications Developer.....	168		
Network Management.....	169		
Office Administration.....	170		
Simulation and Game Development	174		
Software and Web Development	176		
Storage & Virtualization Degree.....	177		
Technical Support.....	178		
Web Designer	179		
Web Developer	180		
Health Sciences	181		
Associate Degree Nursing	182		
Computed Tomography Technology.....	182		
Dental Assisting	182		
Dental Hygiene	183		
Emergency Medical Science.....	183		
Health and Fitness Science	184		
Human Services Technology	184		
Human Services Technology/Mental Health	185		
Human Services Technology/Substance Abuse	185		
Magnetic Resonance Imaging Technology	186		
Medical Assisting	187		
Medical Laboratory Technology.....	187		
Pharmacy Technology	188		
Phlebotomy.....	189		
Radiography	189		
Therapeutic Massage	189		
College/University Transfer.....	154		
Associate of Arts (A.A.).....	154		
Associate in Fine Arts in Visual Arts (A.F.A.)	155		
Associate of Science (A.S.).....	156		
Associate of Engineering (A.E.)	157		
Course Prefix Identification	190		
Course Descriptions.....	191		
Campus Locations and Contact Information			
Campus Locations	385		
○ Southern Wake (Main) Campus	385		
○ Northern Wake Campus.....	385		
○ Western Wake Campus	385		
○ Perry Health Sciences Campus.....	385		
○ Public Safety Education Campus	386		
○ RTP Campus.....	386		
○ Beltline Education Center	386		



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

Welcome to Wake Tech!

We offer pathways for everyone – programs of study that can help you reach your goals and prepare for career success in today's job market. This catalog can help you design the program that's right for you.

Build highly-specialized skills for technical jobs that are in high demand; launch an entrepreneurial venture; add to your professional credentials; or start a whole new career doing something you love. Thanks to our expanded articulation agreements with colleges and universities across the state, you can also choose to transfer your Wake Tech degree to a four-year institution and continue your studies.

We offer multiple locations and convenient evening and weekend classes – as well as hundreds of courses and programs online. Our outstanding instructors, small classes, and hands-on approach enhance the learning experience; our support services help you find the resources you need.

Wake Tech has served the Wake County region for half a century, offering innovative education while maintaining a standard of excellence. Wake Tech graduates are doing amazing things in the health sciences and other STEM disciplines, engineering and construction, computer technologies, hospitality, and many other fields – here in our community, and beyond. Join us!

Stephen C. Scott
President



About the Catalog

CATALOG INTRODUCTION

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 DISCRIMINATION

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, Vice President of Human Resources 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:

NC Sex Offender and Public Protection Registry

<https://www.ncdps.gov/Our-Organization/Law-Enforcement/state-bureau-investigation/sex-offender-registry>

National Sex Offender Public Registry

<http://www.nsopr.gov>

HISTORY, STATEMENT OF VALUES, AND ACCREDITATION

WAKE TECH 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.

WAKE TECH MISSION STATEMENT

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.

WAKE TECH 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.

WAKE TECH 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.

HISTORY, STATEMENT OF VALUES, AND ACCREDITATION

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.

SACS ACCREDITATION

Southern Association of Colleges and Schools Accreditation (SACSCOC)

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.

CALEA

The college's Public Safety Education Campus has been awarded CALEA Training Academy Accreditation by the Commission on Accreditation for Law Enforcement Agencies (13575 Heathcote Boulevard; Suite 320; Gainesville, Virginia 20155) www.calea.org.

Specific Program Accreditation

Automotive Systems Technology Accreditation

HISTORY, STATEMENT OF VALUES, AND 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).

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.

Early Childhood Education Program Accreditation

The Early Childhood Education (AAS) program is accredited by the National Association for the Education of Young Children (NAEYC).

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

The Medical Assisting program "is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB)."

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

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).

Nursing Program Accreditation

The college's Associate Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The ACEN is located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326 (Telephone number 404-975-5000) (Fax number 404-975-5020). Website: <http://www.acenursing.org/>

Pharmacy Technology Accreditation

The college's Pharmacy Technology program is accredited by the American Society of Health System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE). The ASHP is located at 7272 Wisconsin Avenue; Bethesda, Maryland 20814. www.ashp.org

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).

HISTORY, STATEMENT OF VALUES, AND ACCREDITATION

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). Effective September 1, 2016 CAAHEP approved Wake Tech's request to place this program on inactive status for two years.

MISREPRESENTATION

Policy Statement

Wake Technical Community College will not engage in substantial misrepresentation of itself as an institution, the nature of its educational programs, its financial charges, the employability of its graduates, or its relationship with the Department of Education.

Wake Tech prohibits substantial misrepresentation, as defined in this policy, by any of its individual representatives; or by any institution, organization, or person not officially affiliated with or authorized by the college, including those with whom the institution has an agreement to provide educational programs, recruitment or admissions services, marketing, or advertising. Substantial misrepresentation is prohibited in all forms, including those used in advertising or promotional materials and those used in the marketing or sale of instructional courses or programs offered by the college.

Definitions

Substantial Misrepresentation - any false, erroneous or misleading statement that the institution, a representative of the institution, or a covered service provider makes "directly or indirectly" to a student, prospective student, member of the public, accrediting agency, state agency, or U.S. Department of Education

Misleading Statement - any statement that has the likelihood or tendency to deceive or confuse

PROGRAM 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

COLLEGE MEMBERSHIPS

Wake Tech is a member of the following organizations;

7 x 24 Exchange International
ABC of the Carolinas
APPA Membership & Outreach Department
Advisory Board/Education Advisory Board (American Health Line)
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 College & University Presidents' Climate Commitment (ACUPCC)
American College Personnel Association (ACPA)
American Marketing Association (AMA)
American Mathematical Association of Two-Year Colleges (AMATYC)
Association Community College Business Officials (ACCBO) Association for Commuter Transportation (ACT)
Association for Data Center Management Professionals (AFCOM)
Association for Student Conduct Administration (ASCA)
Association for Talent Development (ATD)
Association for the Advancement of Sustainability in Higher Education (AASHE)
Association for the Title IX Administrators (ATIXA)
Association of College & University Policy Administrators (ACUPA)
Association of Community College Facility Operations (ACCFO)
Association of Community College Trustees (ACCT)
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 - Durham

HISTORY, STATEMENT OF VALUES, AND ACCREDITATION

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
Coalition of Community College Architectural Program (CCCAP)
College and University Professional Association for Human Resources (CUPA-HR)
College Student Educators International (ACPA)
Community College Business Officers (CCBO) Community College Humanities Association (CCHA)
Construction Management Association of America (CMAA)
Cooperating Raleigh Colleges (CRC)
Council for Adult & Experiential Learning (CAEL)
Council for Resource Development (CRD)
Downtown Raleigh Alliance (DRA)
EduCause
Help Desk Institute (HDI)
Institute of Internal Auditors
International Association of Campus Law Enforcement Administrators (IACLEA)
League for Innovation Community College, Leadership Institute, League Alliance Services
Learning Resources Network (LERN)
Mobile Lab Coalition
NASPA (Student Affairs Administrators in Higher Education)
National Academic Advising Association (NACADA)
National Association of Colleges and Employers (NACE)
National Association of Educational Procurement (NAEP)
National Association of International Educators (NAFSA)
National Association of Presidential Assistants in Higher Education (NAPAHE)
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 Learning Resources (NCLR)
National Council on Student Development (NCSD)
National HEP Camp Association
National Institute of Governmental Purchasing (NIGP)
National Institute for Staff & Organizational Development – The University of Texas (NISOD)
National Orientation Directors Association (NODA)
National Restaurant Association/NC Restaurant Association (NC RLA)
National Strength and Conditioning Association (NSCA)
NC Sustainable Energy Association (NCSEA)
North Carolina Association for Community College Instructional Administrators (NCACCIA)
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 Government Information Officers (NCAGIO)
North Carolina Association on Higher Education and Disability (NC-AHEAD)
North Carolina Campus Compact
North Carolina Chamber (formerly NCCBI)
North Carolina Community College Student Development Administrator’s Association (NCCSDAA)
North Carolina Community College Student Development Personnel Association (N3CSDPA)
North Carolina Council of Officers for Resource Development (NC CORD)
North Carolina Counseling Association (NCCA)
North Carolina Internal Affairs Investigators Association (NCIAIA)
North Carolina Hispanic Chamber of Commerce (NCHCC)
North Carolina Law Enforcement Accreditation Network (NCLEAN/CALEA)
North Carolina Police Executives Association (NCPEA)
North Carolina Technology Association (NCTA)
Organization for Safety, Asepsis & Prevention (OSAP)
Professional Grounds Management Society (PGMS)
Regional Transportation Alliance
Southern Association of Colleges & Schools (SACS)

HISTORY, STATEMENT OF VALUES, AND ACCREDITATION

Southern Association of Colleges with Associate Degree (SACAD)
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
Student Development Administrator's Association (SDAA) Student Leadership Institute
Two Year First Year (TYFY)
University and College Designers Association (UCDA)
US Green Building Council (USGBC)



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

WAKE TECH FOUNDATION

FOUNDATION

The Wake Technical Community College Foundation manages an array of resources that are critical to the success of the college: corporate investments, foundation grants, alumni and employee contributions, and financial and in-kind support from many other friends of the college. These resources allow Wake Tech to meet instructional and institutional needs and continue to offer top-quality, affordable education and training to the Wake County region.

Gifts are used for program support, instructional technology and equipment, institutional priorities and opportunities, and to promote student success and employee innovation. 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:

Wake Technical Community College Foundation
9101 Fayetteville Road
Raleigh, North Carolina 27603-5696
919-866-6250
foundation@waketech.edu

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

ADMISSIONS

OPEN DOOR POLICY

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 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 the college has something to offer at all educational levels and that through effective guidance any person can find his or her place in the proper educational program.

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

Procedures

Suspension or Expulsion from Another Educational Institution

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 shall be evaluated as follows:

An evaluation committee composed of the Chief of Police, Associate VP for Enrollment Services, General Counsel and VP of Legal Services, and a Student Services Counselor shall review information presented by the Associate Dean of Admissions. The Associate VP for Enrollment Services serves as the chair and recorder of the committee. At their discretion, the committee may request an interview with the applicant. The committee will make a recommendation to the President through the Senior Vice President for Enrollment and Student Services within five (5) business days of their convening and review of the information presented. The President or his designee will make the final admission decision. Upon receiving the President's decision, the Associate Vice President for Enrollment Services will notify the applicant.

State Authorization for Distance Education

Online education is an integral part of Wake Technical Community College's program offerings. In compliance with U.S. Department of Education guidelines, Wake Tech may allow only **those students from states that have granted Wake Tech permission** to register their residents in online courses. Applications for admission from students in states that have not granted Wake Tech permission will be flagged before admission is determined, and a designated member of Wake Tech's Distance Education staff will ascertain enrollment intentions.

NON-DISCRIMINATORY POLICY

Wake Technical Community College offers equal employment and educational opportunities to all employees, students, prospective employees, and prospective students. Equal educational opportunity, Affirmative Action 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

Associate Vice President & Title IX Coordinator, Human Resources, 919-866-7894

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

ADMISSIONS

Anyone wishing to apply to Wake Technical Community College should complete the online Application for Admission at <http://admissions.waketech.edu/>. The application should indicate whether the person is a curriculum student applicant or a special/visiting student applicant.

- A **curriculum student applicant** is anyone pursuing admission 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 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 planning to enroll in one or more curriculum courses but 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](#) 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/ Career and College Promise**
The Career and College Promise program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students. Contact the Associate Dean of Admissions for eligibility, admissions, and enrollment information.

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 (ACCUPLACER and NC DAP)

The North Carolina Diagnostic Assessment and Placement (NC DAP) test is a customized ACCUPLACER test given to determine readiness and skill level in English, reading, writing, and math. It is given to applicants pursuing a degree, a diploma, and certain certificates. Test results are used to place students in appropriate classes and to determine if developmental instruction is needed.

Students may be exempt from taking the ACCUPLACER/NC DAP or portions thereof if they meet one of the following criteria (verified through official transcript or score report):

1. Graduation from a North Carolina high school within the past five (5) years with an unweighted GPA of 2.6 or higher **and** completion of Algebra I, Algebra II, Geometry, and one of the following:
 - Advanced Functions & Modeling
 - Discrete Mathematics
 - Pre-Calculus
 - Integrated Mathematics IV
 - AP Statistics

ADMISSIONS

- Calculus
 - Analytical Geometry
 - International Baccalaureate (IB) Math
 - Mindset
 - Probability & Statistics
 - Trigonometry
 - Essentials for College Math (SREB-Math Ready); **or**
2. SAT scores of 500 or higher in critical reading or writing and 500 or higher in math; scores must be less than five (5) years old at the time of application to Wake Tech; **or**
 3. ACT scores of 22 or higher in reading or 18 or higher in English, and 22 or higher in math; scores must be less than five (5) years old at the time of application to Wake Tech; **or**
 4. A grade of "C" or better in college-level English and math courses.

Students who enter under criterion #1 above (high school GPA placement) whose unweighted GPA is between 2.60 and 2.99 will be required to take supplemental instruction courses concurrently with certain entry-level English and math courses, as follows:

- Writing and Inquiry Lab (ENG 111A) required for students in Writing and Inquiry (ENG 111)
- Math Skills Support (MAT 001P) required for students in Pre-calculus Algebra (MAT 171)

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 (EFL) courses. Additional information about EFL is available in the Student Services section of this catalog under Academic Support and Opportunities.

Applicants who have been notified that they need placement testing may schedule an appointment online at <http://testingcenter.waketech.edu> or by calling 919-866-5461.

To prepare for computerized placement testing, applicants can review test preparation materials and find sample tests at <http://testingcenter.waketech.edu/>.

PROGRAM PLACEMENT REQUIREMENTS

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 admissions advisor at 919-866-5000 for more information)

Certificate Programs

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

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

COURSE REGISTRATION

Students who have been admitted to and have enrolled in a curriculum degree, diploma, or certificate program will receive information about course planning and registration from **an assigned advisor**, based on the student's program of study

Special students (those who have not declared a program of study) are not assigned an advisor but may seek assistance with course planning or registration from the Advising Office as needed.

ADMISSIONS

Registration is conducted online via WebAdvisor: <http://webadvisor.waketech.edu>. Current students should click "Log in" and then select "Search for Sections" or "Search and Register" under the Registration heading. More detailed information is available by clicking on "WebAdvisor 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 Student Records Services website <http://registration.curred.waketech.edu> or WebAdvisor at <http://webadvisor.waketech.edu> for more information.

Registration will be deleted if payment is not received by the deadline listed for the period for which the student has registered. Students are responsible for paying for all scheduled classes by published deadlines. Wake Tech no longer mails invoices. Payment amounts and deadlines are available from WebAdvisor and the Registration and Student Records Services website: <http://registration.curred.waketech.edu>. 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 students are notified of upcoming registration periods through the academic calendar, on the [Student Portal](#), by notices around campus, by faculty advisors, and by email 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:

- Agricultural Systems
- Air Conditioning, Heating, and Refrigeration Technology
- Associate Degree Nursing
- Automotive Systems Technology
- Construction Equipment Systems
- Computed Tomography
- Cosmetology
- Magnetic Resonance Imaging Technology
- Dental Assisting
- Dental Hygiene
- Diesel & Heavy Equipment
- Emergency Medical Science
- Esthetics
- Heavy Equipment Operator
- Medical Assisting
- Medical Laboratory Technology
- Phlebotomy
- Radiography
- 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.

ENGLISH AS A FOREIGN LANGUAGE (EFL)

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://international.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.

ADMISSIONS

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-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.

VACCINATION POLICY

Students at Wake Technical Community College are not required to provide documentation of immunizations for admission to the college; however, documentation is required in specific programs, as follows:

- All students enrolled in curriculum health sciences and continuing education healthcare courses **in which clinical procedures are performed** must provide documentation of required immunizations, titers, and screening for tuberculosis.
- All students in Basic Law Enforcement Training must provide documentation of tetanus vaccination, completion of the Hepatitis B short series, and undergo tuberculosis screening prior to admission.
- All F-1 students must complete the International Student Medical Form documenting **tuberculosis screening within the last 12 months**. Any students with a positive screening must also provide a report of a complete chest x-ray within the last 12 months.

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
Perry 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://www.waketech.edu/student-services/catalog>

REGISTRATION AND RECORDS

CURRICULUM CLASS SCHEDULES

Curriculum class schedules are available online approximately one to two months before the start of the upcoming semester or term through WebAdvisor: <http://webadvisor.waketech.edu>.

1. Visit the WebAdvisor main page
2. Click "Future Students"
3. Next, click "Admission Information"
4. Finally, click "Search for Curriculum Sections"

WebAdvisor instructions and help are available at <http://webadvisor.waketech.edu>.

CURRICULUM REGISTRATION DATES

Curriculum students begin registration at different times, depending on their status as:

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

Registration priority dates and other important registration and payment dates can be found on the Registration and Records website: <http://www.waketech.edu/student-services/registration-student-records>.

Please note that calendars are subject to change.

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.

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:

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.

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.

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

REGISTRATION AND RECORDS

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.

TRANSCRIPT REQUESTS

Wake Tech's 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 at Main, Northern Wake, and Health Sciences Campus with a photo I.D. Transcripts may also be obtained by mail to Registration and Student Records, Wake Technical Community College, 9101 Fayetteville Road, Raleigh, NC 27603; by fax; or by downloading an order form online at <http://www.waketech.edu/student-services/registration-student-records/how/order-transcripts>.

Mail, fax, and online transcript requests will be processed within two (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, pursuant to State Board of Community Colleges Code 200.2, 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 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: Native speakers of French and Spanish 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; and PSY 101, 110, and 118 may be taken in the Individualized Learning 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

The College Level Examination Program, or CLEP, gives students an opportunity to earn college credit for knowledge acquired outside the classroom. All CLEP credit is evaluated on the basis of the receiving institution's policies.

Contact the College Board at www.collegeboard.com/clep for more information about CLEP testing.

REGISTRATION AND RECORDS

CLEP Examination	Minimum Score Needed for Credit	Wake Tech Equivalency	Semester Hours
<u>Business</u>			
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
<u>Composition and Literature</u>			
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
<u>Foreign Languages</u>			
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	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			
<u>History and Social Sciences</u>			
American Government	50	POL 120	3
Educational Psychology, Introduction to	50	PSY 263	3
History of the United States I: Early 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

REGISTRATION AND RECORDS

Social Sciences and History	50	HIS 111 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
Calculus	50	MAT 263 or MAT 271	4
Chemistry	50	CHM 151	4
College Algebra	Special	*Students with >50 on Pre-Calculus & College Algebra get MAT 171 credit & MAT 172*	3
College Algebra – Trigonometry2	50	MAT 175*	4
College Mathematics	0	No Credit	0
Precalculus	50	MAT 172*	4
Natural Sciences	50	N/A	N/A
Trigonometry2	50	N/A	N/A
*Equivalency is given only for the lecture (MAT ###) and not for the lab (MAT ####A)			

Table Last updated 4/20/15

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 according to the following chart. 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, etc.) 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

REGISTRATION AND RECORDS

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 & Culture:	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
Spanish Language & Culture:	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	2	MAT 263*	4
	4	MAT 271	4
Mathematics, Calculus BC:	3	MAT 263*	4
	3	MAT 271	4
	4	MAT 271 and MAT 272	8
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	4	PHY 251	4
Physics, Physics C: Electricity and Magnetism	4	PHY 252	4
Physics 1: Algebra based	4	PHY 151	4
Physics 2: Algebra based	4	PHY 152	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 152*	4
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 4/28/17

REGISTRATION AND RECORDS

Dantes Standardized Subject Tests (DSST)

The DANTES (Defense Activity for Nontraditional Education Support) program is a testing service conducted by Educational Testing Service for the Department of Defense. DANTES' mission is to help service members obtain credit for knowledge and skills acquired through non-traditional educational experiences. 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 (all other divisions)	47	ENG 114	3
Technical Report Writing (CET division awards CTS-118 & AHS division awards ENG-110 per the Deans)			
Introduction to Computing	45	CIS 110	3
Fundamentals of College Algebra	0	No Credit	0
Introduction to Business (CTS 115 FOR CET DIV)	46	BUS 110	3
Management Information Systems	46	CTS 115	3
A History of the Vietnam War	44	HIS 167	3
Ethics in America	46	NO CR	0
General Anthropology	47	ANT 210	3
Human/Cultural Geography	48	GEO 110	3
Introduction to the Modern Middle East	47	NO CR	0
Rise and Fall of the Soviet Union	45	HIS 242	3
The Civil War and Reconstruction	47	HIS 226	3
Western Europe Since 1945	45	NO CR	0
Business Law II	44	BUS 116	3
Business Mathematics	48	BUS 121	3
Criminal Justice	49	CJC 111	3
Human Resource Management	46	BUS 153	3
Introduction to Business	46	BUS 110	3

REGISTRATION AND RECORDS

Personal Finance	46	BUS 125	3
Principles of Finance	46	BUS 225	3
Principles of Financial Accounting	47	ACC 120	4
Principles of Supervision	46	BUS 137	3
Principles of Statistics	48	MAT 152	4
Principles of Physical Science	0	No Credit	0
Astronomy	48	AST 151 (no credit for AST 151A)	3

Table Last updated 4/13/16

JST (Joint Services Transcript)

Prospective students who have military experience may be able to obtain some equivalencies toward an AAS degree, diploma, or certificate for 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 will be awarded as appropriate.

Effective January 1, 2013, AARTS transitioned to a new electronic transcript service called JST (Joint Services Transcript). JST has produced a uniform transcript of all military training and experiences for service members in all branches and includes Army Officer and Warrant Officer training, joint military training conducted by other services, and DANTES-funded test scores. The merger of AARTS with JST was completed December 31, 2012. Personnel data should be reviewed to ensure accuracy and documentation of completed training 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
	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 reviewed 4/20/16

REGISTRATION AND RECORDS

Curriculum French and Spanish Placement Exams

Students who are proficient in a foreign language and want to earn credit as soon as possible should take the CLEP exam. Visit <http://www.collegeboard.org/> for more information on CLEP testing.

Foreign language faculty reserve the right to ask students to take the Language Placement Exam. Students should start the challenge examination process as soon as they register for a course; they must take all challenge examinations no later than the 10 percent point of the semester or term. Examination results are available through Registration and Student Records (with photo ID); results will be mailed after the exams have been graded.

The following students **must** take the Wake Tech Language Placement Exam to determine the level at which they should continue language studies:

- Native French and Spanish speakers: Students whose primary literacy education was in French or Spanish.
- Heritage learners: Students whose primary literacy education was not in French or Spanish. Language skills vary and may not include reading and writing skills in the second language.
- Students who have completed three years of high school study of a language with a grade of B (87) or better for each year of study.
- Students who have lived or studied in a French- or Spanish-speaking country.
- Transfer students returning to the study of French or Spanish begun in high school but not pursued at the college level.

Students may take the Language Placement Exam in a 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. Students who believe their placement level is not correct should contact the Foreign Language Department Head.

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 reviewed 4/20/16

REGISTRATION AND RECORDS

Computer Concepts Equivalencies

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.

Computer Accrediting Agency	Wake Tech Course Equivalency	Semester Hours
<u>IC3 Exams by Certiport</u>		
IC3 – Living Online	CIS 111	2
Key Applications		
Computing Fundamentals		
(All 3 must be successfully completed)		
<u>Microsoft</u>		
Windows 8.1-Configuring	NOS 130	3
Windows 8.1 – Enterprise Desktop Supt. Tech.	CTS 272	3
Windows Server 2012 – Server Administrator	NOS 230	3
Windows Server 2012 – Ntwk. Infrastruct. Config.	NOS 231	3
Windows Server 2012 – Appl. Infrastruct. Config.	NOS 232	3
Windows Server 2012 – Active Directory Config.	NET 198	3
<u>Cisco: Exploration track Partial Course Completion</u>		
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
CCNA Exploration 4: Accessing the WAN	NET 226	3
<u>CCNA Discovery track Partial Course Completion</u>		
CCNA Discovery 1: Networking for Home & Small Business		0
CCNA Discovery 2: Working at a Small-to-Medium Business or ISP	NET 125	3
CCNA Discovery 3: Introducing Routing & Switching in the Enterprises	NET 125	3
CCNA Discovery 4: Designing & Supporting Computer Networks		12
*If only 1 is complete, NO CREDIT is awarded. If BOTH 1 & 2 are complete, NET 125.	NET 125	3
*If ONLY 1, 2 & 3 are complete	NET 125	3
*If 1-4 are complete	NET 125, NET 126, NET 225, and NET 226	12
<u>CCNA Discovery and Exploration MIXED completion</u>		
CCNA Discovery 1: Networking for Home & Small Business	NET 125	3
CCNA Discovery 2: Working at a Small-to-Medium Business or ISP		0
	NET 125	3

REGISTRATION AND RECORDS

CCNA Exploration 2: Routing Protocols & Concepts	NET 126	3
CCNA Exploration 3: LAN Switching & Wireless	NET 225	3
CCNA Exploration 4: Accessing the WAN	NET 226	3
*If only 1 is complete, NO CREDIT is awarded.		
*If BOTH 1 & 2 are complete, NET 125.		
<u>CCNP: Implementing Cisco IP Routing</u>	NET 270	3
<u>CCNP: Implement Cisco IP Switched Networks</u>	NET 272	3
<u>CCNP: Troubleshooting & Maintain Cisco IP Networks</u>	NET 273	3
<u>Cisco: Completed Certification Process</u>		
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
Cisco Certified Design Associate (CCDA)	NET 240	3
<u>CompTIA</u>		
A+ Essentials & A+ Practical Applications	CTS 120 and CTS 220 or CTS 120 and NOS 110	6
Network +	NET 110	3
Security +	SEC 110	3
(Note: *depending on the student's program, course set can be alternated)		

Table Last updated 4/20/16

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, BIO 175, 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 reviewed 4/20/16

REGISTRATION AND RECORDS

Emergency Medical Science Advanced Placement through Certification

Students may receive advanced standing through certification. Students should contact the Department Head of EMS with questions about additional advanced standing.

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 reviewed 4/20/16

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 reviewed 4/20/16

International Baccalaureate (IB) Credit

Students may receive credit for achieving acceptable scores on the International Baccalaureate (IB) examinations.

IB College Credit	Minimum Score Needed for Equivalency	Wake Tech Course Equivalency
IB Biology (Standard Level)	4+	BIO 110
IB Biology (Higher Level)	4+	BIO 111
IB Environmental Systems (Standard Level)	4+	BIO 140/140A
IB Chemistry (Higher Level)	4+	CHM 151/152
IB General Chemistry (Standard Level)	4+	No Credit
IB Applied Chemistry	4+	No Credit
IB Computing Studies (Higher Level)	4+	CSC 120
IB Computing Studies (Standard Level)	4+	No Credit
IB Economics (Higher Level)	4+	ECO 251/252
IB English A1 (Higher Level)	4+	ENG 113
IB English A1 (Standard Level)	4+	ENG 111
IB English B	4+	No Credit
IB Geography	4+	GEO 111
IB History (Higher Level)	4+	HIS 112 or HIS 122
IB History (Standard Level)	4+	No Credit
IB Mathematics (Higher Level)	4+	MAT 271/272

REGISTRATION AND RECORDS

IB Advanced Mathematics (Higher Level)	4+	MAT 271/272
IB Mathematical Studies (Standard Level)	4+	MAT 161 or MAT 171
IB Mathematical Methods (Standard Level)	4+	MAT 161 or MAT 171
IB Philosophy	4+	No Credit
IB Physics (Higher Level)	4+	PHY 251/152
IB Physics (Standard Level)	4+	PHY 151/152
IB Spanish	4+	SPA 111/181,112/182,211/212

*This chart is a guideline of possible transfer credit. Credit can also be awarded at the discretion of the dean.
Table Last updated 4/20/16

Business Industry Certifications

This chart is a guideline of possible transfer credit. Credit can also be awarded at the discretion of the dean or department head.

Business and Industry Certifications/Agency	Wake Tech Course Equivalency	Semester Hours
Cisco Certified Network Associate (CCNA)	NET 125, NET 126, NET 225, & NET 226	
CompTIA A+	CTS 120 and CTS 220	
Certified Administrative Professional Exam: Part I. Finance & Business Law	BUS 115, ACC 120, & ECO 253	
Certified Administrative Professional Exam: Part II. Office Systems & Administration	BUS 260, OST 080, & OST 181	
Certified Administrative Professional Exam: Part III. Management	BUS 137, BUS 151, & BUS 153	
Certified Administrative Professional Exam: Part IV. Organizational Planning	HUM 230	
Association of Operations Management: CPIM/CSCP	LOG 215	
U.S. Customs and Border Protection: CBP	LOG 235	
Institute of Supply Management: CPM	LOG 240	
Basic NC Correctional Officer Trng Cert	CJC 141, CJC 225 & CJC 233	9

Table Last updated 4/28/17

High School Articulation Agreement

The North Carolina Department of Public Instruction and the North Carolina Community College System have a statewide articulation agreement allowing eligible students to earn college credit for completion of identified Career Technical Education (CTE) courses in high school. The agreement creates a seamless process through which students can move from

REGISTRATION AND RECORDS

high school to community college without repetition of courses or duplication of effort.

Credit for CTE courses is based on the following criteria:

- Final grade of B or higher in CTE course
- RAW score of 93 or higher on standardized CTE post-assessment test (effective fall 2012)
- Enrollment in community college within two years of high school graduation

The student's official high school transcript must include the CTE post-assessment scores.

Community college officials will verify CTE courses on the high school transcript and accept for college credit.

TRANSFER CREDITS

Transferred Coursework

Wake Tech will consider courses for transfer equivalency from other colleges or accredited collegiate institutions, provided those institutions are accredited by a commission that is responsible for accrediting degree-granting, collegiate institutions and is housed within a regional or national accrediting agency.

Only those courses with a grade of "C" or higher will be considered for transfer. To receive credit for a specific Wake Tech course, the transferring course must be equivalent in content (and in college/university transfer credit hours) to a Wake Tech course. Courses not equivalent to a specific Wake Tech course may be accepted as elective credit at the discretion of the college. Official transcripts from accredited institutions will be reviewed against established standard equivalencies; transfer equivalency will be recommended by the appropriate dean or 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. In exercising this discretion, the college will apply principles recommended by its regional accreditor and national 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. Students should submit official transcripts to the Admissions Department. Transcripts will be forwarded to the Registrar's Office for initial review against established standard equivalencies. Once the transfer credit review is complete, the accepted credit is applied and noted on the student's academic record. Students may review their transfer credit on their transfer credit summary.

NOTE: A granted course equivalency does not mean that the course satisfies a graduation or program requirement; that depends on whether the course is listed as a requirement on the curriculum schedule for the specific program (major) in which the student was enrolled when admitted to the college. If a student changes programs (major), he or she should speak with an advisor to determine which transfer credits, if any, apply to the new program.

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.

Transfer Equivalency Practices

As the Commission on Colleges of the Southern Association of College and Schools (SACS-COC) Transfer of Academic Credit position paper states: "The Commission supports institutional autonomy in determining its own standards for transfer of academic credit while also encouraging institutions not to impose artificial impediments or meaningless requirements on the transfer process. The accreditation standards of this Commission require member institutions to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance."

The "Joint Statement on the Transfer and Award of Credit" created by the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education, and the Council for Higher Education Accreditation establishes similar standards. These national organizations have identified three fundamental considerations:

1. the educational quality of the learning experience which the student transfers;

REGISTRATION AND RECORDS

2. the comparability of the nature, content, and level of the learning experience to that offered by the receiving institution; and
3. the appropriateness and applicability of the learning experience to the programs offered by the receiving institution, in light of the student's educational goals.

It is Wake Tech's practice to accept the following categories of courses as meeting the considerations outlined above:

1. matching courses from North Carolina community colleges;
2. equivalent courses from participants in the North Carolina Comprehensive Articulation Agreement;
3. comparable courses from regionally- and nationally-accredited institutions of higher education

These categories also meet requirements of the State of North Carolina and its agencies; these requirements are detailed in each section. Courses that do not fit into one of these three categories (including foreign transcripts) will be considered individually by the director of the program to which the student is seeking admission.

Matching Courses from North Carolina Community Colleges

In accordance with the State Board of Community Colleges Code (1D SBCCC 400.97) which reads, "When a student receives credit for a Combined Course Library course, this credit shall be transferable to any college in the North Carolina Community College System," Wake Tech will accept:

- all matching courses from other NC community colleges for transfer credit;
- matching courses from other NC community colleges to meet Wake Tech program and prerequisite requirements as stated in the college's current official catalog.

Equivalent Courses from Participants in the NC Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement between the University of North Carolina System and the North Carolina Community College System, as revised in 2014, reads (part IV, section (B) (6)), "Transfer credit for courses that originate at a UNC institution or independent college or university that is part of the CAA is acceptable as part of a student's successfully-completed general education core or associate in arts or associate in science program under the CAA."

Wake Tech's policy is to also apply this guideline to associate in applied science programs.

Wake Tech will accept:

- all CAA participant college and university courses equivalent to courses on the CAA Transfer Course List for transfer credit;
- CAA participant college and university courses equivalent to courses on the CAA Transfer Course List to meet Wake Tech program and prerequisite requirements as stated in the college's current official catalog.

Comparable Courses from Regionally- and Nationally-Accredited Institutions of Higher Education

Program directors will as appropriate review courses from regionally- and nationally-accredited institutions of higher education to establish that their level, content, and quality are comparable to a Wake Tech course, and to confirm their relevance to a student's intended program.

If a course is found to be comparable, Wake Tech will accept the course:

- for transfer credit; and
- to fulfill program and prerequisite requirements as stated in the current official Wake Tech Catalog.

Notes:

- These practices apply to courses with no differentiation based on delivery method.
- Equivalent or comparable courses, at minimum, must carry the same number of credit hours and the same type of instructional hours; for example, lecture and lab.
- In some instances, a course may transfer in to Wake Tech as elective credit if the course does not meet the comparability criteria stated above.
- Wake Tech may award transfer credits for fewer credit hours than a transferred course carries.

CHANGE PROGRAM OF STUDY

Students wishing to change from one curriculum to another must initiate the change through an advisor at Main, Northern Wake, Perry Health Sciences, Western Wake, or Public Safety Education Campus. Students receiving Veteran Affairs educational benefits must also file the request for a program of study change (VA form 22-1995) with the college Veteran Services office.

REGISTRATION AND RECORDS

CHANGES IN STUDENT DATA FOR CURRICULUM STUDENTS (Name, Address, E-Mail)

Changes in student data must be reported when they occur, in writing, to the Registration and Student Records Services Division.

To request a **name change**, the student will fill out a Permanent Record Change Form, which can be obtained on Main, Northern Wake, and Perry Health Sciences Campus. **Forms must be accompanied by copies of 1) the legal document authorizing the name change and 2) the student's social security card in order for changes to be processed.**

Completed forms may be submitted in person, online, or by mail to Registration and Student Records, Wake Tech Community College, 9101 Fayetteville Road, Raleigh NC 27603.

Change in **address, telephone numbers, or e-mail** can be submitted via WebAdvisor.

If you have questions or need more information, call Registration and Student Records at 919-866-5700.

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 and procedures for implementing the provisions of FERPA are published in the college catalog. Questions about FERPA or Wake Tech's policy and procedures 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 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

REGISTRATION AND RECORDS

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.

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

REGISTRATION AND RECORDS

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) publication in print for purposes including but not limited to college marketing, public relations, outreach, and press releases; at college events including but not limited to athletic events, college fairs and open houses, student organization activities, campus atmosphere, etc. (c) college officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; and (d) 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.

CONTINUOUS ENROLLMENT

(For Students Admitted Prior to Fall 2014)

Students officially enrolled in the Associate in Arts or Associate in Science program **prior to fall 2014** must have been continuously enrolled in order to retain the conditions and protections contained in the Comprehensive Articulation Agreement in place at the time of their initial enrollment. “Continuously enrolled” means that the student must have been enrolled every fall and spring semester since their initial enrollment.

Students who have not been continuously enrolled will be subject to the Comprehensive Articulation Agreement jointly approved by the State Board of Community Colleges and the University of North Carolina Board of Governors in February 2014.

WE ARE HERE TO HELP!

Locations

Main Campus: 9101 Fayetteville Road (401, south of Garner), Raleigh NC 27603
Northern Wake Campus: 6600 Louisburg Road (401, north of I-540), Raleigh NC 27616
Health Sciences Campus: 2901 Holston Lane (adjacent to Wake Med), Raleigh NC 27610
Western Wake Campus: 3434 Kildaire Farm Road, Cary NC 27518
Public Safety Education Campus: 321 Chapanoke Road, Raleigh NC 27603

Curriculum Admissions

Information is available online at <http://admissions.waketech.edu> or by calling an Admissions Information Specialist at 919-866-5420.

REGISTRATION AND RECORDS

Registration and Student Records Services

Main Campus: Student Services Building, Room 243
919-866-5700 or registrar@waketech.edu

Northern Wake Campus: Building B, Room 216

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

Advising

919-866-5474 or advising@waketech.edu



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

FINANCIAL AID

FINANCIAL AID

Wake Tech Financial Aid strives to provide quality assistance to all students, and makes every effort to ensure that no qualified student is denied the opportunity to continue his or her education because of economic disadvantages. Through a program of scholarships, grants, work-study, and loans, Wake Tech Financial Aid provides students with options for supplementing their own and their families' resources to pursue their education goals. For more information on financial aid at Wake Tech, visit <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, a student must:

- Demonstrate financial need.
- **Have a valid high school diploma or a High School Equivalency certificate on file with the college. (See NOTE below.)**
- Be enrolled at least half time (6 credit hours) in an eligible program of study.
- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress.
- Sign a statement on the FAFSA certifying that federal student aid will be used for educational purposes only
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- Not have been convicted for the possession or sell of illegal drugs for an offense that occurred while you were receiving federal student aid.
- Register with Selective Service, if required.

NOTE: Students with a high school diploma determined to be invalid are not eligible for financial aid. A diploma will be determined to be invalid if there is reason to believe that limited coursework was required to complete the diploma or that a fee was charged by the agency that issued the diploma.

Students with an invalid diploma may establish eligibility for financial aid as outlined below. "Enrollment" as used below is defined as officially registered and attending classes.

FINANCIAL AID

If first period of enrollment was before July 1, 2012, the student must do **one** of the following:

1. Complete GED; or
2. Pass an approved ability to benefit test and earn the minimum required score; or
3. Have completed at least 6 credit hours or 225 clock hours that are applicable toward a degree, diploma, or certificate; or
4. Have transferred six credit hours from another institution.

If first period of enrollment was **after** July 1, 2012, the student must complete GED.

Students will not be denied admission to Wake Tech; however, they will not be eligible to receive financial aid until one of the above items is completed. More information is available in the Financial Aid Office.

VETERAN AFFAIRS EDUCATIONAL BENEFITS

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

All Wake Tech curriculum programs, as well as Workforce Continuing Education's Basic Law Enforcement Training (BLET) and Barbering programs are approved by the North Carolina State Approving agency for use of GI Bill® benefits. Students who are currently serving on Active duty, Retired, Ready Reservists, North Carolina National Guard members, spouses and children of deceased or 100-percent disabled Veterans or dependents in receipt of transferred Post 9/11GI Bill entitlement, are all classified 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 the appropriate application form at www.gibill.va.gov. Veterans separated from service with an Honorable Discharge usually qualify for 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. Wake Tech Certifying Officials require "official" transcripts from high school and other institutions of higher learning to expedite the certification process. Additionally, we request copies of the DD-214 and VA Certificate of Eligibility. Reservist and members of the National Guard also must submit the Notice of Basic Eligibility (NOBE). Veterans using GI Bill benefits are encouraged 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 on Main Campus in the Student Services Building, room 143, or Northern Wake Campus, Building C, room 217, 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 probation. A veteran failing to meet those standards at the end of the next term in attendance will have VA enrollment certification terminated and benefits suspended. Enrollment certification will not be restored until GPA standards are met, or upon approval of a Satisfactory Academic Progress Appeal (SAP) Form.

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 or withdrawn for any reason will be immediately reported to the VA, and appropriate adjustments will be made.

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.

FINANCIAL AID

Online remedial courses cannot be certified for GI Bill benefits.

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

Veteran Services Office Hours and Locations

Southern Wake (Main) Campus

Student Services Building (SSB), Room 143
Monday-Thursday, 8:00 a.m.–5:00 p.m.
Friday 8:00am - 5:00 p.m. (by appointment only after 2:00 p.m.)

Northern Wake Campus

Building C, Room 217
Monday-Thursday, 8:00 a.m.-5:00 p.m.
Friday 8:00am - 5:00 p.m. (by appointment only after 2:00 p.m.)

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

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.

FINANCIAL AID FOR TRANSFER STUDENTS

Any student who transfers to Wake Technical Community College must provide official transcripts from all schools attended, including high school. Wake Tech will evaluate all transcripts to determine if an offer of financial aid can be made.

Financial aid received at any other institution within the same academic year may reduce the amount of financial aid available to the student at Wake Tech. Financial aid will not be given for courses for which the student receives transfer credit.

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 2017-2018, annual awards range from \$ 593-\$5920. The maximum PELL-eligible Estimated Family Contribution (EFC) is \$5328, with a minimum award for a full-time student of \$606. Award ranges are subject to change based on congressional action.

Lifetime Eligibility for Federal Pell Grants

Effective July 1, 2012, Pell grants are limited to a lifetime maximum of the equivalent of 12 full-time semesters or six years (or 600%) for community colleges, vocational schools, and public and private four-year 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 funds who 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. Once a bachelor degree is earned, the student is no longer eligible for Pell, even if the 600% eligibility has not been met. Students are 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. Students with an EFC of zero who submit the FAFSA by March 15 and all supplemental paperwork by May 1 will receive priority consideration. The maximum award at Wake Tech is \$800 per academic year. Awards may be reduced for students enrolled less than half time.

FINANCIAL AID

Federal Work Study Program

Federal work study provides part-time employment opportunities to students in need of financial assistance. Students generally work 10-20 hours per week. This grant is administered based on the availability of funding. Students must complete the FAFSA and turn in all required documentation in order to be considered for this grant. In most instances, a student must be enrolled at least half-time in an eligible diploma or associate's degree program and must maintain satisfactory academic progress to qualify. 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. For more information pertaining to the Federal Work Study Program, visit the Financial Aid webpage at: <http://www.waketech.edu/student-services/financial-aid/federal-work-study-program>.

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:

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

For more information pertaining to the Iraq and Afghanistan Service Grant, you may visit the Federal Student Aid website at <https://studentaid.ed.gov/sa/types/grants-scholarships/iraq-afghanistan-service>.

State of North Carolina Grant Programs

North Carolina Community College Grant Program (NCCCG)

Students must complete the FAFSA to be considered for these grants and must be a North Carolina resident enrolled for at least six (6) credit hours in an eligible curriculum program. Students must have an EFC within the range determined by the state of North Carolina each academic year. Student must meet all Federal PELL grant eligibility requirements. Students who have already earned a bachelor's degree or have exceeded their lifetime limit of six full-time semesters of funding are not eligible. Effective fall 2016, students who register for 15 or more credit hours in a semester may be eligible for additional state funds.

North Carolina Education Lottery Scholarship (NCELS)

Students 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. Students must meet all Federal PELL grant eligibility requirements. Students who have already earned a bachelor's degree or have exceeded the lifetime limit of 10 full-time semesters are not eligible.

LOANS

The U.S. Department of Education (USDOE) offers three types of loans through the **William D. Ford Direct Loan Program**: Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. Student loans have to be repaid to the lender.

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; however, to qualify, 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.

FINANCIAL AID

Direct PLUS Loans

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. PLUS loans generally offer better interest rates and repayment options than other non-federal education loans. Repayment typically starts when funds are disbursed; however, deferments are available upon request.

2016-17 Direct Loan Interest Rates and Fees

(for loans with a first disbursement date on or after July 1, 2016 to June 30, 2017)

Subsidized Interest Rate: 3.76% Fee: 1.069%*

Unsubsidized Interest Rate: 3.76% Fee: 1.069% *

*Direct Loan Fee: The Subsidized and Unsubsidized Federal Direct Stafford Loans have a 1.069% origination fee which will be deducted from the gross amount of the loan borrowed.

Interest rates are subject to change July 1, 2017, and origination fees are subject to change October 1, 2017.

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 the application process, specific program details, and deadlines.

SCHOLARSHIPS

The Wake Tech Foundation offers a variety of merit-based and financial need-based scholarships for Wake Tech students enrolled in **curriculum** (for-credit) programs. For information about scholarships for students in Workforce Continuing Education programs, students should contact the Workforce Continuing Education Career Pathways Program. To be considered for a scholarship on the basis of financial need, you must complete the Free Application for Federal Student Aid (FAFSA) and supply all necessary documentation to the Financial Aid office prior to the April 30th scholarship deadline.

Scholarship applications are available during spring semester in the financial aid office and online at <https://foundation.waketech.edu/scholarshipappinstructions>. Applications are accepted online via the website: <https://www.waketech.edu/wake-tech-foundation/scholarshipguidelines> from **March 1 through April 30** for the upcoming academic year. Selections are made in June.

Applications are evaluated by a committee of Wake Tech faculty and staff. Only applicants who have received an acceptance letter from Wake Tech Admissions by the scholarship application deadline will be considered. Students are strongly encouraged to apply for scholarships to offset tuition costs.

ENROLLMENT REQUIREMENTS

For financial aid purposes, full time enrollment is *always* considered 12 credit hours, regardless of whether the student is enrolled in the fall, spring, or summer semester. Students receiving veteran's benefits should contact their Wake Tech VA representative.

Enrollment requirements for financial aid programs are listed below:

To receive the maximum Pell Grant award, 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 award may be given to students enrolled three-fourths time (9-11 credit hours), half time (6-8 credit hours), or less than half time (1-5 credit hours). Only courses in a student's program of study can be included when determining the award for each semester. For example, a student who is enrolled for 12 credit hours but is taking a five-credit-hour course that is not part of his or her program of study will receive PELL Grant funds for seven credit hours only. Students should refer to [Financial Award Information](#) to learn more about disbursement requirements.

- To receive funding from the North Carolina Community College Grant or the North Carolina Education Lottery Scholarship, students must be enrolled at **least half time** when funds are released.
- To receive funding from the Direct Loan Program, students must be enrolled for at **least six credit hours** when funds are released and must maintain continuous enrollment with at least six credit hours.

FINANCIAL AID

- Students must register for all courses, including mini-mesters, by the last day to drop for the term.

FINANCIAL AID REFUNDS AND REPAYMENTS

After your financial aid has disbursed to your student account tuition, fees, and book charges will be deducted, and any balance that remains in your account will be refunded to you by the Cashier's Office. Wake Tech uses Bank Mobile to process financial aid refunds. A Refund Selection Kit will be mailed to the address on record and by email. The refund selection kit will arrive in a bright green envelope. Once you receive the kit, go to www.mywaketechcard.com to select your refund preference. You may choose any of the following:

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

Once you've made your selection, you will receive your refund as indicated above. You can find out the date your refund will be released to Higher One on the refund disbursement schedule posted on <http://www.waketech.edu/student-services/financial-aid/financial-aid-refunds>.

TITLE IV REPAYMENT

Title IV (TIV) (federal) financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded.

When a student withdraws from all courses for any reason, he or she may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which he or she remains enrolled. A pro-rated schedule determines the amount of federal financial aid the student will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less of his or her financial aid than a student who withdraws in the fifth week. Once the 60% point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the semester's end; or
- Does not complete all modules (mini-sessions) in which the student is enrolled as of the start date of the mini-session.

Wake Tech students who receive federal financial aid but do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received. Students who never begin classes (do not ever attend) are not eligible for federal financial aid and must repay all financial aid originally awarded.

NOTE: Wake Tech's institutional tuition/fee refund policy is separate from federal regulations concerning the return of unearned financial aid. A tuition/fee refund from Wake Tech will have no impact on the amount a student must repay to federal financial aid programs.

State Grant Repayments

Effective fall 2012, students who receive funds from the North Carolina Community College Grant or the North Carolina Education Lottery Scholarship and completely withdraw from classes before the 30% point of the term will be required to repay a percentage of funds.

IF YOU CHANGE YOUR MIND ABOUT A CLASS

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. If you decide not to attend a class or classes but fail to cancel your registration, you will be responsible for all tuition and fee charges for those 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.

FINANCIAL AID

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 time frame 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 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 (or higher) 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 and 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 and until such time as the student again meets all SAP guidelines.

FINANCIAL AID

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.

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 or for meetings with an academic advisor or Wake Tech counselor. 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/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/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 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 the Wake Technical Community College policy regarding limitations on repeat courses.

FINANCIAL AID

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 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 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.

Continued Probation 1 is assigned to a student who satisfies the conditions of his/her Academic Plan. The student is eligible to receive financial aid for an additional semester and is expected to complete all courses with a C or better, with no withdrawals or Fs.

Continued Probation 2 is assigned to a student who satisfies the conditions of **Continued Probation 1**. The student must complete all courses with a C or better, with no withdrawals or Fs.

Continued Probation 3 is assigned to a student who satisfies the conditions of **Continued Probation 2**.

Continued Probation 4 is assigned to a student who satisfies the conditions of **Continued Probation 3**.

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

Quantitative component: The pace at which students must progress through their programs 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/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.

FINANCIAL AID

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 SAP Appeals Committee is composed of the Dean of Financial Aid and Veteran Affairs, the 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/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/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 are 8 a.m.–6 p.m., Monday–Thursday, and 8 a.m.–5 p.m. on Friday.

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**)

Perry Health Sciences Campus

2901 Holston Ln., Raleigh
HSB Suite 102, RM 105
Monday - Thursday 8:00 am - 4:00 pm
Friday 8:00am – 4:00pm (limited services)

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 C, 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

FINANCIAL AID

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://www.waketech.edu/student-services/catalog>

ACADEMIC INFORMATION

ATTENDANCE POLICY

Absences

Wake Tech encourages regular class attendance; absences can hurt academic performance and are not a part of good scholarship. Students are expected to take personal responsibility for their attendance and use discretion when making schedule choices to meet the demands of work, family, and other responsibilities.

A class absence is defined as missing one-third or more of any regularly-scheduled class meeting.

Students who know of upcoming absences should notify their instructors in advance; if advance notice is not possible, students should contact instructors immediately upon their return to class.

Students are expected to attend at least 90 percent of all scheduled class meetings. If a student's absences in a class **exceed 10 percent** and are not justified to the satisfaction of the instructor, that instructor will complete an online withdrawal form to Registration and Student Records documenting the student's last date of attendance. .

For information on grading and attendance policies, see Assignment of Grades for Attendance Policy Violations and Withdrawal.

Tardiness and Early Departure

Students are expected to arrive to class on time and to remain in class for the entire class period. Arriving late or leaving early disrupts the learning environment; however, extenuating circumstances may necessitate late arrivals or early departures. Classroom doors are not generally locked. If doors are locked for security or other reasons, they will be opened for students who are justifiably late or have a justifiable reason for leaving early.

Patterns of tardiness or early departure that cannot be justified to the satisfaction of the instructor will be considered violations of the attendance policy, as follows: two tardies or early departures will equate to one absence. Students should consult course handouts or instructors for more specific details.

ABSENCES FOR 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.

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 POLICY

Adding a Course

Students may add a course via Web Advisor, through the last day to add as published in the academic calendar. Students who find it necessary to add a course should confer with their advisors. In rare instances, after the registration systems close, courses may be added by the Registration and Student Records Services Division upon receipt of a completed Request for Registration Override form. Students must obtain this form and the required signature from the academic department offering the course.

Dropping a Course

Students may drop a course through the last day to drop as published in the academic calendar online. (date subject to

ACADEMIC INFORMATION

change). Students who find it necessary to drop a course should confer with their advisors. Students may drop classes via WebAdvisor until the end of the published drop deadline.

Courses dropped after the last day to drop for the term and on or before the 60% date of the semester or term are considered withdrawals. Courses dropped during this period will result in a grade of "W."

Students who drop a class are advised that doing so may affect their financial aid. Students may contact the Financial Aid office to determine whether funds will be affected.

Audits

Students who wish to audit courses may do so by submitting a Request to Audit form to the Registration and Student Records Services Division no later than the last day to add classes. Departmental approval is not required to audit courses during the published schedule period. After the last day to add, students may request to audit by submitting the form with signatures from the instructor and the dean of the division offering the class (or designee). Requests are not accepted after the mid-point of the term.

Audited courses provide no credit hours or grade points. Registration fees and tuition for audited courses are the same as those for courses taken for credit.

Withdrawals

A student who finds it necessary to withdraw from a course, courses, or from the college must initiate the withdrawal process by contacting the instructor of each course, and declaring his or her intent to withdraw. The instructor will then submit the necessary information to the Registration and Student Records Services Division via the online withdrawal form. Students enrolled in courses offered on schedules other than the standard 16-week semester and the regular summer term should consult the Wake Tech Academic Calendar to determine the last day to withdraw and receive a grade of "W." Students may also initiate a withdrawal form accessible from the student portal my.waketech.edu.

Assignment of Grades for Attendance Policy Violations and Withdrawals

Faculty assign grades according to methods which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

Grade of NA:

Students who never attend and do not drop on or before the drop deadline are assigned a grade of NA (never attended). There is no tuition refund for classes that are not dropped by the published drop and refund deadlines.

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. In accordance with the state refund policy for community colleges, tuition refunds are allowable after the drop deadline for the term only in the case of military deployment or death of the student.

Grade of WP:

Students who withdraw or who are withdrawn after the 60% point with legitimate, extenuating circumstances, will be assigned a grade of WP. It is the student's responsibility to explain the circumstances to the satisfaction of the instructor. The grade of WP counts the same as a grade of W in the determination of the student's GPA. In accordance with the state refund policy for community colleges, tuition refunds are allowable after the drop deadline for the term only in the case of 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, or final exam and has violated the attendance policy, 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, tuition refunds are allowable after the drop deadline for the term only in the case of military deployment or death of the student.

Grade of F:

A grade of F indicates that the student completed the class but earned the F (failing) grade. If a student stops attending class before the last test, final project, or final exam but has not violated the attendance policy, that student will receive the grade earned, including zeroes for the work missed.

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, final project, 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 end of the fifth full week of the following semester). A grade of I will

ACADEMIC INFORMATION

automatically revert to a grade of F unless the work is made up and a Grade Change form is submitted to the office of Registration and Records by the instructor.

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.

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, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 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.

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%)

ACADEMIC INFORMATION

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 Work Based Learning 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 the term 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. Information regarding grade appeals is listed within the Student Rights and Responsibility policy.

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.

ACADEMIC INFORMATION

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. Exceptions to this policy may be approved by the dean, department head, or designee responsible for supervising completion of the course.

Students will receive a **registration block** on their third attempt to repeat a course and must contact the appropriate department in order to proceed. The block allows Curriculum Education Services to intervene before a student risks violating the repetition policy.

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.

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.

ACADEMIC INFORMATION

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.

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.

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 10 days of the semester to learn about available academic resources and 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 Probation/Suspension 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. The Academic Probation/Suspension Success Contract may be obtained from an Academic Advisor or counselor.

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 online Appeal

ACADEMIC INFORMATION

of Academic Suspension form. 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.

If the appeal is approved, the student must meet with a counselor or advisor to develop an Academic Probation/Suspension 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 in the Academic Probation/Suspension Success Contract, at any point during the semester, will have his or her 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 and follow the reinstatement process as outlined in the following section.

Reinstatement Process for Students Not Appealing Academic Suspension

Students who choose not to appeal their academic standing or whose appeal is denied may request reinstatement for a future term (after sitting out one term of suspension) by submitting an Academic Suspension Reinstatement Plan to the Academic Advising Department. In order for reinstatement to be considered, students must attend a required Student Success Workshop sponsored by the Academic Advising 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.

GRADE REQUIREMENTS TO GRADUATE

To be eligible for graduation, students must complete all prescribed courses for the curriculum in which they are enrolled, with a cumulative grade point average (GPA) of 2.0 in their program of study.* They must complete at least 25 percent of the hours required for a degree, diploma, or certificate **in residence** at Wake Technical Community College.

To graduate, students must fulfill all financial obligations to the college, including graduation fees, which are to be paid during registration for the term in which graduation requirements will be completed.

* GPA 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.

ACADEMIC RECOGNITION

President's List

The college publishes a "President's List" at the end of each academic term, 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 curriculum credit hours attempted in fall and spring semesters and a minimum of 8 hours in summer term.

Dean's List

The College publishes a "Dean's List" at the end of each academic term, 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 curriculum credit hours attempted in fall and spring semesters and a minimum of 8 hours in summer term.

President's Award for Excellence

The President's Award for Excellence is the top academic award presented by Wake Tech, to recognize 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 each calendar year. Division deans and instructors select award recipients. Each recipient receives a personal plaque of commendation from the college president. Recipients' names are engraved on a trophy that is on permanent display at the college.

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 on the student's scholarship, participation and leadership in academic and extracurricular activities, citizenship and service to the college, and potential for future achievement.

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

ACADEMIC INFORMATION

Application for Degree/Diploma/Certificate form to the Registration and Student Records Services Division. Application deadlines are posted on the Registration and Records website: <http://www.waketech.edu/student-services/registration-student-records/graduation>

Prospective summer graduates who will enroll in their final coursework are allowed to participate in May graduation ceremonies. They must request a graduation clearance by submitting an Application for Degree/Diploma/Certificate form to the Registration and Student Records Services Division by the deadlines posted on the Registration and Records website: <http://www.waketech.edu/student-services/registration-student-records/graduation>

Persistence Toward Graduation

The rate of persistence toward graduation for Wake Tech students is available from the counseling staff.

WE ARE HERE TO HELP!

Locations

Registration & Student Records Services (401 South - Main Campus)
9101 Fayetteville Rd., Raleigh, NC 27603
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

Registration & Student Records Services (401 North - Northern Campus)
6600 Louisburg Rd., Raleigh, NC 27616
Building NC, Room 218F
Monday – Thursday from 8:00 a.m. – 6:00 p.m.
Friday from 8:00 a.m. – 5:00 p.m.

Phone

919-532-5502

Website

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



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

ACADEMIC INFORMATION

2017 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 (Excellence Level)	System Baseline (Baseline Level)	Average NC System Percentage Completed
68.3%	34.5%	59.1%

Wake Technical Community College			
Total Students	Completing Level	Percent Completing 2015-2016	Percent Completing 2014-2015
3,358	2,193	65.3%	62%

B. Student Success Rate in College-Level English Courses, Fall 2014 Cohort

Percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within their first two academic years.

System Goal (Excellence Level)	System Baseline (Baseline Level)	Average NC System Percentage Successful
55.9%	23.8%	50.9%

Wake Technical Community College	# Students	# Success	% Successful	
			2014	2013
	3,441	2,482	52.2%	49%

C. Student Success Rate in College-Level Math Courses, Fall 2014 Cohort

Percentage of first-time Associate Degree seeking and transfer pathway students passing a credit bearing Math course with a "C" or better within their first two academic years.

System Goal (Excellence Level)	System Baseline (Baseline Level)	Average NC System Percentage Successful
32.5%	10.1%	29%

Wake Technical Community College	# Students	# Success	% Successful	
			2014	2013
	3,441	1,108	32.2%	31%

D. First Year Progression

Percentage of first-time fall curriculum students attempting at least 12 hours within their first academic year who successfully complete at least 12 of those hours.

System Goal (Excellence Level)	System Baseline (Baseline Level)	Average NC System Percentage Successful
75.0%	54.1%	70.5%

Wake Technical Community College	# Cohort	12 hrs attempted	12 hrs successfully completed	% Successful			
				2015-16	2014-15	2013-14	2012-13
	3,667	2,922	1,991	68.1%	68%	68%	72%

2017-2018 Catalog Volume 39 | Wake Technical Community College

ACADEMIC INFORMATION

E. Curriculum Completion

Percentage of first-time fall credential seeking students who graduate, transfer, or are still enrolled with 36 non-developmental hours after 6 years.

System Goal (Excellence Level)
51.9%

System Baseline (Baseline Level)
35.9%

Average NC System Percentage Graduate and Transfer - 8% (2010)
 Average NC System Percentage Graduate, Not Transfer - 14% (2010)
 Average NC System Percentage Transfer, Not Graduate - 20% (2010)
 Average NC System Percentage Retained, Not Graduate or Transfer - 2% (2010)
 Average NC System Percentage Graduate, Transfer or Retained - 44% (2010)

Wake Technical Community College	# Cohort	% Graduates and Transfer			
		2010	2009	2008	2007
	3,050	9%	7%	7%	7%

Wake Technical Community College	% Graduate, Not Transfer			
	2010	2009	2008	2007
	13%	12%	10%	11%

Wake Technical Community College	% Transfer, Not Graduate			
	2010	2009	2008	2007
	22%	21%	23%	27%

Wake Technical Community College	% Retained (36 HRS), Not Graduate or Transfer			
	2010	2009	2008	2007
	2%	2%	3%	3%

Wake Technical Community College	% Graduate, Transfer, or Retained			
	2010	2009	2008	2007
	47.2%	43%	43%	48%

F. 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 (Excellence Level)
90.9%

System Baseline (Baseline Level)
69.9%

Average NC System Percentage Passing Rate 82% (** means less than 5 students)

Wake Technical Community College				
Number of Test Takers	Number Passing	Aggregate Passing Rate 2015-2016	2014-2015	2013-2014
437	398	91.1%	94%	92%

ACADEMIC INFORMATION

2015 – 2016 Licensure and Certification Rate by Exam

BLET				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
38	95%	90%	91%	90%

Dental Hygiene				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
21	90%	93%	87%	82%

Massage & Body Work				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
12	100%	100%	100%	100%

Radiography				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
25	100%	100%	100%	100%

Registered Nursing				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
112	97%	98%	95%	89%

Cosmetology				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
17	94%	96%	96%	84%

Esthetician				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
15	93%	100%	95%	88%

EMT				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
129	80%	89%	87%	90%

EMT - I				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
**	**	**	**	**

EMT - P				
15 – 16	15 – 16	14 – 15	13 – 14	12 – 13
# Tested	% Passed	% Passed	% Passed	% Passed
11	100%	95%	100%	100%

ACADEMIC INFORMATION

G. 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 2.25 or better after two consecutive semesters within the academic year at the transfer institution.

System Goal (Excellence Level) 87.6%

System Baseline (Baseline Level) 65.1%

Average NC System Percentage Total 30 or More Hours: 79%

Average NC System Percentage Total Associate Degree Recipients: 86%

Average NC System Percentage Total: 82.8%

Wake Technical Community College	30 or More Semester Hours		Associate Degree Recipients	
	Students	% ≥ 2.25	Students	% ≥ 2.25
	691	84%	527	87%

Wake Technical Community College	2014-2015 Totals			% ≥ 2.25	
	Students	# ≥ 2.25	% ≥ 2.25	2013-14	2012-12
	1,218	1,040	85.4%	85%	86%

STUDENT-RELATED SERVICES AND ACTIVITIES

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 advance the overall mission of the college by providing programs and services that foster academic success, student development, and campus community.

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 Perry Health Sciences Campus (Health Education Building 2), 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.

PUBLIC TELEPHONES

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.

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.

STUDENT-RELATED SERVICES AND ACTIVITIES

- 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 128; the Northern Wake Campus repository is located in Building B, room 150.

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://www.waketech.edu/student-life/student-government-association> to learn more about Wake Tech's SGA.

CLUBS AND ORGANIZATIONS

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

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.

MILITARY AND VETERANS RESOURCE CENTER

Website: <https://www.waketech.edu/student-services/veterans-services/resource-center>

The Military and Veterans Resource Center, located at the Northern Wake Campus, Building C, room 206, was created to provide Wake Tech student veterans and their dependents with a “safe zone,” a unique social and academic environment in which they can engage and interact. The center offers a variety of resources and

STUDENT-RELATED SERVICES AND ACTIVITIES

services to assist and support veterans, to ensure their success in academic and other endeavors. These resources and services include a computer lab, an activity center, counseling services, and connections to programs such as Veterans Upward Bound, NCServes, Hire Heroes USA, Students Veterans of America, and USO of North Carolina. Wake Tech is proud to support veterans and thankful for their service and sacrifice.

ALUMNI

Wake Tech appreciates alumni! We have created a web page especially for you – a convenient place to get news; learn more about benefits, career services, and other resources available to alumni; and contribute to the college.

Visit <http://www.waketech.edu/student-life/alumni> to learn more.

Please also consider sharing your Wake Tech story! Tell us about your personal and professional accomplishments on our [Success Stories](#) page.

We'd love to hear from you!



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

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

I. GENERAL INFORMATION

This section covers student conduct, rights, and responsibilities while pursuing an education at Wake Technical Community College. Wake Tech is a learning community with specific expectations regarding student conduct. The college seeks to provide a safe and healthy environment that facilitates the Wake Tech mission and promotes civility through 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, disciplinary action will be taken: first, to resolve the problem; and second, to help students learn 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 a prospective student's part to participate in the programs offered by the college pursuant to its policies, rules, and regulations. College acceptance of the application represents the extending of the privilege of joining the college community, and of remaining a part of it as long as established standards for academics and conduct are met.

Students have the following rights and the privilege of exercising those rights without fear or prejudice, as long as they respect state and federal laws, college policies, and the rights of others on campus.

- 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.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- Students have the right to inquire about and to propose improvements to policies, regulations, and procedures affecting their welfare through established student government procedures, campus committees, and college offices.
- Students have the right to expect a safe environment that ensures the continuity of the educational process.
- 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. Other than directory information, no records shall be made available to unauthorized personnel or groups inside or outside the college without the written consent of the student involved, except under legal compulsion.
- Students and former students have the right to review their official records and to request a hearing if they wish to challenge the contents of those records.
- Students have the right to appeal academic integrity policy penalties. See Section III.4.
- Students have the right to appeal course grades. See Section III.5.
- Students have the right to grieve student code of conduct sanctions. See Section IV.C.
- Students have the right to a fair hearing of alleged grievances. See Section VI.2.

Students also have responsibilities, as part of the college community, including but not limited to:

- Respecting the rights of others and exercising civility in all situations.
- Respecting the highest standards of academic integrity and reporting any violations of those standards to the Student Conduct Officer or any other college official for appropriate investigation and disposition.
- Respecting the property of others and the property, equipment, facilities, and programs of the college
- Refraining from actions that endanger the health, safety, or welfare of any member of the college community or any college visitors or guests.
- Complying with the normative standards, rules, and regulations of the college as well as with federal, state, and local laws.

ARTICLE A: DEFINITIONS (AS APPLICABLE TO STUDENT CODE OF CONDUCT, RIGHTS, AND RESPONSIBILITIES)

1. The term "**ACADEMIC INTEGRITY**" refers to all of the academic assignments turned in shall be one's own work unless otherwise stated by the instructor.
2. The term "**ACCUSED STUDENT**" refers to any student alleged to have violated the College Student Code of Conduct.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

3. The term "**APPEAL**" refers to an official request that a currently-enrolled student would make to a faculty member regarding a final course grade or academic integrity sanction given to him/her by the faculty member; or a decision made by the DRGC to the President or committee of appointed trustees.
4. The term "**BOARD OF TRUSTEES**" refers to the group of appointed officials charged with oversight of the college.
5. The term "**BUSINESS DAYS**" refers to all days except Saturday, Sunday and college holidays. When counting days, the day a complaint is received at any point in the procedure shall be considered "day one."
6. The term "**CHEATING**" refers to, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college community.
7. The term "**COLLEGE**" refers to Wake Technical Community College.
8. The term "**COLLEGE OFFICIAL**" refers to any person employed by the college performing assigned administrative or professional responsibilities.
9. The term "**COLLEGE PREMISES**" refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the college, including adjacent streets and sidewalks.
10. The term "**COMPLAINT**" refers to an accusation made by a currently-enrolled student who 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 or college official.
11. The term "**COMPLAINANT**" refers to any person who submits a charge alleging that a student violated the Student Code.
12. The term "**DISCIPLINARY REVIEW and GRIEVANCE COMMITTEE**" (DRGC) refers to a judicial body designed to provide due process and participatory justice to students for college incidents which resulted in sanctions or penalties.
13. The term "**DISCIPLINARY REVIEW and GRIEVANCE COMMITTEE CHAIRPERSON**" refers to an individual selected by the Student Conduct Officer to facilitate a Disciplinary Review Grievance Committee.
14. The term "**EDUCATIONAL ASSIGNMENT**" refers to a sanction designed to promote self-awareness of the appropriate/inappropriate behavior and awareness of institutional expectations, and to educate the student in the specific area of his or her violation.
15. The term "**FACULTY MEMBER**" refers to any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
16. The term "**GRIEVANCE**" refers to a complaint about any issue or process that a currently-enrolled student may wish to have addressed, including a disciplinary action placed upon the student by a college official or DRGC.
17. The term "**MAY**" is used in the permissive sense.
18. The term "**MEMBER OF THE COLLEGE COMMUNITY**" refers to any person who is a student, faculty member, college official, or any other person employed by the college. A person's status in a particular situation will be determined by the Student Conduct Officer or designee.
19. The term "**ORGANIZATION**" refers to any group who has complied with the formal requirements for college recognition of sanctions.
20. The term "**POLICIES**" refers to the written regulations of the college as found in but not limited to the college catalog, the college website and web pages, the student handbook, and the computer use guidelines.
21. The term "**PREPONDERANCE OF EVIDENCE**" refers to a standard of proof in which the evidence strongly suggests the code has been violated.
22. The term "**SHALL**" is used in the imperative sense (mandatory).
23. The term "**STUDENT**" refers to all persons taking courses at the college, full-time or part-time, pursuing degree or non-degree programs, including Workforce Continuing education, Early College, and online courses.
24. The "**STUDENT CONDUCT OFFICER**" refers to the college official charged with the responsibility of administering the college's Student Code of Conduct.
25. The term "**VICTIM**" refers to any person who is acted on and usually adversely affected by a force or agent.
26. The term "**WITNESS**" refers to one that gives evidence; a person who is present at an event and can speak to what happened.

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.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

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.

Written notice of any academic penalty must be submitted on an Academic Integrity Reporting form 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.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

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, 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.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

IV. STUDENT CODE OF CONDUCT

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 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-authorized activity, on or off campus.
3. Attempted or actual 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 online, 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 blogs, texting, email, and social networking sites.
8. Mental or physical abuse of any person online, on college premises, or at college-sponsored or college-supervised functions, including, coercion, stalking, intimidation, or verbal or physical actions that threaten or endanger an individual's health or safety.
9. Violation of the [Sexual Harassment Policy](#).
10. 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.
11. 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; or remaining at the scene of such an assembly after being asked to leave by a college official.
12. Possession of firearms, fireworks, explosives, incendiaries, knives of any kind, and other types of weapons on college property or at any college function (except by persons specifically authorized by the college and in accordance with G.S. 14-269.2) in connection with a college-approved activity.
13. 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 equipment.
14. Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name, on college premises or at college-sponsored or college-supervised functions.
15. Smoking and/or use of any forms of tobacco products or e-cigarettes on all properties owned or rented by the college, except in college-approved designated smoking areas.
16. Violation of state or college regulations regarding the operation and parking of motor vehicles.
17. Tampering with the election of any college-recognized student organization, forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
18. Failure to comply with instructions of college officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
19. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
20. 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.
21. Violation of any college policy; prohibited behavior; or local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes; including, but not limited to falsification of documents, impersonation of another individual, etc.
22. The unauthorized access or attempt to access, manipulate, or retrieve files, programs, or data from any college computer system. Use of computing facilities to send or view obscene or threatening messages.
23. Disruption, disturbance, or interference with any classroom activity or staff operation by the playing of loud, threatening, or obscene music.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

24. Engaging in any action that is disruptive to orderly classroom instruction without limitations to the use of cell phones, (tablets, or electronic devices; students are therefore required to disengage all such devices when not approved for instruction in a classroom).
25. 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, designated public transportation, and cafeteria.
26. Willfully encouraging others to commit any of the acts that have been herein prohibited.
27. Hazing of any individual or organization is defined as an act which endangers the mental or physical health or safety of a student or destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
28. Stalking is defined as engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action; including cyber stalking

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 Student Code Violation form must be submitted electronically to the appropriate Student Conduct Officer within 24 hours of the suspension. The form is available online at go.waketech.edu, under the heading Forms, sub-heading Student Services Forms.
 - c. Any student who receives an interim suspension must meet with a student conduct officer or designee prior to returning to class.
 - 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.

Disciplinary actions may be imposed only by the Disciplinary Review and Grievance Committee (DRGC), Sr. Vice President for Enrollment & Student Services, Student Conduct Officer, or Registrar when applicable:

1. **Educational Assignments:** Educational sanctions may include work assignments, essays, community service, participation in college-sponsored programs or activities, behavioral contract, alcohol and/or drug education and counseling, with a certified drug and/or alcohol counselor, and other related educational assignments.
2. **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.
3. **Restrictive Probation:** Restrictive probation results in loss of good standing, and notation of such is made in the student's conduct record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. The student will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of restrictive probation

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

may result in immediate suspension.

4. **Restitution:** Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
5. **Delayed Registration:** A student may be required to meet with a Student Conduct Officer before registering for classes if the student has not complied with a sanction or contacted the Student Conduct Officer as required.
6. **Revocation of Admission and/ or Degree:** Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
7. **Agreed-Upon Behavior Contract:** In situations where a student and the Student Conduct Officer can agree on the consequences that should result from the student's Code of Conduct violation, the agreed-upon consequences can be set out in a document titled "Behavior Contract."
8. **Withholding:** Transcript, diploma, or right to register will be withheld (denied) when financial obligations are not met.
9. **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.
10. **Expulsion:** Dismissing a student from campus for an indefinite period. The student loses his/her student status.
11. **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.
12. **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.
13. **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.
14. **No Contact:** There is to be no communication with the party or parties by any means, including but not limited to electronic or digital, in person, or through a third party (other than an attorney).

Other than college probation, suspension, expulsion, or the revoking or withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's disciplinary record maintained by the Student Conduct Officer.

The Conduct Process

Informal Resolution Meeting

The Conduct Officer will request an initial meeting with the student in order to determine whether disciplinary charges should be initiated. The Conduct Officer will advise the student of the allegation(s), explain the student conduct process, and clarify the student's rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement. Following the preliminary meeting the conduct officer will take one of the following actions:

1. If the student fails to appear, the conduct officer may find the student responsible and impose sanctions. The student will be notified of the sanction via his or her official college email address or certified mail. The student will be granted 15 business days to grieve the sanction.
2. If there is no basis for the allegation or if it does not warrant disciplinary action, the conduct officer will dismiss the allegation.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

If the student does not accept responsibility, the dean will initiate formal disciplinary charges.

C. Disciplinary Procedures for Violations of Student Code

Instructor or College Official

When a student is alleged to have violated any portion of the Student Code, the instructor or college official reporting the incident must follow these steps:

1. Issue a verbal warning to the student if the alleged violation is minor.
2. Issue a written reprimand and refer the student to a Student Conduct Officer if the alleged violation is not minor or is a subsequent violation.
3. Report the violation in a timely manner by (1) validating the suspected misconduct, (2) notifying the student of the violation within five (5) business days of validation, and (3) submitting a violation report to the appropriate department head and the Conduct Officer immediately after student notification. Validation may include but is not limited to (1) finding unexplained and/or striking similarities between/among submissions during the grading process, (2) textual clues that point toward plagiarism/unattributed referencing, or (3) anecdotal information from other students in the class who report that a violation might have occurred. Failure to notify the student may result in no further action being taken regarding the alleged violation. Submit the report electronically to the appropriate Student Conduct Officer and department head. Forms are available at go.waketech.edu, under Forms, Student Services Forms.
4. If an instructor or college official who is considering reporting a student violation believes that the student poses an **immediate** threat to self or others, that instructor or college official should contact Campus Police. Other concerns should be reported on the Behavior of Concern reporting form for review by the Behavioral Assessment Team.

Student Code of Conduct Sanction Grievance Procedures

A student who wishes to grieve a **Student Code of Conduct Sanction** issued by a Student Conduct Officer or instructor may request a hearing with the Disciplinary Review and Grievance Committee (DRGC) within 15 business days after the sanction is issued. Request for a hearing must be made using a [Student Conduct Grievance Request Form](#). The student will need to inform the Student Conduct Officer at this time if reasonable accommodations are needed.

If the student cannot attend the scheduled hearing because of an emergency, he or she must contact the Conduct Officer as soon as possible. The student will have only one opportunity to reschedule a hearing cancelled for an emergency. Hearings that have been rescheduled due to the absence of the student will convene, and the committee will render a decision in the case based on evidence provided by the Student Conduct Officer.

Note: If the Student Conduct Officer determines that the complainant or witness(es) may be harmed emotionally by testifying in the presence of the accused at the hearing, other arrangements will be made to allow participation without depriving the accused of access to the testimony, evidence, or information. The college will provide support to students in cases of sexual or physical assault, as appropriate and upon request.

The **Disciplinary Review and Grievance Committee** is a judicial body designed to provide due process and participatory justice to students for college incidents resulting in sanctions or penalties. Whenever possible, a Student Conduct Officer will attempt to resolve such incidents informally.

1. Composition of the DRGC: The committee is composed of three members, each of whom may serve up to two years – a student in good standing academically and otherwise, a staff member, and a faculty member – plus a Presiding Chairperson, who serves a two-year term.
2. 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.
3. Role of the DRGC Committee Chair:
 - a. The Chair will convene the hearing and inform students of their rights and responsibilities. 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.
 - b. The Chair is expected to make electronic recordings of the hearing, which will be maintained in the office of the Student Conduct Officer.

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

- c. 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.
4. In DRGC hearings, the Student Conduct Officer's role is to provide testimony when warranted.
5. 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 Sr. Dean/Student Conduct Officer 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.

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 will guarantee the student the following due process 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

STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

j. No Contact

4. If student is not satisfied with the sanctions imposed, the student may 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. Notification of the decision will be forwarded to the student within five (5) business days of the DRGC decision. Official notification of the decision will be sent from the Associate Vice President for Student Services to the student.
7. The decision of the DRGC is final; the only allowable basis for appeal is consideration of (1) the severity of the sanction; or (2) alleged violation of college procedures in the conduct of the hearing or investigation. 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.

D. Appeal of DRGC Decision

A student who is not in agreement with the decision of the Disciplinary Review and Grievance Committee may appeal in writing to the Senior Vice President of Enrollment and Student Services within five (5) business days of official notification of the decision. The only allowable basis for appeal to the SVP for Enrollment and Student Services is consideration of (1) the severity of the, sanction or (2) alleged violation of college procedures in the conduct of the hearing or investigation. It is the student's responsibility to clearly define and substantiate his or her grounds for appeal in the letter requesting appeal.

The SVP for Enrollment and Student Services will:

1. Review the findings and proceedings of the DRGC
2. At his or her discretion, hear from the student, the members of the DRGC, or any other employee or witness who may provide information on the facts, before ruling on an appeal.
3. Uphold, modify, or overturn the decision of the DRGC
4. Inform the student, DRGC chair, and Conduct Officer of the final decision within ten (10) days of the receipt of the appeal.

The decision of the Senior Vice President is final.

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://www.waketech.edu/student-services/catalog>



LEARNING RESOURCES, SUPPORT, AND SERVICES

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.

Special hours of operation are posted on the bookstore door as needed. Normal hours of operation for each bookstore location are listed below.

Main Campus Bookstore Store Hours

Mon 7:45am - 6pm
Tue 7:45am - 6pm
Wed 7:45am - 6pm
Thu 7:45am - 6pm
Fri 7:45am - 3pm
Sat CLOSED
Sun CLOSED

Northern Campus Bookstore Store Hours

Mon 8am - 6pm
Tue 8am - 6pm
Wed 8am - 6pm
Thu 8am - 6pm
Fri 8am - 2pm
Sat CLOSED
Sun CLOSED

Health Science Campus Bookstore Store Hours:

Mon 8am - 5pm
Tue 8am - 5pm
Wed 8am - 5pm
Thu 8am - 5pm
Fri 8am - 2pm
Sat CLOSED
Sun CLOSED

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

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>.

COLLEGE ID

Students

A college ID card (student photo identification card) will be provided to each registered student and must be carried by the student at all times. Students on all campuses (Main, Northern Wake, Perry Health Sciences, Western Wake, and Public Safety Education) must obtain a current semester validation sticker that will be affixed to their ID cards (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 it serves as a library card. Campus security or any college official may ask a student for his or her 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.

College ID Office Hours of Operation*

***Note:** The college reserves the right to change days and times of availability as needed.

LEARNING RESOURCES, SUPPORT, AND SERVICES

Main Campus

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

Northern Wake Campus

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

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

Perry Health Sciences Campus

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

Western Wake Campus

8 a.m.-1 p.m., Monday-Friday (Closed during curriculum class breaks)

Public Safety Education Campus

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

ACADEMIC ADVISING

Website: advising.waketech.edu

Wake Tech employs professional Academic Advisors 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 including:

1. clarifying their personal values, goals, and career interests;
2. gathering all relevant decision-making information;
3. keeping up to date on college and division curriculum requirements, including reviewing posted degree plans and accessing their program evaluation in Student Planner;
4. staying informed about academic policies, procedures and deadlines;
5. preparing for course selection for the following semester; and
6. consulting with advisors during pre-registration periods and at other times as needed

College/University Transfer students in A.A. and A.S. programs are assigned an Academic Advisor. Advisors are available on a walk-in basis to assist with course planning and selection, program requirements, and career goals.

College/University Transfer students in A.F.A. and A.S.-Engineering programs meet with an Academic Advisor in their first semester. After that, students are assigned a Faculty Advisor who is available during regularly-scheduled office hours.

Associate in Applied Science (A.A.S.) students in degree, diploma, and certificate programs meet with an Academic Advisor or Student Success Counselor in their first semester. After that, students are assigned a Faculty Advisor who is available during regularly-scheduled office hours.

In addition, the Academic Advising Center offers these resources and services to support students in setting and attaining academic and career goals:

- **First Year Experience:** Academic Advisors 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 designed to engage new students.
- **Academic Success Counseling:** Academic Advisors 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. Academic Advisors 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.

STUDENT SUCCESS

The Student Success Department works collaboratively to provide resources to enhance the student experience, along with programs and prevention services to address and alleviate barriers to completion. The mission is achieved through outreach efforts including Fostering Bright Futures, the Office of Volunteerism and Student Leadership, Pathways Male Mentoring Services, Single Stop, and Wellness Services.

LEARNING RESOURCES, SUPPORT, AND SERVICES

Fostering Bright Futures

Website: fosteringbrightfutures.waketech.edu

The [Fostering Bright Futures](#) (FBF) program is a public-private partnership that provides a comprehensive support structure to assist Wake County youth who are making the transition from the foster care system to independent young adulthood.

Fostering Bright Futures is located on Wake Tech's Main Campus in Room 128 of the Student Services Building.

Office of Volunteerism and Student Leadership

Website: oval.waketech.edu

The [Office of Volunteerism and Student Leadership](#) (OVAL) helps students develop the knowledge and skills to serve their communities; provides them with service opportunities; and encourages them to become engaged and active leaders, locally and globally. OVAL provides leadership training and service experiences in support of Wake Tech's core values of accountability, respect, responsibility, and collaboration.

OVAL is located on Wake Tech's Main Campus in Room 128 of the Student Services Building.

Pathways Male Mentoring Services

Website: pathways.waketech.edu

The mission of [Pathways Male Mentoring Services](#) is to increase academic engagement and success rates for minority male students (current and prospective) at Wake Tech. The program includes departmental collaborations, partnerships with the local school system, and programming initiatives across the college.

The Pathways office is located on Wake Tech's Main Campus in Room 128 of the Student Services Building. Services are also provided at the Northern Wake Campus.

Single Stop

Website: singlestop.waketech.edu

Wake Tech partners with [Single Stop](#), a non-profit organization, to improve students' access to resources and benefits. Using specially-designed software, students can be screened quickly and conveniently; staff members then follow up to help with applications and to make sure students receive benefits they qualify for. Additional services include free tax preparation, benefits counseling, financial counseling, legal advice and representation, and referrals to other campus and community resources.

The Single Stop Office is located on Wake Tech's Main Campus in Room 21 of the Student Services Building. Services are also provided at the Northern Wake and Perry Health Sciences Campuses.

Wellness Services

Website: wellness.waketech.edu

[Wellness Services](#) is a Wake Tech resource providing counseling and referral services to empower students to resolve problems and reach personal and academic goals. Students can discuss and process attitudes, feelings, and concerns that may be interfering with their education. Wellness Services are provided to students on Wake Tech's Main, Northern Wake, and Perry Health Sciences Campuses.

WORK-BASED LEARNING

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

Wake Tech provides workplace learning opportunities for approved students enrolled in select programs. Work-Based Learning is an educational program that combines classroom instruction with paid, supervised work experiences directly related to student's curricula.

The college does not guarantee employment to any student or employees to any employer. The college reserves the right to add, remove, or alter the work-based learning component in any curriculum, as needed.

CAREER AND EMPLOYMENT RESOURCES

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

Wake Tech's Career and Employment Resources Division helps students and alumni become productive members of the global community. The division also provides insights into the world of work that help Wake Tech develop relevant education and workforce training.

LEARNING RESOURCES, SUPPORT, AND SERVICES

Career and Employment Resources serves curriculum education students seeking employment: current students interested in part-time, temporary, or summer jobs; new graduates; and Wake Tech alumni. The division manages College Central Network, the official job posting board for students and alumni, and coordinates all employer and military recruiting on campus as well as other career events. Career and Employment Resources supports the development of relationships between curriculum programs and employers and the creation of employment opportunities for students and graduates. Wake Tech does not guarantee employment to any student or employees to any employer. Services are offered at no charge 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.

Library Location	Hours of Operation	Library Location	Hours of Operation
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: Closed 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: Closed Sunday: Closed
Perry 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: Closed 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, 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 - \$.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.

INDIVIDUALIZED LEARNING CENTER (ILC)

All Wake Tech students and employees have access to the free tutorial services offered by the college's Individualized Learning Centers.

The purpose of the Individualized Learning Centers is to provide supplemental learning opportunities aimed at improving student success. ILC services include the Writing /Study Skills Center, the Math/Computer Center, and the Health Sciences Center. Professionally-prepared tutoring faculty assist through one-on-one tutoring, a collection of audio/video and other media tutorials, and course-related printed materials. Workshops and small group activities tailored specifically for WTCC classes are also available.

LEARNING RESOURCES, SUPPORT, AND SERVICES

Challenge exams for a limited number of Wake Tech courses are available with proper photo identification and pre-approved paperwork from the appropriate academic department. The ILC also offers a self-paced, independent study tutorial program for proficiency in high school-level chemistry. This program was designed to meet the admission requirements for certain Wake Tech Health Sciences Curriculum Education (for-credit) programs. It also satisfies the "CHM 090 or equivalent" prerequisite for some approved biology and chemistry Curriculum Education courses. It is offered online and carries no college credit or transfer options.

ILC services are available at five campus locations (see below). All ILC users must present a valid Wake Tech ID to register and use the timekeeping system. E-tutoring is available through CompuTutor, the Virtual Writing Center, and Smarthinking

ILC CAMPUS LOCATIONS

Main ILC Building – across from Student Services and the Bookstore 9101 Fayetteville Rd. Raleigh, NC 27603 919-866-5276	Northern Wake Building NF, Room 448 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	Perry Health Sciences ILC Building 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.

ILC website, <http://ilc.waketech.edu>.

DISABILITY SUPPORT SERVICES (DSS)

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 LEARNING

Wake Technical Community College offers Curriculum Education (for-credit) students two options for online learning: Internet courses and hybrid courses. These alternatives allow students additional scheduling flexibility that is not possible in traditional, seated classes. Each course is taught by a qualified and competent instructor who develops the course to achieve learning outcomes comparable to those in a traditional, seated class. The instructor provides a syllabus and course guidelines and serves as a resource for the students. Costs, credit hours earned, and support services provided are the same as for traditional courses. Students interested in taking online courses should visit the Online Learning website, <http://online.waketech.edu/>.

Internet Courses

Students in Curriculum Education Internet courses may be invited to an orientation session or other meetings on campus and may be required to take proctored exams, but all coursework is completed online through Wake Tech's Learning Management System, <http://dist-ed.waketech.edu/>. Students must have access to a personal computer with Internet connection and browser software, and have knowledge of how to navigate the Internet and perform basic computer functions, including the use of any applicable word processing software. Wake Tech faculty develop and teach online courses.

Before enrolling in an Internet course, students must:

LEARNING RESOURCES, SUPPORT, AND SERVICES

1. Review the information posted on the Online Learning website, <http://www.waketech.edu/student-services/online-learning>
2. Complete the online eLearning Intro, which includes modules designed to prepare students for the online learning environment.

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, and have knowledge of how to navigate the Internet and perform basic computer functions, including the use of any applicable word processing software.

Before enrolling in a hybrid course, students must:

- Review the information posted on the [Online Learning](http://online.waketech.edu/) website: <http://online.waketech.edu/>.

Students in Curriculum Education Internet and hybrid courses must complete the Course Entry Quiz during the first 10% of the course. The quiz can be found on the course site in Wake Tech's Learning Management System on the first day of class. Students who fail to complete the quiz within the required time frame will be immediately marked as "NA" (Never Attending) and dropped from the class.

Testing Centers

Internet and hybrid course instructors may require students to take tests on campus in a proctored environment. Distance Education Testing Centers are located on the Main, Northern Wake, Western Wake, and Perry Health Sciences campuses. Students must present a valid student identification badge, driver's license, or passport prior to taking a test. For additional information, visit the Distance Education Testing Center's web page: <http://www.waketech.edu/student-services/online-learning/students/testing-center> or call 919-335-1071

Library Resources

Students enrolled in online courses have access to all Wake Tech libraries. The library website, <http://www.waketech.edu/student-services/libraries>, is available to all students and provides information on electronic and print databases, interlibrary loans, loan periods, and hours of operation. The website also has links that provide access to other libraries, resources, search engines, and services such as NC LIVE.

MEDIA PRODUCTION AND LEARNING SUPPORT SERVICES

The Media Production and Learning Support Services Department supports administration, faculty, staff, and students. The department includes three distinct areas of support: the Distance Education Testing Center, Open Computer Labs, and the Media Production Department.

The Distance Education Testing Centers allow instructors teaching online Curriculum Education (for-credit) courses to provide tests to their students in a proctored environment. Students must present a valid student identification badge, driver's license, or passport prior to taking a test. The centers provide both paper and electronic testing. The centers also collaborate with Disability Support Services to provide testing for students who need extended time. Students have access to computers in the centers; each center has Internet access and is equipped with the Microsoft Office Suite. Centers are located on the Main, Health Sciences, Northern Wake, and Western Wake Campuses. For additional information, visit the Distance Education Testing Center's web page at <http://www.waketech.edu/student-services/online-learning/students/testing-center> or call 919-335-1071.

The Open Computer Labs provide computers and printers for student use; they primarily serve Curriculum Education (for-credit) students. Labs are located on Main, Health Sciences, Northern Wake, and Western Wake campuses, with computers available. The labs are equipped with black-and-white laser jet printers, Microsoft Operating System (OS), Microsoft Office Suite, and an array of computer software to support teaching and learning.

The Media Production Department creates educational videos to support student learning and classroom instruction. The department provides two Sony HD wireless microphone packages, three Apple computers, and Final Cut Pro editing software for students seeking to create educational multimedia projects. The Media Production Department also provides training for students, faculty, and staff on new, innovative technologies that can be used in the classroom.



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

TUITION AND FEES

FEES & PAYMENT

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:

BY WEB at <https://webadvisor.waketech.edu>. WebAdvisor may be unavailable for weekly scheduled maintenance beginning Thursdays at 8 p.m. through Fridays at 8 a.m.

BY DROP BOX located in front of the Cashier's Office at the Wake Tech main campus, Montague Hall, 9101 Fayetteville Road, Raleigh, NC 27603

BY MAIL to the Cashier's Office, Wake Technical Community College, 9101 Fayetteville Road, Raleigh, NC 27603

IN PERSON at the Cashier's Office on Main Campus, Perry 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 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).

Note: Tuition may be increased.

Tuition Rates

(Effective January 1, 2016 and subject to change)

In-State (North Carolina) Students

16 credit hours or more: \$ 1216.00/term

Less than 16 credit hours: \$76.00/credit hour

Out-of-State Students

16 credit hours or more: \$4,288.00/term

Less than 16 credit hours: \$268.00/credit hour

Fees

Fees are established by the Wake Tech Board of Trustees and are subject to change without notice.

Application Fee

Wake Technical Community College does not charge application fees, **with the exception of a \$40.00 application fee for International Students.**

Student Activity Fee

\$35.00 per semester (applies to fall, spring, and summer semesters)

Campus Access Fee

Charged per semester during registration at Main, Perry Health Sciences, Western Wake, Northern Wake, and Public Safety Education campuses:

- Curriculum Education
\$85.00 per semester for fall and spring semesters
\$25.00 per term for summer term

TUITION AND FEES

- Workforce Continuing Education
\$5.00 per class or 10% of the cost of the course whichever is greater (not applicable for fee waived students; courses at community schools and other off- site locations; and completely online courses)

Computer Use/Technology Fee

\$3.00 per credit hour per term (\$48.00 per semester maximum)

Lost Gate Card Fee

\$5.00 per card

Lost ID Card Fee

\$5.00 per card

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 degree and diploma students. No charge for certificate program students.

Official Transcript Fee

\$5.00 for each transcript, per request

Music Fee

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

Supply Fees

Supply fees ranging from \$5.00 to \$100.00 may be associated with certain courses. Fees will be noted in the course notes in the schedule of classes.

Placement Test Score Report

\$5.00 per report

ACCUPLACER and COMPASS Re-Test Fee

\$10.00 per re-test

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 schools fees are established by the Wake County Public School System and are subject to change without notice.

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 Learning and Development Center

A lab facility fee of \$25.00 TP \$65.00 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 for audited courses are the same as for courses taken for credit. Audited classes earn neither credit hour nor quality points. **Requests to audit must be submitted to the Office of the Registrar by the last day to add classes.**

Self-Supporting Registration Fees

The fee for self-supporting classes, denoted by an "S" at the end of the section number, is \$83.00 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 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 due would be \$1152.00. If you

TUITION AND FEES

added a three-credit-hour class at the self-supporting rate, your tuition would be \$1152.00 plus \$249.00 for the self-supporting registration fee.

Returned Checks and Unpaid Accounts

Any student who has a returned check will 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, and 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 mailed to the student address on file at the college. It is therefore very important that students submit address changes to the Registration and Student Records Services Division promptly.

Refund checks are written only after the 10% date in the semester. This date is published as the drop deadline in class schedules and registration information each semester. Refunds are paid by check and mailed from the Accounting Office within four (4) weeks after the 10-percent date.

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 result in enrollment for less than maximum credit hours and meet the applicable conditions described below.

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

1. A **100% refund** will be given if the student drops the class prior to the first day of the academic semester as published on the official college calendar.
2. A **75% refund** will be given 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.

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

1. A **100% refund** will be given if the student drops the class prior to the first class meeting.
2. A **75% refund** will be given 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.

For classes for which the college collects receipts that are not required to be deposited into the State Treasury account, the college will adopt local refund policies.

Cancelled Classes

A **100% refund** will be given if the class in which the student is officially registered is cancelled by the college.

Military Tuition

Upon request, the college will grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty, or active duty personnel with assignments outside North Carolina that make it impossible for them to complete course requirements.

Registration Fee-Self-Supporting Classes

Registration fees for self-supporting classes are charged separately from (in addition to) tuition; therefore, refunds for these classes are also calculated separately. Otherwise, the above policies and deadlines also apply to self-supporting classes. To be eligible for a refund, a student must officially drop the class, using WebAdvisor.

TUITION AND FEES

Fees

When a 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 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. Students must present requests for book refunds (with sales receipts) 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>.



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

CAMPUS POLICIES & PROCEDURES

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.

CHANGES TO CURRICULUM, FEES, AND OTHER POLICY CHANGES

The Board of Trustees and 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 their control, notwithstanding any information set forth in this catalog.

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 the student portal <http://my.waketech.edu>.

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.

OFFICIAL COMMUNICATION WITH STUDENTS (E-MAIL)

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>.

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.**

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,

CAMPUS POLICIES & PROCEDURES

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 Website

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 (who manages content and design) on servers maintained by or external services approved by Wake Tech's Information Technology Services Division.

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. Club advisors (faculty or staff) may request design services for their club's blog or add a student editor by submitting a work order. Club advisors are expected to review student posts to ensure appropriate content.

CAMPUS POLICIES & PROCEDURES

Social Networking/Supplemental Online Services

Use of such services must be arranged through the Digital Communications Specialist in the Communications Division, who will assist with establishing an account and record the employee's username and password. A college employee will be responsible for maintaining the service and may contact the Digital Communications Specialist for assistance as needed. The Digital Communications Specialist will maintain account records in case content needs review or someone other than the original user assumes responsibility for the service.

External Websites

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.

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 Conduct Officer.

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.

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.

SMOKING/TOBACCO USE

Policy

Students, college employees, volunteers, visitors, contractors, vendors, or any other persons on college property are permitted to smoke or use tobacco products in **designated areas only**. College Property includes any building, facility, or vehicle owned or leased by Wake Technical Community College; or college grounds, including athletic fields and parking lots.

Definitions

For the purposes of this policy, "tobacco products" include cigarettes, e-cigarettes, vaporizers, cigars, blunts, pipes, smokeless tobacco products such as chewing tobacco and snuff, and hookahs; and any other items containing or intended to mimic tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, ingesting, or any other use of tobacco products, or the smoking of any other substance.

Exceptions for Tobacco Products on Campus

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 "tobacco use" as defined above.

Signage

Signs that indicate "smoking/tobacco use in designated areas only" will be posted in a manner and location to provide sufficient notification to students, employees, and visitors.

Violations

- **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 Student Conduct Officer. 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

CAMPUS POLICIES & PROCEDURES

Smoking/Tobacco Use 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 Use policy may be subject to additional disciplinary action.
- **Visitors:** Any visitor refusing to comply may be asked to leave campus.

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.

HOUSING

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

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.

SKATE BOARDING/ROLLERBLADING

Skate boarding and rollerblading are not allowed on any Wake Technical Community College campus or site.

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 Student Development. 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 with regard to race, sex, or creed, grammatically incorrect statements, and misspelled words will be subject to disapproval. 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 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 staying 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 publications in the designated areas of the Main Campus and the Northern Wake Campus in accordance with [Wake Tech's solicitation policy](#). Requests for distributions on the Main Campus require the approval of the Dean of Student Development and requests for the Northern Wake Campus require the approval of the Sr. Dean of Strategic Innovations/Student Conduct Officer. See Campus Policies and Procedures chapter - [Solicitation Policy](#).

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.

SOLICITATION

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.

CAMPUS POLICIES & PROCEDURES

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

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 Executive 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 paved area between buildings NE and NF.

e. Scheduling Limitations

At the beginning of the academic year, the President or designee, 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.

CAMPUS POLICIES & PROCEDURES

- 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.
- 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; provided, however, that speakers are allowed to photograph, audio record and videotape themselves and others who are located within the designated area described in section A.2.d of this policy and interacting with the speakers.
- 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 or designee, 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 Executive Vice 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](#)

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 Wake Tech classrooms to interview and photograph students. The college welcomes these opportunities while respecting the

CAMPUS POLICIES & PROCEDURES

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 being recorded.

CAMPUS POLICE & SAFETY

Website: <http://www.waketech.edu/about-wake-tech/administrative-offices/campus-police>

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 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

Wake Tech complies fully with the Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act), which requires the college to gather statistics about crime on campus and publish them in an annual report by October 1 each year. Reach the current [Annual Security Report](#).

CAMPUS POLICIES & PROCEDURES

THREAT ASSESSMENT & VIOLENCE PREVENTION

Policy Statement

Wake Tech strives to create an atmosphere that encourages learning and productivity. To that end, the college considers the following behaviors unacceptable:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior 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 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.

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 Wake Tech disciplinary policies or North Carolina General Statutes as appropriate.

Reason for Policy

Wake Technical Community College is committed to providing students, employees, contractors, and visitors with a safe and secure environment that is free from threats, intimidation, and violence. This policy contributes to the creation of that environment by helping school officials respond responsibly, prudently, and effectively to threats and other behaviors that raise concern about potential violence.

Definitions

Targeted Violence	Any incidence of violence in which an attacker selects a particular target prior to a violent attack on that target
Concerning Behavior	A wide range of behaviors which, due to their nature or severity, affect the campus or the workplace, generate a concern for personal safety, or result in physical injury.
Threat	An expression of intent to do physical or psychological harm or to act out violently against a person (or persons) or property that would lead to the reasonable belief that such harm will occur. The threat may be spoken, written, symbolic, implied, direct, or indirect.

Note: Certain Wake Tech policies predate the establishment of the process outlined below. They remain official college policies and will be expected to comply with the process in the future.

Procedures

Responsibilities

1. **Faculty and Staff** – Faculty and staff members must be familiar with the threat assessment and violence prevention policy and must report violations of the policy to their supervisor or appropriate administrator and the Chief of Police. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, contractors, and strangers. Employees who in good faith report threats, concerning behaviors, or violations of college policy will not be retaliated against. Deliberately false or misleading reports of violence will be considered unacceptable personal conduct, and the employee or student making such false or misleading reports will be subject to disciplinary action under Wake Tech disciplinary policy.
2. **Threat Assessment Team** – The responsibility for assessing potentially-threatening behaviors rests with the College Threat Assessment Team. In making assessments, the team may consult outside resources such as counselors, law enforcement officials, threat assessment professionals, mental health specialists, and others who might contribute to a successful resolution. The team will report findings from their assessments, including

CAMPUS POLICIES & PROCEDURES

recommendations for appropriate interventions, to the college president or his designated representative. The Threat Assessment Team is composed of these college employees:

- Executive Vice President (Team Leader)
- Senior Vice President of Curriculum Education Services
- Vice President of Workforce Continuing Education Services
- General Counsel for the College
- Conduct Officers
- Chief Human Resources Officer
- Chief of Police

Crisis Management Team – the Threat Assessment Team will recommend activation of Wake Tech’s Crisis Management Team when:

- A. A situation poses imminent danger to a person or to the college; or
- B. An act of violence occurs resulting in serious or fatal injuries to one or more campus members.

The Crisis Management Team will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling, and support for victims, co-workers, students, and families.

Principle

Fostering a Culture of Respect

An educational setting in which everyone respects everyone else promotes safety. It provides a place for open discussion in which diversity and differences are respected, communication is encouraged and supported, and conflict is managed and mediated constructively. Problems come to light earlier and can be addressed before they become serious or lead to violence; consequently, the potential for violence diminishes.

Reporting Concerning Behaviors

For the safety of the college community, it is imperative that anyone aware of concerning behavior or perceived threats – from firsthand knowledge, written or verbal communications, or any other source – report it immediately to the Wake Tech Chief of Police. Those reporting may identify themselves or remain anonymous. To the extent allowed by law and policy, any identification provided will remain confidential and will be used only by security officials for follow-up, if necessary. Those choosing to leave an anonymous report should include as much detail as possible to make sure security officials can proceed with an investigation. The Chief of Police will address all reports as quickly as possible and convene the Threat Assessment Team when appropriate. If a report suggests that a law has been violated or that violence is imminent, the Chief will immediately refer it to the Campus Police Department for investigation and crisis response measures, as they deem appropriate.

Identifying Concerning Behaviors

The Threat Assessment Team will focus its efforts on formulating strategies for preventing targeted violence, in two principle areas:

- Developing the capacity to monitor and evaluate information that might indicate a risk of targeted attack, and
- Using the results of threat assessments to develop strategies for preventing attacks.

If the team determines through inquiry that an identified behavior involving a student is non-threatening, the matter will be referred to the Conduct Officers for appropriate action. A Behavior of Concern Assessment Team (BAT) has been implemented to assess student behaviors of concern and low-level threats. Non-threatening incidents involving college employees will be directed to the Director of Human Resources. If the team concludes that a law has been violated or that violence is imminent, it will immediately refer the matter to the Chief of Police.

The Threat Assessment Process

Threat assessment will be fact-based, relying primarily on the appraisal of behaviors, rather than on stated threats or traits, as the basis for determining if there is cause for concern. The fact-based assessment considers every aspect of the person of concern and is based on the totality of what is known about that person, in four major areas: **1)** personality, **2)** family dynamics, **3)** school dynamics (and the person’s role in those dynamics), and **4)** social dynamics.

CAMPUS POLICIES & PROCEDURES

Examples of Concerning Behaviors

- Acts of violence
- Threats (direct, indirect, implied, veiled)
- Harassment
- Intimidation
- Stalking, surveillance, or unwanted pursuit
- Mental health concerns, including voluntary or involuntary commitment
- Weapons on campus or recent acquisition of firearms
- Special interest in or identification with the military, survivalist groups, or weapons
- Homicidal/suicidal thoughts or actions
- Belligerent or angry outbursts, depression, or severe mood swings
- Preoccupation with violent themes
- Apparent obsession with someone
- Domestic disputes
- Intentional destruction of personal property
- Evidence of substance abuse
- Symptoms of paranoia
- Refusal to accept employment termination
- One-sided contact with others following employment termination
- History of conflict with others
- Documenting the activities of others when not required to do so
- Unusual verbal or written communications to others
- Repeated complaints about working conditions
- Excessive blaming of others
- Excessive or intimidating references to workplace violence incidents or other mass murders

Reporting Student Behaviors of Concern and Low-Level Threats to the Conduct Officers

A report should be made to the Conduct Officers if students display behaviors that indicate a concern, including but not limited to:

- self-injury
- suicidal ideations
- uttering threatening words or displaying threatening actions
- writings that clearly communicate intentions to harm self or others
- actions that endanger the health, safety, or well-being of any member of the college community or its guests

Note: If the behavior constitutes an **emergency** or needs immediate attention, contact **Campus Police at 919-866-5911 (65911 from any campus phone)**.

If the behavior is clearly a Student Code Violation, complete the **Student Code Violation Form**.

Faculty, Staff, and Students

When a student behavior of concern takes place in which a student is alleged to have shown concerning behaviors, these steps must be followed by the reporting individual:

1. If the behavior of concern that the student is displaying or has displayed is not an emergency complete the form in its entirety and submit the [Behavior of Concern and Threat Report](#) Form electronically.
2. A Conduct Officer will review the report and make a determination on the referral of the report. If the report is a Behavior of Concern and not a Student Code Violation, members of the Behavior Assessment Team (BAT) will schedule a meeting to discuss the case within five (5) business days.

CAMPUS POLICIES & PROCEDURES

3. Within two (2) business days, a Conduct Officer will notify the person who submitted the report that the information has been received.
4. The student will be contacted and a determination of the submitted report will be made by the BAT; information will be given to pertinent individuals.
5. If the report is found to be only a Student Code Violation, the report will be forwarded to the appropriate Conduct Officer, who will handle the case under the guidelines in the Student Handbook, Section IV, Student Code of Conduct, subsection C.

In order to assist students in becoming more productive citizens of our community and to provide guidance in addressing behaviors of concern, the following are actions that the BAT may consider (but is not restricted):

- No instant action.
- Contacting the student by official e-mail or by telephone to assess his or her status.
- Meeting with the student to talk about needs, services available, and college expectations.
- Using the Student Services Referral form to refer students to programs and services on campus; e.g., Student Assistance Program, Student Success Counseling Services, Financial Aid, Disability Support Services, and the ILC.

The recommendations of the BAT are final; however, the student may appeal any sanction given by a Conduct Officer. See Student Handbook, Section VI, Subsection C, for the appeals process.

Confidentiality

Wake Technical Community College understands the sensitivity of information obtained, provided, and/or alleged in such reports as it pertains to an individual's reputation, privacy, and anonymity. Any report of concerning behaviors or threats of violence will be handled in a confidential manner, with information released only on a need-to-know basis. When appropriate, legal guidance will be requested.

Records Retention

All Behavior of Concern reports (documents, files, etc.) related to a threat assessment will be maintained by the Dean of Student Development in the Maxient system. All criminal reports relating to a threat assessment will be maintained by the Campus Police.

VISITORS AND CHILDREN ON CAMPUS

Website: <http://www.waketech.edu/about-wake-tech/locations/visitor-information>

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.

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.

STUDENT INSURANCE AND ACCIDENTS

Insurance

The college does not assume responsibility for injuries or losses sustained on- or off-campus by any student. For this reason accident insurance is included in the Student Administration fee for all curriculum students. Students in select workforce continuing education courses shall be required to purchase accident insurance as part of their registration. All students covered by the insurance policy are responsible for reading the Student Accident Insurance Plan brochure to understand the extent of coverage and the procedures for filing a claim; a copy of the brochure can be obtained from the Registrar's Office.

CAMPUS POLICIES & PROCEDURES

All provisions described in the Student Accident Insurance Plan brochure will prevail in the event of any discrepancy between this policy and the brochure.

The college requires each person enrolling in a Health Sciences curriculum and students in select workforce continuing education courses to have student malpractice liability insurance coverage in the amount of \$2,000,000/ \$5,000,000. Students enrolled in Health Sciences curriculum may purchase this insurance from a local insurance agency. 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. Payment for this insurance will be included in the registration fee for workforce continuing education students.

Personal injury insurance is required for students participating in the intercollegiate athletics program.

Students who would like to purchase health insurance for themselves and/or their families may participate in a group policy through the North Carolina Community College Student Health Plan. More information can be found on Wake Tech's website by clicking on the Student Services link and then the Student Health Insurance link.

Accident Notification and Response

All accidents and injuries are to be reported to the Campus Police by calling Wake Tech's 24-hour Call Center at 919-866-5911. The Campus Police will notify the Wake County EMS 9-1-1 call center when an accident appears to be severe enough to require professional medical attention.

The Call Center will assign a case number to each incident. For accidents that occur on a Wake Tech site a Campus Police Officer will be dispatched immediately to the scene to compile information for an incident report and to assist with or administer first aid. Students who are injured while participating in off-campus activities sponsored and supervised by Wake Tech faculty or staff, and those who are otherwise unable to provide information to an Officer at the time of their accident, are to report the details to a Campus Police Officer upon their return to Wake Tech. The Officer responding to the incident (or receiving the student report) will complete an incident report as soon as possible, but no later than by the end of their shift.

Injured students who are unable to drive themselves to an urgent care clinic, hospital, or other medical facility will be consigned to the care and transport of EMS personnel. Under no circumstances shall a Wake Tech employee provide transportation for an injured student. Students may seek treatment from a medical facility of their choosing (within plan limitations) providing that the treatment is not rendered by a doctor or nurse who is a family member.

Accident Reimbursement Claims

Students seeking reimbursement for expenses covered by the student accident insurance plan must obtain an Accident Claim Form from the Registrar's office within 30 days of the incident or as soon as is reasonably possible. To be eligible for reimbursement, the original completed Accident Claim Form must be submitted to the insurance agency. A copy of the claim form and medical bills must be provided to the Business Office. Additional instructions and contact information for the agency can be found on the back of the Accident Claim Form; the claim procedure is also detailed in the Student Accident Insurance Plan brochure.

DRUG AND ALCOHOL POLICY

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor; or unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of marijuana or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, 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 812) and as further defined by regulation at 21 C.F.R. 1300.11–1300.15 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 other college-approved vehicle used to transport students to and from college or college activities; or 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 or may be asked to or required 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 will be suspended or expelled from the college in accordance with the Student Code of Conduct, Rights, and Responsibilities policy.

Drug Abuse Prevention Program

Recognizing the serious consequences of the inappropriate use of drugs and the potential disciplinary action that could result from possession or consumption of controlled substances on campus, Wake Tech offers a program of activities and

CAMPUS POLICIES & PROCEDURES

services to prevent drug and alcohol abuse by students. The Dean of Student Development will oversee the program as follows:

1. All students will receive email notification of the program at the start of fall and spring semesters.
2. Each campus will present a seminar, workshop, or other information and awareness program at least once a year that will be open to all students, faculty, and staff.
3. Each campus will provide brochures and other materials for use by individuals for their own information and awareness. These materials will be available at the Enrollment and Student Services office at each campus.
4. The student portal will provide information about services available from the Student Assistance Program (SAP).
5. Providers and other services for persons with substance abuse issues are listed at Wake County Crisis and Assessment Alliance Behavioral Healthcare (<http://www.wakegov.com/humanservices/behavioralhealth/outpatient/Pages/default.aspx>) at 1-800-510-9132. Alliance Behavioral Healthcare will help students find providers who match their needs. A link to this agency is also available on the student portal.

Biennial Review

The Associate Vice President for Student Services is responsible for completing the biennial review as noted in 34 CFR Part 86 by December 31 of each even-numbered year, for the two prior academic years.

The review will:

1. Determine the effectiveness of the education program and implement needed changes. The Dean of Student Development will provide the AVP with information about attendance and about timeliness and relevance of content.
2. Ensure consistent enforcement of disciplinary sanctions for the unlawful possession or distribution of illicit drugs and alcohol as applicable under state or federal laws.
3. Include evidence that email notification was sent to all students at the start of fall and spring semesters.

EMERGENCY CLOSINGS

In emergency situations – inclement weather, power outages, or any other conditions constituting an emergency situation – the college may delay opening or close for the day.

- If the college is closed, all classes at all sites are canceled.
- If evening classes are cancelled, all evening classes at all sites are canceled.
- If there is a delayed opening, any class with 30 or more minutes of instructional time remaining will meet. Curriculum students should check Blackboard sites for information about their courses.
- 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.

Notification

Delays and closings will be announced via the Wake Tech Warn emergency alert system. All Wake Tech student and employee email addresses are automatically registered to receive Wake Tech Warn alerts. To add additional email addresses, or phone numbers for voicemail and text message alerts, go to warn.waketech.edu.

Delays and closings will also be posted on Wake Tech's website (waketech.edu), social media (@waketechcc), and local radio and television stations. In the event that an emergency situation occurs after the opening of the college, announcements about class dismissals and closings will come from the administrative officer in charge. Announcements will also be posted on the college's two primary Learning Management Systems (Blackboard for Curriculum students and Moodle for Workforce Continuing Education students), and recorded on the college switchboard 919-866-5000.

Lost Time

When the college is officially **closed** due to inclement weather or other emergency conditions, the time lost will be counted as excused absences for both students and employees. If, however, the college remains **open** during inclement weather or other emergency conditions, students and employees who do not come in will be accountable for that lost time – students must make up classes or assignments (per arrangement with their instructors), and employees may make up time or take annual leave.

Curriculum students in online courses should be aware that coursework is available via Blackboard (dist-ed.waketech.edu) at all times – even when the college is officially closed. If Blackboard becomes inaccessible or power outages occur, assignment due dates will be clearly posted when service resumes. Due dates may also be extended on a case-by-case basis at the discretion of instructors, and announcements will be posted accordingly.

CAMPUS POLICIES & PROCEDURES

TRAFFIC RULES AND REGULATIONS

Ordinance Governing Traffic, Parking, and Registration of Motor Vehicles

Pursuant to Chapter 115D-21 of the General Statutes of North Carolina, the Wake Tech Board of Trustees adopts the following rules governing parking, traffic, and the registration of motor vehicles on Wake Tech campuses. These regulations are intended only to supplement the Motor Vehicle Laws of North Carolina, all provisions of which apply to the streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots on all Wake Tech campuses.

Revised August 2015

A. General Provisions

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 employees).

No parking area: any area **not** specifically set aside, marked, striped, or designated by Facility Services for the permanent or temporary parking of vehicles.

Parking area: any area specifically set aside, marked, striped, or designated by Facility Services for the permanent or temporary parking of vehicles.

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.

Authority

Pursuant to 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 Wake Tech Board of Trustees. Notwithstanding the above, the Registrar shall be responsible for the registration of student vehicles. The provisions of the regulations 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.

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.

B. Vehicle Registration and Parking Permits

CAMPUS POLICIES & PROCEDURES

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: The state-issued permit is the only one Wake Tech requires.

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.

Registration of Motor Vehicles

Faculty/staff vehicles must be registered through the Wake Tech Campus Police Department. There is no cost to employees for vehicle registration and no limit on the number of vehicles that can be registered. Contact Sgt. West at 919-866-5867 for more information.

- **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 registration process. To obtain a parking permit, students shall provide their 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 Perry Health Sciences Campus shall 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.

A temporary parking permit shall be obtained when a permit holder's vehicle is unavailable and he/she drives and parks another vehicle on campus.

Parking permits shall be properly displayed on the vehicles for which they have been issued. Four-wheel vehicles shall display permits on the left side of the rear window or to the rear left bumper. If the vehicle is a convertible or a Jeep with no glass rear windshield, permits may be displayed on the rear bumper or in an interior position within the cabin of the vehicle that would be highly visible to a police officer. Two-wheel vehicle permits shall be displayed on the rear of the vehicle if possible, or attached to the front forks or windshield of the vehicle.

Visitors (as defined in Article I) to any campus shall obtain a temporary parking permit from the reception desk and may park in spaces designated for visitors or general parking only.

C. Parking and Traffic Rules and Regulations

General Provision

Faculty, staff, and students are subject to discipline in accordance with the provisions of this Ordinance and Wake Tech policy and procedure.

Rules and Regulations

CAMPUS POLICIES & PROCEDURES

- 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 are deemed business districts, with a speed limit of 20 miles per hour.
- No vehicle may be parked in such a manner as to occupy more than one space.
- All vehicles shall be parked in the direction of the flow of the traffic pattern. Facing out (backing into) an angled parking space is not allowed. In straight line spaces, vehicles may face out by backing into the space or pulling forward in a double space.
- Vehicles parking in a designated handicapped parking space shall display a valid handicapped placard or distinguishable license plate issued to the operator or passenger (pursuant to North Carolina General Statute 20-37.6). Any person parking in a designated handicapped parking space shall 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.

Enforcement

The college reserves 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 **\$25 fine** for any of the following violations:

- Backing into an angled 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 handicapped parking rules and regulations and a **\$50.00** administrative fee for removal of a boot from any vehicle.

Towing

The Chief of Campus Police is hereby authorized to have towed or to have a boot (or other lawful means of enforcement) placed on 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 towed vehicle is responsible for payment of any towing and/or storage fees.

Notice of North Carolina State Law Concerning Towed Vehicles

Wake Tech provides a petition/appeal procedure for towing and parking violations. Additionally, North Carolina G.S. 20-219.11 provides the following:

CAMPUS POLICIES & PROCEDURES

When 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/her; and
- the procedure the owner shall 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 probable cause for the towing. The request for a hearing shall be filed with the magistrate in the county where the vehicle was towed; the hearing will be set within 72 hours of receipt of the request.

The only issue at this hearing is whether 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.

Suspension of Parking Privileges

The Chief of Campus Police 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.

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 the semester the citation is issued. Untimely appeals will not be accepted for review

Traffic Violation 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 Chief of Campus Police, and respond by mail to the address provided on the appeal form.

Appeal Hearings

Individuals whose driving or parking privileges have been suspended or revoked, or whose vehicles have been towed may submit an appeal in writing directly to the Chief of Campus Police. The appeal must be received within 14 days. Individuals will be notified in writing of the Chief's decision within seven days of the appeal.

The Traffic Appeals Review Board

Board membership consists of one faculty member appointed by the Faculty Association President; one staff member appointed by the Staff Council President; and one student member appointed by the Student Government Association President. The Executive Vice President (or designee) shall serve as chair. The term of office will be one year, with no limit to the number of terms served. Members will serve until successors are appointed. The Chief of Campus Police (or a designee) will attend each hearing to clarify operational questions that arise.

The Board Chair (or designee) will present subsequent appeal forms to board members and call for a vote from each member. The Board Chair will make note of the decision regarding the appeal. The Board Chair is a non-voting member of the board.

CAMPUS POLICIES & PROCEDURES

The Traffic Appeals Review Board will meet as necessary. The Board Chair is responsible for notifying the board members of the time, date, and location of the hearing. The Board Chair may render decisions on traffic appeals in between regularly-scheduled meetings of the board and in emergency situations

Decisions of the Traffic Appeals Review Board are final. If an appeal is denied, payment of the fine is due immediately.

Judgment Factors

- All facts as stated on the appeal form
- Information provided by the Chief of Campus Police, to include previous violations
- Information noted on the parking violation notice
- The rules and regulations of this Ordinance

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, Associate Vice President of Human Resources, 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.

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

CAMPUS POLICIES & PROCEDURES

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 supervisory or evaluative responsibilities, or shifting the student from being taught or evaluated by someone with whom they

CAMPUS POLICIES & PROCEDURES

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

CAMPUS POLICIES & PROCEDURES

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.
 - 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,

CAMPUS POLICIES & PROCEDURES

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.

COPYRIGHT INFRINGEMENT AND INTELLECTUAL PROPERTY

Title of the policy

Copyright Infringement and Intellectual Property

Purpose of the policy

This policy states Wake Technical Community College's position on copyright infringement, illegal file sharing, and intellectual property. The college adheres to the Higher Education Opportunity Act of 2008 regarding the copying or distribution of copyrighted materials.

Applicability

This policy applies to all faculty, staff, and students.

Policy statement

Wake Technical Community College requires its faculty, staff, and students to comply with the United States Copyright Act (Title 17 of the United States Code) (the "Copyright Act"). Faculty, students, and staff may download, possess, and store only lawfully-acquired, copyrighted materials; and may use, adapt, and distribute those materials only in ways consistent with the Copyright Act, associated case law, the Fair Use principle, and the intellectual property rights of others. The unauthorized use (downloading, possessing, storing, copying, adapting, sharing, or distribution) of copyrighted materials is a violation of federal law and Wake Technical Community College policy and is strictly prohibited.

View Full Policy*

[Copyright Infringement and Intellectual Property](#)

*This PDF document is the official version of the policy.

LEARNING MANAGEMENT SYSTEM (LMS) RETENTION SCHEDULE

Title of the Policy

Learning Management System Records Retention Schedule

Purpose of the Policy

This policy governs digital student records generated in the course of delivering online courses. These records are confidential, protected under FERPA regulations, and must be provided to students or legal authorities when requested. North Carolina General Statutes (NCGS) § 115D, § 121, and § 132 have no special provisions for the handling or retention of digital academic records or protection from litigation regarding such records. NCGS and current Wake Tech policy require the retention of grade books for a period of three years. Retaining student-generated data poses legal risks for the college if a student or parent sues or if records are compromised through accidental release or malicious intrusion. The maintenance, security, storage, and backup of records in perpetuity and the mechanisms for producing the records in an accessible form constitute a financial burden for the college as well.

CAMPUS POLICIES & PROCEDURES

Policy Statement

Wake Tech will utilize best practices related to maintaining a comprehensive Learning Management System (LMS) records and data archive and retention schedule. The retention schedule will adhere to all applicable regulations and comply with all audit criteria. The retention schedule provides information pertinent to all types of courses offered by the college and provides instruction for storage and destruction of affected data.

View Full Policy*

[Learning Management System Records Retention Schedule](#)

*This PDF document is the official version of the policy.



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

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

WORKFORCE CONTINUING EDUCATION

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

<p>BIONETWORK Website: http://www.ncbionetwork.org Director: Rebel Umphlett Phone: 919-513-2322 Email: rbumphlett@waketech.edu</p> <ol style="list-style-type: none"> 1. Bionetwork Capstone Center Short Courses 2. Validation Academy 	<p>COLLEGE & CAREER READINESS PROGRAM Website: http://ccr.waketech.edu Dean: Tiffany Williams Phone: 919-334-1636 Email: twilliams4@waketech.edu</p> <ol style="list-style-type: none"> 1. Adult Basic Education 2. High School Equivalency Preparation 3. Adult High School Diploma 4. ABE TOPS 5. English as a Second Language
<p>CORPORATE & BUSINESSES SOLUTIONS Website: http://corporatesolutions.waketech.edu Executive Director: Barbara Brothers Phone: 919-532-5587 Email: babrothers@waketech.edu</p> <p>Professional development training is delivered in a variety of formats and is completely customizable for any industry's needs. Our solutions make a positive difference in your company or organization.</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, Ph.D. 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. Distance Learning Programs 4. Special Projects & Educational Programs
<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 5. Workforce Education Initiatives, Planning & Assessment 	<p>PROFESSIONAL SERVICES & VOCATIONAL TRAINING Dean: Pamela Little Phone: 919-866-5805 Email: pmlittle@waketech.edu</p> <ol style="list-style-type: none"> 1. Cosmetology 2. Barbering 3. Green Building 4. International Learning & Vocational Education
<p>PUBLIC SAFETY TRAINING Website: http://publicsafety.waketech.edu Dean: Jeffrey Robinson Phone: 919-866-6139 Email: jrobinson@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: 919-334-1629 Email: khjordan@waketech.edu</p> <ol style="list-style-type: none"> 1. Records 2. Registration 3. Scheduling

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

WORKFORCE CONTINUING EDUCATION MISSION

The mission of Workforce Continuing Education (WCE) is to provide workforce training and opportunities for academic and professional development. WCE's first priority is preparing students for the workforce through education, training, and the enhancement of workplace skills that are in high demand. WCE strives to provide more highly-skilled employees for today's competitive labor force. The division also offers a wide range of courses for personal interest and enrichment.

WORKFORCE CONTINUING EDUCATION UNITS (CEU's)

Wake Technical Community College awards Continuing Education Units (CEUs) for specific non-credit courses and special activities. A permanent transcript will be established for each non-credit student and updated each time the student completes a non-credit course. One CEU will be awarded for every 10 hours of non-credit instruction; for example, a 66-hour non-credit course earns 6.6 CEUs. CEUs are awarded to students upon satisfactorily completing a non-credit course.

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.

Workforce Continuing Education Transcripts

Students who have taken non-credit classes may request copies of their **official transcripts** by visiting <http://www.waketech.edu/student-services/registration-student-records/transcripts>.

Unofficial transcripts may be obtained by logging into [WebAdvisor](#), entering a Wake Tech username and password, and clicking on Transcript in the Academic Profile area. Students who do not have a Wake Tech username and password must 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 Workforce 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

*Effective Fall 2015 the grading scale for Adult High School classes will be the 10-point grading scale that has been approved by the North Carolina State Board of Education for public high schools.

ADMISSION & REGISTRATION

Workforce Continuing Education Registrar

This department ensures accuracy and quality in all Workforce Continuing Education programs to comply with the NC General Statutes, Title 23 of the NC Administrative Code, Workforce Continuing Education Guidelines, Numbered Memoranda and the Colleges' Accountability and Credibility Plan in all of Workforce 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

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

minors, please click [here](#).

A course schedule is available in an interactive online format at <http://ceregistration.waketech.edu>. Information about all workforce continuing education classes may be obtained by calling the college at 919-866-5800.

CLASS LOCATIONS

All Wake Tech campuses provide numerous workforce 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>.

COURSE DESCRIPTIONS

Although course descriptions for workforce 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. 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

Registration fees are required for Community Service and Occupational Extension Workforce Continuing Education courses (as of July 1, 2013), as follows:

1-24 hours	\$70
25-50 hours	\$125
51+ hours	\$180

Other fees (facility, campus access, technology, or lab fees) may also be required for certain courses.

Fees are set by the NC Legislature and are subject to change without notice.

No registration fees are required for Adult Basic Education programs, High School Equivalency Preparation, Adult High School, or English as a Second Language programs.

Registration fees may be waived for certain classes for fire service, rescue, and law enforcement personnel. Eligibility for fee waiver is contingent on authorized agency affiliation and authorized groups, dictated by North Carolina General Statutes and the State Board of Community College Code.

Self-supporting classes have a pro-rated cost per individual or group and **are not eligible** for fee waiver.

High School Equivalency Testing Fees

GED® and HiSET® are the high school equivalency tests currently offered at Wake Tech's Beltline Education Center. The GED® (www.myged.com), a four-part, computer-based test, costs \$80 total or \$20 per section. The HiSET® (www.hiset.ets.org), a five-part, paper-based test, costs \$50 total or \$10 per section. Testing fees must be paid through the test vendor websites at the time of registration using a debit or credit card or voucher. All sections of either exam must be passed to earn the credential.

WITHDRAWALS & REFUNDS

Requests for withdrawals and refunds **must** be made in writing by the student (**no exceptions**) to the Workforce Continuing Education Registrar's Office. [Refund request forms](#) (Wake Tech Form # 802) are also available at each class site. A request for refund may also be submitted to ceregistrar@waketech.edu.

- A **100% refund** will be given if the student officially withdraws from the class (by written request) before the first class meeting.
- A **75% refund** will be given if the student officially withdraws from the class (by written request) on or before the 10-percent date of scheduled hours. Community school, facility, and lab fees are non-refundable.

A full refund will be given for classes canceled by the college. Students do not have to request these refunds.

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

TRANSFER POLICY FOR WORKFORCE CONTINUING EDUCATION

Students may transfer from one course to another during a given semester as long as neither course has passed the 10% point of total scheduled course hours. Students must request transfer **in writing** by completing a [Course Transfer Request](#) form (Wake Tech Form #980) or sending an email to the Workforce CE Registrar at ceRegistrar@waketech.edu. Requests received after the 10% point will not be considered, and refunds will not be given.

COLLEGE & CAREER READINESS ADMISSION & PLACEMENT POLICY

Wake Tech admits all adults 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 Adult Basic Education (ABE), ABE Transitional Opportunities for Post-Secondary Success (TOPS), High School Equivalency Preparation (HSEP), 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 and 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 BEST pre-tests approved by the U.S. 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 Tech offers College & Career Readiness programs for adults, 16 1/2 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 the post-secondary level with a valid score of 12.9 or below on a TABE test.

According to performance measures outlined in the Workforce Innovation and Opportunity Act of 2014, 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 referred to more appropriate agencies. Students with documented intellectual disabilities who enroll in our College & Career Readiness programs must also demonstrate sufficient improvement on the CASAS or TABE 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 Programs:

- 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 six-month waiting period described above 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 and Career Readiness programs include Adult Basic Education (ABE), ABE Transitional Opportunities for Post-Secondary Success (TOPS), High School Equivalency Preparation (HSEP), Adult High School (AHS), and English as a Second Language (ESL). These programs are offered throughout Wake County for the primary purposes of helping adults:

- Improve math, reading, writing, and technology skills for the purposes of pursuing post-secondary education, employment, or advancement in the workplace
- Earn a high school equivalency diploma
- Learn English as a second language
- Explore career options

Adult Basic Education

Adult Basic Education (ABE) is designed to assist individuals who want to improve their skills to enter or advance in the workplace and/or prepare for enrollment in one of the College's high school equivalency completion programs.

There are no fees or charges of any kind. All materials have been especially prepared for adults. Students enrolled in ABE classes are taught from the following content standards using contextualized teaching practices:

- Reading

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

- Writing
- Math
- Technology
- Career Exploration

High School Equivalency Preparation (HSEP)

The High School Equivalency Preparation program offers instruction for adults who are preparing for high school equivalency exams. Instruction covers high school level reading, writing, mathematics, science, and social studies skills. Students may prepare for the exam at various locations throughout Wake County, or by enrolling in Wake Tech's online HSEP programs. Tuition is free, and course materials are provided for students.

Those achieving a passing score on all sections of the HSEP exams receive a high school equivalency diploma from the North Carolina State Board of Community Colleges. The high school equivalency diploma is generally recognized for 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 Wake Tech serving as administering agency. Adult High School provides academic courses in a lab setting or online. 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. Students are awarded an adult high school diploma upon completion of required North Carolina high school courses.

The Adult High School diploma is offered at the Beltline Education Center. While enrolled in this program, students may be dually enrolled in select curriculum pathway courses as they work on their high school completion diploma.

ABE TOPS (Transitional Opportunities for Post-Secondary Success)

ABE TOPS is designed for adults with intellectual disabilities or those who want to achieve a higher level of independence by building academic, social, vocational, and life skills. ABE TOPS is specifically for adults who need additional educational opportunities and employment readiness. This is a year-round program, and documentation of an intellectual disability is not 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 ESL program focuses on increasing speaking, listening, reading, and writing skills – and prepares students to live, work, and continue their post-secondary education in the United States. Instructors assist students with workplace skills, community interaction, cultural enrichment, and professional and academic advancement. Classes are also offered in Expanding Reading and Vocabulary, Citizenship, Career Awareness, and Workplace.

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

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 BioNetwork 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 BioNetwork Capstone Center serves:

- Incumbent workers
- New hires
- Workers in job transition
- Community college and college students enrolled in the life sciences, especially in biotechnology-related degree and certificate programs (The center provides an invaluable, extended, hands-on learning experience.)
- College/university and community college faculty

Four certificates are offered by the BioNetwork Capstone Center. Courses can be taken individually and focus on critical

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

skill sets in areas important to biomanufacturing: good manufacturing practices (GMP), aseptic manufacturing, operations in biotechnology processes, industrial microbiology, good laboratory practices (GLP), HPLC, and validation.

- BioNetwork Capstone Certificate in Biomanufacturing
- BioNetwork Capstone Certificate in Analytical Lab Skills
- BioNetwork Capstone Certificate for Instrumentation/Calibration Technicians in Support of Biomanufacturing
- BioNetwork Capstone Certificate in Computer Validation

CORPORATE AND BUSINESS SOLUTIONS

Corporate and Business Solutions provides training options that are virtually limitless, as they are designed by the client. Working with you and our staff, we will create a training plan to meet your company's unique needs – and get results you can measure. Training can range from highly-technical skill-building programs to broader professional development sessions.

Training is delivered in a variety of formats. Let our training solutions make a positive difference for your company or organization.

Wake Tech is an accredited institution of higher learning offering high-quality courses that qualify for company tuition assistance programs. If your company offers this generous benefit, please visit our website and explore the wide array of courses our Corporate and Business Solutions Division can offer.

Learn more: <http://corporatesolutions.waketech.edu>.

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 industry with a full range of courses to train and retrain employees so that they remain competitive and up to date on industry standards. These courses are available at Wake Tech's Advanced Manufacturing Center or on site at company locations.

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 growth potential of these companies and increase retention of the existing industry base while equipping North Carolina's workforce with the skills for successful employment in emerging industries.

Professional Development and Corporate Training

Wake Tech offers a variety of courses to meet the supervisory and managerial needs of business and industry. Our courses help professionals increase proficiency and gain new skills to enhance competency and marketability. Participants can select from our many program areas and build the knowledge and skills to become effective members of their organizations.

Professional Development courses are available in the following areas:

- Leadership, Management, and Supervision
- Writing and Communication
- Organizational Improvement and Analysis
- Professional Certifications

Employers: If you need to train a large group in one of these areas, Wake Tech's Corporate & Business Solutions can customize these courses to meet your needs. Contact Danielle Kroeger, Director of Corporate Professional Development, at dlkroeger@waketech.edu or - 919-532-5758 to discuss customized training options.

Wake Tech/Wells Fargo Center for Entrepreneurship

This partnership between Wake Tech and Wells Fargo aims to enhance the entrepreneurial climate in Wake County by introducing and supporting projects and initiatives that increase the success rate of new and established entrepreneurial ventures.

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

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

solving. The SBC provides these resources, along with confidential counseling services, seminars, and workshops, free of charge.

Learn more at <http://www.waketech.edu/programs-courses/non-credit/build-your-business/small-business-center>.

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 Workforce Continuing Education classes taught at various campus sites and online. Learn more about our certification programs and explore the trends at <http://computertechnology.waketech.edu>.

Technology Services & Special 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 such as Education-to-Go (ed2go), CareerStep and other platforms 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.

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! Learn more at <http://plusfifty.waketech.edu>

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.

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.

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

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
- Commercial Food Equipment Repair

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.

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.

Career Development and Personal Enrichment

An ongoing priority of Wake Technical Community College is to offer programs that meet the needs of the working adult. These programs focus on assisting adult students in developing new skills, obtaining/maintaining employment, or changing career paths. Examples of courses offered are:

- Automotive Repair
- Automotive Safety
- Building Trades
- Business Management
- Computer Skills
- Foreign Languages
- Internet-based Instruction
- Machine Trades and Welding
- Medical Terminology, Coding, and Transcription
- On-Board Diagnostic Emission Certification
- Plumbing
- Beer Brewing

Career Pathways Program

The Career Pathways Program provides training to students based on regional growth areas identified by labor market data. Credential preparation is conducted based on employer needs and the stated credentials for specific industries.

Workforce Education Initiatives, Planning & Assessment

These services provide support in attracting, recruiting, expanding, retaining, and developing new workforce education opportunities with potential and existing industry partners.

PROFESSIONAL SERVICES & VOCATIONAL TRAINING

The Professional Services & Vocational Training division provides continuous workforce training for adults aspiring to advance or start new careers and trades. The division's top priority is enriching the lives of adults by providing the education and practical experience necessary to excel in specific careers. Classroom instruction is combined with practical experience to prepare students for NC State Board exams and actual scenarios encountered on the job. Students have opportunities to gain certifications and training that will put them on the fast track to employment.

Training for these WCE programs can be completed in **three (3) months or less**:

- Building Envelope Specialist
- Building Envelope Specialist Exam
- Residential Building Analysis
- Residential Building Analysis Exam
- Introduction to Solar Photovoltaic Technology
- Agribusiness and Sustainable Farming for the Family
- Making Your Home Green: An Affordable Investment

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

- NC Barber Instructor Exam Prep
- Shampoo Technician Certification

Training for these WCE programs can be completed **in six (6) months or less**:

- Comprehensive Solar Training
- Natural Hair Specialist
- Community Gardening/Intermediate Community Gardening/Advanced Gardening Concepts

Training for these WCE programs can be completed **in 12 months or less**:

- Workforce Continuing Education Cosmetology Program

International Learning & Vocational Education

The International Learning and Vocational Education Department provides language instruction for all levels, from beginner to advanced. Classes focus on helping students build language skills for personal enrichment and enhanced employment opportunities; as such, it allows 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, Apartment Maintenance, Automotive Detailing, Healthcare Facilities Manager and many others. International Learning also offers basic computer skills and software training classes taught in Spanish.

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, 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
- Simulations / Force on Force
- General Instructor
- Personal Protective Services
- Criminal Investigation
- Police Law Institute
- Legal Update (Arrest, Search & Seizure)
- Narcotics Detection / Investigations
- Accident Reconstruction

WORKFORCE CONTINUING EDUCATION (NON-CREDIT)

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 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

WE ARE HERE TO HELP!

Phone

919- 866-5800

Website

<http://workforce.waketech.edu/>



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

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.

- Click on the "**Program Name**" to go to the program's web page
- 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 – Diploma Accounting: Core – Certificate Income Tax Preparer – Certificate Payroll Accounting Clerk - Certificate Accounting Software Applications - Certificate CPA Exam Preparation: Financial - Certificate CPA Exam Preparation: Regulation - Certificate CPA Exam Preparation: Audit - Certificate	Business & Public Services Technologies	A25100 D25100 C25100C C25100B C25100A C25100D C25100E C25100F C25100G
Advertising and Graphic Design – AAS Degree Graphics Design – Certificate Web and Graphic Design – Certificate Advanced Graphic Design - Certificate Design Basics- Certificate Design Portfolio- Certificate	Computer Technologies	A30100 C30100A C30100B C30100D C30100E C30100F
Agricultural Systems Technology – AAS Degree Agricultural Systems Technology – Diploma	Applied Engineering & Technologies	A60410 D60410
Air Conditioning, Heating, and Refrigeration Technology – AAS Degree Air Conditioning, Heating, and Refrigeration Technology - Diploma Air Conditioning, Heating, and Refrigeration Technology - Certificate Commercial - Certificate Design - Certificate	Applied Engineering & Technologies	A35100 D35100A C35100B C35100C C35100D
Architectural Technology – AAS Degree Architectural CAD – Certificate Building Information Modeling - Certificate Architectural and Landscape Illustration – Certificate Landscape Design - Certificate	Applied Engineering & Technologies	A40100 C40100A C40100B C40100D C40100F
Associate Degree Nursing – AAS Degree Associate Degree Nursing (LPN to RN Advanced Placement Option) – AAS Degree	Health Sciences Health Sciences	A45110 A45110
Associate of Arts – AA Degree	College Transfer	A10100
Associate in Fine Arts in Visual Arts – AFA Degree	College Transfer	A10600
Associate of Science – AAS Degree	College Transfer	A10400
Associate of Engineering – AE Degree	College Transfer	A10500
Automotive Systems Technology – AAS Degree	Applied Engineering & Technologies	A60160
Baking and Pastry Arts – AAS Degree Baking and Pastry Arts – Diploma Baking and Pastry Arts - Certificate	Business & Public Services Technologies	A55130 D55130 C55130A
Biopharmaceutical Technology – AAS Degree Applied Biotechnology - Certificate Biopharmaceutical Regulations - Certificate Biopharmaceutical Manufacturing and Quality - Certificate Advanced Biopharmaceutical Practices - Certificate Pharmaceutical Basics - Certificate	Applied Engineering & Technologies	A20180 C20180A C20180B C20180C C20180D C20180E
Business Administration: General Business Administration – AAS Degree Business Core – Certificate Career Success – Certificate Customer Service – Certificate Entrepreneurship – Certificate Leadership - Certificate	Business & Public Services Technologies	A25120A C25120D C25120G C25120B C25120C C25120F
Business Administration: Global Business Management – AAS Degree International Business - Certificate	Business & Public Services Technologies	A25120G C25120GB

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division to Contact	Program Code
Business Administration: Human Resources Management – AAS Degree Human Resources Administration - <i>Certificate</i> Human Resources Management – <i>Certificate</i> Public Administration - <i>Certificate</i>	Business & Public Services Technologies	A25120H C25120HA C25120HB C25120P
Business Administration: Marketing – AAS Degree Marketing and Sales - <i>Certificate</i>	Business & Public Services Technologies	A25120M C25120MM
Business Analytics – AAS Degree Business Intelligence – <i>Certificate</i> Business Analyst – <i>Certificate</i> Marketing Analytics – <i>Certificate</i> Logistics Analytics – <i>Certificate</i> Finance Analytics - <i>Certificate</i>	Business & Public Services Technologies	A25350 C25350A C25350B
Collision Repair and Refinishing Technology – AAS Degree Fundamentals – <i>Certificate</i> Fundamentals II – <i>Certificate</i>	Applied Engineering & Technologies	A60130 C60130A C60130B
Civil Engineering Technology – AAS Degree Office/CAD – <i>Certificate</i> Field Technician – <i>Certificate</i> Design - <i>Certificate</i>	Applied Engineering & Technologies	A40140 C40140A C40140B C40140C
Computer Engineering – AAS Degree	Computer Technologies	A25590CE
Computed Tomography Technology - Certificate	Health Sciences	C45200
Computer Programming and Development – AAS Degree IT Foundations - <i>Certificate</i> JAVA Programming – <i>Certificate</i> Visual BASIC Programming – <i>Certificate</i> C++ Programming – <i>Certificate</i> Enterprise Java – <i>Certificate</i> Programming Fundamentals - <i>Certificate</i>	Computer Technologies	A25590CP C25590F C25590JV C25590VB C25590CC C25590EJ C25590PF
Computer Technology Integration Data Storage & Virtualization – <i>AAS Degree</i> Healthcare Business Informatics – <i>AAS Degree</i>	Computer Technologies	A25500D A25500H
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> Basic Construction Estimating – <i>Certificate</i> Construction Safety Management – <i>Certificate</i>	Applied Engineering & Technologies	A35190 C35190C C35190D C35190E
Cosmetology – AAS Degree Cosmetology - <i>Diploma</i>	Business & Public Services Technologies	A55140 D55140A
Criminal Justice Technology – AAS Degree Principles of Correction – <i>Certificate</i> Introduction to Law Enforcement – <i>Certificate</i> Homeland Security – <i>Certificate</i> Intelligence Analysis - <i>Certificate</i>	Business & Public Services Technologies	A55180 C55180A C55180B C55180H C55180I
Criminal Justice Technology/Forensic Science– AAS Degree Principles of Identification and Information – <i>Certificate</i> Crime Scene Technician - <i>Certificate</i>	Business & Public Services Technologies	A5518A C5518A C5518C
Culinary Arts – AAS Degree Culinary Arts – <i>Diploma</i> Culinary Arts - <i>Certificate</i>	Business & Public Services Technologies	A55150 D55150 C55150A
Cyber Security – AAS Degree Hacking and Forensics – <i>Diploma</i>	Computer Technologies	A25590CS D25590HF
Data Science and Programming Support – AAS Degree IT Foundations - <i>Certificate</i> Database Programming - General - <i>Certificate</i> Database Programming - Microsoft - <i>Certificate</i> Database Programming – Oracle - <i>Certificate</i> Database Programming - SAS - <i>Certificate</i> Python Programming - <i>Certificate</i> Programming Fundamentals - <i>Certificate</i>	Computer Technologies	A25590DS C25590F C25590GB C25590SQ C25590OR C25590SS C25590PY C25590PF
Dental Assisting - Diploma	Health Sciences	D45240
Dental Hygiene – AAS Degree	Health Sciences	A45260

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division to Contact	Program Code
Diesel and Heavy Equipment Technology – AAS Degree Diesel and Heavy Equipment Technology - <i>Diploma</i> Hydraulics, Engines, and Transmission Forklift – <i>Certificate</i> Fuel Injection, Electrical, and Electronics Forklift – <i>Certificate</i>	Applied Engineering & Technologies	A60460 D60460 C60460BB C60460BC
Early Childhood Education – AAS Degree Early Childhood Education – <i>Diploma</i> Early Childhood Education – <i>Certificate</i> School-Age – <i>Certificate</i> Preschool Foundation - <i>Certificate</i> Infant/Toddler Care - <i>Certificate</i>	Business & Public Services Technologies	A55220 D55220A C55220D C55220E C55220G C55290
Electrical Systems Technology – AAS Degree Electrical Systems Technology – <i>Diploma</i> Electrical Systems Technology – <i>Certificate</i> Residential Wiring – <i>Certificate</i> Commercial Wiring – <i>Certificate</i> Industrial Wiring – <i>Certificate</i> Wiring Methods – <i>Certificate</i>	Applied Engineering & Technologies	A35130 D35130 C35130 C35130A C35130B C35130C C35130D
Electronics Engineering Technology – AAS Degree Basic Electronics – <i>Certificate</i> PLC Programming – <i>Certificate</i> SCADA Systems – <i>Certificate</i> Instrumentation – <i>Certificate</i> Embedded Systems – <i>Certificate</i>	Applied Engineering & Technologies	A40200 C40200A C40200B C40200E C40200F C40200G
Emergency Medical Science – AAS Degree	Health Sciences	A45340
Esthetics Technology - Certificate	Business & Public Services Technologies	C55230
Facility Maintenance Technology – AAS Degree Facility Maintenance Technology: Electrical Systems – <i>Certificate</i> Facility Maintenance Technology: HVACR – <i>Certificate</i> Facility Maintenance Technology: Basic Plumbing – <i>Certificate</i> Basic Facilities Technology I – <i>Certificate</i> Basic Facilities Technology II – <i>Certificate</i>	Applied Engineering & Technologies	A50190 C50190A C50190B C50190C C50190D C50190E
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> *(Offered only to North Carolina Correctional Institute for Women)	Business & Public Services Technologies	D55250 C55250
Geomatics Technology – AAS Degree Geomatics CAD – <i>Certificate</i> Geomatics Field Technician – <i>Certificate</i> Geomatics Design – <i>Certificate</i>	Applied Engineering & Technologies	A40420 C40420A C40420B C40420C
Health and Fitness Science – AAS Degree Health and Fitness – <i>Certificate</i>	Health Sciences	A45630 C45630
Healthcare Business Informatics – AAS Degree	Computer Technologies	A25590HB
Heavy Equipment Operator – Diploma Basic Heavy Equipment Operator – <i>Certificate</i> Advanced Heavy Equipment Operator – <i>Certificate</i>	Applied Engineering & Technologies	D35240 C32540A C35240B
Hospitality Management – AAS Degree Hospitality Management – <i>Diploma</i> Hospitality Restaurant Management – <i>Certificate</i> Procurement Management Certificate Hospitality Management Core Certificate Hospitality Event Coordinator – <i>Certificate</i> Hospitality Hotel Operations – <i>Certificate</i> Foodservice Entrepreneurship – <i>Certificate</i>	Business & Public Services Technologies	A25110 D25110 C25110D C25110E C25110F C25110G C25110H C25110J

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division to Contact	Program Code
Human Services Technology Human Services Technology – <i>AAS Degree</i> Human Services Technology/Mental Health – <i>AAS Degree</i> Human Services Technology /Substance Abuse – <i>AAS Degree</i> Mental Health – <i>Certificate</i> Substance Abuse Counseling - <i>Certificate</i> Substance Abuse Intervention – <i>Certificate</i>	Health Sciences	A45380 A4538C A4538E C4538C C4538ECO C4538EI
Interior Design – AAS Degree Residential Interior Design – <i>Certificate</i> Décor Focus Interior Design – <i>Certificate</i> Commercial Interior Design – <i>Certificate</i>	Applied Engineering & Technologies	A30220 C30200A C30220B C30220C
Lateral Entry - Certificate	Business & Public Services Technologies	C55430
Magnetic Resonance Imaging - Diploma	Health Sciences	D45800
Mechanical Engineering Technology – AAS Degree Mechanical Design – <i>Certificate</i> Thermal Mechanics - <i>Certificate</i> Materials Engineering – <i>Certificate</i> Additive Manufacturing– <i>Certificate</i> Mechanical Drafting – <i>Certificate</i> Mechatronics – <i>Certificate</i>	Applied Engineering & Technologies	A40320 C40320B C40320C C40320D C40320G C40320H C40320I
Medical Assisting – AAS Degree Medical Assisting - <i>Diploma</i>	Health Sciences	A45400 D45400
Medical Laboratory Technology – AAS Degree	Health Sciences	A45420
Medical Office Administration Medical Office Professional – <i>AAS Degree</i> Medical Billing and Coding – <i>AAS Degree</i> Healthcare and Administration – <i>AAS Degree</i> Medical Office Professional – <i>Diploma</i> Medical Office Professional - <i>Certificate</i>	Computer Technologies	A25310P A25310B A25310H D25310P C25310P
Mission Critical Operations – AAS Degree Introduction to MCO – <i>Certificate</i> Critical Electrical Systems – <i>Certificate</i> Critical Control Systems – <i>Certificate</i> Mission Critical Operations – <i>Certificate</i>	Applied Engineering & Technologies	A40430 C40430A C40430B C40430C C40320D
Mobile Applications Developer – AAS Degree Android Application Developer - <i>Certificate</i> Web Development Basics - <i>Certificate</i> iOS Application Developer - <i>Certificate</i> Front-End Developer - <i>Certificate</i> Web Designer - <i>Certificate</i>	Computer Technologies	A25590MA C25590MA C25590WB C25590MI C25590DV C25590DM
Network Management – AAS Degree Data Storage and Virtualization - <i>Diploma</i> Cisco Network Associate - <i>Certificate</i> Cisco Network Professional - <i>Certificate</i> Microsoft Certified IT Professional - <i>Certificate</i> Linux Certified Professional – <i>Certificate</i> Linux Security Specialist – <i>Certificate</i> Global Windows Security Administration – <i>Certificate</i> Cisco Security - <i>Certificate</i>	Computer Technologies	A25590NM D25590DV C25590CA C25590CP C25590MS C25590LX C25590LS C25590WS C25590CX
Office Administration Office Professional – <i>AAS Degree</i> Office Finance – <i>AAS Degree</i> Office Software – <i>AAS Degree</i> Legal Office – <i>AAS Degree</i> Office Professional - <i>Diploma</i> Office Professional - <i>Certificate</i> Office Software – <i>Certificate</i> Legal Office - <i>Certificate</i>	Computer Technologies	A25370P A25370F A25370S A25370L D25370P C25370P C25370S C25370L
Pharmacy Technology – AAS Degree Pharmacy Technology – <i>Diploma</i>	Health Sciences	A45580 D45580
Phlebotomy - Certificate	Health Sciences	C45600

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Program Name	Division to Contact	Program Code
Plumbing: Plumbing: Residential – <i>Diploma</i> Plumbing: Commercial - <i>Diploma</i> Plumbing Concepts I – <i>Certificate</i> Plumbing Concepts II – <i>Certificate</i>	Applied Engineering & Technologies	D35300A D35300B C35300D C35300E
Radiography – AAS Degree	Health Sciences	A45700
Simulation and Game Development: Simulation and Game Development - Art & Modeling – <i>AAS Degree</i> Simulation and Game Development - Programming – <i>AAS Degree</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> Level Design - <i>Certificate</i>	Computer Technologies	A25450A A25450P D25450B C25450A C25450B C25450C C25450D C25450E C25450F C25450G C25450H C25450I
Software and Web Development – AAS Degree IT Foundations - <i>Certificate</i> C# Programming - <i>Certificate</i> JavaScript - <i>Certificate</i> .Net Programming - <i>Certificate</i> Programming Fundamentals - <i>Certificate</i>	Computer Technologies	A25590SW C25590F C25590CZ C25590JS C25590NE C25590PF
Storage & Virtualization – AAS Degree	Computer Technologies	A25590SV
Supply Chain Management (Distribution Management)– AAS Degree Distribution Management Core – <i>Certificate</i> Transportation Management - <i>Certificate</i>	Business & Public Services Technologies	A25620D C25620DA C25620DB
Supply Chain Management (Global Logistics Technology)– AAS Degree Logistics Core – <i>Certificate</i> International Logistics - <i>Certificate</i> Supply Chain - <i>Certificate</i>	Business & Public Services Technologies	A25620G C25620GA C25620GB C25620GC
Technical Support – AAS Degree Hardware Support and Repair - <i>Certificate</i> IT Foundations - <i>Certificate</i> IT Help Desk Technician - <i>Certificate</i> Cybersecurity Support - <i>Certificate</i> Networking Support - <i>Certificate</i>	Computer Technologies	A25590TS C25590HW C25590F C25590HD C25590CS C25590NS
Therapeutic Massage - Diploma	Health Sciences	D45750
Web Designer – AAS Degree Web Designer - <i>Certificate</i> Advanced Web Designer - <i>Certificate</i> Front-End Developer - <i>Certificate</i> Web Development Basics - <i>Certificate</i>	Computer Technologies	A25590DM C25590DM C25590AW C25590DV C25590WB
Web Developer – AAS Degree Web Developer - <i>Certificate</i> Advanced Web Developer - <i>Certificate</i> Front-End Developer - <i>Certificate</i> Web Development Basics - <i>Certificate</i>	Computer Technologies	A25590WD C25590WD C25590AD C25590DV C25590WB
Welding Technology – AAS Degree Welding Technology – <i>Diploma</i> Welding Technology – <i>Certificate</i> Fabrication Design – <i>Certificate</i> Computer Controlled Welding - <i>Certificate</i>	Applied Engineering & Technologies	A50420 D50420 C50420B C50420C C50420D

***Collaborative Agreements**

None at this time

CURRICULUM EDUCATION (FOR CREDIT): PROGRAMS OF STUDY

Special Notes about Curriculum Programs

Criminal Background Checks

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.

Length of Programs

The length of Wake Tech programs is set by the North Carolina Community College System and published in the NCCCS Curriculum Procedures Reference Manual. All Wake Tech degree, diploma, and certificate programs are of the same quality and rigor and meet the same standards for student achievement regardless of the mode of instruction (traditional-seated, online, or hybrid). Website:

<http://curred.waketech.edu/>.

Professional Licensure

If you are considering a program at Wake Technical Community College that leads to licensure or certification and you do not live in North Carolina, please contact the respective licensing board in the state where you reside before beginning the program. It is the student's responsibility to contact the licensing board in the state in which they live or intend to practice.



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

APPLIED ENGINEERING & TECHNOLOGIES

Applied Engineering & Technologies Division

Dean Patti Godin

Phone: 919-866-5170

Email: pagodin@waketech.edu

Website: <http://aet.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 – <i>Diploma</i>	D60410
Air Conditioning, Heating, and Refrigeration Technology – AAS Degree	A35100
Air Conditioning, Heating, and Refrigeration Technology - <i>Diploma</i>	D35100A
Air Conditioning, Heating, and Refrigeration Technology - <i>Certificate</i>	C35100B
Commercial - <i>Certificate</i>	C35100C
Design - <i>Certificate</i>	C35100D
Architectural Technology – AAS Degree	A40100
Architectural CAD – <i>Certificate</i>	C40100A
Building Information Modeling - <i>Certificate</i>	C40100B
Architectural and Landscape Illustration – <i>Certificate</i>	C40100D
Landscape Design - <i>Certificate</i>	C40100F
Automotive Systems Technology – AAS Degree	A60160
Biopharmaceutical Technology – AAS Degree	A20180
Applied Biotechnology - <i>Certificate</i>	C20180A
Biopharmaceutical Regulations - <i>Certificate</i>	C20180B
Biopharmaceutical Manufacturing and Quality - <i>Certificate</i>	C20180C
Advanced Biopharmaceutical Practices - <i>Certificate</i>	C20180D
Pharmaceutical Basics - <i>Certificate</i>	C20180E
Civil Engineering Technology – AAS Degree	A40140
Office/CAD – <i>Certificate</i>	C40140A
Field Technician – <i>Certificate</i>	C40140B
Design - <i>Certificate</i>	C40140C
Collision Repair and Refinishing Technology – AAS Degree	A60130
Fundamentals – <i>Certificate</i>	C60130A
Fundamentals II – <i>Certificate</i>	C60130B
Construction Equipment Systems Technology – AAS Degree	A60450
Construction Equipment Systems Technology – <i>Diploma</i>	D60450
Hydraulics, Engines, and Transmission – <i>Certificate</i>	C60450BB
Fuel Injection, Electrics, and Electronics – <i>Certificate</i>	C60450BC
Construction Management Technology – AAS Degree	A35190
Construction Management Technology: Basic – <i>Certificate</i>	C35190C
Basic Construction Estimating – <i>Certificate</i>	C35190D
Construction Safety Management – <i>Certificate</i>	C35190E
Diesel and Heavy Equipment Technology – AAS Degree	A60460
Diesel and Heavy Equipment Technology - <i>Diploma</i>	D60460
Hydraulics, Engines, and Transmission Forklift – <i>Certificate</i>	C60460BB
Fuel Injection, Electrical, and Electronics Forklift – <i>Certificate</i>	C60460BC

APPLIED ENGINEERING & TECHNOLOGIES

Program Name's Continued	Program Code
Electrical Systems Technology – AAS Degree Electrical Systems Technology – <i>Diploma</i> Electrical Systems Technology – <i>Certificate</i> Residential Wiring – <i>Certificate</i> Commercial Wiring – <i>Certificate</i> Industrial Wiring – <i>Certificate</i> Wiring Methods – <i>Certificate</i>	A35130 D35130 C35130 C35130A C35130B C35130C C35130D
Electronics Engineering Technology – AAS Degree Basic Electronics – <i>Certificate</i> PLC Programming – <i>Certificate</i> SCADA Systems – <i>Certificate</i> Instrumentation – <i>Certificate</i> Embedded Systems – <i>Certificate</i>	A40200 C40200A C40200B C40200E C40200F C40200G
Facility Maintenance Technology – AAS Degree Facility Maintenance Technology: Electrical Systems – <i>Certificate</i> Facility Maintenance Technology: HVACR – <i>Certificate</i> Facility Maintenance Technology: Basic Plumbing – <i>Certificate</i> Basic Facilities Technology I – <i>Certificate</i> Basic Facilities Technology II – <i>Certificate</i>	A50190 C50190A C50190B C50190C C50190D C50190E
Geomatics Technology – AAS Degree Geomatics CAD – <i>Certificate</i> Geomatics Field Technician – <i>Certificate</i> Geomatics Design – <i>Certificate</i>	A40420 C40420A C40420B C40420C
Heavy Equipment Operator – Diploma Basic Heavy Equipment Operator – <i>Certificate</i> Advanced Heavy Equipment Operator – <i>Certificate</i>	D35240 C32540A C35240B
Interior Design – AAS Degree Residential Interior Design – <i>Certificate</i> Décor Focus Interior Design – <i>Certificate</i> Commercial Interior Design – <i>Certificate</i>	A30220 C30200A C30220B C30220C
Mechanical Engineering Technology – AAS Degree Mechanical Design – <i>Certificate</i> Thermal Mechanics - <i>Certificate</i> Materials Engineering – <i>Certificate</i> Additive Manufacturing– <i>Certificate</i> Mechanical Drafting – <i>Certificate</i> Mechatronics – <i>Certificate</i>	A40320 C40320B C40320C C40320D C40320G C40320H C40320I
Mission Critical Operations – AAS Degree Introduction to MCO – <i>Certificate</i> Critical Electrical Systems – <i>Certificate</i> Critical Control Systems – <i>Certificate</i> Mission Critical Operations – <i>Certificate</i>	A40430 C40430A C40430B C40430C C40320D
Plumbing: Residential – Diploma Plumbing: Commercial – Diploma Plumbing Concepts I – <i>Certificate</i> Plumbing Concepts II – <i>Certificate</i>	D35300A D35300B C35300D C35300E
Welding Technology – AAS Degree Welding Technology – <i>Diploma</i> Welding Technology – <i>Certificate</i> Fabrication Design – <i>Certificate</i> Computer Controlled Welding - <i>Certificate</i>	A50420 D50420 C50420B C50420C C50420D

***Collaborative Agreements**

None at this time

APPLIED ENGINEERING & TECHNOLOGIES

AGRICULTURAL SYSTEMS TECHNOLOGY

Agricultural Systems Technology Degree - A60410

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.

Graduates 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 Diploma - D60410

Program Sequence

First Semester

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
ENG 110	Freshman Composition	3
HUM 121	The Nature of America	3
Elective List I		2

Second Semester

HET 110	Diesel Engines	6
HET 134	Mechanical Fuel Injection	3
PME 112	Consumer Products	2
MAT 110	Math Measurement & Lit	3
Elective List II		2

Third Semester

Elective List III		2
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Fourth Semester

HET 114	Power Trains	5
HYD 134	Hyd/Hydrostatic Const.	4
PME 121	Component Controls	2
COM 120	Intro Interpersonal Com	3
PSY 118	Interpersonal Psychology	3

Fifth Semester

ELN 112	DC/AC Electricity	4
PME 111	Planters and Sprayers	4
PME 122	Agricultural Telematics	3
Elective List I		4

Complete Agricultural Systems Technology Diploma (D60410): ELN 112, ENG 110, HET 110, HET 114, HET 134, HYD 134, PME 111, PME 112, PME 121, PSY 118, TRN 110, TRN 120, TRN 120A, TRN 140, TRN 170

Elective List I (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
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Elective List II (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

Elective List III (Select 2 hours from the following courses):

WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WLD 112	Basic Welding Processes	2

Graduation Requirements 70 Credit Hours

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

Air Conditioning, Heating, and Refrigeration Technology Degree - A35100

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 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.

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.

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.

Building Automation Certificate – C35100E

APPLIED ENGINEERING & TECHNOLOGIES

Commercial Refrigeration Certificate – C35100F

Program Sequence

First Semester

AHR 111	HVACR Electricity	3
AHR 113C	Comfort Cooling	2

Second Semester

AHR 110	Introduction to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113L	Comfort Cooling	2
PSY 118	Interpersonal Psychology	3

Third Semester

AHR 114	Heat Pump Technology.....	4
AHR 125	HVACR Electronics	3
AHR 133	HVAC Servicing.....	4
ENG 110	Freshman Composition	3

Complete AHR Evening Certificate (C35100B): AHR 111, AHR 112, AHR 113, AHR 125, AHR 133

Fourth Semester

AHR 115	Refrigeration Systems.....	2
AHR 213	HVACR Building Code	2
AHR 151	HVAC Duct Systems I.....	2
AHR 211	Residential System Design.....	3
Elective List I	1

Complete AHR Diploma (D35100A): AHR 110, AHR 111, AHR 112, AHR 113C, AHR 113L, AHR 114, AHR 115, AHR 125, AHR 133, AHR 151, AHR 213, ENG 110, PSY 118

Fifth Semester

AHR 180	HVAC Customer Relations.....	1
AHR 215	Commercial HVAC Controls.....	2
BAT 111	Building Automation Systems.....	2
REF 116	Commercial Systems I	4
COM 120	Interpersonal Communication.....	3

Complete Commercial Refrigeration Certificate (C35100F): AHR 110, AHR 111, AHR 115, REF 116

Sixth Semester

AHR 212	Advanced Comfort Systems.....	4
AHR 225	Commercial System Design.....	3
AHR 250	HVAC System Diagnostics.....	2
AHR 263	Energy Management.....	2
HUM 121	The Nature of America	3
MAT 110	Mathematical Measurement and Lit	3

Complete Design Certificate (C35100D): AHR 211, AHR 213, AHR 225, AHR 235, AHR 263

Complete Building Automation Certificate (C35100E): AHR 111, AHR 125, AHR 215, AHR 225, AHR 263, BAT 111

Elective List I (Select 1 hour from the following courses):

AHR 160	Refrigerant Certification	1
AHR 235	Refrigeration Design.....	3
WBL 111	Work-Based Learning I.....	1

Graduation Requirements.....72 Credit Hours

ARCHITECTURAL TECHNOLOGY

Architectural Technology Degree - A40100

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 CAD Certificate - C40100A

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.

Building Information Modeling (BIM) Certificate – C40100B

Architectural and Landscape Illustration Certificate – C40100D

Landscape Design Certificate – C40100F

Program Sequence

First Semester

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 250	Survey of Architecture	3

Second Semester

ARC 113	Residential Architectural Technology	3
ARC 212	Commercial Construction Technology	3
ARC 225	Architectural BIM I.....	2
ARC 225A	Architectural BIM I Lab	1
ARC 264	Digital Architecture	2
MAT 121	Algebra and Trigonometry.....	3

Third Semester

ENG 111	Expository Writing	3
HUM 115	Critical Thinking.....	3

Fourth Semester

ARC 131	Building Codes	3
ARC 132	Specifications and Contracts.....	2
ARC 211	Light Construction Technology.....	3
ARC 220	Advanced Architectural CAD.....	2

APPLIED ENGINEERING & TECHNOLOGIES

ARC 230	Environmental Systems	4
ARC 240	Site Planning	3

Complete Architectural CAD Certificate (C40100A): ARC 111, ARC 112, ARC 113, ARC 114, ARC 114A, ARC 220

Fifth Semester

ARC 141	Elementary Structures for Architecture	4
ARC 213	Design Project	4
SST 140	Green Building and Design Concepts	3
ENG 114	Professional Research and Reporting	3
Elective List (choose from 1 of 4 tracks)		5

Elective 1 Track 1: Complete Building Information Modeling Certificate (C40100B): Choose CIV 125, ARC 226, ARC 226A + ARC 212, ARC 225, ARC 225A, ARC 264

Elective 2 Track 2: Complete Architectural Planning Design Certificate (C40100C): Choose LAR 211, LAR 241, LAR 242 + ARC 213, ARC 240, ARC 264

Elective 3 Track 3: Complete Architectural and Landscape Illustration Certificate (C40100D): Choose ARC 231, ARC 235, LAR 235 + ARC 264

Elective 2 Track 4: Complete Landscape Design Certificate (C40100F): Choose HOR 114, HOR 160, LAR 111, LAR 113, LAR 250 + ARC 114, ARC 114A

Elective 2 Track 5: Complete Plant Identification Certificate (C40100G): Choose HOR 160, HOR 161, HOR 162, LAR 231

Sixth Semester

PSY 150	General Psychology	3
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Elective List I (Select 5 hours from the following courses):

ARC 226	Architectural BIM II	2
ARC 226A	Architectural BIM II Lab	1
CIV 125	Civil/Surveying CAD	3
CIV 230	Construction Estimating	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WBL 113	Work-Based Learning I	3

Elective List II (Select 5 hours from the following courses):

HOR 112	Landscape Design I	3
HOR 114	Landscape Construction	3
HOR 160	Plant Materials I	3
HOR 161	Plant Materials II	3
HOR 162	Applied Plant Science	3
LAR 111	Introduction to Landscape Arch Tech	3
LAR 113	Residential Landscape Design	3
LAR 120	Sustainable Development	3
LAR 211	Commercial Site Design	3
LAR 230	Principles of Exterior Planting	4
LAR 231	Principles of Interior Planting	3
LAR 241	Adv Site Planning	3
LAR 242	Planning and Environment	3
LAR 250	Survey of LAR	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WBL 113	Work-Based Learning I	3

Elective List III (Select 5 hours from the following courses):

ARC 231	Architectural Presentations	4
ARC 235	Architectural Portfolio	3
LAR 111	Introduction to Landscape Arch Tech	3
LAR 235	LAR Presentation Techniques	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WBL 113	Work-Based Learning I	3

Elective List IV (Select 5 hours from the following courses):

ARC 261	Solar Technology	2
LAR 120	Sustainable Development	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WBL 113	Work-Based Learning I	3

Graduation Requirements 72 Credit Hours

AUTOMOTIVE SYSTEMS TECHNOLOGY

Automotive Systems Technology Degree - A60160

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.

First Semester

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
TRN 110	Intro to Transportation Tech	2
TRN 120	Basic Transport Electricity	5
TRN 120A	Basic Transport Electricity Lab	1
TRN 170	PC Skills for Transp	2
MAT 110	Math Measurement & Lit	3

Second Semester

AUT 123	Powertrain Diagn & Serv	2
AUT 181	Engine Performance 1	3
AUT 181A	Engine Performance 1 Lab	1
AUT 213	Automotive Servicing 2	2
AUT 231	Man Trans/Axles/Drtrains	3
ENG 110	Freshman Composition	3
HUM 121	The Nature of America	3

Third Semester

TRN 140	Transport Climate Control	2
TRN 140A	Transport Climate Control Lab	2

Fourth Semester

AUT 141	Suspension & Steering Sys	3
AUT 141A	Suspension & Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
AUT 281	Adv Engine Performance	3
PSY 118	Interpersonal Psychology	3

Fifth Semester

AUT 114	Safety and Emissions	2
AUT 183	Engine Performance II	4
AUT 221	Auto Transm/Transaxles	3
AUT 221A	Auto Transm/Transax Lab	1
COM 120	Interpersonal Communication	3

Graduation Requirements..... 65 Credit Hours

APPLIED ENGINEERING & TECHNOLOGIES

BIOPHARMACEUTICAL TECHNOLOGY

Biopharmaceutical Technology Degree - A20180

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 Regulations Certificate - C20180B

This is an introduction to regulatory and applied science course work. This certificate is the first of three “stackable” certificates embedded within the Biopharmaceutical Technology Program.

Biopharmaceutical Manufacturing and Quality Certificate - C20180C

The courses in this certificate emphasize manufacturing processes and quality control procedures applicable to the biopharmaceutical industry and is the second of the “stackable” certificates.

Advanced Biopharmaceutical Practices Certificate - C20180D

The courses in this certificate provide more detail and very specific applications within the industry. This certificate is the third of the three “stackable” certificates of the Biopharmaceutical Technology Program.

Pharmaceutical Basics Certificate - C20180E

Program Sequence

First Semester

BPM 110	Bioprocess Practices.....	5
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
PTC 110	Industrial Environment	3
ENG 111	Expository Writing	3
MAT 121	Algebra/Trigonometry.....	3

Complete Biopharmaceutical Regulations Certificate (C20180B): BPM 110, CHM 131, CHM 131A, PTC 110

Second Semester

BIO 110	Principles of Biology.....	4
CHM 132	Organic and Biochemistry.....	4
ISC 121	Envir Health & Safety	3
PTC 120	Pharmaceutical Quality Control.....	4
ENG 114	Professional Research and Reporting	3

Third Semester

ENV 212	Instrumentation	4
PTC 210	Pharmaceutical Industrial Processes.....	4
PTC 222	Pharmaceutical Process Control.....	3
HUM 110	Technology and Society	3
PSY 118	Interpersonal Psychology	3

Complete Biopharmaceuticals Manufacturing & Quality Certificate (C20180C): CHM 132, PTC 120, PTC 210, PTC 222

Fourth Semester

PTC 212	Applied Microbiology.....	4
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PTC 214	Parenteral Processes	4
PTC 226	Validation.....	3
PTC 228	Pharmaceutical Issues	1
Elective List I	3

Complete Advanced Biopharmaceutical Practices Certificate (C20180D): PTC 212, PTC 214, PTC 226, PTC 228

Complete Pharmaceutical Basics Certificate (C20180E): BPM 110, ISC 121, PTC 110, PTC 120, PTC 228

Elective List I (Select 3 hours from the following courses):

CIS 110	Intro to Computers.....	3
EGR 115	Introduction to Technology	3
ISC 135	Principles of Industrial Management.....	4
ISC 237	Quality Management	3
WBL 111	Work-Based Learning I.....	1

Graduation Requirements68 Credit Hours

CIVIL ENGINEERING TECHNOLOGY

Civil Engineering Technology Degree - A40140

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: Office/CAD - C40140A

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.

Civil Engineering Technology: Field Technician – C40140B

Civil Engineering Technology: Design – C40140C

Program Sequence

APPLIED ENGINEERING & TECHNOLOGIES

First Semester

ACA 115	Success & Study Skills.....	1
CEG 115	Intro to Tech and Sustainability.....	3
CEG 115A	Tech and Sustainability Lab.....	1
CEG 151	CAD for Engineering Technology.....	3
ENG 111	Expository Writing.....	3
HUM 110	Technology and Society.....	3
MAT 121	Algebra and Trigonometry.....	3

Second Semester

CEG 111	Introduction to GIS and Gnss.....	4
CIV 125	Civil/Surveying CAD.....	3
EGR 251	Statics.....	3
SRV 110	Surveying I.....	4
COM 120	Intro to Interpersonal Communication.....	3

Complete Office/CAD Certificate (C40140A): CEG 111, CEG 115, CEG 151, CIV 125, EGR 251

Third Semester

SRV 111	Surveying II.....	4
SRV 260	Field and Office Practices.....	2

Fourth Semester

CEG 211	Hydrology and Erosion Control.....	3
CEG 212	Intro to Environmental Technology.....	3
CIV 111	Solis and Foundations.....	4
EGR 252	Strength of Materials.....	3
PSY 118	Interpersonal Psychology.....	3

Fifth Semester

CEG 210	Construction Materials and Methods.....	3
CEG 230	Subdivision Planning and Design.....	3
CEG 235	Project Mgmt and Estimating.....	3
CIV 215	Highway Technology.....	3
Elective List I	2

Complete Field Technician Certificate (C40140B): CEG 210, CIV 111, CIV 215, SRV 111

Complete Design Certificate (C40140C): CEG 211, CEG 212, CEG 230, CEG 235, EGR 252

Elective List I (Select 2 hours from the following courses):

CST 131	OSHA/Safety Certification.....	3
WBL 112	Work-Based Learning I.....	2

Graduation Requirements 70 Credit Hours

COLLISION REPAIR AND REFINISHING TECHNOLOGY

Collision Repair and Finishing Technology Degree – A60130

The Collision Repair and Refinishing Technology program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Fundamentals Certificate – C60130A

Fundamentals II Certificate – C60130B

Program Sequence

First Semester

AUB 131	Structural Damage I.....	2
TRN 110	Intro to Transportation Tech.....	2
TRN 140	Transportation Climate Control.....	2
TRN 140A	Transportation Climate Control Lab.....	2
ENG 110	Freshman Composition.....	3

Second Semester

AUB 121	Non Structural Damage I.....	3
AUB 132	Structural Damage II.....	4
TRN 120	Basic Transportation Electricity.....	5
MAT 110	Math Measurement & Lit.....	3

Third Semester

TRN 180	Basic Welding for Transportation.....	3
TRN 180A	Basic Welding for Transportation Lab.....	1
PSY 118	Interpersonal Psychology.....	3

Fourth Semester

AUB 111	Painting and Refinishing I.....	4
AUB 122	Non Structural Damage II.....	4
AUB 136	Plastics & Adhesives.....	3
COM 110	Intro to Communication.....	3

Complete Fundamentals Certificate (C60130A): AUB 111, AUB 131, TRN 110, TRN 120, TRN 140

Fifth Semester

AUB 112	Painting and Refinishing II.....	4
AUB 114	Special Finishes.....	2
AUB 162	Autobody Estimating.....	2
HUM 110	Technology & Society.....	3

Complete Fundamentals II Certificate (C60130B): AUB 111, AUB 112, AUB 121, AUB 131

Sixth Semester

AUB 150	Automotive Detailing.....	2
ACA 220	Professional Transitions.....	1
Elective List I	2

Elective List I (Select 2 hours from the following courses):

TRN 130	Introduction to Sustainable Transport.....	3
TRN 170	PC Skills for Transportation.....	2
WBL 111	Work-Based Learning I.....	1
WBL 112	Work-Based Learning I.....	2
WBL 121	Work-Based Learning II.....	1
WLD 131	GTAW (TIG) Plate.....	4

Graduation Requirements 65 Credit Hours

CONSTRUCTION EQUIPMENT SYSTEMS TECHNOLOGY

Construction Equipment Systems Technology Degree - A60450

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.

APPLIED ENGINEERING & TECHNOLOGIES

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 Diploma - D60450

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.

Fuel Injection, Electrics, & 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.

Program Sequence

First Semester

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
ENG 110	Freshman Composition.....	3
Elective List I	2

Second Semester

HET 110	Diesel Engines.....	6
PME 118	Undercarriage Components.....	2
PME 221	Construction Equipment Servicing.....	2
MAT 110	Math Measurement & Lit.....	3
Elective List II	2

Third Semester

Elective List III	2
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Fourth Semester

HET 114	Power Trains.....	5
HYD 134	Hydraulic/Hydrostatic Construction.....	4
PME 117	Equipment Braking Systems.....	3
COM 120	Interpersonal Communication.....	3
PSY 118	Interpersonal Psychology.....	3

Complete Hydraulics, Engines, and Transmission Certificate (C60450BB): Choose 2 hours from Elective List 2 + HET 110, HET 114

Fifth Semester

HET 125	Preventative Maintenance.....	2
HET 134	Mechanical Fuel Injection.....	3
PME 211	Advanced Equipment Repair.....	4
HUM 121	The Nature of America.....	3
Elective List I	4

Complete Fuel Injection, Electrical, and Electronics Certificate (C60450BC): Choose 4 hours from Elective List 1 + HET 134, TRN 120

Complete Construction Equipment Systems Technology Diploma (D60450): Choose 4 hours from Elective List 1 + ENG 110, HET 110, HET 114, HET 134, HYD 134, PME 117, PME 118, PME 221, PSY 118, TRN 110, TRN 120, TRN 120A, TRN 140, TRN 170

Elective List I (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

Elective List II (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

Elective List III (Select 2 hours from the following courses):

WBL 111	Work-Based Learning I.....	1
WBL 112	Work-Based Learning I.....	2
WLD 112	Basic Welding Processes.....	2

Graduation Requirements 68 Credit Hours

CONSTRUCTION MANAGEMENT TECHNOLOGY

Construction Management Technology Degree - A35190

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: 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.

Construction Management Technology: Basic Construction Estimating – C35190D

Construction Management Technology: Construction Safety Management – C35190E

Program Sequence

First Semester

BPR 130	Blueprint Reading/Const.....	3
BPR 230	Commercial Blueprints	2
CMT 112a	Construction Management I, Pt 1	3
CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance.....	3
MAT 121	Algebra and Trigonometry.....	3

Second Semester

CMT 112b	Construction Management I, Pt 2.....	3
CMT 214	Planning and Scheduling.....	3
CMT 218	Human Relations Issues	3
CST 131	OSHA/Safety/Certification	3
ENG 111	Expository Writing	3

Complete Basic Certificate (C35190C): BPR 130, BPR 230, CMT 210, CMT 212, CMT 214, CMT 218

Complete Safety Management Certificate (C35190E): BPR 130, BPR 230, CMT 210, CMT 212, CMT 218, CST 131

Third Semester

CMT 120	Codes and Inspections.....	3
COM 120	Intro Interpersonal Com.....	3
PSY 150	General Psychology	3

Fourth Semester

CMT 193A	Selected Topics.....	3
CST 150	Building Science.....	3
CST 241	Planning/Estimating I.....	3
SST 140	Green Building and Design Concepts.....	3
HUM 110	Technology and Society	3

Fifth Semester

ACC 120	Prin of Financial Acct.....	4
BUS 139	Entrepreneurship I.....	3
CMT 226	Applications Project*.....	3
CST 242	Planning/Estimating II.....	4

Complete Basic Construction Estimating Certificate (C35190D): BPR 130, BPR 230, CMT 193A, CMT 210, CST 241, CST 242

Graduation Requirements.....70 Credits Hours

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY

Diesel and Heavy Equipment Technology Degree - A60460

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 Diploma - D60460

Hydraulics, Engines, and Transmission Forklift Certificate - C60460BB

Fuel Injection, Electrical, and Electronics Forklift Certificate - C60460BC

Program Sequence

First Semester

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
ENG 110	Freshman Composition	3
Elective List I	2

Second Semester

HET 110	Diesel Engines.....	6
HET 233	Suspension and Steering	4
MAT 110	Math Measurement & Lit.....	3
Elective List II	2

Third Semester

Elective List III	2
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Fourth Semester

HET 114	Power Trains.....	5
HYD 134	Hyd/Hydrostatic Const	4
HET 231	Medium/Heavy Duty Brake System.....	2
HET 232	Medium/Heavy Duty Brake System Lab.....	1
COM 120	Interpersonal Communication.....	3
PSY 118	Interpersonal Psychology	3

Complete Hydraulics, Engines, and Transmission Forklift Certificate (C60460BB): Choose HYD 111 or HYD 112 + HET 110, HET 114

Fifth Semester

HET 125	Preventative Maintenance	2
HET 134	Mechanical Fuel Injection	3
PME 211	Advanced Equipment Repair.....	4

APPLIED ENGINEERING & TECHNOLOGIES

HUM 121	The Nature of America	3
Elective List I	4

Complete Fuel Injection, Electrical, and Electronics Forklift Certificate (C60460BC): Choose 4 hours from Elective List 1 + HET 134, TRN 120

Complete Diesel and Heavy Equipment Technology Diploma (D60460): Choose 4 hours from Elective List 1 and 2 hours from Elective List 2 + ENG 110, HET 110, HET 114, HET 125, HET 134, HET 231, HET 232, HYD 134, PSY 118, TRN 110, TRN 120, TRN 120A, TRN 140, TRN 170

Elective List I (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

Elective List II (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

Elective List III (Select 2 hours from the following courses):

WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WLD 112	Basic Welding Processes.....	2

Graduation Requirements 68 Credit Hours

ELECTRICAL SYSTEMS TECHNOLOGY

Electrical Systems Technology Degree - A35130

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as photovoltaic AC/DC theory, basic wiring practices, 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 field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

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 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, 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 field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Electrical Systems Technology Certificate – C35130

Residential Wiring Certificate – C35130A

Commercial Wiring Certificate – C35130B

Industrial Wiring Certificate – C35130C

Wiring Methods Certificate – C35130D

Program Sequence

First Semester

ELC 112	DC/AC Electricity	5
ELC 113	Residential Wiring.....	4
ELC 118	National Electrical Code	2
ELC 127	Software for Technicians	2

Second Semester

ELC 114	Commercial Wiring	4
ELC 117	Motors and Controls	4
ELC 119	NEC Calculations	2

Complete Electrical Systems Technology Certificate (C35130): ELC 113, ELC 114, ELC 118, ELC 119

Complete Wiring Methods Certificate (C35130D): ELC 113, ELC 114, ELC 118, ELC 119

Third Semester

ELC 115	Industrial Wiring.....	4
ELC 128	Introduction to PLC.....	3
Elective List I or II.....		3

Complete Electrical Systems Technology Diploma (D35130): Choose ALT 120 + ELC 112, ELC 113, ELC 114, ELC 115, ELC 117, ELC 118, ELC 119, ELC 128, ENG 110, PSY 118

Fourth Semester

BPR 130	Print Reading-Construction	3
ISC 121	Envir Health and Safety.....	3
MAT 110	Math Measurement and Literacy.....	3
Elective List I or II.....		3

Complete Residential Wiring Certificate (C35130A): BPR 130, ELC 112, ELC 113, ELC 118

Fifth Semester

ELC 121	Electrical Estimating	2
ELC 134	Transformer Applications.....	2
Elective List I or II.....		3

Complete Commercial Wiring Certificate (C35130B): ELC 114, ELC 117, ELC 119, ELC 121

Complete Industrial Wiring Certificate (C35130C): ELC 115, ELC 128, ELC 134, ISC 121

General Education Academic Core Requirements

COM 120	Interpersonal Communications.....	3
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APPLIED ENGINEERING & TECHNOLOGIES

ENG 110	Freshman Composition	3
HUM 121	The Nature of America	3
PSY 118	Interpersonal Psychology	3

Elective List I – Renewable Energy Track (Select 9 hours from the following courses):

ALT 120	Renewable Energy Tech.....	3
ELC 220	Photovoltaic Sys Tech.....	3
ELC 221	Adv Photovoltaic Sys Designs	3

Elective List II - Business Track (Select 9 hours from the following courses):

BUS 110	Introduction to Business.....	3
BUS 115	Business Law I.....	3
BUS 139	Entrepreneurship I.....	3

Graduation Requirements 64 Credit Hours

ELECTRONICS ENGINEERING TECHNOLOGY

Electronics Engineering Technology Degree - A40200

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

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.

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.

SCADA Systems Certificate - C40200E

Instrumentation Certificate - C40200F

Embedded Systems Certificate – C40200G

Program Sequence

First Semester

EGR 131	Intro to Electronics Technology	2
ELC 131	Circuit Analysis I.....	4
ELN 133	Digital Electronics.....	4
ENG 111	Expository Writing.....	3
MAT 121	Algebra and Trigonometry*.....	3

Second Semester

ELN 131	Analog Electronics I.....	4
ELN 260	Prog Logic Controllers	4
ELN 275	Troubleshooting.....	2
HUM 110	Technology and Society	3
PSY 118	Interpersonal Psychology	3

Complete Basic Electronics Certificate (C40200A): EGR 131, ELC 131, ELN 131, ELN 133, ELN 275

Third Semester

ELN 132	Analog Electronics II.....	4
ELN 231	Industrial Controls.....	3

Fourth Semester

CSC 133	C Programming	3
ELN 232	Introduction to Microprocessors	4
ELN 234	Communication Systems.....	4
Elective List I	3

Fifth Semester

ELN 152	Fabrication Techniques	2
ELN 233	Microprocessor Systems	4
ELN 235	Data Communications Systems	4
ENG 114	Professional Research and Reporting.....	3
Elective List I	3

Complete PLC Programming Certificate (C40200B): Choose ATR 214, ATR 215 + ELN 231, ELN 260

Complete SCADA Systems Certificate (C40200E): Choose ATR 214, PCI 170, PCI 172 + ELN 260

Complete Instrumentation Certificate (C40200F): Choose ATR 215, PCI 172, PCI 262 + ELN 260

Complete Embedded Systems Certificate (C40200G): CSC 133, ELN 133, ELN 152, ELN 233

Elective List I (Select 3 hours from the following courses):

ATR 214	Advanced PLCs.....	4
ATR 215	Sensors and Transducers	3
ELN 236	Fiber Optics and Lasers	4
PCI 170	DAQ and Control	4
PCI 172	SCADA Systems	4
PCI 262	Intro to Process Control.....	4
WBL 111	Work-Based Learning I.....	1

Graduation Requirements 69 Credit Hours

FACILITY MAINTENANCE TECHNOLOGY

Facility Maintenance Technology – A50190

The Facility Maintenance Technology curriculum prepares individuals to repair and maintain electrical and mechanical systems and physical structures of commercial and industrial institutions. Emphasis is on multi-disciplined systems maintenance, troubleshooting, and problem resolution.

APPLIED ENGINEERING & TECHNOLOGIES

Course work includes carpentry, interior and exterior finishes, plumbing, electrical, masonry, air conditioning, heating, welding, machining, blueprint reading, building codes, and OSHA regulations, as well as computer applications.

Graduates should qualify for positions as general building mechanics or maintenance technician.

Facility Maintenance Technology: Electrical Systems Certificate – C50190A

Facility Maintenance Technology: HVACR Certificate – C50190B

Facility Maintenance Technology: Basic Plumbing Certificate – C50190C

Basic Facilities Technology I Certificate – C50190D

Basic Facilities Technology II Certificate – C50190E

Program Sequence

First Semester

AHR 113	Comfort Cooling	4
ELC 113	Residential Wiring	4
PLU 115	Basic Plumbing	4
PLU 140	Intro to Plumbing Codes.....	2
WLD 112	Basic Welding Processes.....	2

Second Semester

AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
ELC 114	Commercial Wiring.....	4
ELC 127	Software for Technicians.....	2

Complete Facility Maintenance Technology: HVACR Certificate (C50190B): AHR 111, AHR 112, AHR 113, WLD 112

Complete Basic Facilities Technology I Certificate (C50190D): AHR 111, AHR 112, AHR 113, ELC 113

Complete Basic Facilities Technology II Certificate (C50190E): ELC 114, ELC 127, PLU 115, PLU 140, WLD 112

Third Semester

ENG 110	Freshman Composition.....	3
HUM 110	Technology and Society.....	3
PSY 118	Interpersonal Psychology.....	3

Fourth Semester

AHR 120	HVACR Maintenance.....	2
BPR 130	Print Reading Construction	3
ISC 121	Envir Health & Safety	3
MNT 110	Intro to Maint Procedures.....	2
MAT 110	Math Measurement & Literacy	3

Complete Field Technician Certificate (C40420B): SRV 110, SRV 111, SRV 210, SRV 260

Fifth Semester

CAR 140	Basic Carpentry.....	4
MAS 140	Intro to Masonry	2
COM 120	Intro Interpersonal Comm	3

Elective List I	8
Elective List II.....	1

Complete Facility Maintenance Technology: Electrical Systems Certificate (C50190A): Choose ELC 112 + ELC 113, ELC 114, ELC 127, ISC 121

Complete Facility Maintenance Technology: Basic Plumbing Certificate (C50190C): Choose PLU 211 + ELC 127, PLU 115, PLU 140, WLD 112

Elective List I (Select 8 hours from the following courses):

AHR 133	HVAC Servicing.....	4
ELC 112	DC/AC Electricity	5
ELC 119	NEC Calculations	2
MNT 150	Basic Building Maintenance	2
PLU 120	Plumbing Applications	9
PLU 211	Commercial/Ind Plumbing	3
PLU 214	Backflow Preventer Install	2

Elective List II (Select 1 hour from the following courses):

ACA 115	Success & Study Skills.....	1
ACA 122	College Transfer Success	1
ACA 220	Professional Transitions	1
WBL 111	Work-Based Learning I.....	1

Graduation Requirements 69 Credit Hours

GEOMATICS TECHNOLOGY

Geomatics Technology Degree - A40420

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: CAD Certificate – C40420A

Geomatics Technology: Field Technician Certificate – C40420B

Geomatics Technology: Design Certificate – C40420C

Program Sequence

First Semester

ACA 115	Success & Study Skills.....	1
CEG 115	Intro to Tech and Sustainability	3
CEG 115A	Intro to Tech and Sustainability Lab	1
SRV 110	Surveying I.....	4
MAT 121	Algebra and Trigonometry	3

APPLIED ENGINEERING & TECHNOLOGIES

PSY 118 Interpersonal Psychology 3

Second Semester

CEG 111 Introduction to GIS/GNSS 4
 CEG 151 CAD for Engineering Tech 3
 COM 120 Intro to Interpersonal Communication 3
 ENG 111 Writing and Inquiry 3
 SRV 111 Surveying II 4

Third Semester

CIV 125 Civil/Surveying CAD 3
 SRV 260 Field and Office Practices 2

Fourth Semester

CEG 211 Hydrology and Erosion Control 3
 COM 120 Intro to Interpersonal Communication 3
 HUM 110 Technology and Society 3
 GIS 121 Georeferencing and Mapping 3
 SRV 210 Surveying III 4
 SRV 250 Advanced Surveying 4

Complete CAD Certificate (C40420A): CEG 111, CEG 115, CEG 151, CIV 125, GIS 121

Complete Field Technician Certificate (C40420B): SRV 110, SRV 111, SRV 210, SRV 260

Fifth Semester

CEG 230 Subdivision Planning and Design 3
 GIS 121 Principles of Property Mapping 3
 SRV 220 Surveying Law 3
 SRV 240 Topo/Site Surveying 4
 Elective List I 3

Complete Design Certificate (C40420C): CEG 211, CEG 230, SRV 240, SRV 250

Sixth Semester

Elective List II 2

Elective List I (Select 3 hours from the following courses):

CEG 210 Construction Materials & Methods 3
 CEG 235 Project Management and Estimating 3
 EGR 251 Statics 3
 GIS 231 Geo Positioning System Methods 3

Elective List II (Select 2 hours from the following courses):

CSC 121 Python Programming 3
 CSC 134 C++ Programming 3
 CSC 139 Visual BASIC Programming 3
 CST 131 OSHA/Safety/Certification 3
 WBL 112 Work-Based Learning I 2

Graduation Requirements 68 Credit Hours

HEAVY EQUIPMENT OPERATOR

Heavy Equipment Operator Diploma – D35240

Basic Heavy Equipment Operator Certificate – C35240A

Advanced Heavy Equipment Operator Certificate – C35240B

Program Sequence

First Semester

HEO 111 Heavy Equipment Operations I 12
 ISC 115 Construction Safety 2
 ISC 121 Environmental Health and Safety 3
 PSY 118 Interpersonal Psychology 3

Complete Basic Heavy Equipment Operator Certificate (C35240A): HEO 111, ISC 115, ISC 121

Second Semester

HEO 112 Heavy Equipment Operations II 12
 HEO 113 Grades and Drawings 3
 HEO 192 Selected Topics 2
 ENG 110 Freshman Composition 3

Complete Advanced Heavy Equipment Operator Certificate (C35240B): HEO 112, HEO 113, HEO 192

Third Semester

Elective List I 2

Elective List I (Select 2 hours from the following courses):

WBL 112 Work-Based Learning I 2
 MAT 110 Math Measurement and Lit 3

Graduation Requirements 42 Credit Hours

INTERIOR DESIGN

Interior Design Degree - A30220

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.

Residential Interior Design Certificate – C30200A

Décor Focus Interior Design Certificate – C30200B

Commercial Interior Design Certificate – C30200C

Program Sequence

First Semester

ARC 111 Introduction to Architectural Technology 3
 ARC 114 Architectural CAD 2
 ARC 114A Architectural CAD Lab 1
 DES 112 Building and Construction Sys 3
 DES 125 Graphic Presentation I 2

APPLIED ENGINEERING & TECHNOLOGIES

DES 135 Principles & Elements of Design..... 4

Second Semester

ARC 264 Digital Architecture..... 2
 DES 193A Selected Topics 3
 DES 220 Principles of Interior Design 3
 DES 235 Products..... 3
 DES 255 History of Interior & Furnishings I..... 3
 Elective List I 3

Third Semester

ENG 111 Expository Writing 3
 HUM 110 Technology and Society..... 3

Fourth Semester

ARC 225 Architectural BIM I..... 2
 ARC 225A Architectural BIM I Lab..... 1
 DES 230 Residential Design I..... 3
 DES 240 Commercial and Contract Design 3
 DES 256 History of Int Design II..... 3
 DES 280 Codes and Standards/Int Design..... 3

Complete Residential Interior Design Certificate (C30200A): ARC 111, ARC 114, ARC 114A, DES 112, DES 125, DES 220, DES 230

Fifth Semester

DES 210 Business Practices for Interior Design 2
 DES 265 Lighting and Interior Design 2
 DES 285 Capstone..... 4
 ENG 114 Professional Research and Reporting 3
 PSY 150 General Psychology..... 3

Complete Décor Focus Interior Design Certificate (C30200B): DES 135, DES 225, DES 235, DES 255, DES 256, DES 265

Complete Commercial Interior Design Certificate (C30220C): DES 210, DES 220, DES 240, DES 265, DES 280, DES 285

Sixth Semester

MAT 110 Math Measurement and Literacy 3
 Elective List II 2

Elective List I (Select 3 hours from the following courses):

ARC 220 Advanced Architectural CAD 2
 DES 225 Textiles and Fabrics..... 3

Elective List II (Select 2 hours from the following courses):

BUS 151 People Skills 3
 BUS 260 Business Communication 3
 WBL 111 Work-Based Learning I 1
 WBL 112 Work-Based Learning I 2
 WBL 121 Work-Based Learning II 1

Completion Requirements72 Credit Hours

Mechanical Engineering Technology

Mechanical Engineering Technology Degree - A40320

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 Design Certificate - C40320B

Study of design elements for CAD users.

Thermal Mechanics Certificate - C40320C

The Thermal Mechanics Certificate provides a refresher or a concentration in thermal sciences.

Materials Engineering Certificate - C40320D

The Materials Engineering Certificate will provide students with an understanding of engineering materials and processes.

Additive Manufacturing Certificate - C40320G

The Additive Manufacturing Certificate will help students understand modeling and manufacturing processes used in additive manufacturing such as 3D printing.

Mechanical Drafting Certificate – C40320H

Mechatronics Certificate – C40320I

Program Sequence

First Semester

DFT 151 CAD I 3
 EGR 115 Introduction to Technology 3
 MEC 161 Manufacturing Processes I 3
 ENG 111 Expository Writing..... 3
 MAT 121 Algebra/Trigonometry I 3

Second Semester

DFT 152 CAD II 3
 DFT 153 CAD III..... 3
 MEC 130 Mechanisms 3
 ENG 114 Professional Research and Reporting..... 3
 PHY 131 Physics-Mechanics..... 4

Third Semester

TDP 110 Intro to 3D Printing..... 3
 PSY 118 Interpersonal Psychology 3

Fourth Semester

DFT 154 Intro to Solid Modeling 3
 EGR 251 Statics..... 3
 MEC 180 Manufacturing Materials 3
 MEC 265 Fluid Mechanics..... 3
 Elective List I 3

Complete Mechanical Design Certificate (C40320B): DFT 151, DFT 154, MEC 130, MEC 180

Complete Materials Engineering Certificate (C40320D): DFT 151, MEC 130, MEC 161, MEC 180

Complete Additive Manufacturing Certificate (C40320G): DFT 151, DFT 154, MEC 161, MEC 180, TDP 110

APPLIED ENGINEERING & TECHNOLOGIES

Complete Mechanical Drafting Certificate(C40320H): DFT 151, DFT 152, DFT 153, DFT 154, TDP 110

Complete Mechatronics Certificate (C40320I): ELN 260 + MEC 130, MEC 161, MEC 265

Fifth Semester

EGR 252	Strength of Materials	3
EGR 285	Design Project	2
ISC 121	Env Health and Safety	3
MEC 267	Thermal Systems	3
HUM 110	Technology and Society	3

Complete Thermal Mechanics Certificate (C40320C): DFT 154, MEC 180, MEC 265, MEC 267

Elective List I(Select 3 hours from the following courses)

ARC 225	Architectural BIM I	2
ARC 225A	Architectural BIM I Lab	1
CEG 111	Introduction to GIS and Gnss	4
ELC 128	Introduction to PLC	3
ELN 260	Prog Logic Controllers	4
ISC 255	Engineering Economy	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2

Graduation Requirements 66 Credit Hours

MISSION CRITICAL OPERATIONS

Mission Critical Operations Degree – A40430

The Mission Critical Operations curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

The Mission Critical Operations curriculum prepares graduates for employment in a wide range of positions in specific mission critical environments, operations technology, and maintenance. Course work includes the development of a student's ability to maintain technically sophisticated systems for business continuity and near continuous uptime using engineering, information technology, and industrial management and maintenance skills. The course work emphasizes analytical and problem-solving skills required to sustain high availability national security interests and includes instruction in electromechanical systems, networking, automation, cybersecurity, emergency management and systems integration. Graduates should qualify for employment as entry-level technicians with businesses, industries, educational systems, and governmental agencies in national critical infrastructure areas including, but not limited to, communications, emergency services, energy, financial services, healthcare, information technology, and transportation.

Introduction to MCO Certificate – C40430A

Critical Electrical Systems Certificate – C40430B

Critical Control Systems Certificate – C40430C

Mission Critical Operations Certificate – C40430D

Program Sequence

First Semester

BAT 117	Principles of Heat and Fluids	3
ISC 112	Industrial Safety	2
MCO 110	Intro to MCO	3
ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry	3

Second Semester

ELC 127	Software for Technicians	2
ELC 131	Circuit Analysis I	4
MCO 115	MCO Infrastructures	3
MNT 222	Industrial Sys Schematics	2
HUM 110	Technology and Society	3

Complete Introduction to MCO Certificate (C40430A): BAT 117, ISC 112, MCO 110, MCO 115, MNT 110

Third Semester

PSY 118	Interpersonal Psychology	3
WBL 112	Work-Based Learning I	2

Fourth Semester

ATR 112	Intro to Automation	3
BAT 111	Building Automation Systems	2
ELN 235	Data Communication Systems	4
ELC 250	Critical Power Systems	4
MCO 210	Critical Site Operations	3

Complete Critical Electrical Systems Certificate (C40430B): ELC 131, ELC 250, ELN 235

Fifth Semester

MCO 260	Critical Facility Infrastructures	4
MCO 265	Critical Facility Management	3
MCO 266	ICS Cyber Security	3
PCI 172	SCADA Systems	4
ENG 114	Prof Research & Reporting	3

Complete Critical Control Systems (C40430C): ATR 112, BAT 111, MCO 266, MNT 222, PCI 172

Complete Mission Critical Operations Certificate (C40430D): ELC 127, MCO 210, MCO 260, MCO 265

Graduation Requirements 68 Credit Hours

PLUMBING

Plumbing: Residential Diploma - D35300A

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.

APPLIED ENGINEERING & TECHNOLOGIES

Plumbing: Commercial Diploma – D35300B

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.

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.

Program Sequence – Plumbing: Residential Diploma (D35300A)

First Semester

BPR	130	Blueprint Reading/Construction.....	3
PLU	110	Modern Plumbing.....	9
PLU	124	Plumbing Business Operations.....	2
PLU	145	Plumbing Measure Calculations.....	2

Second Semester

ENG	110	Freshman Composition.....	3
PLU	120	Plumbing Applications.....	9
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

Complete Plumbing Concepts I Certificate (C35300D): BPR 130, PLU 110, PLU 140

Complete Plumbing Concepts II Certificate (C35300E): PLU 120, PLU 150, PLU 160

Third Semester

PLU	130	Plumbing Systems.....	6
PLU	192	Selected Topics.....	2
PSY	118	Interpersonal Psychology.....	3
Electives I.....			1

Electives List I (Choose 1 hour from the following):

SST	140	Green Building and Design Concepts.....	3
PLU	192	Selected Topics in Plumbing.....	2

Graduation Requirements.....44 Credit Hours

Program Sequence – Plumbing: Commercial Diploma (D35300B)

First Semester

BPR	130	Blueprint Reading/Construction.....	3
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PLU	120	Plumbing Applications.....	9
PLU	140	Intro to Plumbing Codes.....	2
PLU	211	Commercial/Industrial Plumbing.....	3
PSY	118	Interpersonal Psychology.....	3

Second Semester

BPR	230	Commercial Blueprints.....	2
PLU	110	Modern Plumbing.....	9
PLU	124	Plumbing Business Operations.....	2
PLU	145	Plumbing Measure/Calculations.....	2
Electives List I.....			3

Complete Plumbing Concepts I Certificate (C35300D): BPR 130, PLU 110, PLU 140

Third Semester

PLU	214	Backflow Preventer Install.....	2
PLU	230	Slab Rough-In.....	4
ENG	110	Freshman Composition.....	3
Electives List II.....			1

Electives List I (Choose 3 hours from the following):

PLU	220	Commercial Rough-In Plumbing.....	4
PLU	225	Commercial Trim-Out Procedures.....	4

Electives List II (Choose 1 hour from the following):

SST	140	Green Building and Design Concepts.....	3
WBL	111	Work-Based Learning I.....	1

Graduation Requirements..... 48 Credit Hours

WELDING TECHNOLOGY

Welding Technology Degree - A50420

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.

Welding Technology Diploma - D50420

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 Certificate - C50420B

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.

Fabrication Design Certificate - C50420C

Instruction includes an introduction to fabrication design as it applies to welding technology.

APPLIED ENGINEERING & TECHNOLOGIES

Computer Controlled Welding Certificate - C50420D

Instruction includes an introduction to computer controlled welding.

Program Sequence

First Semester

ENG 110	Freshman Composition	3
ELC 127	Software for Technicians	2
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate.....	5
WLD 141	Symbols and Specifications	3

Second Semester

COM 110	Intro to Communication	3
MAT 110	Math Measurement and Literacy	3
WLD 116	SMAW (Stick) Plate/Pipe.....	4
WLD 131	GTAW (TIG) Plate.....	4

Third Semester

WLD 132	GTAW (TIG) Plate/Pipe.....	3
WLD 261	Certification Practices.....	2
WLD 262	Inspection and Testing	3
Elective List I	2

Fourth Semester

MEC 161	Manufacturing Processes I.....	3
PSY 118	Interpersonal Psychology	3
WLD 121	GMAW (MIG) FCAW/Plate.....	4

Elective List I 3

Complete Welding Technology Certificate (C50420B): WLD 110, WLD 115, WLD 121, WLD 141

Complete Computer Controlled Welding Certificate (C50420D): WLD 110, WLD 115, WLD 121, WLD 131, WLD 141

Fifth Semester

ACA 220	Professional Transition.....	1
HUM 110	Technology and Society	3
ISC 112	Industrial Safety.....	2
WLD 151	Fabrication I.....	4
WLD 122	GMAW (MIG) Plate	3

Complete Fabrication Design Certificate (C50420C): Choose DFT 151 + WLD 121, WLD 141, WLD 151

Complete Computer Controlled Welding Certificate (C50420D): WLD 110, WLD 115, WLD 121, WLD 131, WLD 141

Complete Welding Technology Diploma (D50420): ENG 110, MAT 110, WLD 110, WLD 115, WLD 116, WLD 121, WLD 122, WLD 131, WLD 132, WLD 141, WLD 151, WLD 261, WLD 262

Elective List I (Select 5 hours from the following courses):

BUS 110	Introduction to Business	3
DFT 151	CAD I.....	3
DFT 152	CAD II.....	3
DFT 170	Engineering Graphics.....	3
MEC 180	Engineering Materials.....	3
PHY 121	Applied Physics I.....	4
WBL 111	Work-Based Learning I.....	1

Graduation Requirements.....65 Credit Hours

BUSINESS & PUBLIC SERVICE TECHNOLOGIES

Business & Public Services Technologies Division

Dean Tanya Scott

Phone: 919-866-7106

Email: tescott1@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 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> Accounting Software Applications - <i>Certificate</i> CPA Exam Preparation: Financial - <i>Certificate</i> CPA Exam Preparation: Regulation - <i>Certificate</i> CPA Exam Preparation: Audit - <i>Certificate</i>	A25100 D25100 C25100C C25100B C25100A C25100D C25100E C25100F C25100G
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: General Business Administration – AAS Degree Business Core – <i>Certificate</i> Career Success – <i>Certificate</i> Customer Service – <i>Certificate</i> Entrepreneurship – <i>Certificate</i> Leadership – <i>Certificate</i> Public Administration - <i>Certificate</i>	A25120A C25120D C25120G C25120B C25120C C25120F C25120P
Business Administration: Global Business Management – AAS Degree International Business - <i>Certificate</i>	A25120G C25120GB
Business Administration: Human Resources Management – AAS Degree Human Resources Administration - <i>Certificate</i> Human Resources Management - <i>Certificate</i>	A25120H C25120HA C25120HB
Business Administration: Marketing – AAS Degree Marketing and Sales - <i>Certificate</i>	A25120M C25120MM
Business Analytics – AAS Degree Business Intelligence – <i>Certificate</i> Business Analyst – <i>Certificate</i> Marketing Analytics – <i>Certificate</i> Logistics Analytics – <i>Certificate</i> Finance Analytics - <i>Certificate</i>	A25350 C25350A C25350B C25350C C25350E C25350F
Cosmetology – AAS Degree Cosmetology - <i>Diploma</i>	A55140 D55140A
Criminal Justice Technology – AAS Degree Principles of Correction – <i>Certificate</i> Introduction to Law Enforcement – <i>Certificate</i> Homeland Security – <i>Certificate</i> Intelligence Analysis - <i>Certificate</i>	A55180 C55180A C55180B C55180H C55180I
Criminal Justice Technology/Forensic Science – AAS Degree Principles of Identification and Information – <i>Certificate</i> Crime Scene Technician - <i>Certificate</i>	A5518A C5518A C5518C

BUSINESS & PUBLIC SERVICE TECHNOLOGIES

Program Names Continued	Program Code
Culinary Arts – AAS Degree	A55150
Culinary Arts – <i>Diploma</i>	D55150
Culinary Arts - <i>Certificate</i>	C55150A
Early Childhood Education – AAS Degree	A55220
Early Childhood Education – <i>Diploma</i>	D55220A
Early Childhood Education – <i>Certificate</i>	C55220D
School-Age – <i>Certificate</i>	C55220E
Preschool Foundation - <i>Certificate</i>	C55220G
Infant/Toddler Care - <i>Certificate</i>	C55290
Esthetics Technology - Certificate	C55230
Fire Protection Technology – AAS Degree	A55240
Fire Protection Technology: Basic – <i>Certificate</i>	C55240A
Loss Control/Investigation – <i>Certificate</i>	C55240B
Fire Management – <i>Certificate</i>	C55240C
Food Service Technology – Diploma	D55250
Food Service Technology - <i>Certificate</i>	C55250
Hospitality Management – AAS Degree	A25110
Hospitality Management – <i>Diploma</i>	D25110A
Hospitality Restaurant Management – <i>Certificate</i>	C25110D
Procurement Management – <i>Certificate</i>	C25110E
Hospitality Management Core – <i>Certificate</i>	C25110F
Hospitality Event Coordinator – <i>Certificate</i>	C25110G
Hospitality Hotel Operations – <i>Certificate</i>	C25110H
Foodservice Entrepreneurship – <i>Certificate</i>	C25110J
Lateral Entry - Certificate	C55430
Supply Chain Management (Distribution Management)– AAS Degree	A25620D
Distribution Management Core – <i>Certificate</i>	C25620DA
Transportation Management - <i>Certificate</i>	C25620DB
Supply Chain Management (Global Logistics Technology)– AAS Degree	A25620G
Logistics Core – <i>Certificate</i>	C25620GA
International Logistics - <i>Certificate</i>	C25620GB
Supply Chain - <i>Certificate</i>	C25620GC

***Collaborative Agreements**

None at this time

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

ACCOUNTING

Accounting Degree - A25100

-Day, Evening, and Online

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 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.

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.

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.

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.

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 an 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.

Accounting Software Applications Certificate C25100D

-Day, Evening, and Online

This certificate program will assist in preparing accounting students to take the MOS Excel certification test with the goal of increasing the marketability of accounting students upon entering the workforce. In addition to Excel, QuickBooks, and other general ledger software applications are explored through this certificate.

CPA Exam Preparation: Financial Certificate C25100E

-Day, Evening, and Online

This certificate program is designed to provide classes to meet the 30 semester hour requirement for individuals to sit for the CPA exam in the state of North Carolina. A CPA candidate in North Carolina must also have a bachelor's degree from a four year college/university. Acceptance of these courses is solely at the discretion of the North Carolina State Board of Certified Public Accountant Examiners.

CPA Exam Preparation: Regulation Certificate C25100F

-Day, Evening, and Online

This certificate program is designed to provide classes to meet the 30 semester hour requirement for individuals to sit for the CPA exam in the state of North Carolina. A CPA candidate in North Carolina must also have a bachelor's degree from a four year college/university. Acceptance of these courses is solely at the discretion of the North Carolina State Board of Certified Public Accountant Examiners.

CPA Exam Preparation: Audit Certificate C25100G

-Day, Evening, and Online

This certificate program is designed to provide classes to meet the 30 semester hour requirement for individuals to sit for the CPA exam in the state of North Carolina. A CPA candidate in North Carolina must also have a bachelor's degree from a four year college/university. Acceptance of these courses is solely at the discretion of the North Carolina State Board of Certified Public Accountant Examiners.

PROGRAM SEQUENCE

First Semester

ACC 120	Principles of Financial Accounting	4
CIS 111	Basic PC Literacy	2
ENG 111	Writing and Inquiry	3
Math Elective List		3
Major Elective I		3

Second Semester

ACC 121	Principles of Managerial Accounting	4
ACC 140	Payroll Accounting	2
BUS 115	Business Law I	3

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

ENG 114	Professional Research and Reporting	3
ACC 129	Individual Income Taxes	3
OR		
ACC 131	Federal Income Taxes	3

*See Note 1

Complete Income Tax Preparer Certificate (C25100B):

ACC 120, CIS 111, BUS 115, ACC 129 OR ACC 131

Third Semester

ACA 220	Professional Transition.....	1
ACC 149	Introduction to Accounting Spreadsheets	2
ACC 150	Accounting Software Applications.....	2
ACC 220	Intermediate Accounting I	4
HUM 115	Critical Thinking.....	3
PSY 150	General Psychology.....	3
Economics Elective		3

Complete Payroll Accounting Clerk Certificate (C25100A):

ACC 120, CIS 111, ACC 140, ACC 149, ACC 150

Complete Accounting Core Certificate (C25100C):

ACC 120, ACC 121, BUS 115, ENG 111, +Choose one ECO elective

Fourth Semester

ACC 215	Ethics in Accounting.....	3
ACC 221	Intermediate Accounting II	4
ACC 268	Information Systems and Internal Controls.....	3
Major Elective II		8

Major Elective 2 Track 1:

Complete Accounting Software Application Certificate (C25100D):

ACC 120, CIS 111, ACC 149, ACC 150, + Choose ACC 152

Major Elective 2 Track 2:

Complete CPA Exam Preparation/Financial Certificate (C25100E):

ACC 120, ACC 220, ACC 221, + Choose ACC 240

Major Elective 2 Track 3:

Complete CPA Exam Preparation/Audit Certificate (C25100F):

ACC 129, BUS 115, ACC 215, + Choose ACC 130

Complete Accounting Diploma (D25100):

ACC 120, BUS 115, BUS 121, CIS 111, ACC 121, ACC 131, ACC 149, ACC 150, ENG 11, PSY 150, ACC 140, +5 CREDITS FROM Major Elective II

Math Electives

Select 3 credit hours from the following courses:

MAT 110	Math Measurement and Literacy	3
MAT 143	Quantitative Literacy	3

Economics Elective

ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics.....	3
ECO 252	Principles of Macroeconomics	3

Major Elective List I

Select 3 credit hours from the following courses:

BUS 121	Business Math.....	3
BUS 125	Personal Finance	3

Major Elective List II

Select 8 credit hours from the following courses:

ACC 122	Principles of Financial Accounting II	3
ACC 130	Business Income Taxes.....	3
ACC 132	NC Business Taxes.....	2
ACC 152	Advanced Software Applications.....	2

ACC 225	Cost Accounting	3
ACC 227	Practices in Accounting	3
ACC 240	Governmental & Not-for-Profit Accounting	3
ACC 269	Auditing and Assurance Services.....	3
BUS 225	Business Finance.....	3
WBL 111	Work-Based Learning I.....	1
WBL 112	Work-Based Learning I.....	2
WBL 121	Work-Based Learning II.....	1

Graduation Requirements 66 Credit Hours

Note 1: ACC 129 is a comprehensive course covering individual income taxes. For students who want an in depth coverage of this material, such as pre-MAC or CPA examination candidates, this would be the preferred choice, along with the elective ACC 130 that provides an in depth coverage of Business Income Taxes. ACC 131 is a one-semester survey course of individual and business income taxes, and would be the more appropriate course for students who desire an introduction to key tax topics, but who do not need an in depth coverage. Students should choose the one course that is the most appropriate for their needs.

BAKING & PASTRY ARTS

Baking and Pastry Arts Degree - A55130

-Day Only

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 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.

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 baking skills. The majority of class is devoted to actual hands-on baking skill development.

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

PROGRAM SEQUENCE

First Semester

CUL 110	Sanitation and Safety	2
CUL 140	Culinary Skills I.....	5
CUL 160	Baking I	3
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement & Literacy	3

Second Semester

BPA 150	Artisan & Specialty Breads.....	4
BPA 210	Cake Design & Decorating.....	3
CUL 260	Baking II	3
CUL 170	Garde-Manger I.....	3

Complete Baking and Pastry Arts Certificate (C55130A)

16 credit hours:

CUL 110, CUL 140, CUL 160, + Choose two of the following courses: BPA 150, BPA 210, or CUL 260

Third Semester

CUL 112	Nutrition for Foodservice	3
HRM 245	Human Resources Management Hosp.....	3
PSY 118	Interpersonal Psychology	3

Fourth Semester

BPA 120	Petit Fours & Pastries	3
BPA 130	European Cakes & Tortes.....	3
BPA 220	Confection Artistry.....	4
WBL 112	Work-Based Learning I	2

Fifth Semester

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

Complete Baking & Pastry Arts Diploma (D55130) 44 Credit Hours:

CUL 110, CUL 140, CUL 160, ENG 111, MAT 110, BPA 150, BPA 210, CUL 260, CUL 112 or HRM 245, BPA 120 or BPA 130 or BPA 220, BPA 230, BPA 230A, BPA 250, BPA 220 or BPA 240.

Sixth Semester

ENG 112	Writing/Research in the Disc.....	3
	Humanities/Fine Arts Elective	3

Humanities/Fine Arts Electives

HUM 115	Critical Thinking.....	3
ART 113	Art Methods and Materials	3

Graduation Requirements 71 Credit Hours

BUSINESS ADMINISTRATION

Business Administration: General Business Administration Degree - A25120A

-Day, Evening, and Online

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.

Customer Service Certificate - C25120B

-Day, Evening, and Online

This certificate provides a broad foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization. Employment opportunities include customer service representative, customer services manager, consumer relations credit analyst, credit card specialist, credit and collections specialist, retail sales, accounts control analyst, administrative assistant, authorizations analyst, and telephone sales representatives in both production and service-oriented businesses.

Entrepreneurship Certificate - C25120C

-Day, Evening, and Online

This program enables students to recognize business opportunities and develop a business plan for the purpose of securing financing for an entrepreneurial 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.

Business Core Certificate - C25120D

-Day, Evening, and Online

This certificate provides students who are earning the Business Administration A.A.S., Business Administration/Human Resources Management A.A.S., and/or Associate in Art two-year degree, or simply to improve their skills in a specific area, to earn a certificate comprised of our Business Core courses. In as little as one semester, one can earn a certificate that validates an area of expertise, which can set an individual apart in the interview and selection process. If pursuing an Associate in Art degree or transferring to a four-year university, all of these classes will qualify to transfer.

Leadership Certificate - C25120F

-Day, Evening, and Online

This certificate is designed to be an overview of the major functions of leadership and management with an emphasis on critical thinking. Emphasis is placed on exploring the theories and techniques of leadership and teamwork coupled with the management principles of planning, organizing, controlling, directing, and communicating. Students will be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations using moral and ethical judgments honed during this program. Upon completion, students should be able to work as contributing members of a team utilizing these functions of leadership and management.

Career Success Certificate - C25120G

-Day, Evening, and Online

This certificate is designed to help students develop the knowledge and skills they need to make the successful transition from college to career. The program includes courses on managing personal finances, ethics, successful communication, and interpersonal skill development, as well as a course in business. Together, these

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

courses address the “employability skills” that are in high demand from employers today. A student will need to be sure that they are ready to find and succeed in a great job with this professional transition toolkit.

Public Administration Certificate - C25120P

-Day, Evening, and Online

This certificate is designed to be an overview of the skills needed to be successful in a career in public administration. Focus is placed on ethics, decision-making, forming strong work relationships, communication, developing public policy, and other government functions to be a successful public administrator in government and/or non-profit organizations.

PROGRAM SEQUENCE

First Semester

BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 111	Basic PC Literacy	2
Social Science Elective		3
ENG 111	Writing and Inquiry	3
MKT 120	Principles of Marketing	3

Second Semester

ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 139	Entrepreneurship I	3
BUS 151	People Skills	3

Complete Business Core Certificate (C25120D):

ACC 120, BUS 110, BUS 115, BUS 137, + One Social Science Elective

Third Semester

BUS 153	Human Resources Management	3
ENG 114	Professional Research and Reporting	3
INT 110	International Business	3
Business Administration Major Elective		3
MKT 223	Customer Service	3

Complete Customer Service Certificate (C25120B):

BUS 110, BUS 151, BUS 137, MKT 223

Business Administration Major Elective Track 1:

Complete Entrepreneurship Certificate (C25120C):

BUS 110, BUS 139, MKT 120, + Choose 245

Business Administration Major Elective Track 2:

Complete Leadership Certificate (C2520F):

BUS 137, BUS 153, BUS 151, + Choose BUS 240

Business Administration Major Elective Track 3:

Complete Career Success Certificate (C25120G):

BUS 110, BUS 151, + Choose BUS 125 and BUS 240

Fourth Semester

ACC 121	Principles of Managerial Accounting	4
BUS 116	Business Law II	3
HUM 115	Critical Thinking	3
Mathematics Elective		3
MKT 221	Consumer Behavior	3

Social Science Elective

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

General Education Courses

MAT 110	Mathematical Measurement & Literacy	3
MAT 143	Quantitative Literacy	3

Business Administration Major Electives

BUS 125	Personal Finance	3
BUS 240	Business Ethics	3
BUS 245	Entrepreneurship II	3
INT 180	Travel Study Abroad	3
LOG 110	Introduction to Logistics	3
MKT 232	Social Media Marketing	4
PAD 151	Intro to Public Admin	3
WBL 111	Work-Based Learning 1	1
WBL 112	Work-Based Learning 1	2
WBL 113	Work-Based Learning 1	3

Completion Requirements 64 Credit Hours

Business Administration: Global Business Management Degree - A25120G

-Day, Evening, and Online

Global Business Management (A.A.S degree) is a concentration within the Business Administration curriculum. It is designed to meet the demands of today's international economy. Businesses today are truly interconnected and working in business may require an understanding of different cultures as businesses often operate outside of the United States. By learning key business concepts as well as global literacy skills, students will be prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. Skills related to the application of these concepts are developed through the study of computer literacy, communication, team-building, and decision-making.

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 global literacy, students begin their coursework with basic business concepts. The degree is fully online and can be completed in four full-time semesters.

International Business Certificate - C25120GB

-Day, Evening, and Online

This certificate is intended to provide students with a better understanding of how businesses are continually globally connected. Coursework includes a basic understanding of business, as well as understanding business from an international perspective, how international trade impacts business, importing and exporting, the economics of international businesses, and how marketing is impacted by delivering products and services to and from different parts of the world.

PROGRAM SEQUENCE

First Semester

BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 111	Basic PC Literacy	2
Social Science Elective		3
ENG 111	Writing and Inquiry	3
MKT 120	Principles of Marketing	3

Second Semester

ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

BUS 151	People Skills.....	3
INT 110	International Business.....	3

Complete Business Core Certificate (C25120D):

ACC 120, BUS 110, BUS 115, BUS 137, + One Social Science Elective

Third Semester

ENG 114	Professional Research and Reporting	3
HUM 115	Critical Thinking.....	3
INT 210	International Trade	3
INT 220	International Economics.....	3
INT 230	International Law.....	3

Complete International Business Certificate (C25120GB):

Social Science Elective, INT 110, INT 210, INT 220

Fourth Semester

ACC 270	International Accounting.....	3
BUS 139	Entrepreneurship I.....	3
BUS 153	Human Resources Management	3
	Business Administration/Global Business Major Elective	5
	Mathematics Elective	3

Business Administration Major Elective Track 1:

Complete Customer Service Certificate (C25120B):

BUS 110, BUS 151, BUS 137, MKT 223

Business Administration Major Elective Track 2:

Complete Leadership Certificate (C2520F):

BUS 137, BUS 153, BUS 151, + Choose BUS 240

Business Administration Major Elective Track 3:

Complete Career Success Certificate (C25120G):

BUS 110, BUS 151, + Choose BUS 125 and BUS 240

Social Science Elective

ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics.....	3
ECO 252	Principles of Macroeconomics	3

General Education Courses

MAT 110	Mathematical Measurement & Literacy.....	3
MAT 143	Quantitative Literacy	3

Business Administration/ Global Business Management Major Electives

BUS 125	Personal Finance	3
BUS 240	Business Ethics.....	3
INT 180	Travel Study Abroad	3
LOG 110	Introduction to Logistics	3
MKT 223	Customer Service	3
MKT 232	Social Media Marketing.....	4
WBL 111	Work-Based Learning 1	1
WBL 112	Work-Based Learning 1	2
WBL 113	Work-Based Learning 1	3

Completion Requirements65 Credit Hours

Business Administration: Human Resources Management Degree - A25120H

-Day, Evening, and Online

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 Administration Certificate - C25120HA

-Day, Evening, and Online

This certificate is intended to provide formal classroom training in Human Resources (HR) to individuals interested in careers in HR. Ideally, students entering this program should already have a college degree in another field, should be working in the field of Human Resources, or should be business owners looking for specific training in Human Resources. Course work includes studies in human resource management, records management, recruitment and selection or compensation and benefits or training and development, people skills or customer service, and word processing or office software applications.

Business Administration: Human Resources Management Certificate- C25120HB

-Day, Evening, and Online

This program is intended to provide formal classroom training in Human Resources Management to individuals interested in careers in Human Resources. Ideally, students entering this program should already have a college degree in another field, should be working in the field of Human Resources, or should be business owners looking for specific training in Human Resources. Course work includes studies in human resources, management, employment law, recruitment and selection, training and development, and compensation and benefits.

PROGRAM SEQUENCE

First Semester

BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 111	Basic PC Literacy	2
	Social Science Elective.....	3
ENG 111	Writing and Inquiry.....	3
MKT 120	Principles of Marketing	3

Second Semester

ACC 120	Principles of Financial Accounting.....	4
BUS 115	Business Law I	3
BUS 121	Business Math.....	3
BUS 153	Human Resources Management	3
BUS 217	Employment Law and Regulations*	3

Complete Business Core Certificate (C25120D):

ACC 120, BUS 110, BUS 115, BUS 137, + One Social Science Elective

Third Semester

BUS 234	Training and Development*	3
BUS 240	Business Ethics	3
BUS 256	Recruit Select & Per Plan*	3
BUS 258	Compensation and Benefits*	3
ENG 114	Professional Research and Reporting.....	3

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

Complete Human Resources Management Certificate (C25120HB):

BUS 153, BUS 217, BUS 234, BUS 256, BUS 258

Fourth Semester

ACC 121	Principles of Managerial Accounting	4
BUS 259	HRM Applications	3
HUM 115	Critical Thinking	3
Mathematics Elective		3
HRM Major Elective		3

Human Resources Major Elective Track 1:

Complete Leadership Certificate (C2520F):

BUS 137, BUS 153, BUS 240, + Choose BUS 151

Human Resources Major Elective Track 2:

Complete Public Administration Certificate (C25120P):

BUS 153, BUS 240, + Choose 2 HRM Major Electives: BUS 151 and PAD 151

Human Resources Management Elective Track 3:

Complete Human Resources Administration Certificate

(C25120HA): BUS 153 + Choose 3 HRM Major Electives: BUS 151, MKT 223, and BUS 260

Human Resources Management Elective Track 4:

Complete Customer Service Certificate (C25120B):

BUS 110, BUS 137, + Choose BUS 151 and MKT 223

Social Science Elective

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

Mathematics Electives

MAT 110	Mathematical Measurement & Literacy	3
MAT 143	Quantitative Literacy	3

HRM Major Electives

BUS 151	People Skills	3
BUS 260	Business Communications	3
INT 180	Travel Study Abroad	3
MKT 223	Customer Service	3
MKT 232	Social Media Marketing	4
PAD 151	Intro to Public Admin	3
WBL 111	Work-Based Learning 1	1
WBL 112	Work-Based Learning 1	2
WBL 113	Work-Based Learning 1	3

*Indicates non-waiverable prerequisite for BUS 259, HRM Applications.

Completion Requirements.....64 Credit Hours

Business Administration: Marketing Degree - A25120M

-Day, Evening, and Online

Business Administration has a new concentration in Marketing (A.A.S. degree), a concentration within the Business curriculum. The program helps students develop skills in advertising and sales, marketing research and applications, social media marketing, marketing in an international landscape, customer service as well as core business concepts.

It is designed to meet the demands of government agencies, financial institutions, and large to small business or industry. Skills related to the application of these concepts are developed through

the study of computer literacy, communication, team-building, and decision-making.

Marketing and Sales Certificate - C25120MM

-Day, Evening, and Online

This certificate introduces innovative marketing concepts and sales strategies skills necessary for today's highly competitive environment. Focusing on core marketing competencies, students are introduced to theories and practices necessary to meet the challenges and opportunities faced by today's marketers. The marketing and sales certificate provides opportunities for students to learn key marketing and sales concepts and apply them to learn skills needed to be successful in marketing, sales, advertising, customer service, and social media marketing.

PROGRAM SEQUENCE

First Semester

BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 111	Basic PC Literacy	2
Social Science Elective		3
ENG 111	Writing and Inquiry	3
MKT 120	Principles of Marketing	3

Second Semester

ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
MKT 220	Advertising and Sales Promotion	3
MKT 223	Customer Service	3

Complete Business Core Certificate (C25120D):

ACC 120, BUS 110, BUS 115, BUS 137, + Choose Social Science Elective

Third Semester

ENG 114	Professional Research and Reporting	3
Marketing Elective		3
MKT 225	Marketing Research	3
MKT 227	Marketing Applications	3
MKT 232	Social Media Marketing	4

Complete Marketing and Sales Certificate (C25120MM):

MKT 120, MKT 232, MKT 220, MKT 223

Marketing Elective Track 1:

Complete Customer Service Certificate (C25120B):

BUS 110, BUS 137, MKT 223, + Choose BUS 151

Marketing Elective Track 2:

Entrepreneurship Certificate (C25120C): Choose BUS 245

Marketing Elective Track 3:

Complete Career Success Certificate (C25120G):

BUS 110, + Choose 3 MKT Electives: BUS 151, BUS 125, BUS 240

Fourth Semester

ACC 121	Principles of Managerial Accounting	4
BUS 116	Business Law II	3
BUS 139	Entrepreneurship I	3
HUM 115	Critical Thinking	3
Mathematics Elective		3

Complete Entrepreneurship Certificate (C25120C)

BUS 110, BUS 139, MKT 120, + choose BUS 245 from Marketing Electives

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

Marketing Elective Track 2:

Complete Entrepreneurship Certificate (C25120C):

BUS 110, BUS 139, MKT 120, +Choose BUS 245

Social Science Elective

ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics.....	3
ECO 252	Principles of Macroeconomics	3

Mathematics Electives

MAT 110	Mathematical Measurement & Literacy.....	3
MAT 143	Quantitative Literacy	3

Marketing Electives

BAS 120	Intro to Analytics.....	3
BUS 125	personal Finance.....	3
BUS 151	People Skills.....	3
BUS 240	Business Ethics.....	3
BUS 245	Entrepreneurship II.....	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning I	2
WBL 113	Work-Based Learning I	3

Completion Requirements65 Credit Hours

BUSINESS ANALYTICS

Business Analytics Degree - A25350

-Day, Online, & Evening

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 Intelligence Certificate - C25350A

-Day, Online, & Evening

The Business Intelligence Certificate is designed to provide students a foundation in business intelligence and business analytics principles and applications. Credits earned in the program may be transferred toward an Associate in Applied Science Degree in Business Analytics. Students will learn how to use graphical tools to communicate insights about data, use statistical programming tools to conduct descriptive analytics, process data, and generate reports that support business decision-making.

Business Analyst Certificate - C25350B

-Day, Online, & Evening

The Business Analyst Certificate is designed to reinforce and advance analytics skills and application. Credits earned in the program may be transferred toward an Associate in Applied

Science Degree in Business Analytics. Students will build and validate predictive models that will help guide decision makers, as well as be able to analyze complex data using modern analytics tools and methods.

Marketing Analytics Certificate - C25350C

-Day, Online, & Evening

The Marketing Analytics Certificate is designed to prepare students for job opportunities in the marketing analytics field. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Analytics. Students will learn business analytics practices and how they apply in the marketing industry.

Logistics Analytics Certificate - C25350E

-Day, Online, & Evening

The Logistics Analytics Certificate is designed to prepare students for job opportunities in the logistics analytics field. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Analytics and/or an Associate in Applied Science in Global Logistics. Students will learn business analytics practices and how they are applicable in distribution, transportation, and manufacturing organizations.

Finance Analytics Certificate - C25350F

-Day, Online, & Evening

The Finance Analytics Certificate is designed to prepare students for job opportunities in the finance analytics field. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Analytics. Students will learn business analytics practices and how they are applicable in the financial sector.

PROGRAM SEQUENCE

First Semester

BAS 120	Intro to Analytics	3
BAS 150	Intro to Analytical Program.....	3
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry.....	3
MAT 143	Quantitative Literacy.....	3

Second Semester

BAS 121	Data Visualization.....	3
BAS 220	Appl. Analytical Program.....	3
MAT 152	Statistical Methods I	4
BUS 137	Principles of Management.....	3
Elective List I	3

Complete Business Intelligence Certificate (C25350A):

BAS 120, BAS 121, BAS 150, BAS 220

Elective 1 Track 1: Complete Marketing Analytics Certificate (C25350C): Choose MKT 120 + BAS 120, BAS 121, BUS 110

Elective 1 Track 2: Finance Analytics Certificate (C25350F): choose ACC 120

Elective 1 Track 3: Logistics Analytics Certificate (C25350E): choose LOG 110

Elective 1: Business Core (C25120D): Choose ACC 120

Third Semester

BAS 221	Intro to Predictive Analytics	3
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BUSINESS & PUBLIC SERVICES TECHNOLOGIES

BAS 240	Data Structures for Analytics.....	3
ENG 114	Prof Research and Reporting.....	3
BUS 115	Business Law I.....	3
Elective List II	3

Elective 2 Track 2: Complete Finance Analytics Certificate (C25350F), choose BUS 225 + BAS 120, BAS 121, ACC 120

Elective 2 Track 3: Complete Logistics Analytics Certificate (C25350E), choose LOG 215 + BAS 120, 121, LOG 110

Fourth Semester

HUM 115	Critical Thinking.....	3
ECO 251	Prin of Microeconomics.....	3
BAS 250	Analytical Tools and Methods.....	3
BAS 270	Adv Analytical Tools and Methods.....	3
BAS 230	Applied Predictive Modeling.....	3
or Elective List II	3

Elective 3 Track 4:

Complete Business Analyst Certificate (C25350B):
Choose BAS 230 + BAS 220, BAS 240, BAS 250, BAS 270

Complete Business Core Certificate (C25120D):

BUS 110, BUS 137, BUS 115, ECO 151 or 251 or ECO 252,
+ Choose ACC 120. * See A25120

Elective List I (Select 3 hours from the following courses):

MKT 120	Principles of Marketing.....	3
ACC 120	Prin of Financial Acct.....	4
LOG 110	Introduction to Logistics.....	3

Elective List II (Select 3 hours from the following courses):

MKT 221	Consumer Behavior.....	3
BUS 225	Business Finance.....	3
LOG 215	Supply Chain Management.....	3

Elective List III (Select 3 hours from the following courses):

BUS 210	Investment Analysis.....	3
LOG 225	Logistics Systems.....	4

Completion Requirements64 Credit Hours

COSMETOLOGY

Cosmetology Degree - A55140

-Day, Online

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 Diploma - D55140A

-Evening

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.

PROGRAM SEQUENCE

First Semester

COS 111	Cosmetology Concepts I.....	4
COS 112	Salon I.....	8
COS 224	Trichology & Chemistry.....	2

Second Semester

COS 113	Cosmetology Concepts II.....	4
COS 114	Salon II.....	8
COS 115a	Cosmetology Concepts III, Part I.....	2
COS 116a	Salon III, Part I.....	2

First Summer Term

ENG 110	Freshman Composition.....	3
PSY 118	Interpersonal Psychology.....	3
MAT 110	Mathematical Measurement & Literacy.....	3

Third Semester

COS 115b	Cosmetology Concepts III, Part II.....	2
COS 116b	Salon III, Part II.....	2
COS 117	Cosmetology Concepts IV.....	2
COS 118	Salon IV.....	7
COS 223	Contemporary Hair Coloring.....	2

Complete Cosmetology Diploma –D55140A (47 Credits)

COS 111, COS 112, ENG 110, PSY 118, COS 113, COS 114, COS 115, COS 116, COS 117, COS 118

Fourth Semester

COM 120	Intro Interpersonal Communication.....	3
HUM 121	The Nature of America.....	3
COS 240	Contemporary Design.....	2
COS 225	Adv Contemp Hair Coloring.....	2

Total Graduation Requirement 64 Credit Hours

CRIMINAL JUSTICE TECHNOLOGY

Criminal Justice Technology Degree - A55180

-Day & Online

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.

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

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.

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.

Introduction to Law Enforcement Certificate - C55180B

-Day & Online

Individuals seeking a career in law enforcement should realize that additional credentials may be required to enter into the field of criminal justice. Understanding the role of policing in America, which is the gateway to the criminal justice process is essential. The foundations of police processes, occupational roles and tasks of law enforcement, and the nature and designs of typical, as well as innovative police systems are the foundation of the certificate. A broad introduction to the criminal laws, including the structure and function of the courts; the legal profession, legal education, and the politics of judicial selection are reviewed and applied in the course material. This certificate is taught by knowledgeable faculty members with years of real-world, hands-on experience.

Homeland Security Certificate – C55180H

-Day & Online

The Homeland Security certificate program is designed to increase knowledge for personnel working in the areas of public administration, public safety, security management and law enforcement, and for executives in corporations responsible for overseeing in-house security programs. It provides an introduction to the threats posed by domestic and international terrorism, as well to strategies for countering those threats. Students will explore the best practices behind successful security planning and threat assessment, while learning the key principles in homeland security.

Intelligence Analysis Certificate – C55180I

-Day & Online

The Intelligence Analysis (IA) certificate promotes excellence in the study, examination, and assessment of threats, risks, and adversaries in all intelligence sectors. The IA certificate is designed to recognize essential intelligence analysis skill sets in those currently seeking a career in criminal justice system. These skill sets include performing analysis, interpreting analysis, planning and organizing, conducting research, tapping sources of intelligence, working with technology, and communicating and writing.

PROGRAM SEQUENCE

First Semester

CJC 111	Intro to Criminal Justice	3
CJC 112	Criminology	3
CJC 121	Law Enforcement Operations	3
CJC 122	Community Policing	3
CJC 131	Criminal Law	3
ENG 111	Writing and Inquiry	3

Complete Introduction to Law Enforcement Certificate (C55180B): CJC 111, CJC 112, CJC 121, CJC 122, CJC 131

Second Semester

CJC 113	Juvenile Justice	3
CJC 132	Court Procedure and Evidence	3
CJC 141	Corrections	3
CJC 225	Crisis Intervention	3
CJC 233	Correctional Law	3
COM 120	Intro Interpersonal Com	3
OR		
ENG 114	Prof Research and Reporting	3

Complete Principles of Corrections Certificate (C55180A):

CJC 111, CJC 112, CJC 141, CJC 225, CJC 233

Third Semester

CJC 212	Ethics and Community Relations	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3
BIO 161	Intro to Human Biology	3
HUM 121	The Nature of America	3

Fourth Semester

CJC 161	Introduction to Homeland Security	3
CJC 162	Intel Analysis & Security Management	3
CJC 163	Transportation & Border Security	3
PSY 118	Interpersonal Psychology	3
WBL 111	Work-based Learning	1
OR		
CJC 255	Issues in CJ Application	3

Complete Homeland Security Certificate (C55180H):

CJC 111, CJC 161, CJC 162, CJC 163

Complete Intelligence Analysis Certificate (C55180I):

CJC 111, CJC 221, CJC 161, CJC 162, CJC 163

Total Graduation Requirement.....65-67 Credit Hours

CRIMINAL JUSTICE TECHNOLOGY/ FORENSIC SCIENCE

Forensic Science Degree - A5518C

-Day, Hybrid, & Online

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

enforcement, and correctional agencies.

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.

Crime Scene Technician Certificate – C5518C

-Day & Online

Crime scene technician certificate programs are targeted education options that focus on the skills needed to get an entry-level job with a local, county, or state law enforcement program. This certificate will include coursework on how to properly process a crime scene, including establishing chains of custody for evidence, identifying potential materials for analysis, and taking crime scene photos, identifying footwear and tire imprint and recognition of trace evidence.

Crime scene technicians must have a keen eye for detail and patience as the job has a high degree of unpredictability. Students on track to receive a crime scene technician certificate are focused on using a particular methodology from various sources to compile accurate information and patterns to support law enforcement decisions.

PROGRAM SEQUENCE

First Semester

CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 115	Crime Scene Photography	3
CJC 131	Criminal Law	3
CJC 245	Friction Ridge Analysis	3
ENG 111	Writing and Inquiry	3

Second Semester

CJC 113	Juvenile Justice	3
CJC 244	Footwear and Tire Imprint	3
CJC 246	Advanced Friction Ridge Analysis	3
PSY 118	Interpersonal Psychology	3
COM 120	Intro Interpersonal Com OR	3
ENG 114	Prof Research and Reporting	3

Third Semester

CJC 146	Trace Evidence	3
CJC 212	Ethics and Community Relations	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3
BIO 161	Intro to Human Biology	3

Fourth Semester

CJC 132	Court Procedure & Evidence	3
CJC 144	Crime Scene Processing	3

CJC 250	Forensic Biology I	3
CJC 251	Forensic Chemistry I	3
HUM 121	The Nature of America	3
WBL 111	Work-based Learning	1
OR		
CJC 255	Issues in CJ Application	3

Complete Principles of Identification & Information Certificate (C5518A): CJC 221, CJC 144, CJC 146, CJC 245, CJC 246

Complete Crime Scene Technician (C5518C): CJC 115, CJC 144, CJC 146, CJC 244, CJC 250

Total Graduation Requirement.....65-67 Credit Hours

CULINARY ARTS

Culinary Arts Degree- A55150

-Day Only

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 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.

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.

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

PROGRAM SEQUENCE

First Semester

CUL 110	Sanitation and Safety	2
CUL 140	Culinary Skills I.....	5
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement & Literacy	3

Second Semester

CUL 160	Baking I	3
CUL 170	Garde-Manger I.....	3
CUL 240	Culinary Skills II.....	5
HRM 245	Human Resources Management Hosp.....	3
Spring Elective List I	2

Complete Culinary Arts certificate (C55150A):

CUL 110, CUL 140, CUL 160 or CUL 170, CUL 240, HRM 245

Third Semester

CUL 112	Nutrition for Foodservice	3
CUL 112A	Nutrition for Fdsv Lab.....	1
ENG 112	Writing/Research in the Disc.....	3
HRM 260	Procurement for Hospitality.....	3
Humanities/Fine Arts Elective	3

Fourth Semester

CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
CUL 250	Classical Cuisine.....	5
WBL 112	Work-Based Learning I	2
Fall Elective List I	5

Fifth Semester

CUL 230	Global Cuisines	5
HRM 220	Cost Control-Food and Beverage	3
SPA 120	Spanish for the Workplace.....	3
Spring Elective List II	2

Complete Baking and Pastry Arts certificate (C55130A):

CUL 110, CUL 140, CUL 160 + Choose CUL 160 from Fall Elective List, + Choose BPA 150 or BPA 210 from Spring Elective List II

Sixth Semester

PSY 118	Interpersonal Psychology.....	3
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Complete Culinary Arts Diploma (D55150):

CUL 110, CUL 140, ENG 111, MAT 110, CUL 160, CUL 170, CUL 250, and HRM 245, + Select six credits from HRM 260, HRM 220, and CUL 112, and select ten credits from BPA 150, BPA 210, CUL 130, CUL 260 or CUL 270.

Spring Elective List I (Select one course from the following):

CUL 130	Menu Design.....	2
CUL 214	Wine Appreciation.....	2
CUL 287	Cultural Experience.....	3

Fall Elective List (Select one set from the following):

BPA 150	Artisan Breads.....	4
BPA 210	Cake Design & Decorating	3
CUL 260	Baking II	3
CUL 270	Garde-Manger II.....	3

Spring Elective List II (Select one course from the following):

BPA 150	Artisan & Specialty Bread	4
BPA 210	Cake Design & Decorating.....	3
WBL 122	Work-Based Learning II	2

Humanities Elective

HUM 115	Critical Thinking.....	3
ART 113	Art Methods and Materials	3

Graduation Requirements 72 Credit Hours

EARLY CHILDHOOD EDUCATION

Early Childhood Education Degree - A55220

-Day and Evening

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 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.

ECE Certificate - C55220D

-Day, Evening, Online

The Early Childhood Education Certificate provides a strong foundation for early childhood professionals working with young children through six courses. The Early Childhood Education Certificate is stackable within the diploma and associate degree. Students will combine learned theories with practice through a practicum experience with young children under the supervision of qualified teachers.

Upon successful completion of EDU 119, the student earns the NC Early Childhood Credential and qualifies to be the lead teacher in a child care center. Additionally, all courses with EDU prefixes are used to evaluate the educational level of each child care provider by the NC Division of Child Development and Early Education.

School-Age Certificate - C55220E

- Online

The School-Age Certificate provides a strong foundation for early childhood professionals working with school-age children through six courses. The School-Age Certificate enables the student to receive two state credentials.

Upon successful completion of EDU 119, the student earns the NC Early Childhood Credential and qualifies to be the lead teacher in a child care center.

By successfully completing EDU 145 and either EDU 235 or EDU 263, the student receives the NC School-Age Credential.

Additionally, all courses with EDU prefixes are used to evaluate the educational level of each child care provider by the NC Division of Child Development and Early Education.

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

Preschool Foundation Certificate - C55220G

-Day, Evening, Online

The Early Childhood Education Certificate provides a foundation for early childhood professionals working with young children through five courses. The Early Childhood Education Certificate is stackable within the diploma and associate degree.

Upon completion of EDU 119, the student earns the NC Early Childhood Credential and qualifies to be the lead teacher in a child care center. Additionally, all courses with EDU prefixes are used to evaluate the educational level of each child care provider by the NC Division of Child Development and Early Education.

Infant/Toddler Care Certificate - C55290

-Day, Evening, Online

The Infant/Toddler Care Certificate introduces the student to the field of ECE with a concentration of study of children birth through the age of two years through six courses. The Infant/Toddler Care Certificate is stackable within the diploma and associate degree. Students will combine learned theories with practice through a practicum experience with young children under the supervision of qualified teachers.

Upon successful completion of EDU 119, the student earns the NC Early Childhood Credential and qualifies to be the lead teacher in a child care center. Additionally, all courses with EDU prefixes are used to evaluate the educational level of each child care provider by the NC Division of Child Development and Early Education. This certificate is listed as one option in obtaining quality points in the Star Rated License System.

PROGRAM SEQUENCE

First Semester

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
ENG 111	Writing and Inquiry	3

Second Semester

EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 184	Early Child Intro Practicum	2
EDU 234	Infants, Toddlers, & Twos	3
ENG 112	Writing/Research in the Disc	3

Complete Infant/Toddler Care Certificate (C55290):

EDU 119, EDU 131, EDU 144, EDU 153, EDU 234, EDU 184

Complete Early Childhood Education ECE Certificate (C55220D):

EDU 119, EDU 131, EDU 153, EDU 145, EDU 146, EDU 184

Complete Preschool Foundation Certificate (C55220G):

EDU 119, EDU 131, EDU 144, EDU 145, EDU 146

Third Semester

EDU 151	Creative Activities	3
EDU 157	Active Play	3
SOC 210	Introduction to Sociology	3

Complete Early Childhood Education Diploma (D55220A):

ENG 111, ENG 112, SOC 210, EDU 119, EDU 131, EDU 144, EDU 145, EDU 146, EDU 151, EDU 153, EDU 234, EDU 157, EDU 184

Fourth Semester

EDU 271	Educational Technology	3
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EDU 282	Early Childhood Literature	3
HUM 115	Critical Thinking	3
OR		
PHI 240	Introduction to Ethics	3
OR		
ART 111	Art Appreciation	3
MAT 110	Math Measurement & Literacy	3
OR		
MAT 143	Quantitative Literacy	3
— —	Elective I (choose a minimum of 3 credit)	3

Fifth Semester

EDU 251	Exploration Activities	3
EDU 251A	Exploration Activities Lab	1
EDU 221	Children with Exceptionalities	3
EDU 280	Language and Literacy Experiences	3
EDU 284	Early Child Capstone Prac	4
— —	Elective II (choose a minimum of 3 credit)	3

Complete Early Childhood Education School Age Certificate

(C55220E): EDU 119, EDU 131, EDU 145 + EDU 163, EDU 235, and EDU 263 from elective list

Elective I and II (Choose a minimum of 6 credit hours)

EDU 114	Intro to Family Childcare	3
EDU 163	Classroom Mgt & Instruct	3
EDU 235	School-Age Dev & Program	3
EDU 261	Early Childhood Administration I	3
EDU *262	Early Childhood Administration II	3
EDU 263	School-Age Program Admin	3
EDU 287	Leadership/Early Child Education	3

*EDU 262 has a prerequisite of 261. Take EDU 261 as Elective 1 and EDU 262 as Elective 2.

Graduation Requirements 70-71 Semester Credit Hours

ESTHETICS TECHNOLOGY

Esthetics Technology Certificate - C55230

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 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.

PROGRAM SEQUENCE

First Semester

COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6

Second Semester

COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6

Total Graduation Requirements 16 Credit Hours

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

FIRE PROTECTION TECHNOLOGY

Fire Protection Technology Degree - A55240

-Online

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 online 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: Basic Certificate - C55240A

- 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.

Loss Control/Investigation Certificate - C55240B

-Online

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.

Fire Management Certificate - C55240C

-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 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.

PROGRAM SEQUENCE

First Semester

ENG 111 Writing and Inquiry3

FIP 120 Intro to Fire Protection 3
 FIP 124 Fire Prevention & Public Ed..... 3
 FIP 132 Building Construction..... 3
 FIP 220 Fire Fighting Strategies 3
 FIP 229 Fire Dynamics and Combust 3

Second Semester

FIP 128 Detection & Investigation..... 3
 FIP 152 Fire Protection Law..... 3
 FIP 232 Hydraulics & Water Distribution 3
 BIO 161 Introduction to Human Biology 3
 COM 120 Intro Interpersonal Com 3
 OR
 ENG 114 Professional Research & Reporting 3

Third Semester

FIP 136 Inspection and Codes..... 3
 FIP 176 HazMat Operations..... 4
 FIP 228 Local Government Finance 3
 FIP 240 Fire Service Supervision.....3
 FIP 277 Fire and Social Behavior 3
 HUM 121 The Nature of America 3

Complete Fire Protection Technology Certificate (C55240A):

FIP 120, FIP 124, FIP 132, FIP 220

Complete Fire Management Certificate (C55240C):

ENG 111, FIP 152, FIP 228, FIP 240

Fourth Semester

EPT 140 Emergency Management 3
 FIP 229 Fire Dynamics and Combust 3
 FIP 244 Fire Protection Project 3
 FIP 260 Fire Protect Planning 3
 FIP 276 Managing Fire Services..... 3
 PSY 118 Interpersonal Psychology 3

Complete Loss Control/Investigation Certificate (C55240B):

FIP 124, FIP 164, FIP 128, FIP 152, FIP 276

Total Graduation Requirement..... 67 Credit Hours

LATERAL ENTRY

Lateral Entry Certificate - C55430

-Evening

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

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

PROGRAM SEQUENCE

First Semester

EDU 163	Classroom Mgt & Instruct.....	3
EDU 245	Policies and Procedures	3

Second Semester

EDU 244	Human Growth/Development	3
EDU 271	Educational Technology.....	3

Third Semester

EDU 131	Child, Family, & Community.....	3
EDU 243	Learning Theory.....	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 Hours

Total Completion Requirements 27 (++) Semester Credit Hours.

HOSPITALITY MANAGEMENT

Hospitality Management Degree - A25110

-Day and online

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 Diploma - D25110A

-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.

Hospitality 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.

Procurement Management Certificate – C25110E

-Day

The procurement management certificate provides students with skills specific to positions in food ordering industry. Course work includes procurement, sanitation, culinary skills, and accounting. Upon completion, graduates should qualify for entry-level supervisory or management training positions in food procurement.

Hospitality Management Core Certificate – C25110F

-Online only

The hospitality management core certificate provides students an understanding of management and practical skills for the hospitality industry. Course work includes guest services, human resource management, leadership 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.

Hospitality Event Coordinator Certificate - C25110G

-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.

Hospitality Hotel Operations Certificate- C25110H

-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.

Foodservice Entrepreneurship Certificate - C25110J

-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.

PROGRAM SEQUENCE

First Semester

CUL 110	Sanitation and Safety	2
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BUSINESS & PUBLIC SERVICES TECHNOLOGIES

ENG 111	Writing and Inquiry	3
HRM 110	Introduction to Hosp & Tourism.....	3
MAT 110	Math Measurement & Literacy	3
PSY 118	Interpersonal Psychology.....	3
— —	*Elective List I.....	2

Second Semester

CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
CUL 142	Fundamentals of Food	5
OR		
CUL 140	Culinary Skills I.....	5
HUM 115	Critical Thinking.....	3
— —	*Elective List II.....	2

Third Semester

HRM 220	Cost Control - Food and Beverage	3
HRM 275	Leadership-Hospitality.....	3
HRM 240	Marketing for Hospitality.....	3
HRM 235	Quality Mgmt.-Hospitality	3

Fourth Semester

WBL 112	Work-Based Learning I	2
HRM 245	Human Resources Management-Hosp	3
HRM 280	Management Problems - Hospitality	3
SPA 120	Spanish for the Workplace.....	3
— —	*English Elective	3
— —	*Elective List III.....	3

Fifth Semester

ACC 175	Hotel and Restaurant Accounting	4
HRM 140	Legal Issues – Hospitality	3
— —	*Elective List IV	3

Complete Hospitality Restaurant Management certificate

(C25110D): CUL 110, HRM 110, HRM 215, HRM 245, HRM 275, CUL 135 and CUL 135A

Complete Procurement Management certificate (C25110E):

ACC 175, CUL 110, CUL 140 OR CUL 142, HRM 220 and HRM 260.

Complete Hospitality Management Core certificate (C25110F):

HRM 110, HRM 140, HRM 245, HRM 275 and HRM 280.

Complete Hospitality Event Coordinator certificate (C25110G):

HRM 110, HRM 140, HRM 240, HRM 235, HRM 125 and HRM 210

Complete Hospitality Hotel Operations certificate (C25110H):

CUL 110, HRM 110, HRM 120, HRM 210 and HRM 245.

Complete Foodservice Entrepreneurship certificate (C25110J):

BUS 139, CUL 110, HRM 245, HRM 140, HRM 220 and HRM 240.

Complete Hospitality Management diploma (D25110):

CUL 110, ENG 111, HRM 110, MAT 110, HRM 140, HRM 240, HRM 220, HRM 245; Take one course from BUS 139, CUL 214, or HRM 225; Choose 8 credits from ACC 175, CUL 130, CUL 135, CUL 135A, CUL 142, HRM 260; Choose 8 credits from WBL 112, HRM 120, HRM 210, SPA 120

English Electives (Select one course from the following list):

ENG 112	Writing/Research in the Disc.....	3
ENG 114	Prof Research and Reporting.....	3

Elective List I (Select one or both course(s) from the following list):

CUL 214	Wine Appreciation.....	2
HRM 120	Front Office Procedures.....	3

Elective List II (Select one or both course(s) from the following list):

CUL 130	Menu Design	2
HRM 225	Beverage Management.....	3

Elective List III: (Select one or both course(s) from the following list):

BUS 139	Entrepreneurship I.....	3
HRM 210	Meetings & Event Planning	3

Elective List IV (Select 3 credits from the following list):

BUS 139	Entrepreneurship I.....	3
BUS 230	Small Business Management.....	3
CUL 130	Menu Design	2
CUL 214	Wine Appreciation	2
HRM 120	Front Office Procedures	3
HRM 125	Etiquette for Hospitality.....	1
HRM 210	Meetings & Event Planning	3
HRM 215	Restaurant Management.....	3
HRM 225	Beverage Management.....	3
HRM 260	Procurement for Hospitality	3

Graduation Requirements71 Credit Hours

SUPPLY CHAIN MANAGEMENT (GLOBAL LOGISTICS TECHNOLOGY)

SUPPLY CHAIN MANAGEMENT (DISTRIBUTION MANAGEMENT) DEGREE - A25620D

-Online

The Global Logistics / Distribution Management Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for positions in a wide range of logistics-related positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation, international freight, and logistics analysts. Upon completion, graduates may be eligible to pursue professional credentials through APICS, AST&L, CSCMP, and ISM

Distribution Management Core Certificate - C25620DA

- Online

This certificate is designed to give students a broad foundation in distribution management. Emphasis is placed on providing an overview of the major functions of arranging and coordinating the transportation of products globally. Students will also gain an understanding of all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Upon completion students will understand the basics of distribution management.

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

Transportation Management Certificate - C25620DB

- Online

This certificate is designed to give students a broad foundation in distribution management. Emphasis is placed on providing an overview of the major functions of arranging and coordinating the transportation of products globally. Students will also gain an understanding of all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Upon completion students will understand the basics of distribution management.

PROGRAM SEQUENCE

First Semester

CIS 111	Basic PC Literacy	2
BUS 137	Principles of Management	3
ENG 111	Writing & Inquiry	3
LOG 110	Introduction to Logistics	3
MAT 121	Algebra/ Trigonometry 1	3
HUM 115	Critical Thinking	3

Second Semester

ACC 120	Principles of Financial Accounting	4
ENG 114	Professional Research and Reporting	3
LOG 120	Global Logistics	3
LOG 211	Distribution Management	3
LOG 215	Supply Chain Management	3

Complete Distribution Management Core Certificate (C25620DA):

BUS 137, LOG 110, LOG 120, LOG 215

Third Semester

ECO 251	Principles of Microeconomics	3
MKT 120	Principles of Marketing	3
LOG 210	Fleet Management	3
LOG 225	Logistics Systems	4
— —	*Major Elective	3

Complete Transportation Management Certificate (C25620DB):

LOG 211, LOG 215, LOG 210, LOG 225

Fourth Semester

BUS 115	Business Law I	3
LOG 220	Logistics Management	3
LOG 230	Transportation Management	3
LOG 245	Logistics Security	3
— —	*Major Elective	3

Complete Logistics Analytics Certificate (C25350E):

LOG 110, LOG 215, +BAS 120 and BAS 121 from major elective list

Major Electives (choose a minimum of 3 credit hours)

BUS 153	Human Resources Management	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based learning I	2
WBL 121	Work-Based learning II	1
LOG 240	Purchasing Logistics	3
BAS 120	Business Analytics I	3
BAS 121	Analytics Methods I	3

Total Graduation Requirement 64 Semester Credit Hours

SUPPLY CHAIN MANAGEMENT (GLOBAL LOGISTICS TECHNOLOGY) DEGREE - A25620G

-Online

The Global Logistics / Distribution Management Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for positions in a wide range of logistics-related positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation, international freight, and logistics analysts. Upon completion, graduates may be eligible to pursue professional credentials through APICS, AST&L, CSCMP, and ISM.

Logistics Core Certificate – C25620GA

-Online

This certificate is designed to give students a broad foundation in logistics. Emphasis is placed on the various modes of domestic transportation, the movement and storage of goods from raw materials sources to end consumers, warehouse and distribution center management, and management skills. Upon completion students will understand the basics of logistics management

International Logistics Certificate – C25620GB

-Online

This certificate is designed to give students a broad foundation in the global supply chain. Emphasis is placed on import/export management, purchasing and the impact on materials management, supply chain, transportation, and global logistics processes. Upon completion students will understand the global supply chain.

Supply Chain Certificate – C25620GC

-Online

This certificate is designed to give students a broad foundation in the supply chain. Emphasis is placed on the activities of logistics, the various modes of domestic transportation, warehousing and distribution center management, and supply chain management. Upon completion students will understand the supply chain.

PROGRAM SEQUENCE

First Semester

CIS 111	Basic PC Literacy	2
BUS 137	Principles of Management	3
ENG 111	Writing & Inquiry	3
LOG 110	Introduction to Logistics	3
LOG 125	Transportation Logistics	3
MAT 121	Algebra/ Trigonometry 1	3

Second Semester

ACC 120	Principles of Financial Accounting	4
MKT 120	Principles of Marketing	3
ENG 114	Professional Research and Reporting	3
LOG 211	Distribution Management	3

BUSINESS & PUBLIC SERVICES TECHNOLOGIES

LOG 215 Supply Chain Management.....3

Complete Logistics Core Certificate (C25620GA):

LOG 110, LOG 125, LOG 211, BUS 137

Complete Supply Chain Certificate (C25620GC):

LOG 110, LOG 125, LOG 211, LOG 215

Third Semester

ECO 251 Principles of Microeconomics.....3
 INT 110 International Business.....3
 LOG 225 Logistics Systems4
 LOG 235 Import/Export Management3
 LOG 240 Purchasing Logistics3

Complete International Logistics Certificate (C25620GB):

LOG 215, INT 110, LOG 235, LOG 240

Fourth Semester

BUS 115 Business Law I.....3
 HUM 115 Critical Thinking.....3
 LOG 245 Logistics Security3
 LOG 250 Advanced Global Logistics.....4
 — — *Major Elective3

Major Electives (Select 3 credit hours)

BUS 153 Human Resources Management3
 WBL 111 Work-Based Learning I1
 WBL 112 Work-Based learning I.....2
 WBL 121 Work-Based learning II.....1
 BAS 120 Business Analytics I3
 BAS 121 Analytics Methods I3

Complete Logistics Analytics Certificate (C25350E) see A25350:

BAS 120, BAS 121, LOG 110, LOG 215

Total Graduation Requirement 65 Semester Credit Hours

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate of Arts (AA) Degree**, who have placed out of all developmental courses. Part-time students should seek advising to determine the best course sequence to meet their educational goals. To earn the **AA** degree, all students are required to complete:

- 6 credits of UGETC English Composition
 - ENG-111 & ENG-112
- 3 - 4 credits of UGETC Mathematics
 - MAT-143, MAT-152, or MAT-171
- 4 credits of UGETC Natural Sciences
 - AST-151 & AST-151A, BIO-110, BIO-111, CHM-151, GEL-111, or PHY-110 & PHY-110A
- 9 credits of UGETC Humanities/Fine Arts, from at least 2 subjects
 - ART-111, ART-114, ART-115, COM-231, ENG-231, ENG-232, ENG-241, ENG-242, MUS-110, MUS-112, PHI-215, or PHI-240
- 9 credits of UGETC Social/Behavioral Sciences, from at least 2 subjects
 - ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210
- 14 credits of additional General Education Courses
- 1 credit of ACA-122
- 14 credits of electives chosen from the list of Transferable Courses
- In addition, at least one of COM-110, COM-120, or COM-231 must be taken as part of the above coursework

Click to view the complete list of [UGETC](#), [General Education Core](#), and [Transferrable](#) courses required for the A.A and A.S degrees.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG 112	3
UGETC Mathematics	3-4	UGETC Social/Behavioral Science Be sure to choose at least 2 subjects	3
UGETC Natural Sciences	4	UGETC Humanities/Fine Arts Be sure to choose at least 2 subjects	3
UGETC Social/Behavioral Science	3	General Education Course	3
UGETC Humanities/Fine Arts	3	General Education Course	3
		ACA-122	1
Total Number of Credit Hours	16 – 17	Total Number of Credit Hours	16

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
UGETC Humanities/Fine Arts Be sure to choose at least 2 subjects	3	Communications Take COM-110, COM-120, or COM-231 if not previously selected If COM-110, COM-120, or COM-231 was previously selected, then choose an elective from the list of transferable courses	3
UGETC Social/Behavioral Science Be sure to choose at least 2 subjects	3	Elective - from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
Total Number of Credit Hours	15	Total Number of Credit Hours	15
		APPLY FOR ASSOCIATE IN ARTS DEGREE	60 - 61

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; students may elect to take courses during summer pending availability

Note Students choosing 3 hour General Education and Elective courses may exceed the required 60-61 credits

Note Transfer students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. Students who wish to take Foreign Language should begin the sequence in the first or second semester. Foreign Language courses will count toward the additional General Education or pre-major courses for degree completion. For students who select Foreign Language courses, the required UGETC courses in Humanities/Fine Arts and/or in Behavioral/Social Sciences can be delayed until the third semester.

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate in Fine Arts in Visual Arts**, who have placed out of all developmental courses. Part-time students should seek advising to determine the best course sequence to meet their educational goals.

Note: To earn the **AFA – Visual Arts** degree, all students are required to complete:

- 6 credits of UGETC English Composition
 - ENG-111 & ENG-112
- 3 - 4 credits of UGETC Mathematics
 - MAT-143, MAT-152, or MAT-171
- 4 credits of UGETC Natural Sciences
 - AST-151 & AST-151A, BIO-110, BIO-111, CHM-151, GEL-111, or PHY-110 & PHY-110A
- 6 credits of Humanities/Fine Arts, from at least 2 subjects
 - COM-231, ENG-231, ENG-232, ENG-241, ENG-242, MUS-110, MUS-112, PHI-215, or PHI-240
- 6 credits of UGETC Social/Behavioral Sciences, from at least 2 subjects
 - ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210
- 15 credits of required ART courses
 - ART-114, ART-115, ART-121, ART-122, and ART-131
- 1 credit of ACA-122
- 19 credits of electives, chosen from the list of UGETC, General Education Core, or Transferable Courses

Click to view the complete list of [UGETC](#), [General Education Core](#), and [Transferrable](#) courses.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG-112	3
UGETC Mathematics	3 - 4	UGETC Social/Behavioral Science	3
Required ART course: ART-121	3	Required ART course: ART-122	3
Required ART course: ART-114	3	Required ART course: ART-115	3
Required ART course: ART-131	3	Elective (ART-132 Recommended)	3
ACA-122	1		
Total Number of Credit Hours	16 - 17	Total Number of Credit Hours	15

- Students may also elect to take courses during the summer, pending availability.

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
UGETC Social/Behavioral Science Be sure to choose at least 2 subjects	3	Humanities/Fine Arts Be sure to choose at least 2 subjects	3
Humanities/Fine Arts	3	UGETC Natural Science	4
Elective (ART-231 Recommended)	3	Elective (ART-232, ART-241, or ART-282 Recommended)	3
Elective (ART-240 or ART-281 Recommended)	3	Elective (ART-281, ART-244, or ART-171 Recommended)	3
Elective (ART-171 or ART-275 Recommended)	3	Elective (ART-214 Recommended)	1-3
Total Number of Credit Hours	15	Total Number of Credit Hours	14-16
		APPLY FOR ASSOCIATE IN FINE ARTS DEGREE	60*

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; students may elect to take courses during summer pending availability

Note Students choosing 3 hour General Education and Elective courses may exceed the required 60 credits

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associate of Sciences (AS) Degree**, who have placed out of all developmental courses. Part-time students should seek advising to determine the best course sequence to meet their educational goals.

To earn the **AS** degree, all students are required to complete:

- 6 credits of UGETC English Composition
 - ENG-111 and ENG-112
- 8 credits of UGETC Mathematics
 - MAT-171, MAT-172, MAT-263, or MAT-271
- 8 credits of UGETC Natural Sciences as a one year sequence in one discipline area
 - BIO-111 & BIO-112, CHM-151 & CHM-152, PHY-151 & PHY-152, PHY-251 & PHY-252, or AST-151, AST-151A & GEL-111
- 6 credits of UGETC Humanities/Fine Arts, from two different subjects
 - ART-111, ART-114, ART-115, COM-231, ENG-231, ENG-232, ENG-241, ENG-242 MUS-110, MUS-112, PHI-215, or PHI-240
- 6 credits of UGETC Social/Behavioral Sciences, from two different subjects
 - ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210
- 11 credits of additional General Education Courses
- 1 credit of ACA 122
- 14 credits of electives chosen from the list of Transferable Courses
- In addition, at least one of COM-110, COM-120, or COM-231 must be taken as part of the above coursework

Click to view the complete list of [UGETC](#), [General Education Core](#), and [Transferrable](#) courses required for the A.A and A.S degrees.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
ENG-111	3	ENG 112	3
UGETC Mathematics	4	UGETC Mathematics	4
UGETC Social/Behavioral Science	3	UGETC Natural Sciences	4
UGETC Humanities/Fine Arts	3	UGETC Social/Behavioral Science Make sure to choose a different subject	3
ACA-122	1	UGETC Humanities/Fine Arts Make sure to choose at least 2 subjects	3
Total Number of Credit Hours	14	Total Number of Credit Hours	17

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
UGETC Natural Sciences	4	Communications Take COM-110, COM-120, or COM-231 if not previously selected If COM-110, COM-120, or COM-231 were previously selected, then choose an elective from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
General Education Course	3	Elective - from the list of transferable courses	3
Total Number of Credit Hours	16	Total Number of Credit Hours	15
		APPLY FOR ASSOCIATE IN SCIENCE DEGREE	60**

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; students may elect to take courses during summer pending availability

Note Students choosing 3 hour General Education and Elective courses may exceed the required 60 credits

Note Transfer students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. Students who wish to take Foreign Language should begin the sequence in the first or second semester. Foreign Language courses will count toward the additional General Education or pre-major courses for degree completion. For students who select Foreign Language courses, the required UGETC courses in Humanities/Fine Arts and/or in Behavioral/Social Sciences can be delayed until the third semester.

COLLEGE/UNIVERSITY TRANSFER

The course sequence outlined below is suggested for **full-time students** pursuing an **Associates of Engineering Degree (AE)**, who have placed out of all developmental and pre-requisite courses. Part-time students should seek advising to determine the best course sequence to meet their educational goals. To earn the AE degree, all students are required to complete:

- 6 credits of UGETC English Composition
 - ENG-111 and ENG-112
- 3 credits of Humanities from
 - ENG-231, ENG-232, PHI-215, PHI-240, or REL-110'
- 3 credits of Fine Arts/Communications from
 - ART-111, ART-114, ART-115, COM-231, MUS-110, or MUS-112
- 3 credits of Microeconomics
 - ECO-251
- 3 credits of Social/Behavioral Sciences from
 - HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210
- 12 credits of Mathematics
 - MAT-271, MAT-272, and MAT-273
- 12 credits of Natural Sciences
 - CHM-151, PHY-251, and PHY-252
- 1 credit of ACA-122
- 2 credits of EGR-150
- 15 credits of approved *Engineering electives from
 - BIO-111, CHM-152, COM-110, CSC-134, CSC-151, DFT-170, ECO-252, EGR-212, EGR-220, EGR-225, HUM-110, MAT-280, MAT-285, PED-110

***Engineering Electives** should be selected based on the Engineering discipline and University to which you plan to transfer. Please speak to your advisor prior to selecting any Engineering electives

'**REL-110** will transfer for equivalency to the engineering programs at all five UNC Institutions that have undergraduate engineering programs. It may not transfer with equivalency to other programs.

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
MAT-271	4	MAT-272	4
CHM-151	4	PHY-251	4
ENG-111	3	ENG-112	3
ACA-122	1	ECO-251	3
EGR-150	2		
Total Number of Credit Hours	14	Total Number of Credit Hours	14

THIRD SEMESTER	Credit Hours	FOURTH SEMESTER	Credit Hours
MAT-273	4	PHY-252	4
Humanities ENG-231, ENG-232, PHI-215, PHI-240, or REL-110'	3	Social/Behavioral Science HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, or SOC-210	3
Fine Arts/Communication ART-111, ART-114, ART-115, COM-231, MUS-110, or MUS-112	3	* Engineering Elective	3
* Engineering Elective	3	* Engineering Elective	3
* Engineering Elective	3	* Engineering Elective	3
Total Number of Credit Hours	16	Total Number of Credit Hours	16
		APPLY FOR ASSOCIATE IN ENGINEERING DEGREE	60**

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; students may elect to take courses during summer pending availability

Note Transfer students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. Students who wish to take Foreign Language should begin the sequence in the first or second semester. Foreign Language courses will count toward the additional General Education or pre-major courses for degree completion. For students who select Foreign Language courses, the required UGETC courses in Humanities/Fine Arts and/or in Behavioral/Social Sciences can be delayed until the third semester.

COMPUTER TECHNOLOGIES

Computer Technologies (CT) Division

Dean Angela Bequette

Phone: 919-866-5394

Email: albequette@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
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 Basics- <i>Certificate</i> Design Portfolio- <i>Certificate</i>	A30100 C30100A C30100B C30100D C30100E C30100F
Computer Engineering – AAS Degree	A25590CE
Computer Programming and Development – AAS Degree IT Foundations - <i>Certificate</i> JAVA Programming – <i>Certificate</i> Visual BASIC Programming – <i>Certificate</i> C++ Programming – <i>Certificate</i> Enterprise Java – <i>Certificate</i> Programming Fundamentals - <i>Certificate</i>	A25590CP C25590F C25590JV C25590VB C25590CC C25590EJ C25990PF
Cyber Security – AAS Degree Hacking and Forensics – <i>Diploma</i>	A25590CS D25590HF
Data Science and Programming Support – AAS Degree IT Foundations - <i>Certificate</i> Database Programing - General - <i>Certificate</i> Database Programing - Microsoft - <i>Certificate</i> Database Programing – Oracle - <i>Certificate</i> Database Programing - SAS - <i>Certificate</i> Python Programming - <i>Certificate</i> Programming Fundamentals - <i>Certificate</i>	A25590DS C25590F C25590GB C25590SQ C25590OR C25590SS C25590PY C25990PF
Healthcare Business Informatics – AAS Degree	A25590HB
Medical Office Administration Medical Office Administration – Medical Office Professional – AAS Degree Medical Office Administration – Medical Billing and Coding – AAS Degree Medical Office Administration – Healthcare Administration – AAS Degree Medial Office Professional – <i>Diploma</i> Medical Office Professional – <i>Certificate</i>	A25310P A25310B A25310H D25310P C25310P
Mobile Applications Developer – AAS Degree Android Application Developer - <i>Certificate</i> Web Development Basics - <i>Certificate</i> iOS Application Developer - <i>Certificate</i> Front-End Developer - <i>Certificate</i> Web Designer - <i>Certificate</i>	A25590MA C25590MA C25590WB C25590MI C25590DV C25590DM

COMPUTER TECHNOLOGIES

Program Name Continued	Program Code
Network Management – AAS Degree Data Storage and Virtualization - <i>Diploma</i> Cisco Network Associate - <i>Certificate</i> Cisco Network Professional - <i>Certificate</i> Microsoft Certified IT Professional - <i>Certificate</i> Linux Certified Professional – <i>Certificate</i> Linux Security Specialist – <i>Certificate</i> Global Windows Security Administration - <i>Certificate</i> Cisco Security – <i>Certificate</i>	A25590NM D25590DV C25590CA C25590CP C25590MS C25590LX C25590LS C25590WS C25590CX
Office Administration Office Administration – Office Professional – <i>AAS Degree</i> Office Administration – Office Finance – <i>AAS Degree</i> Office Administration – Office Software – <i>AAS Degree</i> Office Administration – Legal Office – <i>AAS Degree</i> Office Professional – <i>Diploma</i> Office Professional – <i>Certificate</i> Office Administration – <i>Office Software</i> – <i>Certificate</i> Office Administration – <i>Legal Office</i> - <i>Certificate</i>	A25370P A25370F A25370S A25370L D25370P C25370P C25370S C25370L
Simulation and Game Development Simulation and Game Development - Art & Modeling – <i>AAS Degree</i> Simulation and Game Development - Programming – <i>AAS Degree</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> Level Design - <i>Certificate</i>	A25450A A25450P D25450B C25450A C25450B C25450C C25450D C25450E C25450F C25450G C25450H C25450I
Software and Web Development – AAS Degree IT Foundations - <i>Certificate</i> C# Programming - <i>Certificate</i> JavaScript - <i>Certificate</i> .Net Programming - <i>Certificate</i> Programming Fundamentals - <i>Certificate</i>	A25590SW C25590F C25590CZ C25590JS C25590NE C25990PF
Storage & Virtualization – AAS Degree	A25590SV
Technical Support – AAS Degree Hardware Support and Repair - <i>Certificate</i> IT Foundations - <i>Certificate</i> IT Help Desk Technician - <i>Certificate</i> Cybersecurity Support - <i>Certificate</i> Networking Support - <i>Certificate</i>	A25590TS C25590HW C25590F C25590HD C25590CS C25590NS
Web Designer – AAS Degree Web Designer - <i>Certificate</i> Advanced Web Designer - <i>Certificate</i> Front-End Developer - <i>Certificate</i> Web Development Basics - <i>Certificate</i>	A25590DM C25590DM C25590AW C25590DV C25590WB
Web Developer – AAS Degree Web Developer - <i>Certificate</i> Advanced Web Developer - <i>Certificate</i> Front-End Developer - <i>Certificate</i> Web Development Basics - <i>Certificate</i>	A25590WD C25590WD C25590AD C25590DV C25590WB

Collaborative Agreements

None at this time

COMPUTER TECHNOLOGIES

ADVERTISING & GRAPHIC DESIGN

Advertising and Graphic Design Degree - A30100

-Day, Evening & Online

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, print production, web design, photography, social media, multimedia and video editing using industry standard tools.

Students will be trained in the development and design for promotional materials, such as newspaper and magazine advertisements, posters, folders, letterheads, logos, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media. Students will also become familiar designing and maintaining simple websites using industry best practices.

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 organizations with in-house graphics operations.

Graphics Design Certificate C30100A

-Online Only

The Graphics and Design certificate is designed to provide students with knowledge and skills in the areas of typography and design using industry standard software.

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 to design for print and web. Students will be trained in the use of typography, computer design, and Web development tools to develop and design for print and web delivery.

Advanced Graphic Design Certificate - C30100D

-Online

Certificate in graphic design, advertising, and social media concepts.

Design Basics Certificate - C30100E

-Online

Introduction to the principles of design and applying them using industry standard tools.

Design Portfolio Certificate - C30100F

-Day

Certificate leads to creation of an online and physical graphic design portfolio.

Program Sequence

First Semester

GRD 110	Typography I	3
GRD 121	Drawing Fundamentals I	2
GRD 141	Graphic Design I	4
GRD 151	Computer Design Basics	3
GRD 167	Photographic Imaging I	3

SECOND SEMESTER

ENG 111	Writing and Inquiry	3
GRD 142	Graphic Design II	4
GRD 152	Computer Design Technology I	3
GRD 282	Advertising Copywriting	2
WEB 140	Web Development Tools	3
GRD 145	Design Applications I	1

SUMMER SEMESTER

WEB 214	Social Media	3
— —	ART 111 or HUM 230	3
— —	MAT 121 or MAT 110 or MAT 143	3

THIRD SEMESTER

GRD 230	Technical Illustration	2
GRD 241	Graphic Design III	4
WEB 210	Web Design	3
— —	ECO 252 or PSY 150	3
GRD 265	Digital Print Production	3
GRD 146	Design Applications II	1

FOURTH SEMESTER

GRD 263	Illustrative Imaging	3
GRD 271	Multimedia Design 1	2
GRD 280	Portfolio Design	4
GRD 285	Client/Media Relations	2
— —	COM 120 or COM 231	3
— —	WBL 111 or GRD 246 or WBL 112	1

Graduation Requirements..... 71 Credit Hours

COMPUTER ENGINEERING

Computer Engineering AAS Degree – A25590CE

-Day and Evening

The Information Technologies – Computer Engineering A.A.S. degree provides students with 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 system and electronics concepts.

Course work includes operating systems, hardware support and repair, analog electronics, digital circuit analysis, programming, and customer service, with an emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include networking, databases, communication, professional practices and cybersecurity concepts.

Graduates should qualify for employment and entrepreneurial opportunities in electronics technology, computer service and support, computer networking, server administration, programming, and other areas requiring a knowledge of electronic and computer system repair. Graduates may also qualify to take industry certification exams in the electronic, computer, and networking fields.

Program Sequence

FIRST SEMESTER

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network and Security Foundations	3
ENG 111	Writing and Inquiry	3
MAT 143	Quantitative Literacy	3
NOS 110	Operating Systems Concepts	3

COMPUTER TECHNOLOGIES

SECOND SEMESTER

CTS 120	Hardware/Software Support.....	3
ELC 131	Circuit Analysis I.....	4
ELC 131A	Circuit Analysis I Lab.....	1
NOS 130	Windows Single User.....	3
NOS 230	Windows Admin I.....	3

SUMMER SEMESTER

ELN 131	Analog Electronics I.....	4
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THIRD SEMESTER

CSC 133	C Programming.....	3
CTS 115	Info Sys Business Concepts.....	3
CTS 118	IS Professional Comm.....	2
ELN 133	Digital Electronics.....	4
OMT 154	Customer Satisfaction.....	2
— —	Social and Behavioral Sciences Elec.....	3

FOURTH SEMESTER

CTS 288	Professional Practices in IT.....	3
CTS 220	Advanced Hardware/Software Support.....	3
ENG 114	Professional Research and Reporting.....	3
— —	Major Elective.....	2
— —	HUM/FA Elective.....	3

General Education Electives

Humanities and Fine Arts Electives

(Choose 3 credit hours)

ART 111	Art Appreciation.....	3
HUM 115	Critical Thinking.....	3
MUS 110	Music Appreciation.....	3
PHI 240	Introduction to Ethics.....	3

Social and Behavioral Sciences Electives

(choose 3 credit hours)

ECO 151	Survey of Economics.....	3
ECO 251	Principles of Microeconomics.....	3
POL 120	American Government.....	3
PSY 118	Interpersonal Psychology.....	3
PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3

Major Electives

(choose a minimum of 2 credit hours)

CSC 116	Introduction to Functional Programming.....	3
CSC 120	Computing Fundamentals I.....	4
CSC 121	Python Programming.....	3
CSC 134	C++ Programming.....	3
CSC 139	Visual BASIC Programming.....	3
CSC 151	Java Programming.....	3
DBA 110	Database Concepts.....	3
DBA 115	Database Applications.....	3
NET 125	Introduction to Networks.....	3
NOS 120	Linux/UNIX Single User.....	3
SEC 110	Security Concepts.....	3
WBL —	Work Based Learning (all numbers accepted).....	2

Graduation Requirement..... 64 Credit Hours

COMPUTER PROGRAMMING AND DEVELOPMENT

Computer Programming and Development Degree - A25590CP

-Day and Evening

This curriculum prepares learners to design and develop desktop and web applications. Graduates will be proficient in Java, MVC, REST, unit testing, server-side JavaScript, and SQL. Graduates will be able to support the software development needs of businesses in a wide variety of industries, including healthcare, manufacturing, insurance, finance and software publishing.

Students will solve business computer problems through programming techniques and procedures. 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, database specialists, software specialists, or information systems managers.

IT Foundations Certificate - C25590F

-Online

This certificate is designed to give individuals an all-around orientation to computer technologies. It is a recommended starting place for students who know they like computer technology, but are not sure what specific field of computers might be right to follow for their career. The courses introduce students to security, operating systems, programming, databases and other career options that involve computer technology. The courses also can prepare students for a variety of industry certifications.

Java Programming Certificate – C25590JV

-Day

Designed for individuals interested in acquiring programming skills necessary to design and implement Java programs.

Visual Basic Programming Certificate - C25590VB

-Online

Designed for individuals interested in acquiring programming skills necessary to design and implement Visual BASIC programs.

C++ Programming Certificate – C25590CC

-Day

The C++ Programming certificate offers courses for students interested in upgrading their programming skills by acquiring proficiency in an object-oriented programming language.

Enterprise Java Certificate - C25590EJ

-Day

The Enterprise Java certificate offers courses for students interested in upgrading their programming skills for Java in the enterprise and mobile areas. **(Prerequisites required: C25590JV)**

Programming Fundamentals Certificate - C25590PF

-Day

The Fundamentals of Computer Programming Certificate will give students the opportunity to achieve programming literacy.

Program Sequence

FIRST SEMESTER

CSC 120	Computing Fundamentals I.....	4
CSC 121	Python Programming.....	3
CTI 110	Web, Pgm, and DB Foundations.....	3
ENG 111	Writing and Inquiry.....	3

COMPUTER TECHNOLOGIES

___ ___ MAT 143 or Higher 3

Graduation Requirements 68 Credit Hours

SECOND SEMESTER

CSC 151 JAVA Programming 3
 DBA 120 Database Programming I 3
 CSC 154 Software Development 3
 CTI 120 Network & Sec Foundations 3
 NOS 110 Operating System Concepts 3

SUMMER SEMESTER

CSC 174 Server-Side JavaScript 3
 ___ ___ Major Elective I 3

THIRD SEMESTER

___ ___ Major Elective II 3
 ECO 251 Prin of Microeconomics 3
 CSC 251 Adv JAVA Programming 3
 CSC 258 JAVA Enterprise Programs 3
 DBA 130 Introduction to NoSQL Databases 3

FOURTH SEMESTER

COM 120 Introduction to Interpersonal Comm 3
 CSC 130 Computing Fundamentals II 4
 CTS 115 Info Sys Business Concepts 3
 ___ ___ HUM/Fine Arts Elective 3
 ___ ___ Project Elective 3

Humanities and Fine Arts

(Select 1 Courses)

ART 111 Art Appreciation 3
 HUM 115 Critical Thinking 3
 MUS 110 Music Appreciation 3
 PHI 240 Introduction to Ethincs 3

Major Electives I

Select 3 hours from the following courses

CSC 122 Python Applications 3
 CSC 139 Visual Basic 3
 CSC 134 C++ Programming 3
 CSC 256 Software Quality Assurance 3
 DBA 220 Oracle DB Programming II 3
 WEB 115 Web Markup and Scripting 3
 WEB 151 Mobile Application Dev I 3
 WEB 187 Programming for Mobile Devices 3
 CTS 285 Systems Analysis and Design 3

Major Electives II

Select 3 hours from the following courses

CSC 116 Introduction to Functional Programming 3
 CSC 133 C Programming 3
 CSC 216 Software Architecture 3
 CSC 221 Advanced Python 3
 CSC 234 C++ Programming 3
 CSC 239 Advanced Visual Basic 3
 DBA 240 Database Analysis/Design 3
 WEB 251 Mobile Applications Dev II 3

Project Electives

Select 3 hours from the following courses

CSC 227 Cloud Applications 3
 CSC 289 Programming Capstone 3
 *WBL 111 Work-Based Learning 1
 *WBL 112 Work-Based Learning 2
 *WBL 113 Work-Based Learning 3

*Work-Based Learning is an elective. Students must have approval from the department head and pre-register with the Computer Technologies Division office. The Work-Based Learning work period may be taken over two semester as WBL 112 or over two semesters as WBL-111, and WBL-121 or in one semester as WBL-113

COMPUTER TECHNOLOGIES

CYBER SECURITY

Cyber Security AAS Degree – A25590CS

-Day and Evening

The Cyber Security degree prepares students for an IT career in digital forensics, network security services, and ethical hacking. Courses include routing and switching, network vulnerabilities, secure communications, system and security administration, data recovery, and computer investigations. Students will work in Microsoft, Linux, and Apple desktop and server operating system environments. Upon completion, students will be prepared for a variety of industry certifications, including: Certified Ethical Hacker, Certified Enterprise Defender, CCNA Security, and Security+.

Program Sequence

FIRST SEMESTER

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network and Security Foundations	3
ENG 111	Writing and Inquiry	3
MAT 143	Quantitative Literacy	3
NOS 110	Operating Systems Concepts	3

SECOND SEMESTER

NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NOS 130	Windows Single User	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

SUMMER SEMESTER

NOS 120	Linux/UNIX Single User	3
___	HUM/FA Elective	3

THIRD SEMESTER

CCT 121	Computer crime Investigations	4
CCT 250	Network Vulnerabilities I	3
CTS 115	Info Sys Business Concepts	3
SEC 150	Secure Communications	3
SEC 160	Security Administration I	3

FOURTH SEMESTER

CCT 240	Data Recovery Techniques	3
CCT 251	Network Vulnerabilities II	3
ENG 114	Professional Research and Reporting	3
___	Major Elective	2
___	Social and Behavioral Sciences Elec	3

SUMMER SEMESTER

CTS 288	Professional Practices in IT	3
SEC 193	Selected Topic in Cyber Security	3

Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social and Behavioral Sciences Electives

(Choose 3 credit hours from the following courses)

ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
POL 120	American Government	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Electives

(Minimum of 2 credit hours)

SEC 210	Intrusion Detection	3
WBL ___	Work Based Learning	2

Graduation Requirement 72 Credit Hours

Hacking and Forensics Diploma – D25590HF

-Day, Evening, Online

The Information Technologies – Hacking and Forensics Diploma provides students with intermediate level skills and ability to perform digital forensic operations, and network vulnerability testing and prevention.

Course work includes programming, databases, operating systems, forensic data recovery, security concepts, hacking technologies and network firewall configuration. Additional topics may include routing and switching, communications and writing, and web technologies.

Graduates from this diploma should qualify to take industry certifications in ethical hacking, security, networking, and forensic examinations. Graduates may qualify for employment opportunities connected to these skills and certifications.

SUMMER SEMESTER

CTI 110	Web, Programming and Database Foundations	3
CTI 120	Network and Security Foundations	3
NOS 110	Operating System concepts	3
ENG 111	Writing and Inquiry	3

FALL SEMESTER

CCT 121	Computer Crime Investigations	4
CCT 250	Network Vulnerabilities I	3
SEC 110	Security Concepts	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3

SPRING SEMESTER

CCT 240	Data Recovery Techniques	3
CCT 251	Network Vulnerabilities II	3
CTS 115	Info Systems Business Concept	3
NOS 120	Linux/UNIX Single User	3
SEC 150	Secure Communications	3

Graduation Requirement..... 43 Credit Hours

Data Science and Programming Support Services

Data Science and Programming Support Degree - A25590DS

-Day and Evening

This curriculum prepares learners to design and develop desktop and web application with an emphasis on business logic and data-driven applications. Graduates will be proficient in Python, SQL, XML, database development, client/server-side JavaScript and Python. Graduates will be able to support the software development needs of businesses in a wide variety of industries, including healthcare, manufacturing, insurance, finance and software publishing.

Students will solve business computer problems through programming techniques and procedures. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems

COMPUTER TECHNOLOGIES

evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, database specialists, software specialists, or information systems managers .

IT Foundations Certificate - C25590F

-Online

This certificate is designed to give individuals an all-around orientation to computer technologies. It is a recommended starting place for students who know they like computer technology, but are not sure what specific field of computers might be right to follow for their career. The courses introduce students to security, operating systems, programming, databases and other career options that involve computer technology. The courses also can prepare students for a variety of industry certifications

Database Programming - General Certificate - C25590GB

-Online

Designed for individuals interested in acquiring programming skills in databases.

Database Programming – Microsoft Certificate - C25590SQ

-Online

Designed for individuals interested in acquiring programming skills in Microsoft SQL databases.

Database Programming – Oracle Certificate - C25590OR

-Online

Designed for individuals interested in acquiring programming skills in Oracle databases.

Database Programming – SAS Certificate - C25590SS

-Online

Designed for individuals interested in acquiring programming skills in SAS databases.

Python Programming Certificate - C25590PY

-Online

Designed for individuals interested in acquiring programming skills in Python.

Programming Fundamentals Certificate - C25590PF

-Day

The Fundamentals of Computer Programming Certificate will give students the opportunity to achieve programming literacy.

Program Sequence

FIRST SEMESTER

CSC 120	Computing Fundamentals I.....	4
CSC 121	Python Programming	3
CTI 110	Web, Pgm, and DB Foundations	3
DBA 110	Database Concepts.....	3
MAT 152	Statistical Methods	4

SECOND SEMESTER

CSC 122	Python Applications.....	3
DBA 120	Database Programming I.....	3
ENG 111	Writing and Inquiry	3

CSC 124	Intro to Programming for Data Science.....	3
CTI 120	Network & Sec Foundations.....	3

FIRST SUMMER SEMESTER

CSC 174	Server-Side JavaScript.....	3
WEB 115	Web Markup and Scripting.....	3

THIRD SEMESTER

CTS 115	Info Sys Business Concepts.....	3
_____	DBA Elective	3
CSC 221	Advanced Python	3
DBA 130	Introduction to NoSQL Databases.....	3
CSC 152	SAS	3

FOURTH SEMESTER

COM 120	Introduction to Interpersonal Comm	3
CSC 227	Cloud Applications.....	3
ECO 151	Survey of Economics.....	3
_____	HUM/Fine Arts Elective	3
_____	Major Elective	3

Humanities and Fine Arts

(Select 1 Courses)

ART 111	Art Appreciation.....	3
HUM 115	Critical Thinking.....	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Major Elective

Select 3 hours from the following courses

CSC 116	Introduction to Functional Programming.....	3
CSC 153	C# Programming	3
CSC 154	Software Development.....	3
CTS 225	Spreadsheet Data Analysis	3
DBA 115	Database Applications.....	3
DBA 285	Data Warehousing and Mining	3
DBA 240	Database Analysis/Design.....	3

DBA Elective

Select 3 hours from the following courses

DBA 221	SQL Server DB Programming II.....	3
DBA 220	Oracle DB Programming II	3
DBA 224	SAS DB Programming II.....	3
DBA 223	MySQL DB Programming II.....	3

Graduation Requirements 68 Credit Hours

Healthcare Business Informatics

Healthcare Business Informatics Degree - A25590HB

-Day and Evening

The HBI degree program is intended for computer system professionals who expect to work for a healthcare provider of any size; from large scale hospital systems to small practice offices.

A concentration in healthcare terminology and medico-legal issues is combined with specific courses in healthcare networking and database design. Any healthcare provider that uses computers to store and manage their patient information needs an IT professional that understands the confidentiality and business process concerns of the industry – this degree program is intended to produce those IT professionals.

Potential employers for graduates of this program would include the IT departments at Rex, Wake Med and Duke Hospitals, and any healthcare related industry partner, such as Blue Cross Blue Shield and other health insurance providers.

Program Sequence

COMPUTER TECHNOLOGIES

FIRST SEMESTER

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
MAT 143	Quantitative Literacy	3
NOS 110	Operating System Concepts	3
OST 141	Med Terms I	3

SECOND SEMESTER

HBI 110	Issues and Trends in HBI	3
OST 142	Med Terms II	3
ENG 111	Writing and Inquiry	3
NET 110	Networking Concepts	3
DBA 110	Database Concepts	3

SUMMER SEMESTER

HBI 210	Intro to Health Info Net	3
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THIRD SEMESTER

HBI 113	Survey of Medical Insurance	3
HBI 250	Data Management and Utilization	3
CTS 135	Integrated Software Intro	4
ENG 114	Professional Research & Reporting	3
— —	HUM / FA Elective	3

FOURTH SEMESTER

CTS 118	IS Professional Comm	2
CTS 115	Info Sys Business Concept	3
CTS 120	Hardware / Software Support	3
OST 149	Medical Legal Issues	3
— —	Social and Behavioral Sciences Elec	3
CTS 288	Professional Practices in IT	3

GENERAL EDUCATION ELECTIVES

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

ART 111	Art 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
POL 120	American Government	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Graduation Requirements 66 Credit Hours

MEDICAL OFFICE ADMINISTRATION

Medical Office Professional Degree - A25310P

-Online

The Medical Office Professional curriculum prepares individuals for employment as medical administrative office personnel (AAS degree). Students develop skills in medical office procedures and tasks, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, records management, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in a variety

of medical office positions in medical offices, hospitals, insurance companies, laboratories, medical supply companies, research facilities, and other healthcare organizations. Students may be eligible to sit for industry-recognized certification exams.

Medical Office Professional Certificate – C25310P

-Online

This certificate provides the medical and computer skills necessary for entry-level employment in medical settings. The certificate is available online.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry	3
OST 122	Office Computations	3
OST 137	Office Software Applications	3
OST 141	Med Office Terms I	3
OST 148	Medical Coding, Billing, and Insurance	3

SECOND SEMESTER

— —	ENG Elective	3
CTS 130	Spreadsheet	3
OST 134	Text Entry and Formatting	3
OST 142	Med Office Terms II	3
OST 243	Med Office Simulation	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER

— —	Social Science Elective	3
— —	Humanities / FA Elective	3

THIRD SEMESTER

OST 136	Word Processing	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 286	Professional Development	3
— —	OA Elective	3

Eligible for Office Professional Certificate (C25370P):

OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

FOURTH SEMESTER

OST 149	Medical Legal Issues	3
OST 165	Adv Office Editing	3
OST 288	Medical Office Admin Capstone	3
— —	MAT/Science Elective	3
— —	OA Elective	3

Eligible for Medical Office Professional Diploma (D25310P)

ENG-111, OST-137, OST_141, OST_148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement	3
BIO 110	Principles of Biology	4

ENG Electives

(Choose 3 credit hours from the following courses)

COMPUTER TECHNOLOGIES

ENG 114	Professional Research and Reporting	3
ENG 112	Writing/Research in the Disc.....	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
HIS 111	World Civilizations I.....	3

OA Electives

(Choose 6 credit hours from the following courses)

ACC 120	Prin of Financial Accounting	4
BUS 153	Human Resource Management.....	3
CTS 230	Advanced Spreadsheet.....	3
HMT 110	Intro to Healthcare Mgt	3
HMT 211	Long-Term Care Admin	3
HMT 212	Mgt of Healthcare Org.....	3
OST 132	Keyboard Skill Building	2
OST 135	Adv Text Entry and Formatting.....	3
OST 138	Office Applications II	3
OST 153	Office Finance Solutions	3
OST 233	Desktop Publishing	3
OST 236	Adv Word Processing	3
OST 241	Office Transcription I.....	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding.....	3
OST 260	Adv Coding Methodologies.....	3
OST 264	Medical Auditing.....	3
OST 284	Emerging Technologies	2
WBL 111	Work-Based Learning I	1
WBL 121	Work-Based Learning II	1
WBL 112	Work-Based Learning I	2

Graduation Requirements 66 Credit Hours

Medical Office Professional Diploma - D25310P

-Online

The Medical Office Professional Diploma is designed for the individual entering, upgrading, or retraining in the medical office field. Students develop skills in medical terminology, keyboarding and formatting, office software applications, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, editing, critical thinking, team building, and problem solving. The diploma is available online.

Graduates should qualify for employment opportunities in medical offices, healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry	3
OST 137	Office Applications I	3
OST 141	Med Office Terms I.....	3
OST 148	Medical Ins & Billing.....	3
OST 164	Office Editing.....	3

SECOND SEMESTER

OST 134	Text Entry & Formatting	3
OST 142	Med Office Terms II.....	3
OST 149	Medical Legal Issues.....	3
OST 243	Med Office Simulation.....	3
OST 288	Medical Office Admin Capstone.....	3

SUMMER SEMESTER

ENG Elective	3	
CTS 130	Spreadsheet	3

Eligible for Medical Office Professional Certificate (C25310P)
OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Writing/Research in the Disc	3
COM 120	Intro Interpersonal Comm.....	3

Graduation Requirements 36 Credit Hours

Medical Billing and Coding Degree - A25310B

-Online

Medical Office Administration has a new concentration in Medical Billing and Coding (AAS degree). Students develop skills in medical coding and auditing, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building; and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; insurance billing offices; and laboratories. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
OST 122	Office Computations.....	3
OST 137	Office Software Applications.....	3
OST 141	Med Office Terms I.....	3
OST 148	Medical Coding, Billing, and Insurance	3

SECOND SEMESTER

ENG Elective	3	
CTS 130	Spreadsheet	3
OST 134	Text Entry and Formatting.....	3
OST 142	Med Office Terms II.....	3
OST 243	Med Office Simulation	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER

OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3

THIRD SEMESTER

OST 164	Office Editing	3
OST 286	Professional Development	3
OST 260	Adv Coding Methodologies	3
— —	HUM/FA Elective	3
— —	OA Elective.....	3

FOURTH SEMESTER

OST 149	Medical Legal Issues.....	3
OST 264	Medical Auditing.....	3
OST 288	Medical Office Admin Capstone.....	3
— —	MAT/Science Elective	3
— —	Social Science Elective	3

COMPUTER TECHNOLOGIES

Eligible for Medical Office Professional Diploma (D25310P)

ENG-111, OST-137, OST-141, OST-148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Math and Science Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement.....	3
BIO 110	Principles of Biology.....	4

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Writing/Research in the Disc.....	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
HIS 111	World Civilizations I.....	3

OA Electives

(Choose 3 credit hours from the following courses)

ACC 120	Prin of Financial Accounting.....	4
BUS 153	Human Resource Management.....	3
CTS 230	Advanced Spreadsheet.....	3
HMT 110	Intro to Healthcare Mgt.....	3
HMT 211	Long-Term Care Admin.....	3
HMT 212	Mgt of Healthcare Org.....	3
OST 132	Keyboard Skill Building.....	2
OST 135	Adv Text Entry and Formatting.....	3
OST 136	Word Processing.....	3
OST 138	Office Applications II.....	3
OST 153	Office Finance Solutions.....	3
OST 233	Desktop Publishing.....	3
OST 236	Adv Word Processing.....	3
OST 241	Medical Office Transcription I.....	3
OST 247	Procedure Coding.....	3
OST 284	Emerging Technologies.....	3
WBL 111	Work-Based Learning I.....	1
WBL 121	Work-Based Learning II.....	1
WBL 112	Work-Based Learning I.....	2

Graduation Requirements 66 Credit Hours

Healthcare Administration Degree - A25310H

-Online

Medical Office Administration has a new concentration in Healthcare Administration (AAS degree). Students develop skills in healthcare administration and human resources management, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; medical supply companies; research facilities; and pharmaceutical companies. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
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COMPUTER TECHNOLOGIES

OST 122	Office Computations.....	3
OST 137	Office Applications I	3
OST 141	Med Office Terms I.....	3
OST 148	Medical Ins & Billing.....	3

SECOND SEMESTER

— —	ENG Elective.....	3
CTS 130	Spreadsheet.....	3
OST 134	Text Entry and Formatting	3
OST 142	Med Office Terms II	3
OST 243	Med Office Simulation.....	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER

— —	Social Science Elective.....	3
— —	HUM/FA Elective.....	3

THIRD SEMESTER

BUS 153	Human Resource Mgmt.....	3
HMT 110	Intro to Healthcare Mgmt	3
OST 164	Office Editing.....	3
OST 286	Professional Development.....	3
— —	OA Elective	3

FOURTH SEMESTER

HMT 211	Long Term Care Admin.....	3
HMT 212	Mgmt of Healthcare Org.....	3
OST 149	Medical Legal Issues	3
OST 288	Medical Office Admin Capstone.....	3
— —	MAT/Science Elective.....	3

Eligible for Medical Office Professional Diploma (D25310P)

ENG-111, OST-137, OST-141, OST-148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Math and Science Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement.....	3
BIO 110	Principles of Biology.....	4

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting	3
ENG 112	Writing/Research in the Disc.....	3
COM 120	Intro Interpersonal Comm	3

Social Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3
HIS 111	World Civilizations I.....	3

OA Electives

(Choose 3 credit hours from the following courses)

ACC 120	Prin of Financial Accounting	4
CTS 230	Advanced Spreadsheet.....	3
OST 132	Keyboard Skill Building	2
OST 135	Adv. Text Entry and Formatting	4
OST 136	Word Processing.....	3
OST 138	Office Applications II	3
OST 153	Office Finance Solutions	2
OST 165	Adv Office Editing	3
OST 184	Records Management	3

OST 233	Desktop Publishing.....	3
OST 236	Adv Word Processing.....	3
OST 241	Medical Office Transcription I.....	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
OST 260	Adv Coding Methodologies	3
OST 264	Medical Auditing	3
OST 284	Emerging Technologies.....	2
WBL 111	Work-Based Learning I.....	1
WBL 121	Work-Based Learning II.....	1
WBL 112	Work-Based Learning I.....	2

Graduation Requirements 66 Credit Hours

Mobile Applications Developer

Mobile Applications Developer Degree – A25590MA

-Day and Online

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers to disseminate and collect information via the web.

Course work in this program covers web design, web scripting and markup, databases, web programming, e-commerce, web content management systems as well as mobile applications development and UI/UX. Studies will provide opportunity for students to learn using industry standard software and technologies.

Graduates should qualify for career opportunities as designers, programmers, or developers in the areas of web development, web design, web services, mobile application development and other related areas.

The Mobile Applications Developer Degree covers the developing of mobile content, both apps (applications) and websites. Focus is on iOS and Android operating systems

Android Application Developer Certificate - C25590MA

- Online

This Certificate covers the development of apps for Android devices.

iOS Application Developer Certificate - C25590MI

-Day and Online

This Certificate covers the development of apps for iOS devices.

Front-End Developer Certificate - C25590DV

-Online

This certificate teaches basic front-end development concepts

Web Development Basics Certificate - C25590WB

-Online

This certificate teaches basic web technology concepts for beginning web designers and developers.

Web Designer Certificate - C25590DM

- Online

Using industry standard technologies to design and develop basic full and mobile web sites.

Program Sequence

COMPUTER TECHNOLOGIES

FIRST FALL SEMESTER

WEB 140	Web Development Tools.....	3
CIS 115	Intro to Prog Logic.....	3
_____	HUM 110 or HUM 115 or HUM 230.....	3
CTI 110	Web, Pgm and DB Foundation.....	3
_____	WEB 111 or SGD 112.....	3
WEB 110	Internet / Web Fundamentals.....	3

FIRST SPRING SEMESTER

WEB 210	Web Design.....	3
WEB 115	Web Markup and Scripting.....	3
WEB 141	Mobile Interface Design.....	3
CSC 151	Java Programming.....	3

FIRST SUMMER SEMESTER

ENG 111	Writing and Inquiry.....	3
_____	SOC 210 or ECO 215 or PSY 150.....	3
_____	WEB 215 or WBL 112.....	2

SECOND FALL SEMESTER

WEB 125	Mobile Web Design.....	3
SGD 168	Mobile SG Programming I.....	3
CTI 120	Network & Sec Foundation.....	3
WEB 151	Mobile Applications Dev I.....	3

SECOND SPRING SEMESTER

_____	COM 110 or COM 120 or COM 231.....	3
WEB 287	Web e-Portfolio.....	2
WEB 251	Mobile Applications Dev II.....	3
_____	MAT 121 or MAT 143 or MAT 152 or MAT 110.....	3

SECOND SUMMER SEMESTER

CTS 115	Information Sy Business Concepts.....	3
SGD 268	Mobile SG Programming 2.....	3

Completion Requirements 68 Credit Hours

NETWORK MANAGEMENT

Network Management Degree - A25590NM

- Day and Evening

The Network Management 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 switches 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.

CISCO Network Associate Certificate – C25590CA

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 CTI-120 or its equivalent is required to begin this program.

CISCO Network Professional Certificate - C25590CP

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.

Microsoft Certified IT Professional Certificate - C25590MS

- Day and Evening

This certificate is intended for students who are interested in testing for the MCITP or MCSA industry certifications. Courses cover the installation, configuration and management of Microsoft operating systems.

Linux Certified IT Professional Certificate – C25590LX

-Day and Evening

This certificate is designed to prepare students for Linux or Red Hat certifications. 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 or CTI-130 is required to begin this program.

Linux Security Specialist Certificate – C25590LS

-Day and Evening

Graduates from this certificate program will be prepared to demonstrate their knowledge, skills, and abilities in securing and auditing Linux based systems. Students will learn how to install, configure, and monitor Linux systems that include Apache, and Security Enabled Linux servers and workstations. Graduates will be ready to demonstrate proficiency in the management and hardening of LAMP stack systems.

Global Windows Security Administration Certificate – C25590WS

-Day

Graduates from this certificate program will be prepared to demonstrate their knowledge, skills, and abilities in securing Microsoft Windows clients and servers, including technologies such as PKI, IPSec, and Group Policies. Students will learn how to install, configure and secure Windows operating systems. Graduates will be ready to demonstrate proficiency in managing the hardening of Windows systems against malware and persistent adversaries.

Cisco Security Certificate – C25590CX

-Day and Evening

This program is intended for individuals who are interested in getting certified in network security. Courses lead to industry credentials in networking and network security.

Program Sequence

FIRST SEMESTER

CTI 110	Web, Programming and Database Foundations.....	3
CTI 120	Network and Security Foundations.....	3
NOS 110	Operating System Concepts.....	3

COMPUTER TECHNOLOGIES

ENG 111	Writing and Inquiry	3
MAT 143	Quantitative Literacy	3
SECOND SEMESTER		
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
CTS 120	Hardware/Software Support	3
NOS 130	Windows Single User	3
NOS 230	Windows Admin I	3

SUMMER SEMESTER

NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3

THIRD SEMESTER

CTS 115	Info Sys Business Concepts	3
ENG 114	Professional Research and Reporting	3
NOS 120	Linux / UNIX Single User	3
___	Major Elective I	3

FOURTH SEMESTER

CTS 288	Professional Practices in IT	3
___	HUM / FA Elect (Min 3 cr hrs)	3
___	Social and Behavioral Sciences Elect (Min 3 cr hrs) ...	3
___	Major Elective II	3

SUMMER SEMESTER

___	Major Elective III	2
NET 289	Networking Project	3

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

ART 111	Art 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 251	Prin. Of Microeconomics	3
ECO 151	Survey of Economics	3
POL 120	American Government	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	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

Option 2: Cisco Certified Network Professional Track

NET 270	Building Scalable Networks	3
NET 272	Multi-Layer Networks	3
NET 273	Internetworking Support	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

Option 4: Data Storage & Virtualization Track

CTI 140	Virtualization Concepts	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3

Option 5: Mixed Elective Track

CCT 121	Computer Crime Investigations	4
CCT 240	Data Recovery Techniques	3
CTS 118	IS Professional Comm	2

CTS 135	Integrated Software Intro	4
CTS 155	Technical Support Functions	3
CTS 220	Advanced Hardware/Software Support	3
CTS 255	Advanced Technical Support Functions	3
CTS 272	Desktop Support: Apps	3
NET 115	Telecom for IT Professionals	3
NET 135	Data Center Networking	3
NET 175	Wireless Technology	3
NET 240	Network Design	3
NOS 125	Linux/UNIX Scripting	3
OMT 154	Customer Satisfaction	2
PMT 110	Intro to Project Management	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
SEC 160	Security Administration I	3
WBL ___	Work Based Learning (All numbers acceptable)	3

Graduation Requirements 65 Credit Hours

Data Storage and Virtualization Diploma - D25590DV

- Evening

This diploma under the Network Management 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, Cisco, Microsoft, CompTIA, and NetApp.

This diploma also includes a work-based learning component, putting students to work in live datacenters.

CTI 110	Web, Pgm & DB Foundation	3
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
ENG 114	Professional Research & Reporting	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
___	NOS-110 or CTI-130	3
NOS 130	Windows Single User	3
NOS 230	Windows Admin I	3
WBL 113	Work Based Learning I	3

Graduation Requirements 42 Credit Hours

OFFICE ADMINISTRATION

Office Professional Degree - A25370P

-Online

The Office Professional curriculum (AAS degree) prepares individuals for employment as administrative office personnel. Students develop skills in administrative office procedures and tasks, along with office software applications, records management, keyboarding, editing and advanced formatting, office computations, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

COMPUTER TECHNOLOGIES

Office Professional Certificate – C25370P

-Online

This certificate provides the technical and administrative support skills necessary for entry-level employment in a variety of offices. The certificate is available online.

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
HIS 111	World Civilizations I	3

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry	3
OST 122	Office Computations.....	3
OST 137	Office Software Applications	3
OST 184	Records Management.....	3
OST 164	Text Editing Applications.....	3

SECOND SEMESTER

_____	English Elective.....	3
CTS 130	Spreadsheet.....	3
OST 136	Word Processing.....	3
OST 134	Text Entry & Formatting	3
_____	Math Elective.....	3

SUMMER SEMESTER

_____	Social Science Elective
_____	HUM / FA Elective

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

THIRD SEMESTER

OST 138	Advanced Software Applications.....	3
OST 181	Introduction to Office Systems	3
OST 236	Adv. Word / Information Processing.....	3
OST 135	Adv. Text Entry and Formatting	3
OST 286	Professional Development	3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective

FOURTH SEMESTER

CTS 230	Advanced Spreadsheet.....	3
OST 165	Adv Office Editing.....	3
OST 233	Office Publications Design	3
OST 289	Office Admin Capstone	3
_____	OA Elective	3

Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230

Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement.....	3
BIO 110	Principles of Biology.....	4

English Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting	3
ENG 112	Writing/Research in the Disc.....	3
COM 120	Intro Interpersonal Comm	3

Social Sciences Electives

(Choose 3 credit hours from the following courses)

COMPUTER TECHNOLOGIES

OA Electives

Choose 3 credit hours from the following courses:

ACC 120	Prin of Financial Accounting.....	4
BUS 115	Business Law I.....	3
BUS 153	Human Resource Management.....	3
OST 153	Office Finance Solutions.....	3
OST 155	Legal Terminology.....	3
OST 156	Legal Office Procedures.....	3
OST 132	Keyboard Speed Building.....	2
OST 284	Emerging Technologies.....	2
WBL 111	Work –Based Learning I.....	1
WBL 121	Work-Based Learning II.....	1
WBL 112	Work-Based Learning I.....	2

Graduation Requirements 66 Credit Hours

Office Finance Degree - A25370F

-Online

Office Administration has a new concentration in Office Finance (AAS degree). Students develop skills in accounting and office finance, along with office procedures, office software applications, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, real estate offices, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
OST 122	Office Computations.....	3
OST 137	Office Applications I.....	3
OST 164	Office Editing.....	3
OST 184	Records Management.....	3

SECOND SEMESTER

CTS 130	Spreadsheet.....	3
OST 134	Text Entry & Formatting.....	3
OST 136	Word Processing.....	3
— —	English Elective.....	3
— —	Math/Science Elective.....	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

SUMMER SEMESTER

— —	Social Science Elective.....	3
— —	Humanities/FA Elective.....	3

THIRD SEMESTER

ACC 120	Prin of Financial Accounting.....	4
OST 138	Office Applications II.....	3
OST 181	Office Procedures.....	3
OST 236	Adv Word Processing.....	3
OST 286	Professional Development.....	3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective

FOURTH SEMESTER

OST 153	Office Finance Solutions.....	3
CTS 230	Advanced Spreadsheet.....	3
OST 165	Adv Office Editing.....	3
OST 289	Office Admin Capstone.....	3

— — OA Elective.....2

Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230

Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement.....	3
BIO 110	Principles of Biology.....	4

English Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Writing/Research in the Disc.....	3
COM 120	Intro Interpersonal Comm.....	3

Social Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3
HIS 111	World Civilizations I.....	3

OA Electives

Choose 2 credit hours from the following courses:

BUS 115	Business Law I.....	3
BUS 153	Human Resource Management.....	3
OST 132	Keyboard Skill Building.....	2
OST 135	Adv Text Entry & Format.....	3
OST 155	Legal Terminology.....	3
OST 156	Legal Office Procedures.....	3
OST 233	Office Publications Design.....	3
OST 284	Emerging Technologies.....	2
WBL 111	Work –Based Learning I.....	1
WBL 121	Work-Based Learning II.....	1
WBL 112	Work-Based Learning I.....	2

Graduation Requirements 66 Credit Hours

Legal Office Degree - A25370L

-Online

Office Administration has a new concentration in Legal Office (AAS degree). Students develop skills in legal office procedures and tasks, along with legal terminology, business law, office software applications, records management, office computations, keyboarding, editing and advanced formatting, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, the court system, law offices, real estate offices, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Legal Office Certificate – C25370L

-Online

This certificate provides a study of the office skills necessary for employment in a legal setting. The certificate is available online.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
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COMPUTER TECHNOLOGIES

OST 134	Text Entry & Formatting	3
OST 136	Word Processing.....	3
OST 137	Office Applications I	3
OST 155	Legal Terminology.....	3

SECOND SEMESTER

CTS 130	Spreadsheet.....	3
OST 135	Adv Text Entry & Formatting	3
OST 156	Legal Office Procedures.....	3
— —	English Elective.....	3
— —	Math/Science Elective.....	3

Eligible for Legal Office Certificate (C25370L): OST-134, OST-136, OST-155, OST-135, OST-156

SUMMER SEMESTER

— —	Social Science Elective.....	3
— —	Humanities/FA Elective	3

THIRD SEMESTER

OST 122	Office Computations	3
OST 138	Office Applications II.....	3
OST 164	Office Editing.....	3
OST 184	Records Management.....	3
OST 236	Adv Word Processing.....	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

FOURTH SEMESTER

BUS 115	Business Law I	3
OST 165	Adv Office Editing	3
OST 286	Professional Development.....	3
OST 289	Office Admin Capstone.....	3
— —	OA Elective.....	3

Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement.....	3
BIO 110	Principles of Biology.....	4

English Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting	3
ENG 112	Writing/Research in the Disc.....	3
COM 120	Intro Interpersonal Comm	3

Social Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3
HIS 111	World Civilizations I.....	3

OA Electives

(Choose 3 credit hours from the following courses)

ACC 120	Prin of Financial Accounting.....	4
BUS 153	Human Resource Management.....	3
CTS 230	Advanced Spreadsheet.....	3
OST 153	Office Finance Solutions	3
OST 132	Keyboard Skill Building	2
OST 181	Office Procedures	3
OST 233	Office Publications Design	3
OST 284	Emerging Technologies	2

WBL 111	Work –Based Learning I.....	1
WBL 121	Work-Based Learning II.....	1
WBL 112	Work-Based Learning I.....	2

Graduation Requirements 66 Credit Hours

Office Software Degree - A25370S

-Online

Office Administration has a new concentration in Office Software (AAS degree). Students develop skills in advanced office software applications, along with office procedures, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Office Software Certificate – C25370S

-Online

This certificate provides an in-depth study of commonly used office software applications to prepare students for employment and to pass certification exams in word processing, spreadsheet, and presentation software. The certificate is available online.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
OST 122	Office Computations	3
OST 137	Office Applications I.....	3
OST 164	Office Editing	3
OST 184	Records Management	3

SECOND SEMESTER

CTS 130	Spreadsheet	3
OST 134	Text Entry & Formatting.....	3
OST 136	Word Processing	3
— —	English Elective	3
— —	Math/Science Elective	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

SUMMER SEMESTER

— —	Social Science Elective.....	3
— —	Humanities/FA Elective.....	3

THIRD SEMESTER

CTS 230	Advanced Spreadsheet.....	3
OST 138	Office Applications II	3
OST 181	Office Procedures	3
OST 236	Adv Word Processing	3
OST 286	Professional Development	3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG 111, ENG Elective

Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230

FOURTH SEMESTER

OST 153	Office Finance Solutions	3
OST 165	Adv Office Editing	3
OST 289	Office Admin Capstone.....	3
OST 233	Office Publications Design	3
— —	OA Elective	3

COMPUTER TECHNOLOGIES

Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society.....	3
HUM 115	Critical Thinking.....	3

Mathematics Electives

(Choose 3 credit hours from the following courses)

MAT 110	Mathematical Measurement.....	3
BIO 110	Principles of Biology.....	4

English Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Writing/Research in the Disc.....	3
COM 120	Intro Interpersonal Comm.....	3

Social Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3
HIS 111	World Civilizations I.....	3

OA Electives

Choose 3 credit hours from the following courses:

ACC 120	Prin of Financial Accounting.....	4
BUS 115	Business Law I.....	3
BUS 153	Human Resource Management.....	3
OST 135	Adv Text Editing and Formatting.....	3
OST 155	Legal Terminology.....	3
OST 156	Legal Office Procedures.....	3
OST 132	Keyboard Speed Building.....	2
OST 284	Emerging Technologies.....	2
WBL 111	Work –Based Learning I.....	1
WBL 121	Work-Based Learning II.....	1
WBL 112	Work-Based Learning I.....	2

Graduation Requirements..... 66 Credit Hours

Office Professional Diploma - D25370P

-Online

The Office Administration Diploma is designed for the individual entering, upgrading, or retraining in the office field. Students develop skills in records management, office computations, software applications, office procedures, keyboarding, editing and advanced formatting, critical thinking, and problem solving. The diploma is available online.

Graduates should qualify for entry-level employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
OST 122	Office Computations.....	3
OST 134	Text Entry and Formatting.....	3
OST 181	Office Procedures.....	3
OST 184	Records Management.....	3

SECOND SEMESTER

OST 135	Adv Text Entry & Formatting.....	3
OST 136	Word Processing.....	3
OST 137	Office Applications I.....	3
OST 164	Office Editing.....	3
OST 286	Professional Development.....	3

SUMMER SEMESTER

CTS 130	Spreadsheet.....	3
— —	ENG Elective.....	3

English Electives

(Choose 3 credit hours from the following courses)

ENG 112	Writing/Research in the Disc.....	3
ENG 114	Professional Research and Reporting.....	3
COM 120	Intro Interpersonal Com.....	3

Graduation Requirements..... 36 Credit Hours

SIMULATION & GAME DEVELOPMENT

Art and Modeling Degree – A25450A and Programming Degree - A25450P

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.

Modeling and Animation Certificate - C25450A

This certificate focuses on the skills needed for an entry-level artist within the simulation or video game industry. Training includes 3d modeling, animation and character development.

Production Certificate - C25450B

This certificate focuses on skills needed for entry-level positions in the production side of game development or simulation. Course material includes training for management of a production team, business, development, design and documentation.

Mobile Game Development Certificate - C25450C

The mobile game development certificate prepares students with skills needed to build games or simulations for mobile devices. This certificate focuses primarily on Apple devices and secondarily the Android market.

Fundamentals I for Simulation and Game Development Certificate - C25450D

Fundamentals I is the first in a series of four step certificates toward the simulation and game development degree. This certificate introduces design, texturing, traditional art and programming basics as well as what to expect with a career in simulation or video game development.

Fundamentals II for Simulation and Game Development Certificate - C25450E

Fundamentals II is the second in a series of four step certificates toward the simulation and game development degree. This certificate covers topics in 3D modeling, documentation, advanced

COMPUTER TECHNOLOGIES

design principals and introduces programming languages used in the industry.

Quality Assurance for Simulation and Game Development Certificate - C25450F

Quality Assurance is the third in a series of four step certificates toward the simulation and game development degree. This certificate focuses on skills required for a position as a quality assurance tester in the simulation or video game industry.

Business for Simulation and Game Development Certificate - C25450G

Business for SGD is the final in a series of four step certificates toward the simulation and game development degree. This certificate introduces students to the business development side of the industry, the audio/video career field and tackles advanced topics in programming and art.

Programming for Simulation and Game Development Certificate - C25450H

This certificate prepares students for an entry-level programming position within the simulation or video game industry.

Level Design - C25450I

This certificate prepares students for an entry-level positions as a level designer within the simulation or video game industry.

Simulation and Game Development- Art & Modeling Degree - A25450A

-Day and Evening

Program Sequence

FIRST FALL SEMESTER

ACA	111	College Student Success	1
ENG	111	Writing and Inquiry	3
SGD	111	Introduction to SGD	3
SGD	112	SGD Design	3
SGD	116	Graphic Design Tools	3
SGD	117	Art for Games	3

FIRST SPRING SEMESTER

—	—	Math Elective	3
SGD	113	SGD Programming	3
SGD	114	3D Modeling	3
SGD	163	SG Documentation	3
SGD	212	SGD Design II	3

FIRST SUMMER SEMESTER

—	—	English Elective	3
—	—	HUM / FA Elective	3

SECOND FALL SEMESTER

SGD	166	SG Physiology / Kinesis	3
SGD	134	SG Quality Assurance	3
SGD	174	SG Level Design	3
SGD	214	3D Modeling II	3
SGD	162	SG 3 D Animation	3

SECOND SPRING SEMESTER

—	—	Social Science Elective	3
—	—	Major Elective	2
SGD	165	SG Character Development	3
SGD	158	SGD Business Management	3
SGD	164	SG Audio / Video	3

Math Elective

(Select 3 credit hours from the following courses)

MAT	121	Algebra/Trigonometry I	3
MAT	143	Quantitative Literacy	3
MAT	152	Statistical Methods 1	4
MAT	171	Precalculus Algebra	4

Humanities/Fine Arts Elective

(Select 3 credit hours from the following courses)

ART	111	Art Appreciation	3
DRA	126	Storytelling	3
ENG	125	Creative Writing I	3
HUM	110	Technology and Society	3
HUM	130	Myth in Human Culture	3
HUM	160	Introduction to Film	3
REL	110	World Religions	3

Communications Electives

(Select 3 credit hours from the following courses)

ENG	112	Argument-Based Research	3
ENG	120	Intro Interpersonal Communication	3
COM	231	Public-Speaking	3

Social/Behavioral Science Elective

(Select 3 credit 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 Required Electives

(Select a minimum of 4 credit hours)

SGD	135	Serous Games	3
SGD	159	SGD Production Management	3
SGD	161	SG Animation	3
SGD	167	SG Ethics	3
SGD	168	Mobile SG Programming I	3
SGD	172	Virtual SG Environments	3
SGD	237	Rigging 3D Models	3
SGD	244	3D Modeling III	3
SGD	268	Mobile SG Programming II	3
SGD	274	SG Level Design II	3
SGD	280	SGD HTML Programming I	3
SGD	288	SGD Portfolio Design	2
WBL	112	Work-Based Learning I	2

Graduation Requirements..... 71 Credit Hours

Simulation and Game Development- Programming Degree - A25450P

-Day and Evening

Program Sequence

FIRST FALL SEMESTER

ACA	111	College Student Success	1
ENG	111	Writing and Inquiry	3
SGD	111	Introduction to SGD	3
SGD	112	SGD Design	3
SGD	116	Graphic Design Tools	3
SGD	113	SGD Programming	3

FIRST SPRING SEMESTER

SGD	213	SGD Programming II	3
MAT	171	Precalculus Algebra	4
SGD	114	3D Modeling	3
SGD	163	SG Documentation	3
SGD	212	SGD Design II	3

COMPUTER TECHNOLOGIES

FIRST SUMMER SEMESTER

___	___	English Elective.....	3
___	___	HUM / FA Elective.....	3

SECOND FALL SEMESTER

PHY	151	College Physics I	4
SGD	134	SG Quality Assurance.....	3
SGD	174	SG Level Design	3
SGD	180	SGD HTML Programming I	3
SGD	285	SG Software Engineering.....	3

SECOND SPRING SEMESTER

___	___	Social Science Elective	3
___	___	Major Elective I	2
SGD	158	SGD Business Management	3
SGD	164	SG Audio / Video	3
SGD	168	Mobile SG Programming I	3

SECOND SUMMER TERM

___	___	Major Elective I	2
SGD	289	SGD Project.....	3

Humanities/Fine Arts Elective

(Select 3 credit hours from the following courses)

ART	111	Art Appreciation	3
DRA	126	Storytelling.....	3
ENG	125	Creative Writing I	3
HUM	130	Myth in Human Culture	3
HUM	160	Introduction to Film	3
REL	110	World Religions.....	3

Communication Elective

(Select 3 credit hours from the following courses)

ENG	112	Argument-Based Research.....	3
COM	120	Intro Interpersonal Communication.....	3
COM	231	Public-Speaking	3

Social/Behavioral Science Elective

(Select 3 credit 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 Electives (Choose a minimum of 4 credit hours from the following)

SGD	135	Serious Games	3
SGD	159	SGD Production Management.....	3
SGD	161	SG Animation.....	3
SGD	167	SG Ethics.....	3
SGD	172	Virtual SG Environments	3
SGD	237	Rigging 3D Models.....	3
SGD	244	3D Modeling III.....	3
SGD	268	Mobile SG Programming II	3
SGD	274	SG Level Design II	3
SGD	280	SGD HTML Programming I	3
SGD	288	SGD Portfolio Design	2
WBL	112	Work Based Learning I.....	2

Graduation Requirements..... 72 Credit Hours

Modeling and Animation Diploma - D25450B

The modeling and animation diploma prepares students for entry-level positions as an artist in the simulation or video game industry. The program provides training in design, traditional art, texturing, 3D modeling, rigging, and animation as well as creating audio and video content for simulations or game development.

General Education Courses

Required Courses

ENG	111	Expository Writing.....	3
SGD	111	Introduction to SGD	3
SGD	112	SGD Design I.....	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 or SGD 244	3
___	___	Math Elective	3

Math Elective

(Select 3.0 hours from the following courses)

MAT	121	Algebra/Trigonometry I	3
MAT	143	Quantitative Literacy	3
MAT	152	Statistical Methods I.....	4
MAT	171	Precalculus Algebra	3

Graduation Requirements..... 45 Credit Hours

SOFTWARE AND WEB DEVELOPMENT

Software and Web Development Degree - A25590SW

-Day and Evening

This curriculum prepares learners to design and develop desktop and web applications. Graduates will be proficient in C#, .NET, MVC, HTML, client/server-side JavaScript, and SQL. Graduates will be able to support the software development needs of businesses in a wide variety of industries, including healthcare, manufacturing, insurance, finance and software publishing.

Students will solve business computer problems through programming techniques and procedures. 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, database specialists, software specialists, or information systems managers.

IT Foundations Certificate - C25590F

-Online

This certificate is designed to give individuals an all-around orientation to computer technologies. It is a recommended starting place for students who know they like computer technology, but are not sure what specific field of computers might be right to follow for their career. The courses introduce students to security, operating systems, programming, databases and other career options that involve computer technology. The courses also can prepare students for a variety of industry certifications

C# Programming Certificate - C25590CZ

-Online

Designed for individuals interested in acquiring 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, and 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.

COMPUTER TECHNOLOGIES

JavaScript Certificate – C25590JS

-Day

The certificate offers courses for students interested in programming JavaScript with Full Stack implementation

.NET Programming Certificate - C25590NE

-Day

The .NET Programming Certificate offers courses for students to become proficient in .NET technologies. **Prerequisites required: C25590CZ**

Programming Fundamentals Certificate - C25590PF

-Day

The Fundamentals of Computer Programming Certificate will give students the opportunity to achieve programming literacy.

PROGRAM SEQUENCE

FIRST SEMESTER

CSC 120	Computing Fundamentals I.....	4
CSC 121	Python Programming	3
CTI 110	Web, Pgm, and DB Foundations	3
CTI 120	Network & Sec Foundations	3
_____	MAT 121 or Higher.....	3
ACA 111	Student Success	1

SECOND SEMESTER

CSC 153	C # Programming.....	3
DBA 120	Database Programming I.....	3
WEB 115	Web Markup and Scripting.....	3
NOS 110	Operating System Concepts.....	3
ENG 111	Writing and Inquiry	3

FIRST SUMMER SEMESTER

_____	Major Elective	3
CSC 253	Adv C# Programming.....	3

THIRD SEMESTER

COM 120	Introduction to Interpersonal Comm.....	3
CSC 174	Server-Side JavaScript	3
WEB 180	Active Server Pages.....	3
CSC 163	C# Applications Development.....	3
CSC 154	Software Development.....	3

FOURTH SEMESTER

CSC 226	.NET Programming	3
ECO 251	Prin of Microeconomics.....	3
CTS 115	Info Sys Business Concepts	3
_____	HUM/Fine Arts Elective	3
_____	Project Elective	3

Humanities and Fine Arts

(Select 1 Courses)

ART 111	Art Appreciation.....	3
HUM 115	Critical Thinking.....	3
MUS 110	Music Appreciation.....	3
PHI 240	Introduction to Ethincs.....	3

Major Electives I

Select 3 hours from the following courses

CSC 116	Introduction to Functional Programming	3
CSC 122	Python Applications.....	3
CSC 256	Software Quality Assurance.....	3
DBA 130	Introduction to NoSQL Databases	3
DBA 221	SQL Server DB Programming II.....	3
WEB 215	Advanced Web Markup and Scripting.....	3
WEB 187	Programming for Mobile Devices.....	3
CTS 285	Systems Analysis and Design.....	3

Project Electives

Select 3 hours from the following courses

CSC 227	Cloud Applications.....	3
CSC 289	Programming Capstone	3
*WBL 111	Work-Based Learning.....	1
*WBL 112	Work-Based Learning.....	2
*WBL 113	Work-Based Learning.....	3

*Work-Based Learning is an elective. Students must have approval from the department head and pre-register with the Computer Technologies Division office. The Work-Based Learning work period may be taken over two semester as WBL 112 or over two semesters as WBL-111, and WBL-121 or in one semester as WBL-113

Graduation Requirements 68 Credit Hours

Storage & Virtualization Degree

Storage and Virtualization Degree (A25590SV)

– Day and Evening

This 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 these disciplines.

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.

PROGRAM SEQUENCE

FIRST SEMESTER

CTI 110	Web, Pgm & DB Foundation	3
CTI 120	Network & Sec Foundation.....	3
CTI 130	OS and Device Foundation	6
ENG 111	Writing and Inquiry.....	3
MAT 143	Quantitative Literacy.....	3

SECOND SEMESTER

NOS 130	Windows Single User	3
NOS 230	Windows Admin I.....	3
CTI 140	Virtualization Concepts.....	3
NET 125	Networking Basics.....	3
NET 126	Routing Basics.....	3
CTI 141	Cloud & Storage Concepts.....	3

SUMMER SEMESTER

WBL 112	Work-Based Learning I.....	2
CTI 240	Virtualization Admin I.....	3

THIRD SEMESTER

ENG 114	Professional Research & Reporting	3
CTS 118	IS Professional Comm.....	2
OMT 154	Customer Satisfaction	2
_____	Major Electives	4
_____	Humanities and Fine Arts Elec (3 hrs).....	3
_____	Social & Behavioral Sciences Elec (3 hrs)	3

COMPUTER TECHNOLOGIES

FOURTH SEMESTER

CTS 288	Professional Practices in IT.....	3
CTI 241	Virtualization Admin II.....	3
CTI 260	Data Center Troubleshooting.....	3
CTS 115	Info Sys Business Concept.....	3
NET 135	Data Center Networking.....	3
— —	Major Elective II.....	2

Major Electives

CCT 121	Computer Crime Investigations.....	4
CCT 240	Data Recovery Techniques.....	3
CTS 120	Hardware/Software Support.....	3
CTS 155	Technical Support Functions.....	3
CTS 220	Advanced Hardware/Software Support.....	3
CTS 255	Advanced Technical Support Functions.....	3
NET 115	Telecom for IT Professionals.....	3
NET 175	Wireless Technology.....	3
NET 225	Routing and Switching I.....	3
NET 226	Routing and Switching II.....	3
NET 240	Network Design.....	3
NOS 120	Linux/UNIX Single User.....	3
NOS 125	Linux/UNIX Scripting.....	3
NOS 220	Linux/UNIX Admin I.....	3
NOS 231	Windows Admin I.....	3
NOS 232	Windows Admin III.....	3
PMT 110	Intro to Project Management.....	3
SEC 110	Security Concepts.....	3
SEC 150	Secure Communications.....	3
WBL 122	Work Based Learning II.....	2
WBL 132	Work Based Learning III.....	2

Humanities/Fine Arts Elective

(Select 3.0 hours from the following courses)

ART 111	Art 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
POL 120	American Government.....	3
PSY 118	Interpersonal Psychology.....	3
PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3

Graduation Requirements..... 73 Credit Hours

Technical Support

Technical Support Degree – A25590TS

-Day and Evening

The Information Technology Technical Support 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 system's 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 Security related help desk and support responsibilities.

IT Foundations Certificate - C25590F

-Day, Evening, and Online

This certificate is designed to give individuals an all-around orientation to computer technologies. It is a recommended starting place for students who know they like computer technology, but are not sure what specific field of computers might be right to follow for their career. The courses introduce students to security, operating systems, programming, databases and other career options that involve computer technology. The courses also can prepare students for a variety of industry certifications.

IT Help Desk Technician Certificate - C25590HD

-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 develop the ability to work in helpdesk and technical support positions.

Cybersecurity Support Certificate – C25590CS

-Day and Evening

This certificate provides students with the knowledge and practical skills necessary to support cyber security technologies. The course work will help students develop the ability to work in a security operations center support position.

Hardware Support and Repair Certificate – C25590HW

-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 peripheral cards, memory management, and communications devices.

This certificate is designed to prepare the student for A+ certification. A program prerequisite if CTI-120 is required.

Networking Support Certificate - C25590NS

– Day and Evening

This certificate provides students with the knowledge and practical skills necessary to support users of networking technologies. The course work will help students develop the ability to work in a networking support position.

PROGRAM SEQUENCE

FIRST SEMESTER

ENG 111	Writing and Inquiry.....	3
CTI 110	Web, Programming and Database Foundations.....	3
CTI 120	Network and Security Foundations.....	3
NOS 110	Operating Systems Concepts.....	3
— —	Social and Behavioral Sciences Elec.....	3

SECOND SEMESTER

CTS 115	Information Systems Business Concept.....	3
CTS 155	Tech Support Functions.....	3
NOS 130	Windows Single User.....	3
NOS 230	Windows Admin I.....	3
MAT 143	Quantitative Literacy.....	3

COMPUTER TECHNOLOGIES

Completes IT Foundations Certificate (C25590F)

SUMMER SEMESTER

___ ___ Major Elective I..... 3

THIRD SEMESTER

CTS 135 Integrated Software Intro..... 4
 CTS 255 Advanced Technical Support Functions 3
 ENG 114 Professional Research and Reporting 3
 NOS 120 Linus / UNIX Single User 3
 ___ ___ Major Elective II..... 2

FOURTH SEMESTER

CTS 288 Professional Practices in IT..... 3
 CTS 118 IS Professional Comm 2
 OMT 154 Customer Satisfaction..... 2
 CTS 285 Systems Analysis & Design 3
 ___ ___ Major Elective III..... 2
 ___ ___ HUM / FA Elective..... 3

GENERAL EDUCATION ELECTIVES

Humanities and Fine Arts Electives

(Choose 3 credit hours from the following courses)

ART 111 Art Appreciation..... 3
 HUM 115 Critical Thinking..... 3
 MUS 110 Music Appreciation..... 3
 PHI 240 Introduction to Ethics..... 3

Social and Behavioral Sciences Electives

(Choose 3 credit hours from the following courses)

ECO 151 Survey of Economics 3
 ECO 251 Principles of Microeconomics..... 3
 POL 120 American Government..... 3
 PSY 118 Interpersonal Psychology..... 3
 PSY 150 General Psychology..... 3
 SOC 210 Introduction to Sociology..... 3

Major Electives (Select 1 option grouping below)

Option 1 – Hardware Support and Repair

CTS 120 Hardware / Software Support..... 3
 CTS 220 Advanced Hardware / Software Support..... 3
 CTS 272 Desktop Support: Apps 3

Option 2 – Networking Support

NET 125 Introduction to Networks 3
 NET 126 Routing Basics 3

And one of the following Cisco certificate courses

NET 135 Data Center Networking..... 3
 NET 175 Wireless Technology..... 3
 NET 240 Network Design..... 3
 SEC 150 Secure Communications..... 3

Option 3 – Cyber Security Support

SEC 110 Security Concepts 3
 SEC 160 Security Administration I 3
 SEC 210 Intrusion Detection 3

Mixed Elective Options

(Choose a minimum of 7 credit hours from any of the courses listed above or below)

CCT 121 Computer crime Investigations..... 4
 CCT 240 Data Recovery Techniques..... 3
 CSC 139 Visual BASIC Programming..... 3
 CSC 153 C# Programming..... 3
 CSC 226 .NET Programming 3
 CTI 140 Virtualization Concepts 3
 CTI 240 Virtualization Admin I 3
 CTI 241 Virtualization Admin II 3

CTS 210 Computer Ethics..... 3
 DBA 110 Database Concepts..... 3
 DBA 115 Database Applications..... 3
 DBA 120 Database Programming I 3
 DBA 130 Intro to noSQL Databases 3
 HBI 110 Issues and Trends in HBI 3
 HBI 113 Survey of Medical Insurance 3
 HBI 210 Data Management and Utilization 3
 NOS 125 Linux/UNIX Scripting 3
 NOS 220 Linux/UNIX Admin I 3
 OST 137 Office Software Applications..... 3
 OST 141 Med Terms I – Med Office 3
 OST 142 Med Terms II – Med Office..... 3
 OST 149 Medical Legal Issues..... 3
 PMT 110 Intro to Project Management 3
 WBL ___ Work Based Learning* (all numbers accepted)..... 2

Graduation Requirements 66 Credit Hours

*Work based education is an elective. Students must have approval from the Program Director and pre-register with the Work-based Learning Office. The work may be done over one semester s WBL 113, two semesters as WBL 112 and WBL 121, or three semesters as WBL 111, WBL 121 and WBL 131.

WEB DESIGNER

Web Designer Degree – A25590DM

-Online

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers to disseminate and collect information via the web.

Course work in this program covers web design, web scripting and markup, databases, web programming, e-commerce, web content management systems as well as mobile applications development and UI/UX. Studies will provide opportunity for students to learn using industry standard software and technologies.

Graduates should qualify for career opportunities as designers, programmers, or developers in the areas of web development, web design, web services, mobile application development and other related areas.

Prepares graduates to design, develop and maintain professional, high-quality websites, create digital media and integrate web technologies to support an organization's needs.

Web Designer Certificate - C25590DM

- Online

Using industry standard technologies to design and develop basic full and mobile web sites.

Advanced Web Designer Certificate – C25590AW

– Online

This program builds upon the Web Developer certificate with more advanced web programming and eCommerce development skills.

Front-End Developer Certificate - C25590DV

–Online

This certificate teaches basic front-end development concepts.

Web Development Basics Certificate - C25590WB

–Online

This certificate teaches basic web technology concepts for beginning web designers and developers.

COMPUTER TECHNOLOGIES

Program Sequence

FIRST SEMESTER

CTI 110	Web, Pgm, and DB Foundation	3
GRD 141	Graphic Design I	4
WEB 111	Introduction to Web Graphics.....	3
WEB 110	Internet / Web Fundamentals.....	3
DME 110	Intro to Digital Media	3

SECOND SEMESTER

WEB 210	Web Design.....	3
WEB 115	Web Markup and Scripting.....	3
DME 210	User Interface Design	3
WEB 140	Web Development Tools.....	3
CIS 115	Intro to Prog & Logic	3

FIRST SUMMER SEMESTER

ENG 111	Writing and Inquiry	3
_____	SOC 210 or ECO 251 or PSY 150.....	3
WEB 214	Social Media.....	3

THIRD SEMESTER

WEB 125	Mobile Web Design	3
CTS 115	Information Sys Business Concepts	3
DME 140	Intro to Audio / Video Media.....	3
_____	MAT 121 or MAT 143 or MAT 152 or MAT 110.....	3
_____	ART 111 or HUM 115 or HUM 230	3

FOURTH SEMESTER

_____	COM 110 or COM 120 or COM 231	3
WEB 287	Web E-Portfolio	2
CTI 120	Network & Sec Foundation	3
WEB 213	Internet Mkt & Analysis	3
_____	WEB 211 or WBL 112.....	3

Graduation Requirements 69 Credit Hours

WEB DEVELOPER

Web Developer Degree – A25590WD

-Online

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers to disseminate and collect information via the web.

Course work in this program covers web design, web scripting and markup, databases, web programming, e-commerce, web content management systems as well as mobile applications development and UI/UX. Studies will provide opportunity for students to learn using industry standard software and technologies.

Graduates should qualify for career opportunities as designers, programmers, or developers in the areas of web development, web design, web services, mobile application development and other related areas.

Web Developer Certificate - C25590WD

- Online

This certificate will prepare students to develop web sites using industry standard scripting and programming. Students will learn HTML, CSS, PHP, JavaScript, ASP.Net and CMS skills.

Advanced Web Developer Certificate - C25590AD

-Online

This certificate teaches advanced Web Developer concepts.

Front-End Developer Certificate - C25590DV

-Online

This certificate teaches basic front-end development concepts.

Web Development Basics Certificate - C25590WB

-Online

This certificate teaches basic web technology concepts for beginning web designers and developers.

Program Sequence

FIRST SEMESTER

WEB 110	Internet/Web Fundamentals	3
WEB 140	Web Development Tools	3
CIS 115	Intro to Prog & Logic.....	3
CTI 110	Web, Pgm and DB Foundation.....	3
CTI 120	Networking & Security Foundation	3

SECOND SEMESTER

WEB 210	Web Design	3
WEB 115	Web Markup and Scripting	3
WEB 125	Mobile Web Design	3
CTS 115	Information Sy Business Concepts.....	3
WEB 141	Mobile Interface Design.....	3

FIRST SUMMER SEMESTER

ENG 111	Writing and Inquiry.....	3
WEB 215	Advanced Markup and Scripting	3
DBA 110	Database Concepts.....	3

THIRD SEMESTER

WEB 182	PHP Programming	3
_____	COM 110 or COM 120 or COM 231.....	3
WEB 180	Active Server Pages	3
WEB 250	Database Driven Websites.....	3
_____	SOC 210 or ECO 251 or PSY 150	3

FOURTH SEMESTER

WEB 225	Content Management Systems	3
WEB 287	Web E-Portfolio	2
WEB 213	Internet Mkt & Analytics.....	3
_____	WEB 260 or WBL 112	2

SECOND SUMMER SEMESTER

_____	MAT 121 or MAT 143 or MAT 152 or MAT 110	3
_____	HUM 110 or HUM 115 or HUM 230	3

Graduation Requirements 70 Credit Hours

HEALTH SCIENCES

Health Sciences Division

Health Sciences Information: 919-747-0400

Dean Dr. Molly Curry

Phone: 919-747-0007

Email: mpcurry@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
Health and Fitness Science – AAS Degree	A45630
Health and Fitness Science - Certificate	C45630
Human Services Technology	
Human Services Technology – AAS Degree	A45380
Human Services Technology/Mental Health – AAS Degree	A4538C
Human Services Technology/Substance Abuse – AAS Degree	A4538E
Human Services Technology/Mental Health - Certificate	C4538C
Substance Abuse Counseling - Certificate	C4538ECO
Substance Abuse Intervention - Certificate	C4538EI
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
Therapeutic Massage - Diploma	D45750

*Collaborative Agreements

None at this time

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

First Term

NUR 111	Introduction to Health Concepts	8
BIO 168	Anatomy and Physiology I	4
PSY 150	General Psychology	3
ENG 111	Writing and Inquiry	3

Second Term

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

Third Term

NUR 211	Health Care Concepts	5
BIO 175	General Microbiology	3

Fourth Term

NUR 113	Family Health Concepts	5
NUR 212	Health System Concepts	5
SOC 210	Introduction to Sociology	3
ENG 112	Writing/Research in the Disc	3

Fifth Term

NUR 213	Complex Health Concepts	10
	Humanities/Fine Arts Elective	3

Graduation Requirements 72 Credit Hours

*HUMANITIES/FINE ARTS ELECTIVE:

Choose one from:
 ART 111,114,115
 HUM 115
 MUS 110, 112
 PHI 215, 240

Associate Degree Nursing - A45110 LPN to RN – Advanced Placement Option

-Day

First Term

BIO 168	Anatomy and Physiology I	4
PSY 150	General Psychology	3
ENG 111	Writing and Inquiry	3
BIO 155	Nutrition	3

Second Term

BIO 169	Anatomy and Physiology II	4
PSY 241	Developmental Psychology	3

BIO 175	General Microbiology	3
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Third Term

NUR 214	Nursing Transition Concepts	4
	Humanities/Fine Arts Elective	3

Fourth Term

NUR 114	Holistic Health Concepts	5
NUR 212	Health System Concepts	5
ENG 112	Writing/Research in the Disc	3

Fifth Term

NUR 213	Complex Health Concepts	10
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**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

Fall Semester

CAT 211	CT Procedures	4
CAT 224	CT Clinical Practicum	4

Spring Semester

CAT 210	CT Physics and Equipment	3
CAT 226	CT Clinical Practicum	6
CAT 261	CT Exam Prep	1

Graduation Requirements..... 18 Credit Hours

*CAT 210, 211 and 261 taught totally online

*Clinical hours are scheduled during the day. Clinical are usually scheduled two days during the week. There MAY be some flexibility but must be coordinated through Ms. Washington prior to school start date.

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

HEALTH SCIENCES

therefore a graduate is classified as a DA II by the North Carolina State Board of Dental Examiners. The student is eligible to take the Dental Assisting National Board Exam in order to be classified as 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, Wake Smiles, and private general and specialty dental practices within Wake County.

Dental Assisting Diploma- D45240

-Day

First Semester

DEN 100	Basic Orofacial Anatomy	2
DEN 101	Preclinical Procedures.....	7
DEN 102	Dental Materials.....	4
DEN 111*	Infection/Hazard Control.....	2
BIO 106	Intro to Anatomy/Physiology/Micro.....	3
ENG 111	Writing and Inquiry.....	3

Second Semester

DEN 103	Dental Sciences	2
DEN 104	Dental Health Education.....	3
DEN 105	Practice Management	2
DEN 106	Clinical Practice I.....	6
DEN 112*	Dental Radiography.....	3
COM 120	Intro Interpersonal Communications	3

Summer Term

DEN 107	Clinical Practice II.....	5
PSY 118	Interpersonal Psychology	3

*Core course with Dental Hygiene.

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

First Semester

BIO 163	Basic Anatomy and Physiology I.....	5
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

Second Semester

BIO 175	General Microbiology.....	3
ENG 111	Writing and Inquiry.....	3
DEN 124	Periodontology.....	2
DEN 130	Dental Hygiene Theory I.....	2
DEN 131	Dental Hygiene Clinic I.....	3
DEN 223	Dental Pharmacology.....	2
DEN 224	Materials and Procedures	2

Summer Term

CHM 130	General, Organic and Biochemistry	3
COM 120	Interpersonal Communication	3
DEN 140	Dental Hygiene Theory II	1
DEN 141	Dental Hygiene Clinic II.....	2

Third Semester

PSY 150	General Psychology.....	3
DEN 123	Nutrition and Dental Health	2
DEN 125	Dental Office Emergencies	1
DEN 220	Dental Hygiene Theory III	2
DEN 221	Dental Hygiene Clinic III.....	4
DEN 222	General and Oral Pathology.....	2

Fourth Semester

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
SOC 210	Introduction to Sociology.....	3
	Humanities/Fine Arts Elective	3

Graduation Requirements..... 73 Credit Hours

EMERGENCY MEDICAL SCIENCE

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

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

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

Emergency Medical Science Degree - A45340

-Day

First Semester (First Fall)

EMS 110	EMT	8
BIO 163	Basic Anat & Physiology	5
MED 120	Survey of Med Terminology	2

Second Semester

EMS 122	EMS Clinical Practicum I	1
EMS 130	Pharmacology.....	4
EMS 131	Advanced Airway Management.....	2
EMS 160	Cardiology I	2
ENG 111*	Writing and Inquiry.....	3
MAT 110*	Math Measurement & Literacy	3

HEALTH SCIENCES

Summer Term (First Summer)

EMS 150	Emergency Vehicles & EMS Comm	2
EMS 220	Cardiology II	3
EMS 221	EMS Clinical Practicum II	2
EMS 250	Medical Emergencies	4

Third Semester (Second Fall)

EMS 125	EMS Instructor Methodology	2
EMS 231	EMS Clinical Pract III	3
EMS 260	Trauma Emergencies	2
EMS 270	Life Span Emergencies	3
ENG 112 [§]	Writing/Research in the Disc	3

Fourth Semester (Second Spring)

EMS 140	Rescue Scene Management	2
EMS 240	Patients W/ Special Challenges	2
EMS 241	EMS Clinical Practicum IV	4
EMS 285	EMS Capstone	2
PHI 240	Introduction to Ethics	3
PSY 150*	General Psychology	3

Graduation Requirements 70 Credit Hours

* College transfer courses

§ Other 3-credit-hour English courses such as ENG-114 may be accepted with EMS Department Head approval.

* College Transfer Human Anatomy and Physiology Option: BIO-168* with BIO-169* may be substituted for BIO-163.

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

First Fall Semester

ACA 111	College Student Success	1
ENG 111	Writing and Inquiry	3
PSF 110	Exercise Science	4
BIO 168	Anatomy and Physiology I	4
PED 117	Weight Training I	1

* Other Major Hours (Choose from Pick List As Needed)

First Spring Semester

BIO 169	Anatomy and Physiology II	4
PSF 111	Fitness and Exer Testing I	4
PSF 116	Pvnt & Care Exer Injuries	3
PSF 120	Group Exer Instruction	3
PED 113	Aerobics I	1

* Other Major Hours (Choose from Pick List As Needed)

** **Eligible to sit for ACSM Group Exercise Instructor Certification Exam**

Summer Session

PSY 150	General Psychology	3
COM 120	Intro to Interpersonal Communication	3

OR

COM 231	Public Speaking	3
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* Other Major Hours (Choose from Pick List As Needed)

Second Fall Semester

PED 118	Weight Training II	1
PSF 210	Personal Training	3
PSF 118	Fitness Facility Management	4
HEA 112	First Aid & CPR	2
HUM 115	Critical Thinking	3
MAT 143	Quantitative Literacy	3

OR

MAT 171	Precalculus Algebra	4
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* Other Major Hours (Choose from Pick List As Needed)

****Eligible to sit for ACSM Personal Trainer Certification Exam**

Second Spring Semester

PSF 212	Exercise Programming	3
PSF 218	Lifestyle Chang & Wellness	4
WBL 111	Work Based Learning	1
BIO 155	Nutrition	3
PED 111	Physical Fitness I	1

* Other Major Hours (Choose from Pick List As Needed)

*Other Major Hours

BIO 110	Principles of Biology	4
PED 110	Fit and Well for Life	2
PED 119	Circuit Training	1
PED 121	Walk, Jog, Run	1
PED 122	Yoga I	1
PED 130	Tennis-Beginning	1
PED 217	Pilates I	1
HEA 110	Personal Health/Wellness	3
BUS 139	Entrepreneurship I	3

Graduation Requirements68-70 Credit Hours

Health and Fitness Science Certificate -C45630

Major Courses

PSF 110	Exercise Science	4
PSF 111	Fitness & Exercise Testing	4
PSF 210	Personal Training*	3

OR

PSF 120	Group Exercise Instruction*	3
PSF 212	Exercise Programming	3
PED 110	Fit and Well for Life	2

Graduation Requirements 16 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.

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

HEALTH SCIENCES

First Fall Semester

ENG 111	Writing and Inquiry	3
HSE 110	Introduction to Human Services	3
HSE 135	Orientation Lab I	1
HSE 112	Group Process I	2
PSY 150	General Psychology	3
SAB 110	Substance Abuse Overview	3

First Spring Semester

PSY 241	Developmental Psychology	3
ENG 114	Prof Research and Reporting	3
HSE 125	Counseling	3
HSE 210	Human Services Issues	2
HSE 123	Interviewing Techniques	3

First Summer Term

PHI 240	Introduction to Ethics	3
CIS 111	Basic PC Literacy	2
SOC 213	Sociology of the Family	3

Second Fall Semester

MAT 110	Math Measurement & Literacy	3
GRO 120	Gerontology	3
	❖Major Elective	3
HSE 225	Crisis Intervention	3
HSE 245	Stress Management	3

Second Spring Semester

WBL 111	Work-Based Learning I	1
WBL 115	Work-Based Learning Seminar I	1
HSE 127	Conflict Resolution	3
SWK 113	Working with Diversity	3
HSE 220	Case Management	3
PSY 281	Abnormal Psychology	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	Activities Planning	3
SWK 110	Introduction to Social Work	3

Graduation Requirements 67 Credit Hours

HUMAN SERVICES TECHNOLOGY / MENTAL HEALTH

The Human Services Technology/Mental Health concentration prepares students for job opportunities in the mental health field. The curriculum enables students to understand culturally and emotionally handicapped, developmentally disabled, or addicted clients through a variety of models and diagnoses.

Course work includes a history of the mental health movement, current developments and future trends, and theoretical models affecting individual development and behavior in a diverse client population. Fieldwork experiences provide opportunities for application of knowledge in agency and institutional settings.

Graduates should qualify for employment in mental health treatment centers serving a diverse multicultural client population in public and private settings. Graduates will work with individuals, families, groups, organizations, and communities in providing a therapeutic arena of care.

Human Services Technology / Mental Health – A4538C

-Day, Evening

First Fall Semester

ENG 111	Writing and Inquiry	3
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HSE 112	Group Process I	2
HSE 110	Intro to Human Services	3
HSE 135	Orientation Lab I	1
PSY 150	General Psychology	3
SAB 110	Substance Abuse Overview	3

First Spring Semester

ENG 114	Prof Research & Reporting	3
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
PSY 281	Abnormal Psychology	3
MHA 150	Mental Health Systems	3

First Summer Term

PHI 240	Introduction to Ethics	3
CIS 111	Basic PC Literacy	2
SOC 213	Sociology of the Family	3

Second Fall Semester

MAT 110	Math Measurement & Literacy	3
MHA 155	Psychological Assessment	3
HSE 225	Crisis Intervention	3
HSE 226	Mental Retardation	3
PSY 265	Behavioral Modification	3

Second Spring Semester

WBL 111	Work-Based Learning	1
WBL 115	Work-Based Learning Seminar I	1
SWK 113	Working with Diversity	3
PSY 241	Developmental Psych	3
HSE 210	Human Services Issues	2
HSE 220	Case Management	3
MHA 240	Advocacy	2

Graduation Requirements 68 Credit Hours

Human Services Technology/Mental Health Certificate – C4538C

Major Electives

HSE 110	Intro to Human Services	3
HSE 226	Intellectual Disabilities	3
MHA 155	Psychological Assessment	3
PSY 150	General Psychology	3
PSY 265	Behavior Modification	3

Graduation Requirements 18 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.

HEALTH SCIENCES

Human Services Technology / Substance Abuse Degree - A4538E

-Day, Evening

First Fall Semester

HSE 135	Orientation Lab I.....	1
PSY 150	General Psychology.....	3
ENG 111	Writing and Inquiry.....	3
HSE 110	Introduction to Human Services.....	3
SAB 110	Substance Abuse Overview.....	3
HSE 112	Group Process I.....	2

First Spring Semester

ENG 114	Prof Research and Reporting.....	3
HSE 125	Counseling.....	3
HSE 123	Interviewing Techniques.....	3
PSY 241	Developmental Psychology.....	3
SAB 210	Substance Abuse Counseling.....	3

First Summer Term

PHI 240	Introduction to Ethics.....	3
CIS 111	Basic PC Literacy.....	2
SOC 213	Sociology of the Family.....	3

Second Fall Semester

MAT 110	Math Measurement & literacy.....	3
SAB 135	Addictive Process.....	3
SAB 120	Intake and Assessment.....	3
HSE 225	Crisis Intervention.....	3
SAB 240	SAB Issues in Client Services.....	3

Second Spring Semester

SWK 113	Working with Diversity.....	3
WBL 111	Work-Based Learning I*.....	1
WBL 115	Work-Based Learning Seminar I*.....	1
SAB 125	SA Case Management.....	3
HSE 210	Human Services Issues.....	2
SAB 220	Group Techniques/Therapy.....	3
PSY 281	Abnormal Psychology.....	3

Graduation Requirements..... 69 Credit Hours

WBL 111 & WBL 115 - * The semester prior to co-op consideration, students must meet with their faculty program advisor to obtain approval before registering for classes.

Human Services Technology / Substance Abuse Counseling Certificate - C4538ECO

-Day, Evening

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.

HSE 112	Group Processes I.....	2
SAB 120	Intake and Assessment.....	3
SAB 135	Addictive Process.....	3
SAB 210	Substance Abuse Counseling.....	3
SAB 220	Group Techniques/Therapy.....	3
SAB 240	Substance Abuse Issues.....	3

Completion Requirements..... 17 Credit Hours

Human Services Technology / Substance Abuse Intervention Certificate- C4538EI

-Day, Evening

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.

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
WBL 111	Work-Based Learning I*.....	1
WBL 115	Work-Based Learning Seminar*.....	1

Graduation Requirements..... 16 Semester Hours

WBL 111 & WBL 115 - * The semester prior to co-op consideration, students must meet with their faculty program advisor to obtain approval before registering for classes.

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.

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

Summer Term

MRI 213	MR Patient Care and Safety.....	2
MRI 216	MRI Instrumentation.....	2
MRI 250	MRI Clinical Ed I.....	4
ENG 111	Writing and Inquiry.....	3
	Humanities/Fine Arts Elective.....	3

HEALTH SCIENCES

Fall Semester

MRI 214	MRI Procedures I	2
MRI 217	MRI Physics I	2
MRI 241	MRI Anatomy and Path I	2
MRI 260	MRI Clinical Ed II	7
IMG 130	Imaging Ethics and Law	3

Spring Semester

MRI 215	MRI Procedures II	2
MRI 218	MRI Physics II	2
MRI 242	MRI Anatomy and Path II	2
MRI 270	MRI Clinical Ed III	8
MRI 271	MRI Capstone	1

Graduation Requirements 45 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.

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

-Hybrid

First Semester

BIO 161	Intro to Human Biology	3
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement & Literacy	3
CIS 111	Basic PC Literacy	2
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 130	Administrative Office Procedures I	2
MED 138	Infection/Hazard Control	2

First Semester

MED 122	Medical Terminology II	3
MED 131	Administrative Office Procedures II	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5

Summer Term

MED 260	Medical Clinical Practicum	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2
MED 274	Diet Therapy/Nutrition	3

Graduation Requirements 47 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.

-Hybrid

Additional Courses Required for the Medical Assisting Degree - A45400

First Spring Semester

BIO 161	Intro to Human Biology	3
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement & Literacy	3
CIS 111	Basic PC Literacy	2
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 130	Administrative Office Procedures I	2
MED 138	Infection/Hazard Control	2

First Spring Semester

MED 122	Medical Terminology II	3
MED 131	Administrative Office Procedures II	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5

Summer Term

MED 260	Medical Clinical Practicum	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2
MED 274	Diet Therapy/Nutrition	3

Total Diploma Requirements 47 Semester Credit Hours

Third Semester

MED 232	Medical Insurance Coding	2
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
ENG/COM	Select one from	3
	ENG 114, ENG 112, COM 231, COM 120	

Fourth Semester

PSY/SOC	PSY 150 or SOC 210	3
SPA 120	Spanish for the Workplace	3
HUM/Fine Arts	Select one from	3
	HUM 110, HUM 115, HUM 160, or PHI 210	

Graduation Requirements 67 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.

HEALTH SCIENCES

Medical Laboratory Technology Degree - A45420

-Day

First Semester

MLT 110	Introduction to MLT	3
MLT 118	Medical Lab Chemistry	3
MLT 140	Introduction to Microbiology	3
BIO 163	Basic Anatomy and Physiology	5
MLT 111	Urinalysis and Body Fluids	2
MLT 115	Laboratory Calculations	2

Second Semester

MLT 120	Hematology/Hemostasis I	4
MLT 130	Clinical Chemistry I	4
MLT 240	Special Clinical Microbiology	3
MLT 125	Immunohematology I	5

First Summer Semester

MAT 143	Quantitative Literacy	3
MLT 220	Hematology/Hemostasis II	3
MLT 254	MLT Practicum I	4

Third Semester

MLT 230	Clinical Chemistry II	3
MLT 280	Special Practice Lab	1
ENG 111	Writing and Inquiry	3
CIS 111	Basic PC Literacy	2
MLT 266	MLT Practicum II	6

Fourth Semester

	*Humanities/Fine Arts Elective	3
MLT 217	Professional Issues	1
MLT 276	MLT Practicum III	6
ENG 112	Writing/Research in the Disc	3
PSY 150	General Psychology	3

Graduation Requirements 75 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 prescription medications, over-the-counter drugs, medical equipment and supplies, pharmaceutical care services, and other health care products and services for patients.

Students will gain a broad knowledge of pharmacology, drug uses, actions, interactions and side effects, medication therapy, pharmaceutical calculations, anatomy and physiology, drug delivery systems, pharmacy practice, purchasing and inventory control and pharmacy law and regulations. Through simulated pharmacy laboratory activities, students will increase their skills in using pharmacy computer software, interpreting prescriptions, processing medication orders, compounding IV admixtures and parenteral nutrition, compounding pediatric medications, creating veterinary dosage forms, managing pharmacy operations, and utilizing critical thinking to resolve patient problems.

Through the clinical experience, students will increase knowledge and skills in creating and maintaining patient profiles, effectively participating on the health care team, filing insurance claims, managing automated medication dispensing systems, operating robotic pharmacy equipment, staffing patient care clinics, providing exceptional customer service, leading quality improvement programs, supervising and managing pharmacy technicians, and reconciling medications for ER patients. The clinical practice will take place in hospital, community and specialty pharmacies. Graduates may be employed in hospitals, medical centers, private and chain pharmacies, and specialty pharmacies, including

medication compounding, long term care medication therapy management, and IV infusion pharmacies. Graduates will be prepared to take the national Certification Examination administered by the Pharmacy Technician Certification Board.

Pharmacy Technology Diploma - D45580

Fall Semester

*ENG 111	Writing & Inquiring	3
*MAT 110	Mathematical Measurement & Literacy	3
PHM 110	Introduction to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 115A	Pharmacy Calculations Lab	1

Spring Semester

PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 134	Pharmacy Clinical	4
PHM 140	Trends in Pharmacy	2
PHM 155	Community Pharmacy	3

Summer Term

PHM 125	Pharmacology II	3
PHM 132	Pharmacy Clinical	2
PHM 165	Pharmacy Prof Practice	2

Graduation Requirements..... 40 Credit Hours

*Courses may be taken before entering the program

Pharmacy Technology Degree - A45580

First Fall Semester

ENG 111	Writing & Inquiry	3
MAT 110	Mathematical Measurement & Literacy	3
PHM 110	Introduction to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 115A	Pharmacy Calculations lab	1

First Spring Semester

PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 134	Pharmacy Clinical	4
PHM 140	Trends in Pharmacy	2
PHM 155	Community Pharmacy	3

Summer Term

PHM 125	Pharmacology II	3
PHM 132	Pharmacy Clinical	2
PHM 165	Pharmacy Prof Practice	2

Total Diploma Requirements47 Semester Credit Hours

Second Fall Semester

*CIS 111	Basic PC Literacy	2
*ENG 112	Writing/Research in the Disciplines	3
PHM 133	Pharmacy Clinical	3
PHM 150	Hospital Pharmacy	4

Second Spring Semester

PHM 135	Pharmacy Clinical	5
PHM 160	Pharm Dosage Forms	3
PSY 150	General Psychology	3
OR		
PSY 118	Interpersonal Psychology	3
---	--- Humanities Elective	3

Graduation Requirements..... 66 Credit Hours

HEALTH SCIENCES

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

First Semester

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

First Semester

RAD 111	RAD Procedures I	4
RAD 110	RAD Intro & Patient Care	3
BIO 163	Basic Anatomy and Physiology	5
ENG 111	Writing and Inquiry	3
RAD 151	RAD Clinical Ed I	2

Second Semester

RAD 112	RAD Procedures II	4
RAD 121	Radiographic Imaging I	3
MAT 143	Quantitative Literacy	3
ENG 112	Writing/Research in the Disc	3
RAD 161	RAD Clinical Ed II	5

Summer Term

RAD 122	Radiographic Imaging II	2
RAD 131	Radiographic Physics I	2
RAD 171	RAD Clinical Ed III	4

Third Semester

RAD 211	RAD Procedures III	3
RAD 231	Radiographic Physics II	2
RAD 241	Radiobiology/Protection	2
PSY 150	General Psychology	3
RAD 251	RAD Clinical Ed IV	7

Fourth Semester

RAD 245	Image Analysis	2
RAD 261	RAD Clinical Ed V	7
RAD 271	Radiography Capstone	1
HUM 115	Critical Thinking	3

Graduation Requirements: 73 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

First Semester

MTH 110	Fundamentals of Massage	10
ACA 111	College Student Success	1
*BIO 163	Basic Anatomy and Physiology	5

Second Semester

*BIO 155	Nutrition	3
MTH 120	Therapeutic Massage Applications	10
MTH 121	Clinical Supplement I	1
MTH 130	Therapeutic Massage Management	2

Summer Term

MTH 125	Ethics of Massage	2
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General Education Required

(Transfer Credit May Apply)

*ENG 111	Writing and Inquiry	3
*PSY 118	Interpersonal Psychology	3
Or		
*PSY 150	General Psychology	3

Graduation Requirements 40 Credit Hours

- ❖ ACA 111 is a co-requisite to MTH 110; students must register for ACA 111 section restricted to MTH [D45750]
- ❖ BIO 163 must be completed either before or concurrently with MTH 110. Students may not progress to MTH 120 without successful completion of BIO 163.
- ❖ Transfer credit may be awarded by review of transcripts.
- ❖ Transfer credit for BIO 271 Pathophysiology may be substituted for BIO 155.

* Coursework other than MTH may be completed prior to entry into the program.

COURSE PREFIX IDENTIFICATION

ACA Academic Related	ECM Electronic Commerce	MRI Magnetic Resonance Imaging
ACC Accounting	ECO Economics	MSI Military Science
AHR Air Conditioning, Heating, & Refrigeration	EDU Education	MNT Maintenance
ANT Anthropology	EFL English as a Foreign Language	MTH Therapeutic Massage
ARA Arabic	EGR Engineering	MUS Music
ARC Architecture	ELC Electricity	NAS Nursing Assistant
ART Art	ELN Electronics	NET Networking Technology
AST Astronomy	EMS Emergency Medical Care	NOS Networking Operating System
ATR Automation and Robotics	ENG English	NUR Nursing
AUB Automotive Body Repair	ENV Environmental Science	OMT Operations Management
AUT Automotive	EPT Emergency Preparedness	OSS Operating Systems
BAS Business Analytics	FIP Fire Protection	OST Office Systems Technology
BAT Building Automation Systems	FRE French	PAD Public Administration
BIO Biology	FST Food Service Technology	PBT Phlebotomy
BPA Baking and Pastry Arts	GEL Geology	PCI Process Control Instrumentation
BPM Bioprocessing Manufacturing Tech	GEO Geography	PED Physical Education
BPR Blueprint Reading	GIS Geographic Information Systems	PHI Philosophy
BUS Business	GRA Graphic Arts	PHM Pharmacy
CAT Computed Tomography	GRD Graphic Design	PHY Physics
CCT Cyber Crime Technology	GRG Gerontology	PLU Plumbing
CEG Civil Engineering and Geomatic	HBI Healthcare Business Informatic	PME Power Mechanics
CET Computer Engineering Technology	HEA Health	PMT Project Management Technology
CHI Chinese	HEO Heavy Equipment Operation	POL Political Science
CHM Chemistry	HET Heavy Equipment Maintenance	PSY Psychology
CIS Information Systems	HFS Health and Fitness Sciences	PTC Pharmaceutical Technology
CIV Civil Engineering Technology	HIS History	RAD Radiography
CJC Criminal Justice	HMT Healthcare Management	REA Real Estate Appraisal
CMT Construction Management	HOR Horticulture	REF Refrigeration
COM Communication	HPC High Performance Computing	REL Religion
COS Cosmetology	HRM Hospitality Management	RLS Real Estate
CSC Computer Science	HSC Health Sciences	SAB Substance Abuse
CST Construction	HSE Human Services	SEC Information Systems Security
CTI Computer Tech Integration	HUM Humanities	SGD Simulation and Game Development
CTS Computer Information Technology	HYD Hydraulics and Pneumatics	SOC Sociology
CUL Culinary	IMG Imaging	SPA Spanish
DBA Database Management Technology	INT International Business	SRV Surveying
DDF Design Drafting	ISC Industrial Science	SST Sustainability Technology
DDT Developmental Disabilities	JOU Journalism	SUR Surgical Technology
DEN Dental	LAR Landscape Architecture	SWK Social Work
DES Design: Creative	LOG Logistics Management	TDP Three Dimensional Printing
DFT Drafting	MAC Machining	TNE Telecommunications and Network Engineering Technology
DMA Developmental Mathematics	MAT Mathematics	TRN Transportation Technology
DME Digital Medial Technology	MCO Mission Critical Operations	WBL Work-Based Learning
DMS Developmental Math Shell	MEC Mechanical	WEB Web Technologies
DRA Drama/Theatre	MED Medical Assisting	WLD Welding
DRE Developmental Reading/English	MHA Mental Health	
	MKT Marketing and Retailing	
	MLT Medical Laboratory Technology	

CURRICULUM 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

Requisites: AST-151 Take Currently or Take Previously

Take Currently means the course(s) shown must be taken at the **same time** as the course selected
Take Previously means the course(s) shown must have been taken **prior** to the course selected

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. null 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 | Student Success Strategies | 3 | 0 | 0 | 3 |
| Requisites: | | | | | |
| This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals. | | | | | |
| ACA-111 | College Student Success | 1 | 0 | 0 | 1 |
| Requisites: | | | | | |
| 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 |
| Requisites: | | | | | |
| 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-120 | Career Assessment | 1 | 0 | 0 | 1 |
| Requisites: | | | | | |
| 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-121 | Managing a Team | 1 | 0 | 0 | 1 |
| Requisites: Take NET-289(S21106); Take concurrently. Required. | | | | | |
| This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, | | | | | |

CURRICULUM COURSE DESCRIPTIONS

team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.

ACA-122 College Transfer Success 0 2 0 1
 Requisites: Take 1 group; Option: Take DRE-096(S23641); Option: Take ENG-070(S16349) RED-070(S10648); Take previously. Required.
 This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

ACA-220 Professional Transition 1 0 0 1
 Requisites:
 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
 Requisites:
 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.

ACC-122 Principles of Financial Accounting II 3 0 0 3
 Requisites: Take ACC-120(S20278); Take previously. Required.
 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
 Requisites: Take ACC-120(S20278); Take previously. Required.
 This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research 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
 Requisites: Take ACC-129(S20283); Take previously. Required.
 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
 Requisites:
 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

CURRICULUM COURSE DESCRIPTIONS

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
 Requisites: Take AHR-112(S23421) or AHR-113(S23422); Take either previously or concurrently. Required. 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
 Requisites:
 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
 Requisites:
 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
 Requisites:
 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-211 Residential System Design 2 2 0 3
 Requisites:
 This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR-213 HVACR Building Code 1 2 0 2
 Requisites:
 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
 Requisites: Take AHR-111(S23420) ELC-111 or ELC-112(S23481); Take previously. Required. 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
 Requisites: Take AHR-211(S10410); Take previously. Required. This course covers the principles of designing heating and cooling systems for commercial buildings. Emphasis is placed on commercial heat loss/gain calculations, applied psychometrics, air-flow calculations, air distribution system

CURRICULUM COURSE DESCRIPTIONS

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-235 Refrigeration Design 2 2 0 3

Requisites: Take AHR-110(S14098); Take previously. Required.

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system.

AHR-240 Hydronic Heating 1 3 0 2

Requisites: Take AHR-112(S14102); Take previously. Required.

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

Requisites: Take AHR-110(S14098); Take previously. Required.

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. 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

Requisites: Take AHR-212(S10365); Take either previously or concurrently. Required.

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. This course also includes variable air volume box set-up, test and balance air and water systems.

AHR-263 Energy Management 1 3 0 2

Requisites: Take AHR-125(S13194) or AHR-215(S10409); Take previously. Required.

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

Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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.

ANT-220 Cultural Anthropology 3 0 0 3

Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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.

CURRICULUM COURSE DESCRIPTIONS

ANT-221 Comparative Cultures 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Take previously. Required.
 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.

ANT-230 Physical Anthropology 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Take previously. Required.
 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.

ANT-230A Physical Anthropology Lab 0 2 0 1
 Requisites: Take ANT-230; Take either previously or concurrently. Required. Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Take previously. Required.
 This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation.

ANT-240 Archaeology 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures.

ANT-245 World Prehistory 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course provides an introduction to the prehistory of the Old and New world. Emphasis is placed on archaeological evidence from origins of human culture to the beginning of recorded history. Upon completion, students should be able to demonstrate knowledge of the variability of ancient human societies and the development of agriculture and urbanism.

ARABIC (ARA Prefix)

ARA-111 Elementary Arabic I 3 0 0 3
 Requisites: Take ENG-090; Take previously. Required. Take ARA-181; Take either previously or concurrently. Recommended.
 This course introduces the fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Arabic and demonstrate cultural awareness.

ARA-181 Arabic Lab I 0 2 0 1
 Requisites: Take ENG-090; Take previously. Required. Take ARA-111; Take either previously or concurrently. Recommended.
 This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic language. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills

CURRICULUM COURSE DESCRIPTIONS

accepted architectural standards. This course is introduction to CAD using AutoCAD software. Course has a required co-requisite for ARC-111 or LAR-111.

ARC-131	Building Codes	2	2	0	3
Requisites: Take ARC-112(S23271) or CAR-111(S16248); Take previously. Required.					
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 construction projects.					
ARC-132	Specifications & Contracts	2	0	0	2
Requisites: Take ARC-112(S11752); Take previously. Required.					
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
Requisites: Take 1 group; Option: Take ARC-111 MAT-121(S23927); Option: Take ARC-111 MAT-171(S23934); Take previously. Required.					
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-193	Selected Topics in Architecture Tech	1	4	0	3
Requisites: Take ARC-221; Take previously. Required.					
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
Requisites: Take ARC-221; Take previously. Required.					
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. 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
Requisites: Take ARC-111; Take previously. Required. Take ARC-112(S11752); Take either previously or concurrently. Required. Take ARC-113 ARC-114(S10248) ARC-212(S10754); Take previously. Required.					
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.					
ARC-212	Commercial Constr Tech	1	6	0	3
Requisites: Take ARC-111; Take previously. Required. Take ARC-112(S11752); Take either previously or concurrently. Required.					
This course introduces regional construction techniques for commercial plans, elevations, sections, and details. Topics include production of a set of commercial contract documents and other related topics. Upon completion, students should be able to prepare a set of working drawings in accordance with building codes.					
ARC-213	Design Project	2	6	0	4
Requisites: Take ARC-111 ARC-112(S11752) ARC-114(S10248); Take previously. Required. Take ARC-111 ARC-112(S11752) ARC-113 ARC-114(S10248) ARC-211; Take previously. Required. Take ARC-264(S12557);					

CURRICULUM COURSE DESCRIPTIONS

introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

ARC-231 Architectural Presentations 2 4 0 4
 Requisites: Take ARC-111; Take previously. Required. Take 1 group; Option: Take ARC-111 ARC-264(S22026); Option: Take ARC-111 ARC-225; Take previously. Required.
 This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC-240 Site Planning 2 2 0 3
 Requisites: Take ARC-111 or LAR-111(S10088); Take previously. Required. Take ARC-111 or LAR-111(S23291); Take previously. Required.
 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
 Requisites: Take ARC-111 ARC-112(S11752) LAR-111(S10088) or LAR-112(S10042); Take previously. Required.
 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
 Requisites:
 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
 Requisites: Take ARC-111; Take previously. Required.
 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
 Requisites: Take ARC-112(S23271) or LAR-112(S23292); Take previously. Required.
 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
 Requisites: Take ARC-261 LAR-120 or DES-235(S10605); Take previously. Required.
 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 (ART Prefix)

ART-111 Art Appreciation 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take DRE-098(S23643); Take previously. Required.
 This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design

CURRICULUM COURSE DESCRIPTIONS

principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

ART-114 Art History Survey I 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take DRE-098(S23643); Take previously. Required.

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.

ART-116 Survey of American Art 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take DRE-098(S23643); Take previously. Required.

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.

ART-121 Two-Dimensional Design 0 6 0 3
 Requisites: Take 1 group; Option: Take ENG-070(S16349) RED-070(S10648); Option: Take DRE-096(S23641); Take previously. Required.

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
 Requisites: Take 1 group; Option: Take ENG-070(S16349) RED-070(S10648); Option: Take DRE-096(S23641); Take previously. Required.

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

ART-131 Drawing I 0 6 0 3
 Requisites: Take 1 group; Option: Take ENG-070(S16349) RED-070(S10648); Option: Take DRE-096(S23641); Take previously. Required.

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART-132 Drawing II 0 6 0 3
 Requisites: Take ART-131; Take previously. Required.

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

ART-135 Figure Drawing I 0 6 0 3
 Requisites: Take ART-131; Take previously. Required.

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of

CURRICULUM COURSE DESCRIPTIONS

the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.

ART-171 Computer Art I 0 6 0 3
 Requisites: Take 1 group; Option: Take ENG-080 RED-080; Option: Take DRE-097(S23642); Take previously. Required.
 This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images.

ART-232 Printmaking II 0 6 0 3
 Requisites: Take ART-231; Take previously. Required.
 This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods.

ART-240 Painting I 0 6 0 3
 Requisites: Take 1 group; Option: Take ENG-070(S16349) RED-070(S10648); Option: Take DRE-096(S23641); Take previously. Required.
 This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

ART-241 Painting II 0 6 0 3
 Requisites: Take ART-240; Take previously. Required.
 This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety.

ART-244 Watercolor 0 6 0 3
 Requisites: Take 1 group; Option: Take ENG-080 RED-080; Option: Take DRE-096(S23641); Take previously. Required.
 This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media.

ART-281 Sculpture I 0 6 0 3
 Requisites: Take 1 group; Option: Take ENG-070(S16349) RED-070(S10648); Option: Take DRE-096(S23641); Take previously. Required.
 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.

ART-282 Sculpture II 0 6 0 3
 Requisites: Take ART-281(S16229); Take previously. Required.
 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.

ASTRONOMY (AST Prefix)

AST-111 Descriptive Astronomy 3 0 0 3
 Requisites: Take 1 group; Option: Take MAT-161(S20916) DMA-010 DMA-020 DMA-030 DMA-040 DMA-050;

CURRICULUM COURSE DESCRIPTIONS

Option: Take MAT-171(S23934) DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously.

Required. Take AST-111A; Take either previously or concurrently. Re

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.

AST-111A Descriptive Astronomy Lab 0 2 0 1

Requisites: Take AST-111; Take either previously or concurrently. Required. Take 1 group; Option: Take MAT-161(S20916) DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Option: Take MAT-171(S23934) DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Req

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them.

AST-151A General Astronomy I Lab 0 2 0 1

Requisites: Take AST-151; Take either previously or concurrently. Required. Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Required. Take 1 group; Option: Take MAT-143; Minimum grade C; Option: Take MAT-171(S23934); Minimum grade C

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system.

AST-152 General Astronomy II 3 0 0 3

Requisites: Take AST-151; Take previously. Required. Take AST-151 AST-151A; Take previously. Required. Take AST-152A; Take concurrently. Required.

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.

AST-152A General Astronomy II Lab 0 2 0 1

Requisites: Take AST-151; Take previously. Required. Take AST-151 AST-151A; Take previously. Required. Take AST-152; Take either previously or concurrently. Required. Take AST-152; Take concurrently. Required.

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy.

AUTOMATION AND ROBOTICS (ATR Prefix)

ATR-112 Introduction to Automation 2 3 0 3

Requisites:

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR-193 Selected Topic in Automation & Robotics 2 3 0 3

Requisites:

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. This course provides an opportunity to explore areas of current interest in Automation Engineering Technology. Emphasis is placed on subject matter appropriate to Automation Engineering. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

CURRICULUM COURSE DESCRIPTIONS

AUT-141	Suspension & Steering Systems	2	3	0	3
Requisites: This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.					
AUT-141A	Suspension & Steering Lab	0	3	0	1
Requisites: Take AUT-141(S21690); Take either previously or concurrently. Required. This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.					
AUT-151	Brake Systems	2	3	0	3
Requisites: Take AUT-161A; Take previously. Required. Take AUT-141(S21690) AUT-141A AUT-151A; Take either previously or concurrently. Recommended. This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					
AUT-151A	Brakes Systems Lab	0	3	0	1
Requisites: Take AUT-151(S21692); Take either previously or concurrently. Required. This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					
AUT-161B	Basic Auto Electricity Part 2	1	3	0	2
Requisites: Take AUT-161A; Take previously. Required. Take AUT-163(S21698) AUT-163A AUT-181(S21701); Take either previously or concurrently. Required. 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. This course is the second half of AUT 161.					
AUT-163	Advanced Automotive Electricity	2	3	0	3
Requisites: Take TRN-120; Take previously. Required. 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
Requisites: Take AUT-163(S21698); Take either previously or concurrently. Required. 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.					

CURRICULUM COURSE DESCRIPTIONS

analytics. Upon completion, students should be able to analyze complex data with modern analytical tools and methods.

BAS-270 Advanced Analytical Tools and Methods 2 3 0 3
 Requisites: Take BAS-221(S24322) BAS-240; Take previously. Required.Take BAS-250(S24331); Take previously. Required.

This course covers the planning and execution of an analytics project that integrates the analytical knowledge and skills acquired through prior coursework. Students will define and carry out an analytics project from inception to final reporting. Upon completion, students should be able to demonstrate their ability to apply analytic methods and best practices in a simulated business setting.

BUILDING AUTOMATION SYSTEMS (BAT Prefix)

BAT-111 Building Automation Systems 1 3 0 2
 Requisites:

This course introduces the issues involved with building automation systems (BAS). Topics include digital direct control (DDC), field devices, human machine interface (HMI), BAS design and specification, energy conservation control strategies, and system maintenance. Upon completion, students should identify and describe the major components in a BAS, explain the basic functions of DDC systems and HMI basics, reference codes and standards applicable to BAS, and justify control components for project work.

BAT-117 Principles of Heat and Fluids in Building Automation Technology 3 0 0 3

Requisites:
 This course introduces the principles of thermodynamics and fluid dynamics relative to building energy systems. Topics include thermodynamics, fluid dynamics, psychrometrics, principles of refrigeration, and building thermal loads. Upon completion, students should be able to apply thermal and fluid power laws and principles relative to building energy applications.

BIOLOGY (BIO Prefix)

BIO-106 Intro to Anatomy/Physiology/Microbiology 2 2 0 3
 Requisites:

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.

BIO-110 Principles of Biology 3 3 0 4
 Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 ENG-111(S24022); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DRE-098(S23643); Take previously. Required.
 This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Laboratory exercises are designed to illustrate the basic principles presented in lecture.

BIO-111 General Biology I 3 3 0 4
 Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 ENG-111(S24022); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DRE-098(S23643); Take previously. Required.
 This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course is the first in a two-semester series intended for science majors.

CURRICULUM COURSE DESCRIPTIONS

BIO-120	Introductory Botany	3	3	0	4
Requisites: Take BIO-110(S13284) or BIO-111(S13307); Take previously. Required.					
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. Laboratory exercises are correlated with lecture topics.					
BIO-130	Introductory Zoology	3	3	0	4
Requisites: Take BIO-110(S13284) or BIO-111(S13307); Take previously. Required.					
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. The evolutionary relatedness of the organisms studied will be emphasized.					
BIO-140	Environmental Biology	3	0	0	3
Requisites:					
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. Individual actions as part of the solution to regional environmental problems is stressed.					
BIO-140A	Environmental Biology Lab	0	3	0	1
Requisites: Take BIO-140; Take either previously or concurrently. Required.					
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. Environmentally responsible behavior at the individual level is investigated.					
BIO-145	Ecology	3	3	0	4
Requisites: Take BIO-110(S13284) or BIO-111(S13307); Take previously. Required.					
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. The laboratory component of this course provides an introduction to basic field techniques used in modern ecological research.					
BIO-150	Genetics in Human Affairs	3	0	0	3
Requisites: Take BIO-110(S13284) or BIO-111(S13307); Take previously. Required.					
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. Through the analysis of current topics in genetics, students will develop skills in reading scientific articles and in compiling information into written and oral communications.					
BIO-155	Nutrition	3	0	0	3
Requisites: Take CHM-090 or CHM-092; Take previously. Required.					
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.					

CURRICULUM COURSE DESCRIPTIONS

BIO-161	Introduction to Human Biology	3	0	0	3
Requisites: 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-165	Anatomy and Physiology I	3	3	0	4
Requisites: Take CHM-090; Take previously. Required. 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.					
BIO-166	Anatomy and Physiology II	3	3	0	4
Requisites: Take BIO-165; Take previously. Required. This course is the second in 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 the interrelationships of all body systems.					
BIO-168	Anatomy and Physiology I	3	3	0	4
Requisites: Take 1 group; Option: Take DRE-098(S23643) CHM-090; Option: Take DRE-098(S23643) BIO-110(S24019); Option: Take DRE-098(S23643) BIO-111(S24020); Take previously. Required. This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory exercises will include investigation of structural and functional aspects of the indicated organ systems.					
BIO-169	Anatomy and Physiology II	3	3	0	4
Requisites: Take BIO-168(S11555); Take previously. Required. Take BIO-168(S11555); Minimum grade C; Take previously. Required. This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory exercises will include investigation of structural and functional aspects of the indicated organ systems.					
BIO-175	General Microbiology	2	2	0	3
Requisites: Take BIO-110(S13284) BIO-111(S13307) BIO-163 BIO-165 or BIO-168(S11555); Take previously. Required. This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.					
BIO-230	Entomology	3	3	0	4
Requisites: Take BIO-112(S13261); Take previously. Required. This course covers the biology of insects. Topics include harmful and beneficial insects, their identification, classification, life cycles, behavior, distribution, economic importance, and the methods involved in collection and preservation. Upon completion, students should be able to identify common insects and describe their biology and ecology.					

CURRICULUM COURSE DESCRIPTIONS

a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

BPA-165 Hot and Cold Desserts 1 4 0 3
 Requisites: Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.
 This course covers the principles and techniques of frozen desserts, soufflés, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold soufflés. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes.

BPA-210 Cake Design and Decorating 1 4 0 3
 Requisites: Take CUL-110(S11030) CUL-160(S13015); Take previously. Required. Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.
 This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

BPA-220 Confection Artistry 1 6 0 4
 Requisites: Take CUL-110(S11030) CUL-160(S13015); Take previously. Required. Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.
 This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

BPA-230A Chocolate Artistry Lab 0 2 0 1
 Requisites: Take CUL-110(S11030) CUL-160(S13015); Take previously. Required. Take BPA-230(S20766); Take either previously or concurrently. Required. Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.
 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
 Requisites: Take CUL-110(S11030) CUL-160(S13015); Take previously. Required. Take CUL-110(S22835) CUL-160(S22847) CUL-260(S22857); Take previously. Required.
 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-250 Dessert and Bread Production 1 8 0 5
 Requisites: Take BPA-150; Take previously. Required. Take CUL-110(S22835) CUL-160(S22847) BPA-150 BPA-210(S22830); Take previously. Required.
 This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.

BPA-260 Pastry and Baking Marketing 2 2 0 3
 Requisites: Take BPA-150 BPA-210(S22830); Take previously. Required. Take BPA-250(S22833); Take

CURRICULUM COURSE DESCRIPTIONS

either previously or concurrently. Required. Take BPA-150 BPA-210(S22830); Take previously. Required. 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 MFG TEC (BPM Prefix)

BPM-110	Bioprocess Practices	3	4	0	5
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Requisites:

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	Print Reading	1	2	0	2
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Requisites:

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

BPR-130	Print Reading-Construction	3	0	0	3
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Requisites:

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-230	Commercial Blueprints	1	2	0	2
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Requisites: Take BPR-130(S11505); Take previously. Required.

This course covers blueprints specific to commercial structures and requires basic blueprint reading skills and/or a commercial construction background. Topics include site, structural, mechanical, electrical, and plumbing blueprints and specifications. Upon completion, students should be able to interpret commercial blueprints and specifications.

BUSINESS (BUS Prefix)

BUS-115	Business Law I	3	0	0	3
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Requisites:

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BUS-116	Business Law II	3	0	0	3
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Requisites: Take BUS-115(S24153); Take previously. Required.

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BUS-121	Business Math	2	2	0	3
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Requisites:

This course covers fundamental mathematical operations and their application to business problems. Topics include

CURRICULUM COURSE DESCRIPTIONS

BUS-228	Business Statistics	2	2	0	3
Requisites:					
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.					
BUS-234	Training and Development	3	0	0	3
Requisites:					
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-240	Business Ethics	3	0	0	3
Requisites:					
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.					
BUS-245	Entrepreneurship II	3	0	0	3
Requisites: Take BUS-139(S21145); Take previously. Required.					
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-256	Recruiting, Selection & Personnel Planning	3	0	0	3
Requisites:					
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.					
BUS-259	Human Resource Management Applications	3	0	0	3
Requisites: Take BUS-217(S24154) BUS-234(S24155) BUS-256(S24156) BUS-258(S24157); Take previously. Required.					
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.					
BUS-260	Business Communication	3	0	0	3
Requisites: Take ENG-110(S22173) or ENG-111(S13673); Take previously. Required.					
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.					
BUS-280	REAL Small Business	4	0	0	4
Requisites:					
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management,					

CURRICULUM COURSE DESCRIPTIONS

and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

COMPUTED TOMOGRAPHY (CAT Prefix)

CAT-210	CT Physics & Equipment	3	0	0	3
Requisites:					
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.					
CAT-210A	CT Physics & Equipment Lab	0	2	0	1
Requisites:					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on system components and operation, and exposes the student to the clinical applications of the equipment that comprise CT. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
CAT-211	CT Procedures	4	0	0	4
Requisites:					
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.					
CAT-212	CT Sectional-Anatomy	3	0	0	3
Requisites:					
This course is designed to cover aspects of cross-sectional anatomy as related to the CT imaging process. Emphasis is placed on the function and identification of anatomical structures within the head, neck, chest, abdomen, pelvis, and musculoskeletal system visualized on CT images. Upon completion, students should be able to integrate all knowledge of cross-sectional anatomy into the routine CT imaging process.					
CAT-214	CT Pathology	3	0	0	3
Requisites:					
This course is designed to provide a thorough understanding of common diseases diagnosable using CT. Emphasis is placed on the examination and demonstration of each disease or trauma process from its description, etiology, associated symptoms, and diagnosis with appearance on CT. Upon completion, students should be able to identify and define terms associated with pathologies on CT.					
CAT-224	CT Clinical Practicum	0	0	12	4
Requisites:					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
CAT-226	CT Clinical Practicum	0	0	18	6
Requisites:					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					

CURRICULUM COURSE DESCRIPTIONS

CAT-227	CT Clinical Practicum	0	0	21	7
Requisites:					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
CAT-228	CT Clinical Practicum	0	0	24	8
Requisites:					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
CAT-231	CT Clinical Practicum	0	0	33	11
Requisites:					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
CAT-261	CT Exam Prep	1	0	0	1
Requisites:					
This course is a review of the components specific to CT imaging technology as practiced in didactic and clinical settings. Emphasis is placed on content specifications of the ARRT post primary certification in CT. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT post-primary certification exam.					
<u>CYBER CRIME TECHNOLOGY (CCT Prefix)</u>					
CCT-121	Computer Crime Investigation	3	2	0	4
Requisites: Take 1 group; Option: Take CTI-130(S22512) CTI-120(S22511); Option: Take NOS-110(S20980) CTI-120(S22511); Option: Take NOS-110(S20980) NET-110(S21056); Option: Take NOS-110(S20980) NET-125(S24501); Take previously. Required.					
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.					
CCT-240	Data Recovery Techniques	2	3	0	3
Requisites: Take CCT-121; Take previously. Required.					
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.					
CCT-251	Network Vulnerabilities II	2	2	0	3
Requisites: Take CCT-250(S21749); Take previously. Required.					
This course advances students' knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.					

CURRICULUM COURSE DESCRIPTIONS

CIVIL ENGINEERING AND GEOMATIC (CEG Prefix)

CEG-111	Introduction to Gis and Gnss	2	4	0	4
Requisites:					
This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.					
CEG-115	Intro to Tech & Sustainability	2	3	0	3
Requisites:					
This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development.					
CEG-115A	Technology and Sustainability Lab	0	3	0	1
Requisites: Take CEG-115; Take either previously or concurrently. Recommended.					
This course provides a lab experience that requires students to apply principles of sustainable development and engineering computations, measurement, and drawing to hands-on activities and in actual settings. Emphasis is placed on basic engineering technology and sustainable development topics. Upon completion, students should be able to recognize appropriate technologies for particular projects and scenarios.					
CEG-151	Cad for Engineering Technology	2	3	0	3
Requisites:					
This course introduces computer-aided drafting (CAD) software. Topics include file and data management, drawing, editing, dimensioning commands, plotting, and related topics. Upon completion, students should be able to create and plot basic drawings and maps using CAD software.					
CEG-210	Construction Materials & Methods	2	3	0	3
Requisites: Take CEG-115 or EGR-115(S20666); Take previously. Required.					
This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications.					
CEG-211	Hydrology & Erosion Control	2	3	0	3
Requisites: Take 1 group; Option: Take MAT-121(S23927); Option: Take MAT-171(S23934); Option: Take DMA-060(S23172) DMA-070(S23173) DMA-080(S23174); Option: Take MAT-080; Take previously. Required. Take 1 group; Option: Take MAT-121(S2392					
This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.					
CEG-212	Introduction to Environmental Technology	2	3	0	3
Requisites: Take EGR-250(S23538) EGR-251 or MEC-210(S20669); Take previously. Required. Take 1 group; Option: Take EGR-250(S23987) CEG-115 or EGR-115(S20666); Option: Take EGR-251 CEG-115 or EGR-115(S20666); Option: Take MEC-210(S20669) CEG-115 or					
This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations.					

CURRICULUM COURSE DESCRIPTIONS

CHM-130	General, Organic, & Biochemistry	3	0	0	3
Requisites:	Take DRE-098(S23643) DMA-010 DMA-020 DMA-030 DMA-040; Take previously. Required.				
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.					
CHM-130A	General, Organic, & Biochemistry Lab	0	2	0	1
Requisites:	Take CHM-130; Take either previously or concurrently. Required.				
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.					
CHM-131	Introduction to Chemistry	3	0	0	3
Requisites:					
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.					
CHM-132	Organic and Biochemistry	3	3	0	4
Requisites:	Take 1 group; Option: Take CHM-131 CHM-131A; Option: Take CHM-151; Take previously. Required.				
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.					
CHM-151	General Chemistry I	3	3	0	4
Requisites:	Take 1 group; Option: Take CHM-090 ENG-111(S24022) MAT-161(S20916); Minimum grade C; Option: Take CHM-092 ENG-111(S24022) MAT-161(S20916); Minimum grade C; Option: Take CHM-090 ENG-111(S24022) MAT-171(S23934); Minimum grade C; Option:				
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. Students will develop laboratory technique and learn how to effectively communicate experimental results in written reports.					
CHM-152	General Chemistry II	3	3	0	4
Requisites:	Take CHM-151; Take previously. Required. Take CHM-151; Minimum grade C; Take previously. Required.				
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. Students will develop laboratory skills learned in CHM 151 and give an oral presentation on a chemically relevant subject.					
CHM-251	Organic Chemistry I	3	3	0	4
Requisites:	Take CHM-152; Take previously. Required. Take CHM-152; Minimum grade C; Take previously. Required.				
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should					

CURRICULUM COURSE DESCRIPTIONS

CIV-215 Highway Technology 2 3 0 3
 Requisites: Take 1 group; Option: Take CEG-115 MAT-121(S23927); Option: Take CEG-115 MAT-171(S23934); Option: Take EGR-115(S20666) MAT-121(S23927); Option: Take EGR-115(S20666) MAT-171(S23934); Take previously. Required. Take 1 group; Opt
 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
 Requisites: Take EGR-250(S23538) EGR-251 or MEC-210(S20669); Take previously. Required.
 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
 Requisites: Take CIS-111(S12478) EGR-115(S12560) CIS-110(S12456) or ARC-111; Take previously. Required.
 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.

CIV-240 Project Management 2 3 0 3
 Requisites:
 This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CIV-250 Civil Engineering Technology Project 1 3 0 2
 Requisites: Take CIV-111(S11393) CIV-125(S21521) or CIV-211; Take previously. Required.
 This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

CRIMINAL JUSTICE (CJC Prefix)

CJC-111 Introduction to Criminal Justice 3 0 0 3
 Requisites:
 This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC-113 Juvenile Justice 3 0 0 3
 Requisites:
 This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CURRICULUM COURSE DESCRIPTIONS

CJC-115	Crime Scene Photography	2	3	0	3
Requisites:					
This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence.					
CJC-121	Law Enforcement Operations	3	0	0	3
Requisites:					
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.					
CJC-122	Community Policing	3	0	0	3
Requisites:					
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.					
CJC-131	Criminal Law	3	0	0	3
Requisites:					
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.					
CJC-132	Court Procedure & Evidence	3	0	0	3
Requisites:					
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.					
CJC-141	Corrections	3	0	0	3
Requisites:					
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.					
CJC-144	Crime Scene Processing	2	3	0	3
Requisites:					
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-151	Introduction to Loss Prevention	3	0	0	3
Requisites:					
This course introduces the concepts and methods related to commercial and private security systems. Topics					

CURRICULUM COURSE DESCRIPTIONS

CJC-221	Investigative Principles	3	2	0	4
Requisites:					
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
Requisites:					
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
Requisites:					
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
Requisites:					
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.					
CJC-231	Constitutional Law	3	0	0	3
Requisites:					
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
Requisites:					
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
Requisites:					
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
Requisites:					
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-					

CURRICULUM COURSE DESCRIPTIONS

CMT-120	Codes and Inspections	3	0	0	3
Requisites: This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.					
CMT-210	Construction Management Fundamentals	3	0	0	3
Requisites: This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.					
CMT-212	Total Safety Performance	3	0	0	3
Requisites: Take CMT-210(S13450); Take either previously or concurrently. Required. This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification.					
CMT-214	Planning and Scheduling	3	0	0	3
Requisites: Take CMT-210(S13450) BPR-130(S11505); Take previously. Required. This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling formats, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.					
CMT-216	Costs and Productivity	3	0	0	3
Requisites: Take CMT-210(S13450); Take previously. Required. This course covers the relationships between time, work completed, work-hours spent, schedule duration, equipment hours, and materials used. Topics include production rates, productivity unit rates, work method improvements, and overall total project cost control. Upon completion, the student should be able to demonstrate an understanding of how costs may be controlled and productivity improved on a construction project.					
CMT-218	Human Relations Issues	3	0	0	3
Requisites: Take CMT-210(S13450); Take previously. Required. This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project.					
CMT-226	Applications Project	2	2	0	3
Requisites: Take BPR-130(S23275) BPR-230 CMT-210(S23270) CMT-112 CST-241(S23984) CMT-214; Take previously. Required. This course provides an individual and/or integrated team approach to a practical construction management project. Topics include project selection, research and planning, implementation, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented construction management project.					

CURRICULUM COURSE DESCRIPTIONS

COMMUNICATION (COM Prefix)

COM-110 Introduction to Communication 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-080 RED-080; Option: Take DRE-097(S23642); Take previously. Required.
 This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.

COM-120 Intro to Interpersonal Communication 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-080 RED-080; Option: Take DRE-097(S23642); Take previously. Required.
 This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

COM-231 Public Speaking 3 0 0 3
 Requisites: Take ENG-111(S13673); Minimum grade C; Take previously. Required.
 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.

COM-232 Election Rhetoric 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Take previously. Required.
 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.

COSMETOLOGY (COS Prefix)

COS-111 Cosmetology Concepts I 4 0 0 4
 Requisites: Take COS-112; Take either previously or concurrently. Required.
 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 4 0 0 4
 Requisites: Take COS-112; Take either previously or concurrently. Required. Take COS-112A(L48049); Take either previously or concurrently. Recommended.
 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. This is part one of a two part course.

COS-111B Cosmetology Concepts I 4 0 0 4
 Requisites: Take COS-112; Take either previously or concurrently. Required. Take COS-112B(L48050); Take either previously or concurrently. Recommended.
 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

CURRICULUM COURSE DESCRIPTIONS

completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. This is part two of a two part course.

COS-112 Salon I 0 24 0 8

Requisites: Take COS-111; Take either previously or concurrently. Required.

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 0 24 0 8

Requisites: Take COS-111; Take either previously or concurrently. Required. Take COS-111A(L48051); Take either previously or concurrently. Recommended.

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. This is part one of a two part course.

COS-112B Salon I 0 24 0 8

Requisites: Take COS-111; Take either previously or concurrently. Required. Take COS-111B(L48052); Take either previously or concurrently. Recommended.

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-113A Cosmetology Concepts II 4 0 0 4

Requisites: Take COS-114(S12284); Take either previously or concurrently. Required. Take COS-114A(L48067); Take either previously or concurrently. Recommended.

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. This is part one of a two part course.

COS-113B Cosmetology Concepts II 4 0 0 4

Requisites: Take COS-114(S12284); Take either previously or concurrently. Required. Take COS-114B(L48068); Take either previously or concurrently. Recommended.

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. This is part two of a two part course.

COS-114 Salon II 0 24 0 8

Requisites: Take COS-113(S12335); Take either previously or concurrently. Required.

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS-114A Salon II 0 24 0 8

Requisites: Take COS-113(S12335); Take either previously or concurrently. Required. Take COS-113A(L48065); Take either previously or concurrently. Required.

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS-114B Salon II 0 24 0 8

Requisites: Take COS-113(S12335); Take either previously or concurrently. Required. Take COS-113B(L48066); Take either previously or concurrently. Recommended.

CURRICULUM COURSE DESCRIPTIONS

COMPUTER SCIENCE (CSC Prefix)

CSC-116 Introduction to Functional Programming 2 2 0 3

Requisites:

This course introduces the concepts of functional programming. Emphasis is placed on using functions and procedures for the fundamental building blocks of a program. Upon completion, students should be able to program in a style that emphasizes the evaluation of an expression rather than the execution of commands.

CSC-120 Computing Fundamentals I 3 2 0 4

Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Option: Take MAT-121(S23927); Option: Take MAT-171(S23934); Option: Take MAT-080; Option: Take MAT-090; Option: Take MAT-095; Take previously. Required.

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system.

CSC-120 Computing Fundamentals I 3 2 0 4

Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Option: Take MAT-121(S23927); Option: Take MAT-171(S23934); Option: Take MAT-080; Option: Take MAT-090; Option: Take MAT-095; Take previously. Required.

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system.

CSC-121 Python Programming 2 3 0 3

Requisites:

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC-124 Introduction to Data Science Programming 2 2 0 3

Requisites:

This course covers the key technologies used to manipulate, store and analyze big data. Topics include scripting languages, noSQL databases, database scalability, performance metrics and tuning. Upon completion, students should be able to use programming techniques to investigate data sets and algorithms.

CSC-130 Computing Fundamentals II 3 2 0 4

Requisites: Take CSC-120(S11470); Take previously. Required. Take CSC-151; Take previously. Required.

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional.

CSC-133 C Programming 2 3 0 3

Requisites:

This course introduces computer programming using the C 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-134 C++ Programming 2 3 0 3

Requisites: Take MAT-121(S23927) MAT-143 MAT-152 MAT-171(S23934) or MAT-271(S23939); Take previously. Required.

This course introduces computer programming using the C++ programming language with object-oriented

CURRICULUM COURSE DESCRIPTIONS

CSC-154	Software Development	2	2	0	3
Requisites:					
This course covers the fundamentals of software development. Emphasis is placed on the full spectrum of team software development methodologies, software development project management, version control, issue tracking, regression testing, automated build and deployment. Upon completion, students should be able to work in a team environment and apply software development methodologies and software quality assurance principles.					
CSC-163	C Sharp Application Development	2	2	0	3
Requisites: Take CSC-153; Take previously. Required.					
This course introduces the use of web-enabled applications and web services in the development of C# based applications. Emphasis is placed on creating web-enabled applications using event driven programming, graphical user interface design, database connectivity, and software development principles. Upon completion, students should be able to create web-enabled applications with a graphical user interface using the C# language.					
CSC-174	Server-Side Javascript	2	2	0	3
Requisites: Take 1 group; Option: Take CSC-120(S24356) CSC-121; Option: Take WEB-115(S22059); Option: Take CSC-151; Option: Take CSC-153; Take previously. Required.					
This course introduces the use of JavaScript in the server environment to build server-side applications. Topics include asynchronous programming, connecting to other machines, testing, and connecting to different databases. Upon completion, students should be able to create server-side applications using JavaScript applications.					
CSC-216	Software Architecture	2	2	0	3
Requisites:					
This course covers the fundamentals of N-tier and Web API software architectures through the exploration of various data access methodologies. Topics include presentation, middle/business and data tiers (N-tier), Web APIs and XML. Upon completion, students should be able to discuss the differences and similarities between N-tier and other software architectures.					
CSC-220	Machine Implementation of Algorithms	3	2	0	4
Requisites: Take CSC-120(S11470); Take previously. Required. Take MAT-271(S13631); Take either previously or concurrently. Required.					
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.					
CSC-226	.NET Programming	2	2	0	3
Requisites: Take 1 group; Option: Take CSC-153 DBA-120; Option: Take CSC-139(S21071) DBA-120; Take previously. Required.					
This course introduces the use of C# and XAML to design, develop, test and deploy .NET applications. Topics include building GUIs, data binding, Web API services, automated testing and deployment. Upon completion, students should be able to design, develop, test and deploy .NET applications.					
CSC-227	Cloud Application Development	2	2	0	3
Requisites:					
This course introduces how to build, deploy, host, and manage applications using cloud technologies. Topics include building cloud applications using cloud toolsets, defining and managing service models, storage fundamentals, secure backup system and database programming. Upon completion, students should be able to develop and host cloud applications, as well as design and develop services that access local and remote data from various data sources.					
CSC-229	Mpi Programming	2	3	0	3
Requisites:					
This course introduces students to the Message Passing Interface (MPI) library. Topics include writing programs					

CURRICULUM COURSE DESCRIPTIONS

CSC-253	Advanced C# Programming	2	3	0	3
Requisites: Take CSC-153; Take previously. Required.					
This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.					
CSC-256	Software Quality Assurance	2	2	0	3
Requisites:					
This course covers the principles, concepts and processes of software testing. Topics include testing technologies, static techniques, test design techniques, and test management. Upon completion, students should be able to design and implement software testing plans and procedures throughout the software life cycle.					
CSC-258	JAVA Enterprise Programs	2	3	0	3
Requisites: Take CSC-151; Take previously. Required. Take DBA-110; Take previously. Required. Take CSC-251; Take concurrently. Required.					
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-278	JAVA Message Service	2	3	0	3
Requisites: Take CSC-151; Take previously. Required.					
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
Requisites: Take CTS-285(S21012); Take previously. Required.					
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-289	Programming Capstone Project	1	4	0	3
Requisites: Take CTS-115(S20996) CTI-110(S22510) CTI-120(S24360); Take previously. Required. Take CSC-239(S21083) CSC-251 CSC-253 or CSC-154; Take previously. Required.					
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-292A	Selected Topics in Computer Programming	1	2	0	2
Requisites: Take CSC-239(S21083); Take previously. Required.					
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-297	Seminar in Comp Prog Visual C# Project	1	3	0	2
Requisites: Take CSC-253; Take previously. Required.					
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.					

CURRICULUM COURSE DESCRIPTIONS

CONSTRUCTION (CST Prefix)

CST-131 OSHA/Safety/Certification 2 2 0 3

Requisites:

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST-150 Building Science 2 2 0 3

Requisites: Take CMT-112; Take previously. Required.

This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.

CST-241 Planning/Estimating I 2 2 0 3

Requisites: Take BPR-130(S23275) MAT-121(S23927) or MAT-171(S23934); Take previously. Required.

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

CST-242 Planning/Estimating II 3 2 0 4

Requisites: Take CST-241(S16266); Take previously. Required.

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

Requisites:

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

Requisites:

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-130 Operating Systems and Device Foundation 4 4 0 6

Requisites:

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.

CURRICULUM COURSE DESCRIPTIONS

CTI-140	Virtualization Concepts	1	4	0	3
Requisites: Take CTI-130(S22512) or NOS-110(S20980); Take previously. Required.					
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
Requisites: Take CTI-130(S22512); Take previously. Required.					
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
Requisites: Take CTI-130(S22512); Take previously. Required.					
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. 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
Requisites: Take CTI-140; Take previously. Required.					
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
Requisites: Take CTI-240; Take previously. Required.					
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.					
CTI-260	Data Center Troubleshooting	2	2	0	3
Requisites: Take CTI-141 CTI-240 NET-126(S21096) NOS-230(S24041) WBL-112; Take previously. Required.					
This course covers troubleshooting in a highly available, high performance, storage and computing system. Topics include provisioning, monitoring, diagnosing, and taking corrective actions in storage environments relating to Storage Area Network (SAN), Network Attached Storage (NAS), data protection and recovery. Upon completion, students should be able to demonstrate an understanding of SAN and NAS technologies, topologies, configuration, data protection, and fault triage and remediation.					

COMPUTER INFORMATION TECHNOLOGY (CTS Prefix)

CTS-060	Essential Computer Usage	1	2	0	2
Requisites:					
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.					
CTS-112	Windows (TM)	1	2	0	2
Requisites:					
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.					

CURRICULUM COURSE DESCRIPTIONS

CTS-115	Information Systems Business Concepts	3	0	0	3
<p>Requisites: Take CIS-110(S21058) CTI-110(S22510) or SGD-111(S21240); Take previously. Required.</p> <p>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.</p>					
CTS-118	Is Professional Communications	2	0	0	2
<p>Requisites: Take 1 group; Option: Take CTI-120(S22511) CTS-135(S24367); Option: Take CTI-120(S22511) CTI-130(S22512); Option: Take CIS-110(S21058) CTS-135(S24367); Take previously. Required.</p> <p>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.</p>					
CTS-120	Hardware/Software Support	2	3	0	3
<p>Requisites: Take NOS-110(S20980) CTI-130(S22512) or CIS-110(S21058); Take previously. Required.</p> <p>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.</p>					
CTS-125	Presentation Graphics	2	2	0	3
<p>Requisites: Take CIS-110(S21058) or CIS-111(S21059); Take previously. Required.</p> <p>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.</p>					
CTS-130	Spreadsheet	2	2	0	3
<p>Requisites: Take CIS-110(S21058) CIS-111(S21059) or OST-137(S14241); Take previously. Required.</p> <p>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.</p>					
CTS-130	Spreadsheet	2	2	0	3
<p>Requisites:</p> <p>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.</p>					
CTS-135	Integrated Software Intro	2	4	0	4
<p>Requisites: Take CIS-110(S21058) or CIS-111(S21059); Take previously. Required.</p> <p>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.</p>					

CURRICULUM COURSE DESCRIPTIONS

CTS-155	Tech Support Functions	2	2	0	3
Requisites: Take CTI-120(S22511) or CIS-110(S21058); Take previously. Required.					
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
Requisites:					
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
Requisites: Take NET-110(S21056) CIS-110(S21058) CIS-111(S21059) or TNE-111(S10460); Take previously. Required.					
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-210	Computer Ethics	3	0	0	3
Requisites: Take CIS-110(S21058) NET-125(S24501) SEC-110(S23204) or CTI-120(S22511); Take previously. Required.					
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
Requisites: Take CTS-120(S20998); Take previously. Required.					
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-225	Spreadsheet Data Analysis	2	2	0	3
Requisites:					
This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.					
CTS-230	Advanced Spreadsheet	2	2	0	3
Requisites: Take CTS-130(S21000); Take previously. Required.					
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
Requisites: Take CTS-135(S21001); Take previously. Required.					
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.					

CURRICULUM COURSE DESCRIPTIONS

CTS-240	Project Management	2	2	0	3
Requisites: 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
Requisites: Take CTS-235; Take previously. Required. 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-255	Advanced Tech Support Functions	2	2	0	3
Requisites: Take CTS-155; Take previously. Required. 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-272	Desktop Support: Applications	2	2	0	3
Requisites: Take CIS-110(S21058) or CIS-111(S21059); Take previously. Required. Take 1 group; Option: Take CIS-110(S21058) CTS-120(S23679); Option: Take CIS-111(S21059) CTS-120(S23679); Take previously. Required. 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-272	Desktop Support: Applications	2	2	0	3
Requisites: Take CTS-120(S23679) NOS-130(S24397); Take previously. Required. 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
Requisites: Take CIS-115(S23954); Take previously. Required. Take CIS-115(S21061) CTS-115(S20996); Take previously. Required. This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.					
CTS-285	Systems Analysis & Design	3	0	0	3
Requisites: Take 1 group; Option: Take CTI-110(S22510) CTS-115(S20996); Option: Take CIS-115(S24352) CTS-115(S20996); Take previously. Required. This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.					
CTS-288	Professional Practices in IT	2	2	0	3
Requisites: This course provides students with the business skills needed for success in the information technology field. Topics					

CURRICULUM COURSE DESCRIPTIONS

food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

CUL-142 Fundamentals of Food 2 6 0 5

Requisites: Take CUL-110(S22835); Take either previously or concurrently. Required.

This course introduces the student to the basic principles of cooking, baking and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification/selection, storage; breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations.

CUL-160 Baking I 1 4 0 3

Requisites: Take CUL-110(S22835); Take either previously or concurrently. Required. Take DMA-030 DRE-098(S23643); Take previously. Required. Take CUL-110(S22835) CUL-140(S22844) or CUL-142(S22845); Take either previously or concurrently. Required.

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL-170 Garde Manger I 1 4 0 3

Requisites: Take CUL-110(S22835); Take either previously or concurrently. Required. Take CUL-140(S22844); Take previously. Required.

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL-214 Wine Appreciation 1 2 0 2

Requisites: Take DMA-030 DRE-098(S23643); Take previously. Required.

This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings. Must be 21 years old or older to take this class.

CUL-230 Global Cuisines 1 8 0 5

Requisites: Take CUL-110(S11030) CUL-140(S12163); Take previously. Required. Take CUL-110(S22835) WBL-112 CUL-140(S22844) CUL-240(S22853); Take previously. Required.

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL-240 Culinary Skills II 1 8 0 5

Requisites: Take CUL-110(S22835) CUL-140(S22844); Take previously. Required. Take CUL-110(S22835) CUL-140(S22844); Take previously. Required.

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL-250 Classical Cuisine 1 8 0 5

Requisites: Take CUL-110(S22835) CUL-140(S22844) CUL-240(S22853); Take previously. Required. Take CUL-110(S22835) CUL-140(S22844) CUL-160(S22847) CUL-170(S22849) CUL-240(S22853); Take previously.

CURRICULUM COURSE DESCRIPTIONS

DBA-120	Database Programming I	2	2	0	3
Requisites:					
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-130	Introduction to Nosql Databases	2	2	0	3
Requisites:					
This course introduces large scale data oriented web solutions on noSQL Databases. Topics include the advantages of developing and implementing noSQL Database systems. Upon completion, students should be able to design, develop, implement, and administer noSQL Database structures on business environments.					
DBA-192	Selected Topics in Db:oracle Internet	0	4	0	2
Requisites: Take DBA-120 DBA-240; Take previously. Required.					
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. 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-192A	Selected Topics in Database	1	3	0	2
Requisites:					
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
Requisites: Take DBA-260 DBA-230; Take previously. Required.					
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. 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. Upon completion, students should be able to complete a Database Administration Project from the definition phase through implementation with minimal instructor support.					
DBA-210	Database Administration	2	3	0	3
Requisites: Take DBA-110; Take previously. Required.					
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
Requisites: Take DBA-120; Take previously. Required.					
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-223	MySQL Database Programming II	2	2	0	3
Requisites: Take DBA-120; Take previously. Required.					
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 MySQL DBMS application which includes a GUI front-end and report generation.					

CURRICULUM COURSE DESCRIPTIONS

DBA-224	SAS Database Programming II	2	2	0	3
Requisites: Take DBA-120; Take previously. Required.					
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 SAS DBMS application which includes a GUI front-end and report generation.					
DBA-230	Databases in Corporate Environments	3	0	0	3
Requisites: Take DBA-120 DBA-240; Take previously. Required.					
This course covers database systems as they relate to the corporate environment. Topics include knowledge-based, decision-support, and expert systems; database choices; data warehousing; and corporate structure. Upon completion, students should be able to analyze and recommend database systems needed by a corporation.					
DBA-240	Database Analysis and Design	2	3	0	3
Requisites: Take DBA-120; Take previously. Required.					
This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.					
DBA-260	Oracle Database Management System Admin	2	2	0	3
Requisites: Take DBA-120 DBA-240; Take previously. Required.					
This course examines advanced Oracle 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-261	SQL Server Database Management System Administration	2	2	0	3
Requisites: Take DBA-221; Take concurrently. Required.					
This course examines advanced SQL Server 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
Requisites:					
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
Requisites: Take NOS-130(S20983); Take previously. Required. Take NOS-130(S23023) DBA-120; Take previously. Required.					
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-273	MySQL Performance Tuning	2	2	0	3
Requisites: Take NOS-130(S20983); Take previously. Required.					
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.					

CURRICULUM COURSE DESCRIPTIONS

DEN-106	Clinical Practice I	1	0	12	5
Requisites: Take DEN-101(S20496); Take previously. Required. Take DEN-101(S20496) DEN-111; Take previously. Required.					
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.					
DEN-106	Clinical Practice I	2	0	12	6
Requisites: Take DEN-101(S20496); Take previously. Required.					
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.					
DEN-107	Clinical Practice II	1	0	12	5
Requisites: Take DEN-106(S14145); Take previously. Required.					
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.					
DEN-110	Orofacial Anatomy	2	2	0	3
Requisites:					
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
Requisites:					
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.					
DEN-112	Dental Radiography	2	3	0	3
Requisites:					
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
Requisites: Take DEN-121; Take either previously or concurrently. Required.					
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
Requisites: Take DEN-120; Take either previously or concurrently. Required.					
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.					

CURRICULUM COURSE DESCRIPTIONS

DEN-124	Periodontology	2	0	0	2
Requisites: Take DEN-110; Take previously. Required.					
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
Requisites:					
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
Requisites: Take DEN-120; Take previously. Required. Take DEN-131; Take either previously or concurrently. Required.					
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.					
DEN-131	Dental Hygiene Clinic I	0	0	9	3
Requisites: Take DEN-121; Take previously. Required. Take DEN-130; Take either previously or concurrently. Required.					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN-140	Dental Hygiene Theory II	1	0	0	1
Requisites: Take DEN-130; Take previously. Required. Take DEN-141; Take either previously or concurrently. Required.					
This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications and radiographic abnormalities.					
DEN-141	Dental Hygiene Clinic II	0	0	6	2
Requisites: Take DEN-131; Take previously. Required. Take DEN-140(S14315); Take either previously or concurrently. Required.					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN-220	Dental Hygiene Theory III	2	0	0	2
Requisites: Take DEN-140(S14315); Take previously. Required. Take DEN-221; Take either previously or concurrently. Required.					
This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.					
DEN-221	Dental Hygiene Clinic III	0	0	12	4
Requisites: Take DEN-141; Take previously. Required. Take DEN-220(S11191); Take either previously or concurrently. Required.					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients					

CURRICULUM COURSE DESCRIPTIONS

with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN-223	Dental Pharmacology	2	0	0	2
Requisites: Take BIO-163 BIO-165 or BIO-168(S11555); Take either previously or concurrently. Required.					
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.					
DEN-224	Materials and Procedures	1	3	0	2
Requisites: Take DEN-111; Take previously. Required.					
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.					
DEN-230	Dental Hygiene Theory IV	1	0	0	1
Requisites: Take DEN-220(S11191); Take previously. Required. Take DEN-231; Take either previously or concurrently. Required.					
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations.					
DEN-231	Dental Hygiene Clinic IV	0	0	12	4
Requisites: Take DEN-221; Take previously. Required. Take DEN-230(S12882); Take either previously or concurrently. Required.					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN-232	Community Dental Health	2	3	0	3
Requisites:					
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.					
DEN-233	Professional Development	2	0	0	2
Requisites:					
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.					

DESIGN: CREATIVE (DES Prefix)

DES-112	Building and Construction Systems	3	0	0	3
Requisites: Take ARC-111 ARC-114(S10248); Take concurrently. Required.					
This course provides an overview of the residential construction process for the interior designer. Emphasis is placed on providing the fundamental knowledge needed by the designer in residential construction basics and methods, including electrical and lighting, plumbing, sustainability, mechanical and ventilation, and the building envelope. Upon					

CURRICULUM COURSE DESCRIPTIONS

completion, students should be able to demonstrate effective communication required for effective collaboration with architects, engineers, and building contractors.

DES-125	Visual Presentation I	0	6	0	2
Requisites: Take ARC-111 DES-135(S24225); Take concurrently. Required.					
This course introduces visual presentation techniques for communicating ideas. Topics include drawing, perspective drawing, rendering and mixed media. Upon completion, students should be able to present a design concept through graphic media.					
DES-193A	Selected Topics in Interior Design	2	2	0	3
Requisites: Take ARC-111 ARC-114(S10248); Take previously. Required.					
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.					
DES-210	Professional Practices for Interior Design	2	0	0	2
Requisites: Take DES-220(S24228); Take previously. Required. Take ENG-114(S13706); Take concurrently. Required.					
This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to demonstrate an understanding of basic business practices as they relate to the interior design profession.					
DES-220	Interior Design Fundamentals	1	6	0	3
Requisites: Take 1 group; Option: Take DES-135(S10718) ARC-111; Option: Take DES-110(S10337); Option: Take DFT-115; Take previously. Required. Take ARC-114(S10248) DES-125(S24222); Take previously. Required.					
This course provides an introduction to the application of interior design principles. Emphasis is placed on spatial relationships, material selections, craftsmanship, and visual presentation techniques. Upon completion, students should be able to apply interior design principles and illustrate design solutions through visual communication.					
DES-235	Products	2	2	0	3
Requisites: Take DES-220(S24228); Take concurrently. Required.					
This course provides an overview of interior products. Topics include floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to identify and select appropriate materials and furnishings for interior spaces based on application.					
DES-240	Commercial and Contract Design I	1	6	0	3
Requisites: Take DES-220(S21676); Take previously. Required. Take DES-193A(L52494); Take previously. Required. Take DES-280(S24237) or ARC-131(S23274); Take concurrently. Required.					
This course is designed to focus on commercial/contract design including retail, office, institutional, healthcare and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze design and present non-residential projects.					
DES-255	History of Interiors and Furnishings I	3	0	0	3
Requisites:					
This course introduces architecture, interiors, and furnishings in a variety of historic styles from Prehistoric to Neoclassical. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and architecture.					
DES-256	History of Interiors and Furnishings II	3	0	0	3
Requisites: Take ENG-111(S24022); Take previously. Required.					
This course continues the study of architecture, interiors, and furnishings from a variety of historic styles from					

CURRICULUM COURSE DESCRIPTIONS

DEVELOPMENTAL MATHEMATICS (DMA Prefix)

DMA-010	Operations With Integers	1	0	0	1
Requisites: This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.					
DMA-020	Fractions and Decimals	1	0	0	1
Requisites: Take DMA-010; Take previously. Required. This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.					
DMA-030	Proportion/Ratios/Rates/Percents	1	0	0	1
Requisites: Take DMA-010 DMA-020; Take previously. Required. This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.					
DMA-050	Graphs and Equations of Lines	1	0	0	1
Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040; Option: Take MAT-060 DMA-040; Take previously. Required. This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.					
DMA-065	Algebra for Precalculus	2	1	0	2
Requisites: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Required. This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.					

DIGITAL MEDIA TECHNOLOGY (DME Prefix)

DME-110	Introduction to Digital Media	2	2	0	3
Requisites: Take DRE-098(S23643); Take previously. Required. This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.					
DME-140	Introduction to Audio/Video Media	2	2	0	3
Requisites: Take DME-110; Take previously. Required. Take DRE-098(S23643) DMA-030; Take previously. Required. This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications.					

CURRICULUM COURSE DESCRIPTIONS

career and college ready level and toward composing a documented essay. null Note: (TM) represents registered trademark.

ELECTRONIC COMMERCE (ECM Prefix)

ECM-210	Introduction to E-Commerce	2	2	0	3
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Requisites:

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

ECONOMICS (ECO Prefix)

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

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

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

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.

ECO-252	Principles of Macroeconomics	3	0	0	3
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Requisites:

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

EDUCATION (EDU Prefix)

EDU-119	Introduction to Early Childhood Education	4	0	0	4
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Requisites:

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

EDU-131	Child, Family, and Community	3	0	0	3
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Requisites: Take 1 group; Option: Take DRE-097(S23642); Option: Take ENG-080 RED-080; Option: Take ENG-085; Take either previously or concurrently. Required.

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships

CURRICULUM COURSE DESCRIPTIONS

ENG-085; Take either previously or concurrently. Required. Take EDU-119(S22283); Take previously. Required. 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
 Requisites: Take 1 group; Option: Take DRE-097(S23642); Option: Take ENG-080 RED-080; Option: Take ENG-085; Take either previously or concurrently. Required.
 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
 Requisites: Take EDU-119(S22283); Take previously. Required. Take 1 group; Option: Take DRE-097(S23642); Option: Take ENG-080 RED-080; Option: Take ENG-080; Take either previously or concurrently. Required. Take EDU-119(S22283) EDU-131(S23692)
 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-216 Foundations of Education 4 0 0 4
 Requisites: Take 1 group; Option: Take DRE-098(S23643); Option: Take ENG-080 RED-080; Option: Take ENG-085; Take either previously or concurrently. Required.
 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
 Requisites: Take 1 group; Option: Take EDU-144(S23693) EDU-145(S23694); Option: Take PSY-244(S12069) PSY-245(S11997); Take previously. Required. Take 1 group; Option: Take DRE-098(S23643); Option: Take ENG-090 RED-090; Option: Take ENG-0
 This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

EDU-234 Infants, Toddlers, & Twos 3 0 0 3
 Requisites: Take EDU-119(S22283); Take previously. Required. Take 1 group; Option: Take DRE-098(S23643); Option: Take ENG-090 RED-090; Option: Take ENG-095; Take either previously or concurrently. Required. Take EDU-119(S22283) EDU-144(S23693)
 This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a

CURRICULUM COURSE DESCRIPTIONS

EDU-287 Leadership in Early Childhood Education 3 0 0 3
 Requisites: Take 1 group; Option: Take EDU-119(S22283) EDU-131(S23692) EDU-144(S23693) EDU-145(S23694); Option: Take EDU-119(S22283) EDU-131(S23692) PSY-244(S12069) PSY-245(S11997); Take previously. Required. Take 1 group; Option: Take DRE-098(S23)

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

Requisites:

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. This 3 credit elective is appropriate for students who would like to improve accuracy and fluency in spelling and reading of academic English.

EFL-055 English for Special Purpo 3 0 0 3

Requisites:

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.

EFL-061 Listening/Speaking I 5 0 0 5

Requisites:

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.

EFL-062 Listening/Speaking II 5 0 0 5

Requisites: Take EFL-061; Take previously. Required.

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

Requisites: Take EFL-062; Take previously. Required.

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

Requisites: Take EFL-063; Take previously. Required.

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.

CURRICULUM COURSE DESCRIPTIONS

EFL-071	Reading I	5	0	0	5
Requisites: 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-073	Reading III	5	0	0	5
Requisites: Take EFL-072; Take previously. Required. 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
Requisites: Take EFL-073; Take previously. Required. 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.					
EFL-081	Grammar I	5	0	0	5
Requisites: Take EFL-091; Take either previously or concurrently. Recommended. This course provides non-native speakers of English with a variety of fundamental grammatical concepts which enrich language skills and comprehension. Emphasis is on key basic grammatical structures and opportunities for practice which incorporate grammatical knowledge into various skills areas. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts.					
EFL-082	Grammar II	5	0	0	5
Requisites: Take EFL-081; Take previously. Required. This course provides non-native speakers of English with a variety of basic grammatical concepts which enrich language skills and comprehension. Emphasis is on key low-intermediate grammatical structures and opportunities for practice which incorporate grammatical knowledge into various skills areas. Upon completion, students should be able to demonstrate by written and oral means the comprehension and correct usage of specified grammatical concepts					
EFL-083	Grammar III	5	0	0	5
Requisites: Take EFL-082; Take previously. Required. This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercises integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.					
EFL-084	Grammar IV	5	0	0	5
Requisites: Take EFL-083; Take previously. Required. This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.					
EFL-091	Composition I	5	0	0	5
Requisites: Take EFL-081; Take either previously or concurrently. Recommended. This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs.					

CURRICULUM COURSE DESCRIPTIONS

EGR-212	Logic System Design I	3	0	0	3
Requisites: Take MAT-271(S13631) PHY-251; Take previously. Required.					
This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems.					
EGR-215	Network Theory I	3	0	0	3
Requisites: Take PHY-251 MAT-272(S13612); Take previously. Required. Take PHY-252 MAT-273(S13616); Take either previously or concurrently. Required.					
This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters.					
EGR-220	Engineering Statics	3	0	0	3
Requisites: Take PHY-251; Take previously. Required. Take MAT-272(S13612); Take either previously or concurrently. Required. Option: Take PHY-251; Minimum grade C; Option: Take MAT-272(S23940); Minimum grade C; Take previously. Required. Take					
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium.					
EGR-225	Engineering Dynamics	3	0	0	3
Requisites: Take EGR-220; Take previously. Required. Take MAT-273(S13616); Take either previously or concurrently. Required. Take EGR-220; Minimum grade C; Take previously. Required.					
This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system.					
EGR-228	Intro to Solid Mechanics	3	0	0	3
Requisites: Take EGR-220; Take previously. Required.					
This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials.					
EGR-251	Statics	2	2	0	3
Requisites: Take MAT-121(S23927) or MAT-171(S23934); Take previously. Required.					
This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.					
EGR-252	Strength of Materials	2	2	0	3
Requisites: Take EGR-251; Take previously. Required.					
This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.					
EGR-285	Design Project	0	4	0	2
Requisites: Take 1 group; Option: Take EGR-115(S20666) DFT-110 ENG-111(S24022); Option: Take EGR-115(S20666) DFT-151 ENG-111(S24022); Option: Take EGR-115(S20666) ARC-114(S10248) ENG-111(S24022);					

CURRICULUM COURSE DESCRIPTIONS

Take previously. Required.

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELECTRICITY (ELC Prefix)

ELC-112	DC/AC Electricity	3	6	0	5
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Requisites:

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC-113	Residential Wiring	2	6	0	4
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Requisites: Take ELC-118; Take either previously or concurrently. Required.

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC-113BB	Residential Wiring	0	6	0	2
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Requisites: Take ELC-118 ELC-113AB(L52149); Take either previously or concurrently. Required.

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC-114	Commercial Wiring	2	6	0	4
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Requisites: Take ELC-113(S23518); Take previously. Required. Take ELC-119; Take concurrently. Required.

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC-114C	Commercial Wiring	2	0	0	2
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Requisites: Take ELC-113(S23518); Take previously. Required.

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC-114L	Commercial Wiring	0	6	0	2
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Requisites: Take ELC-113(S23518); Take previously. Required. Take ELC-114C; Take either previously or concurrently. Required.

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC-115	Industrial Wiring	2	6	0	4
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Requisites: Take ELC-114(S23519); Take previously. Required.

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on

CURRICULUM COURSE DESCRIPTIONS

ELC-128C	Introduction to Programmable Logic Controller	2	0	0	2
Requisites: Take ELC-117(S23521) or ELC-131(S23482); Take previously. Required.					
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.					
ELC-128L	Introduction to Programmable Logic Controller	0	3	0	1
Requisites: Take ELC-117(S23521) or ELC-131(S23482); Take previously. Required. Take ELC-128C; Take either previously or concurrently. Required.					
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.					
ELC-131A	Circuit Analysis I Lab	0	3	0	1
Requisites: Take ELC-131(S13459); Take either previously or concurrently. Required.					
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.					
ELC-134	Transformer Applications	1	2	0	2
Requisites: Take ELC-112(S21587); Take previously. Required. Take ELC-117(S21589); Take either previously or concurrently. Required.					
This course covers single- and three-phase transformer applications as found in industrial/commercial buildings and machinery. Topics include transformer principles, single- and three-phase calculations, and connections. Upon completion, students should be able to understand single- and three-phase transformers, make transformer connections, and make calculations.					
ELC-139	AC Circuit Analysis	3	3	0	4
Requisites:					
This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.					
ELC-220	Photovoltaic System Technology	2	3	0	3
Requisites: Take ALT-120; Take previously. Required.					
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.					
ELC-221	Advanced Photovoltaic System Designs	2	3	0	3
Requisites: Take ELC-220; Take previously. Required.					
This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.					

CURRICULUM COURSE DESCRIPTIONS

ELC-228	Programmable Logic Controllers Applications	2	6	0	4
Requisites:					
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.					
ELC-229	Applications Project	1	3	0	2
Requisites: Take ELC-113(S11805) ELC-128(S10676) ELN-229(S21638) ELN-133(S16330); Take previously. Required.					
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.					
ELC-231	Electric Power Systems	3	2	0	4
Requisites:					
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.					
ELC-250	Critical Power Systems	3	3	0	4
Requisites:					
This course covers power systems commonly utilized in the operation of data centers and other mission critical facilities. Topics include redundant electrical system components including generators, automatic transfer switches, static transfer switches, power quality, uninterruptible power supply systems, battery back-up systems, and electrical codes and safety standards. Upon completion, students should be able to demonstrate an understanding of the operation, layout, system components, and the maintenance and troubleshooting requirements associated with mission critical power systems.					

ELECTRONICS (ELN Prefix)

ELN-110	Survey of Electronics	2	2	0	3
Requisites:					
This course introduces fundamental electrical and electronic concepts for non-electronic majors. Emphasis is placed on terminology and devices used in basic electronic and digital applications. Upon completion, students should be able to demonstrate a grasp of the fundamentals of modern electronic circuits.					
ELN-112	Diesel Electronics System	2	6	0	4
Requisites:					
This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems.					
ELN-113	Electronic Fuel Injection	1	2	0	2
Requisites:					
This course covers the function of the various sensors used to provide feedback control to current model diesel engines. Emphasis is placed on the operation of ECM-controlled fuel injectors and testing using current industry methods. Upon completion, students should be able to obtain information from the electronic fuel system using current test programs, fault tree, and digital meters.					
ELN-131	Analog Electronics I	3	3	0	4
Requisites: Take ELC-131(S23482); Take previously. Required.					
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed					

CURRICULUM COURSE DESCRIPTIONS

EMERGENCY MEDICAL CARE (EMS Prefix)

EMS-110	EMT	6	6	0	8
Requisites:					
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.					
EMS-110A	Emt-Basic Part 1	2	3	0	3
Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Take previously. Required.					
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification. This course is offered only for eligible high school students.					
EMS-110B	Emt-Basic Part 2	3	3	0	4
Requisites: Take EMS-110A; Take previously. Required.					
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification. This course is offered only for eligible high school students.					
EMS-122	EMS Clinical Practicum I	0	0	3	1
Requisites: Take EMS-110(S23869); Take previously. Required. Take EMS-130(S16339); Take either previously or concurrently. Required.					
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.					
EMS-130	Pharmacology	3	3	0	4
Requisites: Take EMS-110(S23869); Take previously. Required. Take EMS-122(S23872); Take either previously or concurrently. Required.					
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.					
EMS-131	Advanced Airway Management	1	2	0	2
Requisites: Take EMS-110(S23869); Take previously. Required.					
This course is designed to provide advanced airway management techniques and is required for 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
Requisites:					
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment. Students must be admitted into the Emergency Medical Science program to be able to register for this course.					

CURRICULUM COURSE DESCRIPTIONS

EMS-150	Emergency Vehicles and EMS Communication	1	3	0	2
Requisites:					
This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs. Students must be admitted into the Emergency Medical Science program to be able to register for this course.					
EMS-160	Cardiology I	1	3	0	2
Requisites: Take EMS-110(S23869); Take previously. Required.					
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.					
EMS-220	Cardiology II	2	3	0	3
Requisites: Take EMS-122(S23872) EMS-130(S23874) EMS-160; Take previously. Required.					
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.					
EMS-221	EMS Clinical Practicum II	0	0	6	2
Requisites: Take EMS-122(S23872) EMS-130(S23874); Take previously. Required.					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					
EMS-231	EMS Clinical Practicum III	0	0	9	3
Requisites: Take EMS-130(S23874) EMS-221(S23879); Take previously. Required.					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					
EMS-240	Patients With Special Challenges	1	2	0	2
Requisites: Take EMS-122(S23872) EMS-130(S23874); Take previously. Required.					
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.					
EMS-241	EMS Clinical Practicum IV	0	0	12	4
Requisites: Take EMS-130(S23874) EMS-231(S23880); Take previously. Required.					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.					
EMS-250	Medical Emergencies	3	3	0	4
Requisites: Take EMS-122(S23872) EMS-130(S23874); Take previously. Required.					
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases					

CURRICULUM COURSE DESCRIPTIONS

documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

ENG-113 Literature-Based Research 3 0 0 3
 Requisites: Take ENG-111(S13673); Take previously. Required. Take ENG-111(S13673); Minimum grade C; Take previously. Required.

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course may include a variety of critical approaches.

ENG-114 Professional Research & Reporting 3 0 0 3
 Requisites: Take ENG-111(S13673); Take previously. Required. Take ENG-111(S13673); Minimum grade C; Take previously. Required.

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The student will be able to research a targeted company, write a letter of application and resume for a specific job as well as demonstrate the ability to present competently his or her qualifications in a job interview.

ENG-116 Technical Report Writing 3 0 0 3
 Requisites: Take ENG-110(S13348) or ENG-111(S13673); Take previously. Required.

This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models.

ENG-125 Creative Writing I 3 0 0 3
 Requisites: Take ENG-111(S13673); Take previously. Required.

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

ENG-126 Creative Writing II 3 0 0 3
 Requisites: Take ENG-125(S16350); Take previously. Required.

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. A portfolio of finished work will be required of all students.

ENG-131 Introduction to Literature 3 0 0 3
 Requisites: Take ENG-111(S24022); Take previously. Required. Take ENG-112(S24024) ENG-113 or ENG-114(S13706); Take either previously or concurrently. Required. Take ENG-112(S13681) ENG-114(S13706) ENG-113; Take either previously or concurrently. Recommend

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature.

ENG-232 American Literature II 3 0 0 3
 Requisites: Take ENG-112(S24024) ENG-113 or ENG-114(S13706); Take previously. Required.

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

CURRICULUM COURSE DESCRIPTIONS

ENV-110A	Environmental Science Laboratory	0	2	0	1
Requisites: Take ENV-110(S13454); Take either previously or concurrently. Required.					
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
Requisites:					
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
Requisites:					
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
Requisites: Take 1 group; Option: Take ENV-110(S13454); Option: Take BIO-140 BIO-140A; Take previously. Required.					
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-193	Selected Topics in Environmental Science	2	2	0	3
Requisites:					
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-193A	Selected Topics in Rural Watershed Pro	2	3	0	3
Requisites:					
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
Requisites: Take 1 group; Option: Take CHM-131 ENV-110(S13454); Option: Take CHM-131 BIO-140 BIO-140A; Take previously. Required.					
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-214	Water Quality	3	2	0	4
Requisites: Take 1 group; Option: Take CHM-131 ENV-110(S13454); Option: Take CHM-131 BIO-140 BIO-140A; Take previously. Required.					
This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.					

CURRICULUM COURSE DESCRIPTIONS

ENV-218	Environmental Health	3	0	0	3
Requisites: Take 1 group; Option: Take ENV-110(S13454); Option: Take BIO-111(S13307); Option: Take BIO-140 BIO-140A; Take previously. Required.					
This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health.					
ENV-220	Applied Ecology	3	2	0	4
Requisites: Take 1 group; Option: Take ENV-110(S23360) BIO-110(S24019); Option: Take ENV-110(S23360) BIO-111(S24020); Option: Take BIO-111(S24020) BIO-140 BIO-140A; Take previously. Required.					
This course covers the relationships between organisms and their environment and the interactions among organisms. Topics include environmental factors affecting aquatic and terrestrial systems, regulation and dynamics of populations, interactions among species, and the ecological viewpoint in modern land management. Upon completion, students should be able to demonstrate an understanding of the relationship between man and his environment and the ecological impact of human activities.					
ENV-222	Air Quality	3	2	0	4
Requisites: Take 1 group; Option: Take CHM-131 ENV-110(S13454); Option: Take CHM-131 BIO-140 BIO-140A; Take previously. Required.					
This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective.					
ENV-226	Environmental Law	3	0	0	3
Requisites: Take 1 group; Option: Take ENV-110(S13454); Option: Take BIO-140 BIO-140A; Take previously. Required.					
This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.					
ENV-228	Environmental Issues	1	0	0	1
Requisites:					
This course provides a forum for the discussion of current environmental issues. Emphasis is placed on environmental news, regulations, accidents, and areas of controversy. Upon completion, students should be able to demonstrate an understanding of the impact of local, state, national, and global events on environmental quality.					
ENV-232	Site Assessment and Remediation	2	3	0	3
Requisites: Take 1 group; Option: Take ENV-110(S13454); Option: Take BIO-140 BIO-140A; Take previously. Required.					
This course introduces the concepts and techniques utilized in the assessment and remediation of contaminated soils and groundwater. Emphasis is placed on hydrogeology, environmental sampling, and remediation practices. Upon completion, the student should be able to properly sample environmental media, demonstrate a knowledge of groundwater dynamics, and discuss various remediation approaches.					
ENV-236	Wetlands Science	2	2	0	3
Requisites: Take 1 group; Option: Take ENV-110(S13454); Option: Take BIO-140 BIO-140A; Take previously. Required.					
This course introduces wetlands delineation procedures used and approved by the US Army Corps of Engineers. Emphasis is placed on hydrology, hydrolytic vegetation, and hydric soils. Upon completion, students should be able to perform quality wetlands delineation procedures, according to local, state, federal, and regulatory protocol.					

CURRICULUM COURSE DESCRIPTIONS

EPT EMERGENCY PREPAREDNESS (EPT Prefix)

EPT-140	Emergency Management	3	0	0	3
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Requisites:

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.

FIRE PROTECTION (FIP Prefix)

FIP-120	Introduction to Fire Protection	3	0	0	3
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Requisites:

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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Requisites:

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP-128	Detection and Investigation	3	0	0	3
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Requisites:

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP-132	Building Construction	3	0	0	3
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Requisites:

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

FIP-136	Inspections and Codes	3	0	0	3
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Requisites:

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP-152	Fire Protection Law	3	0	0	3
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Requisites:

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

CURRICULUM COURSE DESCRIPTIONS

FIP-164	OSHA Standards	3	0	0	3
Requisites:					
This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. 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-220	Fire Fighting Strategies	3	0	0	3
Requisites:					
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.					
FIP-221	Advanced Fire Fighting Strategies	3	0	0	3
Requisites: Take FIP-220(S23898); Take previously. Required.					
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(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
Requisites:					
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
Requisites:					
This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled referenced in NFPA standard 1001. 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.					
FIP-240	Fire Service Supervision	3	0	0	3
Requisites:					
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
Requisites:					
This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter referenced in NFPA standard 1001. 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-276	Managing Fire Services	3	0	0	3
Requisites:					
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues,					

CURRICULUM COURSE DESCRIPTIONS

planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

FRENCH (FRE Prefix)

FRE-111	Elementary French I	3	0	0	3
<p>Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take DRE-098(S23643); Take previously. Required. Take FRE-181; Take either previously or concurrently. Required.</p> <p>This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.</p>					
FRE-161	Cultural Immersion	2	3	0	3
<p>Requisites: Take FRE-111; Take previously. Required.</p> <p>This course explores Francophone 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 an understanding of cultural differences.</p>					
FRE-181	French Lab 1	0	2	0	1
<p>Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take DRE-098(S23643); Take previously. Required. Take FRE-111; Take either previously or concurrently. Required.</p> <p>This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.</p>					
FRE-182	French Lab 2	0	2	0	1
<p>Requisites: Take FRE-181; Take previously. Required. Take FRE-181; Minimum grade C; Take previously. Required. Take FRE-112; Take either previously or concurrently. Required.</p> <p>This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness.</p>					
FRE-211	Intermediate French I	3	0	0	3
<p>Requisites: Take FRE-112; Take previously. Required. Take FRE-112; Minimum grade C; Take previously. Required. Take FRE-281; Take either previously or concurrently. Required.</p> <p>This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.</p>					
FRE-212	Intermediate French II	3	0	0	3
<p>Requisites: Take FRE-211; Take previously. Required. Take FRE-282; Take either previously or concurrently. Required.</p> <p>This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.</p>					
FRE-281	French Lab 3	0	2	0	1
<p>Requisites: Take FRE-182; Take previously. Required. Take FRE-182; Minimum grade C; Take previously. Required. Take FRE-211; Take either previously or concurrently. Required.</p> <p>This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use</p>					

CURRICULUM COURSE DESCRIPTIONS

of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

FRE-282 French Lab 4 0 2 0 1
 Requisites: Take FRE-281; Take previously. Required. Take FRE-212; Take either previously or concurrently. Required.

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

FOOD SERVICE TECHNOLOGY (FST Prefix) (only offered to immured populations)

FST-100 Introduction to Foodservice 3 0 0 3
 Requisites:

This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements.

FST-102 Foodservice Skills I 4 8 0 8
 Requisites: Take FST-103(S22867) or CUL-110(S22835); Take either previously or concurrently. Required.

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.

FST-103 Foodservice Sanitation 2 0 0 2
 Requisites:

This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry.

FST-103A Foodservice Sanitation Lab 0 2 0 1
 Requisites: Take FST-103(S22867) or CUL-110(S22835); Take either previously or concurrently. Required.

This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety in the foodservice industry. Emphasis is placed on the practical experiences that enhance personal hygiene habits, safety regulations, and food handling practices that protect the health of the consumer. Upon completion, students should be able to demonstrate the application of sanitation and safety production procedures in foodservice operations.

GEOLOGY (GEL Prefix)

GEL-111 Geology 3 2 0 4
 Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 ENG-111(S24022); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DRE-098(S23643); Take previously. Required.

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

GEL-113 Historical Geology 3 2 0 4
 Requisites: Take GEL-111(S12347) or GEL-120; Take previously. Required. Take GEL-111(S12347) or GEL-120; Minimum grade C; Take previously. Required.

CURRICULUM COURSE DESCRIPTIONS

GRD-141	Graphic Design I	2	4	0	4
Requisites: Take DRE-097(S23642); Take previously. Required.					
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.					
GRD-142	Graphic Design II	2	4	0	4
Requisites: Take ART-121(S12130) DES-135(S10718) or GRD-141; Take previously. Required. Take GRD-151 GRD-110; Take previously. Required.					
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.					
GRD-145	Design Applications I	0	3	0	1
Requisites: Take GRD-141; Take either previously or concurrently. Required. Take GRD-151; Take previously. Required.					
This course introduces visual problem solving. Emphasis is placed on application of design principles. Upon completion, students should be able to produce projects utilizing basic design concepts.					
GRD-146	Design Applications II	0	3	0	1
Requisites: Take GRD-142; Take either previously or concurrently. Required. Take GRD-151 GRD-152; Take previously. Required.					
This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing comprehensive projects utilizing concepts and technologies covered in GRD 141 and GRD 142. Upon completion, students should be able to provide solutions to design problems.					
GRD-152	Computer Design Techniques I	1	4	0	3
Requisites: Take GRD-151; Take previously. Required. Take GRD-151 DRE-098(S23643); Take previously. Required.					
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.					
GRD-167	Photographic Imaging I	1	4	0	3
Requisites:					
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
Requisites: Take GRD-167; Take previously. Required.					
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-193	Selected Topics in Adv/Graphic Design	2	4	0	3
Requisites:					
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. 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 of discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					

CURRICULUM COURSE DESCRIPTIONS

GRD-230	Technical Illustration	1	3	0	2
Requisites: Take ART-131 DES-125(S11944) or GRD-121; Take previously. Required. Take 1 group; Option: Take GRD-152 ART-131; Option: Take GRD-152 DES-125(S11944); Option: Take GRD-152 GRD-121; Take previously. Required.					
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-241	Graphic Design III	2	4	0	4
Requisites: Take DES-136(S10746) or GRD-142; Take previously. Required. Take 1 group; Option: Take DES-136(S10746) GRD-110 GRD-152; Option: Take GRD-142 GRD-110 GRD-152; Take previously. Required.					
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.					
GRD-246	Design Applications III	0	3	0	1
Requisites: Take GRD-241; Take either previously or concurrently. Required. Take GRD-110 GRD-152; Take previously. Required.					
This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing complex design projects utilizing concepts and technologies taught in GRD 241. Upon completion, students should be able to produce complex design projects for reproduction.					
GRD-263	Illustrative Imaging	1	4	0	3
Requisites: Take GRD-151 or GRA-151; Take previously. Required.					
This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.					
GRD-271	Multimedia Design I	1	3	0	2
Requisites: Take GRD-151 or GRA-151; Take previously. Required. Take GRD-151 or GRA-151; Take previously. Required.					
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.					
GRD-280	Portfolio Design	2	4	0	4
Requisites: Take 1 group; Option: Take GRD-142 GRD-152; Option: Take GRD-142 GRA-152; Take previously. Required. Take GRD-152 WEB-140; Take previously. Required.					
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.					
GRD-282	Advertising Copywriting	1	2	0	2
Requisites: Take ENG-110(S20133) or ENG-111(S13673); Take previously. Required. Take 1 group; Option: Take GRD-110 ENG-110(S22173); Option: Take GRD-110 ENG-111(S13673); Option: Take GRD-151 ENG-110(S22173); Option: Take GRD-151 ENG-111(S1367)					
This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.					
GRD-285	Client/Media Relations	1	2	0	2
Requisites: Take 1 group; Option: Take GRD-142 GRA-121; Option: Take GRD-142 GRA-152; Option: Take					

CURRICULUM COURSE DESCRIPTIONS

GRD-142 GRD-152; Take previously. Required. Take 1 group; Option: Take GRD-142 GRA-121 GRA-152; Option: Take GRD-142 GRA-121 GRD-152 ENG-1

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships. Additional topics include evaluation of career choices, resources, job search techniques and for students to consider an appropriate personal direction of career specialization.

GRD-292 Selected Topics in Adv & Graphic Design 1 2 0 2

Requisites: Take GRD-152; Take previously. Required.

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.

GERONTOLOGY (GRO Prefix)

GRO-120 Gerontology 3 0 0 3

Requisites: Take DRE-098(S23643); Take previously. Required.

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEALTHCARE BUSINESS INFORMATICS (HBI Prefix)

HBI-110 Issues and Trends in Healthcare Business Informatics 3 0 0 3

Requisites:

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

HBI-113 Survey of Medical Insurance 3 0 0 3

Requisites: Take HBI-110; Take previously. Required.

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

HBI-250 Data Management and Utilization 2 2 0 3

Requisites: Take DBA-110 DBA-120 or DBA-210; Take previously. Required.

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

HEALTH (HEA Prefix)

HEA-110 Personal Health/Wellness 3 0 0 3

Requisites:

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course will include practical, real-life applications to the material presented in the text that encourage students to apply the material to their own lives.

CURRICULUM COURSE DESCRIPTIONS

HET-125	Preventive Maintenance	1	3	0	2
Requisites:					
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
Requisites:					
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	Diesel Fuel and Power System	2	3	0	3
Requisites:					
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
Requisites:					
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. This course provides an opportunity to explore areas of current interest in heavy equipment and transport technology with emphasis being placed on subject matter appropriate to heavy equipment.					
HET-217	Tractor Performance	1	2	0	2
Requisites:					
This course covers procedures for attaining optimum performance of agricultural tractors. Emphasis is placed on problem solving using dynamometers, test procedures, and safety. Upon completion, student should be able to use test equipment to diagnose engines and drive components and adjust tractors to achieve optimum performance.					
HET-232	Medium/Heavy Duty Brake Systems Lab	0	3	0	1
Requisites: Take HET-231; Take either previously or concurrently. Required.					
This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.					
HET-233	Suspension and Steering	2	4	0	4
Requisites:					
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.					

HEALTH AND FITNESS SCIENCE (HFS Prefix)

HFS-110	Exercise Science	4	0	0	4
Requisites:					
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical					

CURRICULUM COURSE DESCRIPTIONS

Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

HIS-121 Western Civilization I 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

HIS-122 Western Civilization II 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

HIS-131 American History I 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

HIS-132 American History II 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.

HIS-151 Hispanic Civilization 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America.

HIS-167 The Vietnam War 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War.

HIS-216 Twentieth-Century Europe 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe.

CURRICULUM COURSE DESCRIPTIONS

HIS-221 African-American History 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This class will require a research project to be presented in a written and/ or oral format.

HIS-222 African-American History I 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history.

HIS-223 African-American History II 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War.

HIS-226 The Civil War 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War.

HIS-231 Recent American History 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. This class will require a research project to be presented in a written and/or oral format.

HIS-236 North Carolina History 3 0 0 3
 Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This class will require a research project to be presented in a written and/or oral format.

HEALTHCARE MANAGEMENT (HMT Prefix)

HMT-211 Long-Term Care Administration 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090 HMT-110(S20232); Option: Take DRE-

CURRICULUM COURSE DESCRIPTIONS

098(S23643) HMT-110(S20232); Option: Take ENG-111(S24022) HMT-110(S20232); Take previously. Required. This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant.

HMT-212 Management of Healthcare Organizations 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090 HMT-110(S20232); Option: Take DRE-098(S23643) HMT-110(S20232); Option: Take ENG-111(S24022) HMT-110(S20232); Take previously. Required. This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HORTICULTURE (HOR Prefix)

HOR-112 Landscape Design I 2 3 0 3
 Requisites:
 This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

HOR-114 Landscape Construction 2 2 0 3
 Requisites:
 This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR-160 Plant Materials I 2 2 0 3
 Requisites:
 This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR-161 Plant Materials II 2 2 0 3
 Requisites:
 This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR-162 Applied Plant Science 2 2 0 3
 Requisites:
 This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HIGH PERFORMANCE COMPUTING (HPC Prefix)

HPC-140 Introduction to High Performance Computing Architecture 2 2 0 3
 Requisites: Take CTI-193A; Take previously. Required.
 This course introduces students to hardware architecture for the High Performance Computing environment (HPC).

CURRICULUM COURSE DESCRIPTIONS

HPC-262	Advanced Hpc Security	2	2	0	3
Requisites:					
This course introduces students to advanced security topics and various security applications. Topics include authentication for distributed systems, authorization models, developing secure distributed operating systems and databases, distributed intrusion detection, advanced cryptographic algorithms. Upon completion, students should be able to design a secure distributed system in a HPC environment.					
HPC-270	Adv Hpc Data Mining	2	2	0	3
Requisites:					
This course introduces students to advance data mining and database design techniques in a HPC environment. Topics include data retrieval algorithms, text mining techniques, document clustering, query clusters, mathematical models, data fusion and software design for information retrieval. Upon completion, students should be able to design and implement a database using data mining techniques in a HPC environment.					
HPC-272	Emerging Hpc Technologies	3	0	0	3
Requisites:					
This course introduces students to emerging technologies in the field of High Performance Computing (HPC). Emphasis is placed on the new technologies in the HPC field and a review of HPC and cluster systems already implemented. Upon completion, students should be able to discuss, in written and oral form emerging technologies in the HPC field.					
HPC-280	Adv Cluster Computing	2	2	0	3
Requisites:					
This course introduces students to advanced design techniques and related issues in cluster computing. Topics include a review of successfully deployed cluster systems used in commerce, industry and research environments. Upon completion, students should be able to summarize findings and draw conclusions about current cluster technology, discuss emerging technology trends and clusters of the future.					
HPC-285	Sys Analysis and Design	3	0	0	3
Requisites:					
This course provides an opportunity for students to complete a significant HPC systems project with minimal instructor support. Emphasis is placed on project definition, documentation, testing, presentation. Upon completion, students should be able to complete a HPC project.					

HOTEL & RESTAURANT MANAGEMENT (HRM Prefix)

HRM-110	Introduction to Hospitality and Tourism	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.					
This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.					
HRM-120	Front Office Procedures	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.					
This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.					

CURRICULUM COURSE DESCRIPTIONS

HRM-140	Legal Issues-Hospitality	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.					
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.					
HRM-210	Meetings and Event Planning	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090; Option: Take DMA-030 DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Require					
This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.					
HRM-220	Cost Control-Food and Beverage	3	0	0	3
Requisites: Take MAT-110(S23926); Take previously. Required.					
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.					
HRM-225	Beverage Management	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.					
This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation.					
HRM-240	Marketing for Hospitality	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.					
This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.					
HRM-245	Human Resource Management-Hospitality	3	0	0	3
Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.					
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.					

CURRICULUM COURSE DESCRIPTIONS

HRM-260 Procurement for Hospitality 3 0 0 3
 Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.
 This course provides information for management decisions regarding needs analysis and fulfillment for hospitality operations. Emphasis is placed on supply chain sourcing, environmental impacts, procurement technologies, and packaging of products such as food, beverages, supplies, furniture, and equipment. Upon completion, students should be able to demonstrate competence in planning and executing the procurement function.

HRM-275 Leadership-Hospitality 3 0 0 3
 Requisites: Take 1 group; Option: Take MAT-070 RED-090 ENG-090; Option: Take ENG-111(S13673) MAT-070; Option: Take DMA-030 RED-090 ENG-090 or DRE-098(S23643); Option: Take DMA-030 ENG-111(S13673); Take previously. Required.
 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
 Requisites: Take HRM-110(S10998); Take previously. Required. Take HRM-110(S22898); Take previously. Required.
 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 SCIENCES (HSC Prefix)

HSC-120 CPR 0 2 0 1
 Requisites:
 This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

HUMAN SERVICES (HSE Prefix)

HSE-112 Group Process I 1 2 0 2
 Requisites: Take 1 group; Option: Take DRE-098(S23643); Option: Take RED-090 ENG-090; Option: Take ENG-111(S24022); Take previously. Required.
 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-123 Interviewing Techniques 2 2 0 3
 Requisites: Take DRE-098(S23643) HSE-110; Take previously. Required.
 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.

CURRICULUM COURSE DESCRIPTIONS

HSE-125	Counseling	2	2	0	3
Requisites: Take DRE-098(S23643) HSE-110; Take previously. Required.					
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.					
HSE-127	Conflict Resolution	2	2	0	3
Requisites: Take DRE-098(S23643); Take previously. Required.					
This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on achieving compromise and a win/win perception. Upon completion, students should be able to demonstrate competence in identifying seemingly dissimilar positions and facilitating agreement.					
HSE-135	Orientation Lab I	0	2	0	1
Requisites:					
This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and non-verbal interactions, and team building. Upon completion, students should be able to identify with the human services profession and demonstrate basic team-building skills.					
HSE-145	Child Abuse & Neglect	3	0	0	3
Requisites: Take DRE-098(S23643); Take previously. Required.					
This course explores the abused and neglected child, including the nature and dimension of the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parent-child conflicts.					
HSE-210	Human Services Issues	2	0	0	2
Requisites: Take DRE-098(S23643); Take previously. Required.					
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.					
HSE-212	Group Process II	1	2	0	2
Requisites: Take HSE-112; Take previously. Required.					
This course is a continuation of the study of 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 demonstrate their ability to communicate with others and facilitate communications between others.					
HSE-225	Crisis Intervention	3	0	0	3
Requisites: Take 1 group; Option: Take DRE-098(S23643); Option: Take RED-090 ENG-090; Option: Take ENG-111(S24022); Take previously. Required.					
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.					
HSE-226	Mental Retardation	3	0	0	3
Requisites: Take PSY-150; Take previously. Required. Take DRE-098(S23643) DMA-010 DMA-020 DMA-030; Take previously. Required.					
This course covers mental retardation and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of mental retardation. Upon completion, students should be able to demonstrate a general knowledge of the mentally retarded individual.					

CURRICULUM COURSE DESCRIPTIONS

ISC-230	Simulation Production Processes	1	3	0	2
Requisites:					
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
Requisites:					
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
Requisites: Take 1 group; Option: Take DFT-110; Option: Take DFT-151; Option: Take ARC-114(\$10248); Take previously. Required.					
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-255	Engineering Economy	2	2	0	3
Requisites:					
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
Requisites:					
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.					
ISC-278	cGMP Quality Systems	2	0	0	2
Requisites:					
This course focuses on the development, implementation, and ongoing maintenance of a quality system in a cGMP environment. Topics include the cGMP standard, components of cGMP quality systems, quality function roles and training, development of documentation such as SOPs, and system review procedures. Upon completion, students should be able to identify the components of a quality system and develop a quality system manual utilizing the cGMP standard.					
ISC-280	Validation Fundamentals	1	2	0	2
Requisites:					
This course covers the fundamental concepts of components of a validation program in a cGMP environment. Emphasis is placed on FDA requirements concerning validation, types of validation, documentation, procedures, and the QA role. Upon completion, students should be able to discuss the purpose of validation, identify the steps in the validation process, and effectively utilize sample documentation.					

JOURNALISM (JOU Prefix)

JOU-110	Introduction to Journalism	3	0	0	3
Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(\$13673); Take					

CURRICULUM COURSE DESCRIPTIONS

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

Requisites:

This course covers the identification, selection, and installation of interior landscape plants. Topics include interior plant 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-241 Advanced Site Planning 2 3 0 3

Requisites: Take ARC-240(S21519); Take previously. Required.

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

Requisites:

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

Requisites:

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.

LOGISTICS MANAGEMENT (LOG Prefix)

LOG-110 Introduction to Logistics 3 0 0 3

Requisites:

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-120 Global Logistics 3 0 0 3

Requisites: Take LOG-110; Take previously. Required.

This course examines logistics operations, processes, and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes, and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally.

LOG-125 Transportation Logistics 3 0 0 3

Requisites:

This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

LOG-210 Fleet Management 3 0 0 3

Requisites: Take LOG-110; Take previously. Required.

This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT

CURRICULUM COURSE DESCRIPTIONS

math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT-050 Basic Math Skills 3 2 0 4

Requisites:

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. This course will also include work with percents and geometry, using technology where appropriate.

MAT-110 Mathematical Measurement and Literacy 2 2 0 3

Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030; Option: Take MAT-060; Take previously. Required.

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT-121 Algebra/Trigonometry I 2 2 0 3

Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-060(S24128); Option: Take MAT-060 MAT-070; Option: Take MAT-060 MAT-080; Option: Take MAT-060 MAT-090; Option: Take MAT-095; Take previously. Required.

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT-142 Mathematical Concepts II 3 0 0 3

Requisites: Take MAT-141(S13022); Take previously. Required. Take MAT-142A(S20301); Take either previously or concurrently. Required.

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.

MAT-152 Statistical Methods I 3 2 0 4

Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DRE-098(S23643); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 ENG-095; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 ENG-090 RED-090; Option: Take MAT-06

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.

MAT-171 Precalculus Algebra 3 2 0 4

Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-060(S24128) DMA-070(S24129) DMA-080(S24130); Option: Take MAT-121(S23927); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-065; Option: Take MAT-060 MAT-08

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute

CURRICULUM COURSE DESCRIPTIONS

MCO-266 Industrial Control System Cyber Security 2 3 0 3

Requisites:

This course covers the cyber security concerns that are unique to industrial control system (ICS) networks. Topics include ICS architecture, ICS vulnerabilities, ICS defense, incident management, and mitigation solutions. Upon completion, students should be able to demonstrate cyber security skills related to the protection of critical infrastructure control system networks.

MECHANICAL (MEC Prefix)

MEC-130 Mechanisms 2 2 0 3

Requisites: Take 1 group; Option: Take MAT-121(S20804) DFT-110; Option: Take MAT-121(S20804) DFT-151; Option: Take MAT-121(S20804) ARC-114(S10248); Option: Take MAT-161(S20916) DFT-110; Option: Take MAT-161(S20916) DFT-151; Option: Take

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-180 Engineering Materials 2 3 0 3

Requisites:

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-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC-265 Fluid Mechanics 2 2 0 3

Requisites: Take MAT-121(S23927) or MAT-171(S23934); Take previously. Required.

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

MEC-267 Thermal Systems 2 2 0 3

Requisites: Take PHY-131(S13319) or PHY-151(S16517); Take previously. Required. Take 1 group; Option: Take MAT-121(S20804) PHY-131(S20809); Option: Take MAT-121(S20804) PHY-151(S20924); Option: Take MAT-161(S20916) PHY-131(S20809); Option: Ta

This course introduces the fundamental laws of thermodynamics. Topics include work and energy, open and closed systems, and heat engines. Upon completion, students should be able to demonstrate a knowledge of the laws and principles that apply to thermal power.

MEDICAL ASSISTING (MED Prefix)

MED-110 Orientation to Medical Assisting 1 0 0 1

Requisites:

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. This course is also available through the Virtual Learning Community (VLC).

MED-118 Medical Law and Ethics 2 0 0 2

Requisites:

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

CURRICULUM COURSE DESCRIPTIONS

MED-120	Survey of Medical Terminology	2	0	0	2
Requisites:					
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.					
MED-121	Medical Terminology I	3	0	0	3
Requisites:					
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MED-122	Medical Terminology II	3	0	0	3
Requisites: Take MED-121; Take previously. Required.					
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MED-131	Administrative Office Procedures II	1	2	0	2
Requisites: Take MED-130; Take previously. Required.					
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.					
MED-138	Infection/Hazard Control	2	0	0	2
Requisites:					
This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious diseases, and applicable North Carolina laws. Upon completion, students should be able to demonstrate an understanding of infectious diseases, disease transmission, infection control procedures, biohazard management, OSH standards, and applicable North Carolina laws.					
MED-140	Examining Room Procedures I	3	4	0	5
Requisites: Take BIO-161 ENG-111(S13673) MAT-110(S20801) MED-110 MED-121 MED-130 MED-138; Take previously. Required. Take MED-150; Take either previously or concurrently. Required.					
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.					
MED-150	Laboratory Procedures I	3	4	0	5
Requisites: Take BIO-161 ENG-111(S13673) MAT-110(S20801) MED-110 MED-121 MED-130 MED-138; Take previously. Required. Take MED-140; Take either previously or concurrently. Required.					
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.					
MED-183	Electronic Medical Records I	3	2	3	5
Requisites: Take CIS-110(S21058) CIS-111(S21059) or OST-131; Take either previously or concurrently. Required.					
This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR					

CURRICULUM COURSE DESCRIPTIONS

models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED-232 Medical Insurance Coding 1 3 0 2
 Requisites: Take MED-130 MED-131(S16431); Take previously. Required.
 This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED-260 MED Clinical Practicum 0 0 15 5
 Requisites: Take MED-140 MED-150; Take previously. Required.
 This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED-262 Clinical Perspectives 1 0 0 1
 Requisites: Take MED-140 MED-150; Take previously. Required. Take MED-260(S13597); Take either previously or concurrently. Required.
 This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED-270 Symptomatology 2 2 0 3
 Requisites: Take 1 group; Option: Take MED-122 BIO-161; Option: Take MED-122 BIO-163; Take previously. Required.
 This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED-272 Drug Therapy 3 0 0 3
 Requisites: Take MED-140 MED-150; Take previously. Required.
 This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED-274 Diet Therapy/Nutrition 3 0 0 3
 Requisites: Take MED-122; Take previously. Required.
 This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

MED-276 Patient Education 1 2 0 2
 Requisites: Take MED-140 MED-150; Take previously. Required.
 This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

CURRICULUM COURSE DESCRIPTIONS

MENTAL HEALTH (MHA Prefix)

MHA-150	Mental Health Systems	3	0	0	3
Requisites: Take HSE-110; Take previously. Required. Take DRE-098(S23643) DMA-010 DMA-020 DMA-030; Take previously. Required.					
This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery.					
MHA-155	Psychological Assessment	3	0	0	3
Requisites: Take PSY-150; Take previously. Required. Take DRE-098(S23643) DMA-010 DMA-020 DMA-030; Take previously. Required.					
This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests.					
MHA-240	Advocacy	2	0	0	2
Requisites: Take HSE-110; Take previously. Required. Take DRE-098(S23643) DMA-010 DMA-020 DMA-030; Take previously. Required.					
This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination.					

MARKETING AND RETAILING (MKT Prefix)

MKT-120	Principles of Marketing	3	0	0	3
Requisites: 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-221	Consumer Behavior	3	0	0	3
Requisites: 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
Requisites: 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
Requisites: 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.					
MKT-225	Marketing Research	3	0	0	3
Requisites: Take MKT-120(S24159); Take previously. Required.					
This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.					

CURRICULUM COURSE DESCRIPTIONS

MAINTENANCE (MNT Prefix)

MNT-110 Introduction to Maintenance Procedures 1 3 0 2

Requisites:

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT-222 Industrial Systems Schematics 1 2 0 2

Requisites:

This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.

MAGNETIC RESONANCE IMAGING (MRI Prefix)

MRI-213 MR Patient Care & Safety 2 0 0 2

Requisites: Take MRI-216 MRI-250; Take either previously or concurrently. Required.

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

Requisites: Take MRI-217 MRI-241 MRI-260; Take either previously or concurrently. Required.

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-216 MRI Instrumentation 2 0 0 2

Requisites: Take MRI-213 MRI-250; Take either previously or concurrently. Required.

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

Requisites: Take MRI-216; Take previously. Required. Take MRI-214 MRI-241 MRI-260; Take either previously or concurrently. Required.

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

Requisites: Take MRI-217; Take previously. Required. Take MRI-215 MRI-242 MRI-270; Take either previously or concurrently. Required.

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.

CURRICULUM COURSE DESCRIPTIONS

MRI-223	MRI Clinical Practicum	0	0	9	3
Requisites:					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MRI-224	MRI Clinical Practicum	0	0	12	4
Requisites:					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MRI-226	MRI Clinical Practicum	0	0	18	6
Requisites:					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MRI-227	MRI Clinical Practicum	0	0	21	7
Requisites:					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MRI-228	MRI Clinical Practicum	0	0	24	8
Requisites:					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MRI-242	MRI Anatomy & Pathology II	2	0	0	2
Requisites: Take MRI-241; Take previously. Required. Take MRI-215 MRI-218 MRI-270; Take either previously or concurrently. Required.					
This course covers anatomical and pathological information about the components of the neck, chest, abdomen, and pelvic systems. Emphasis is placed upon identification of anatomy and pathology on MRI images of the neck, chest, abdomen, and pelvic systems. Upon completion, the student should be able to identify anatomy and pathology of the neck, chest, abdomen, and pelvic systems.					
MRI-250	MRI Clinical Ed I	0	0	12	4
Requisites: Take MRI-213 MRI-216; Take either previously or concurrently. Required.					
This course provides experience in the MR clinical setting with attention to basic MR scan procedures. Emphasis is placed on patient care, screening, contrast administration, and manipulation of MR equipment. Upon completion, students should be able to demonstrate selected MR procedures/techniques in the areas of patient screening, contrast administration, and manipulation of MR equipment.					
MRI-260	MRI Clinical Ed II	0	0	21	7
Requisites: Take MRI-250; Take previously. Required. Take MRI-214 MRI-217 MRI-241; Take either previously or concurrently. Required.					
This course provides advanced experience in the MR clinical setting with attention to central nervous and musculoskeletal system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to					

CURRICULUM COURSE DESCRIPTIONS

MTH-121	Clinical Supplement I	0	0	3	1
Requisites: Take MTH-110(S22033) MTH-120(S22036) MTH-125(S20862) MTH-210(S22034) or MTH-220(S22035); Take either previously or concurrently. Required. Take MTH-125(S20862) MTH-210(S22034) MTH-220(S22035) MTH-110(S22033) MTH-120(S22036); Take either previously or					
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.					
MTH-125	Ethics of Massage	2	0	0	2
Requisites: Take MTH-120(S20861); Take previously. Required.					
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion of this course the student should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.					
MTH-210	Advanced Skills of Massage	4	9	3	8
Requisites: Take MTH-120(S22036) or MTH-121; Take previously. Required.					
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.					
MTH-220	Outcome-Based Massage	4	6	3	7
Requisites: Take MTH-120(S22036) MTH-121 or MTH-221; Take previously. Required.					
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.					
MTH-221	Clinical Supplement II	0	0	6	2
Requisites: Take MTH-110(S22033); Take previously. Required. Take MTH-120(S22036) MTH-125(S20862) MTH-210(S22034) or MTH-220(S22035); Take either previously or concurrently. Required.					
This course is designed to be offered as an advanced clinical experience. Emphasis is placed on applying an advanced therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage at an advanced level in a clinical setting. null					

MUSIC (MUS Prefix)

MUS-110	Music Appreciation	3	0	0	3
Requisites: Take 1 group; Option: Take RED-080 ENG-080; Option: Take DRE-097(S23642); Take previously. Required.					
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.					
MUS-111	Fundamentals of Music	3	0	0	3
Requisites: Take 1 group; Option: Take RED-080 ENG-080; Option: Take DRE-097(S23642); Take previously. Required.					
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music.					
MUS-112	Introduction to Jazz	3	0	0	3
Requisites: Take 1 group; Option: Take RED-080 ENG-080; Option: Take DRE-097(S23642); Take previously. Required.					
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles					

CURRICULUM COURSE DESCRIPTIONS

and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.

MUS-121 Music Theory I 3 2 0 4
 Requisites: Take 1 group; Option: Take RED-080 ENG-080; Option: Take DRE-097(S23642); Take previously. Required.
 This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS-122 Music Theory II 3 2 0 4
 Requisites: Take MUS-121; Take previously. Required.
 This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS-132 Chorus II 0 2 0 1
 Requisites: Take MUS-131; Take previously. Required.
 This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS-141 Ensemble I 0 2 0 1
 Requisites: Take 1 group; Option: Take RED-070(S10648) ENG-070(S16349); Option: Take DRE-096(S23641); Take previously. Required.
 This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS-142 Ensemble II 0 2 0 1
 Requisites: Take MUS-141; Take previously. Required.
 This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS-151 Class Music I 0 2 0 1
 Requisites: Take 1 group; Option: Take RED-070(S10648) ENG-070(S16349); Option: Take DRE-096(S23641); Take previously. Required.
 This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS-151D Class Music I Drums 0 2 0 1
 Requisites: Take 1 group; Option: Take RED-070(S10648) ENG-070(S16349); Option: Take DRE-096(S23641); Take previously. Required.
 This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through drum performance.

CURRICULUM COURSE DESCRIPTIONS

MUS-151G	Class Music I:guitar	0	2	0	1
Requisites: Take 1 group; Option: Take RED-070(S10648) ENG-070(S16349); Option: Take DRE-096(S23641); Take previously. Required.					
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through guitar performance.					
MUS-151J	Class Music I Jazz	0	2	0	1
Requisites: Take ENG-080 RED-080; Take previously. Required.					
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skill and repertoire through jazz performance.					
MUS-151P	Class Music I Piano	0	2	0	1
Requisites: Take 1 group; Option: Take RED-070(S10648) ENG-070(S16349); Option: Take DRE-096(S23641); Take previously. Required.					
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through piano performance.					
MUS-152	Class Music II	0	2	0	1
Requisites: Take MUS-151; Take previously. Required. Take 1 group; Option: Take MUS-151; Option: Take MUS-151D(L50127); Option: Take MUS-151G(L50447); Option: Take MUS-151J; Option: Take MUS-151P; Option: Take MUS-151V; Take previo					
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.					
MUS-152D	Class Music II Drum	0	2	0	1
Requisites: Take MUS-151; Take previously. Required.					
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through drum performance.					
MUS-152P	Class Music II Piano	0	2	0	1
Requisites: Take MUS-151; Take previously. Required.					
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through piano performance.					
MUS-152V	Class Music II Voice	0	2	0	1
Requisites: Take MUS-151; Take previously. Required. Take 1 group; Option: Take MUS-151; Option: Take MUS-151D(L50127); Option: Take MUS-151G(L50447); Option: Take MUS-151J; Option: Take MUS-151P; Option: Take MUS-151V; Take previo					
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.					

CURRICULUM COURSE DESCRIPTIONS

MUS-161	Applied Music I	1	2	0	2
Requisites: Take 1 group; Option: Take RED-080 ENG-080; Option: Take DRE-097(S23642); Take previously. Required.					
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.					
MUS-162	Applied Music II	1	2	0	2
Requisites: Take MUS-161(S16445); Take previously. Required.					
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano.					
MUS-221	Music Theory III	3	2	0	4
Requisites: Take MUS-122; Take previously. Required.					
This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.					
MUS-231	Chorus III	0	2	0	1
Requisites: Take MUS-132; Take previously. Required.					
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.					
MUS-232	Chorus IV	0	2	0	1
Requisites: Take MUS-231; Take previously. Required.					
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.					
MUS-241	Ensemble III	0	2	0	1
Requisites: Take MUS-142; Take previously. Required.					
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.					
MUS-242	Ensemble IV	0	2	0	1
Requisites: Take MUS-241; Take previously. Required.					
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.					
MUS-251	Class Music III	0	2	0	1
Requisites: Take MUS-152; Take previously. Required.					
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.					
MUS-251P	Class Music III Piano	0	2	0	1
Requisites: Take MUS-152; Take previously. Required.					
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied					

CURRICULUM COURSE DESCRIPTIONS

skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through piano performance.

MUS-252 Class Music IV 0 2 0 1

Requisites: Take MUS-251; Take previously. Required.

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS-252P Class Music IV Piano 0 2 0 1

Requisites: Take MUS-251; Take previously. Required.

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through piano performance.

MUS-262 Applied Music IV 1 2 0 2

Requisites: Take MUS-261(S16449); Take previously. Required.

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS-271 Music History I 3 0 0 3

Requisites: Take MUS-122; Take previously. Required. Take 1 group; Option: Take MUS-122 RED-090 ENG-090; Option: Take MUS-122 DRE-098(S23643); Option: Take MUS-122 ENG-111(S24022); Take previously. Required.

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles.

MUS-272 Music History II 3 0 0 3

Requisites: Take MUS-271; Take previously. Required.

This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles.

NURSING ASSISTANT (NAS Prefix)

NAS-101 Nurse Aide I 3 4 3 6

Requisites:

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS-102 Nurse Aide II 3 2 6 6

Requisites: Take NAS-101(S24247); Take previously. Required.

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

CURRICULUM COURSE DESCRIPTIONS

NETWORKING TECHNOLOGY (NET Prefix)

NET-110	Networking Concepts	2	2	0	3
Requisites:					
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.					
NET-115	Telecommunication for Information Technology Professionals	2	2	0	3
Requisites:					
This course introduces telecommunications technologies and topics for Information Technology students. Topics include introduction to telecommunications, wide area networking technologies, voice telephony, wireless telephony and telecommunications network management. Upon completion, students should be able to design, implement and test key telecommunications technologies.					
NET-125	Networking Basics	1	4	0	3
Requisites: Take 1 group; Option: Take CIS-110(S21058) NOS-110(S20980) ENG-111(S13673) MAT-121(S23927); Option: Take CTI-120(S22511) CTI-130(S22512) ENG-111(S13673) MAT-121(S23927); Take previously. Required.					
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. The emphasis of this course will be on Cisco Networking Academy CCNA Routing and Switching curriculum-Introduction to Networks.					
NET-126	Routing Basics	1	4	0	3
Requisites: Take NET-125(S24501); Take previously. Required.					
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.					
NET-135	Data Center Networking	2	2	0	3
Requisites: Take NET-126(S24383); Take previously. Required.					
This course introduces the field of data center network administration. Emphasis is placed on foundational data center concepts such as designing, implementing and troubleshooting data center technologies. Upon completion, students will be able to enter the field of data center network administration.					
NET-175	Wireless Technology	2	2	0	3
Requisites: Take NET-126(S24383); Take previously. Required.					
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.					
NET-198A	Seminar in Networking	2	2	0	3
Requisites: Take NET-126(S21096); Take previously. Required.					

CURRICULUM COURSE DESCRIPTIONS

For Spring 2016, this course will be used to teach CCNA Wireless certification preparation; students must have CCENT certification or NET-125 and NET-126 completed before taking this course.

NET-225	Routing & Switching I	1	4	0	3
Requisites: Take NET-126(S24383); Take previously. Required.					
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
Requisites: Take NET-225(S21098); Take previously. Required.					
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-240	Network Design	3	0	0	3
Requisites: Take NET-126(S24383); Take previously. Required.					
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
Requisites: Take NET-226(S24386); Take previously. Required.					
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. 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. The emphasis of this course will be on Cisco Networking Academy CCNP Routing and Switching curriculum (ROUTE).					
NET-272	Multi-Layer Networks	1	4	0	3
Requisites: Take NET-270(S24391); Take previously. Required.					
This course covers building campus networks using multi-layer switching technologies over a high-speed Ethernet. Topics include improving IP routing performance with multi-layer switching, implementing fault tolerance routing, and managing high bandwidth broadcast while controlling IP multi-cast access to networks. Upon completion, students should be able to install and configure multi-layer enterprise networks and determine the required router configurations to support new services and applications.					
NET-273	Internetworking Support	1	4	0	3
Requisites: Take NET-270(S24391) NET-272(S24392); Take previously. Required.					
This course covers how to baseline and troubleshoot and internetworking environment using routers and switches for multi-protocol client, host and servers. Topics include troubleshooting processes, routing and routed protocols, campus switching; and WAN troubleshooting. Upon completion, students should be able to troubleshoot Ethernet, Fast Ethernet, and Token Ring LANs; and Serial, Frame Relay, and ISDN connections.					
NET-289	Networking Project	1	4	0	3
Requisites: Take CTI-110(S22510) CTI-120(S22511) CTS-115(S20996); Take previously. Required. Take 1 group; Option: Take CTI-110(S22510) CTI-120(S22511) CTS-115(S20996) NET-226(S24386) NET-270(S24391); Option: Take CTI-110(S22510) CTI-120(S22511) CTS-11					

CURRICULUM COURSE DESCRIPTIONS

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NETWORKING OPERATING SYSTEMS (NOS Prefix)

NOS-110	Operating Systems Concepts	2	3	0	3
Requisites:					
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.					
NOS-120	Linux/UNIX Single User	2	2	0	3
Requisites: Take CTI-130(S22512) NOS-110(S20980) or CET-211(S21575); Take previously. Required.					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.					
NOS-125	Linux and Unix Scripting	2	2	0	3
Requisites: Take NOS-120(S24396); Take previously. Required.					
This course covers the concepts and features of shell scripting. Topics include process control, shell scripting, advanced search techniques and power user utilities. Upon completion, students should be able to successfully perform various shell scripting tasks.					
NOS-130	Windows Single User	2	2	0	3
Requisites: Take 1 group; Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-060(S23172) NOS-110(S20980); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 DMA-060(S23172) CTI-130(S22512); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 D					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. This course is taught within the Microsoft IT Academy as a Microsoft Official Academic Course (MOAC).					
NOS-220	Linux/Unix Administration I	2	2	0	3
Requisites: Take NOS-120(S20982); Take previously. Required.					
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.					
NOS-222	Linux/UNIX Administration III	2	2	0	3
Requisites: Take NOS-221; Take previously. Required.					
This course includes technical topics in preparing an enterprise Linux system for common uses. Topics include advanced study of hardware, installation, boot process, file system administration, software administration, user administration, system administration, kernel services, configuration, securing services, and troubleshooting. Upon completion, students should be able to administer an enterprise Linux system.					

CURRICULUM COURSE DESCRIPTIONS

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

OST-138 Office Applications II 2 2 0 3

Requisites: Take CIS-110(S21058) CIS-111(S21059) or OST-137(S24689); Take previously. Required.

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST-140 Internet Communication and Research 1 2 0 2

Requisites:

This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

OST-141 Medical Office Terms I 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take DRE-098(S23643); Option: Take ENG-111(S24022); Take previously. Required.

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST-142 Medical Office Terms II 3 0 0 3

Requisites: Take MED-121 or OST-141(S24691); Take previously. Required.

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST-148 Medical Coding Billing & Insurance 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST-149 Medical Legal Issues 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take DRE-098(S23643); Option: Take ENG-111(S13673); Take previously. Required.

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST-153 Office Finance Solutions 1 2 0 2

Requisites:

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

CURRICULUM COURSE DESCRIPTIONS

OST-153	Office Finance Solutions	2	2	0	3
Requisites: Take CIS-110(S21058) CIS-111(S21059) or OST-137(S24689); Take previously. Required.					
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.					
OST-155	Legal Terminology	3	0	0	3
Requisites:					
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
Requisites: Take OST-134(S13818); Take previously. Required. Take 1 group; Option: Take OST-136(S22144) OST-155(S22150) OST-134(S11818); Option: Take OST-136(S22144) OST-155(S22150) OST-134(S22142); Take previously. Required.					
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 focuses on document preparation for legal documents and pleadings in many different fields of law.					
OST-164	Office Editing	3	0	0	3
Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take DRE-098(S23643); Option: Take ENG-111(S24022); Take previously. Required.					
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-165	Advanced Text Editing Applications	2	2	0	3
Requisites: Take OST-164(S12524); Take previously. Required.					
This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.					
OST-181	Office Procedures	2	2	0	3
Requisites:					
This course introduces the skills and procedures 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
Requisites:					
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
Requisites:					
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					

CURRICULUM COURSE DESCRIPTIONS

completion, students should be able to demonstrate an understanding of social issues in written and oral assignments.

OST-233 Office Publications Design 2 2 0 3

Requisites: Take OST-136(S13837); Take previously. Required.

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 Processing 2 2 0 3

Requisites: Take OST-136(S22144); Take previously. Required.

This course develops proficiency in the utilization of advanced word 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

Requisites: Take MED-121 or OST-141(S11561); Take previously. Required. Take 1 group; Option: Take MED-121 OST-164(S12524) OST-134(S22142); Option: Take OST-141(S11561) OST-164(S12524) OST-134(S22142); Take previously. Required.

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-243 Med Office Simulation 2 2 0 3

Requisites: Take OST-148(S11620); Take previously. Required.

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. This course is a unique concentration requirement in the Medical Office Administration program.

OST-244 Medical Document Production 1 2 0 2

Requisites: Take OST-134(S11818); Take previously. Required.

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable 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 2 2 0 3

Requisites: Take MED-121 or OST-141(S24691); Take previously. Required. Take 1 group; Option: Take OST-141(S24691) OST-142(S24692) OST-148(S24693); Option: Take OST-141(S24691) MED-122 OST-148(S24693); Option: Take MED-121 OST-142(S24692) OST-148(

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.

OST-248 Diagnostic Coding 2 2 0 3

Requisites: Take MED-121 or OST-141(S24691); Take previously. Required. Take 1 group; Option: Take OST-141(S24691) OST-142(S24692) OST-148(S24693); Option: Take OST-141(S24691) MED-122 OST-148(S24693); Option: Take MED-121 OST-142(S24692) OST-148(

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

Requisites: Take 1 group; Option: Take OST-134(S22142) OST-155(S22150); Option: Take OST-136(S22144) OST-155(S22150); Take previously. Required.

This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on

CURRICULUM COURSE DESCRIPTIONS

development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

PHLEBOTOMY (PBT Prefix)

PBT-100 Phlebotomy Technology 5 2 0 6

Requisites: Take PBT-101; Take either previously or concurrently. Required.

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.

PROCESS CONTROL INSTRUMENTATION (PCI Prefix)

PCI-170 DAQ and Control 3 3 0 4

Requisites: Take ELC-112(S23481) or ELC-131(S23482); Take previously. Required.

This course is a survey of data acquisition and control applications in an industrial setting. Topics include remote I/O systems, PC-based data acquisition, real-time monitoring, and other related topics. Upon completion, students should be able to demonstrate an understanding of data acquisition circuits.

PCI-171 Fieldbus Systems 3 3 0 4

Requisites: Take ELC-128(S23522); Take previously. Required.

This course is a survey of fieldbus systems found in the industrial setting. Topics include industrial data communication fieldbus and control networks for linking various control systems in an industrial environment. Upon completion, students should be able to demonstrate an understanding of fieldbus systems used to connect control systems.

PCI-172 SCADA Systems 3 3 0 4

Requisites:

This course is a survey of SCADA systems found in the industrial setting. Topics include single and/or multiple machine operator interfaces utilizing hardware and software systems running SCADA or HMI software for system monitoring and control. Upon completion, students should be able to demonstrate an understanding of the utilization and implementation of custom and commercial SCADA or HMI software.

PCI-261 Process Measurement 2 3 0 3

Requisites: Take ATR-215(S21583); Take previously. Required.

This course introduces the concepts associated with the measurement of different process variables. Topics include theory and applications involved with the process variables of flow, level, pressure, and temperature. Upon completion, students should be able to understand basic process measurements and demonstrate the ability to calibrate process control instrumentation.

PCI-262 Intro to Process Control 3 3 0 4

Requisites:

This course introduces process control and related instrumentation devices. Topics include basic process control theory, P&ID diagrams, and calibration methods associated with transducers, transmitters, control valves, and related process devices. Upon completion, students should be able to understand and troubleshoot basic process control devices and systems.

PHYSICAL EDUCATION (PED Prefix)

PED-110 Fit and Well for Life 1 2 0 2

Requisites:

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and

CURRICULUM COURSE DESCRIPTIONS

PED-143	Volleyball-Beginning	0	2	0	1
Requisites:					
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. Individualized instruction enhances fundamental skills along with their use in drills and class play.					
PED-145	Basketball-Beginning	0	2	0	1
Requisites:					
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-146	Basketball-Intermediate	0	2	0	1
Requisites: Take PED-145; Take previously. Required.					
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.					
PED-147	Soccer	0	2	0	1
Requisites:					
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.					
PED-148	Softball	0	2	0	1
Requisites:					
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.					
PED-150	Baseball - Beginning	0	3	0	1
Requisites:					
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.					
PED-151	Baseball/Intermediate	0	3	0	1
Requisites: Take PED-150; Take previously. Required.					
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.					
PED-169	Orienteering	0	2	0	1
Requisites:					
This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period.					
PED-177	Ice Skating	0	2	0	1
Requisites:					
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.					
PED-217	Pilates I	0	2	0	1
Requisites:					
This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of pilates method, and relevant					

CURRICULUM COURSE DESCRIPTIONS

analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning.

PHARMACY (PHM Prefix)

PHM-110	Introduction to Pharmacy	3	0	0	3
Requisites:					
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.					
PHM-111	Pharmacy Practice I	3	3	0	4
Requisites: Take PHM-110(S12770) PHM-115(S12800); Take either previously or concurrently. Required.					
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.					
PHM-115	Pharmacy Calculations	3	0	0	3
Requisites:					
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
Requisites:					
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
Requisites: Take PHM-110(S12770) PHM-111; Take previously. Required.					
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
Requisites:					
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
Requisites: Take PHM-120; Take previously. Required.					
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					

CURRICULUM COURSE DESCRIPTIONS

bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

PHM-165 Pharmacy Prof Practice 2 0 0 2

Requisites:

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHYSICS (PHY Prefix)

PHY-110A Conceptual Physics Lab 0 2 0 1

Requisites: Take PHY-110; Take either previously or concurrently. Required.

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

PHY-121 Applied Physics I 3 2 0 4

Requisites: Take DMA-010 DMA-020 DMA-030; Take previously. Required.

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY-131 Physics-Mechanics 3 2 0 4

Requisites: Take MAT-121(S23927) or MAT-171(S23934); Take previously. Required.

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY-151 College Physics I 3 2 0 4

Requisites: Take MAT-171(S23934); Take previously. Required. Take MAT-171(S23934); Minimum grade C; Take previously. Required.

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

PHY-152 College Physics II 3 2 0 4

Requisites: Take PHY-151(S16517); Take previously. Required. Take PHY-151(S20924); Minimum grade C; Take previously. Required.

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

PHY-251 General Physics I 3 3 0 4

Requisites: Take MAT-271(S13631); Take previously. Required. Take MAT-272(S13612); Take either previously or concurrently. Required. Take MAT-271(S13631); Minimum grade C; Take previously. Required.

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the

CURRICULUM COURSE DESCRIPTIONS

POLITICAL SCIENCE (POL Prefix)

- POL-110 Introduction to Political Science** 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems.
- POL-120 American Government** 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S24022); Option: Take DRE-098(S23643); Take previously. Required.
 This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.
- POL-130 State & Local Government** 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.
 This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.
- POL-210 Comparative Government** 3 0 0 3
 Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Take previously. Required.
 This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.

PHYSICAL FITNESS TECHNOLOGY (PSF Prefix)

- PSF-110 Exercise Science** 4 0 0 4
 Requisites: Option: Take DRE-098(S23643); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Required.
 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
 Requisites: Option: Take DRE-098(S23643); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Required.
 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
 Requisites: Take PSF-110; Take previously. Required.
 This course provides information about related components of fitness and general information about the industry.

CURRICULUM COURSE DESCRIPTIONS

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 Pmnt & Care Exer Injuries 2 2 0 3
 Requisites: Option: Take DRE-098(S23643); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Required.

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
 Requisites: Option: Take DRE-098(S23643); Option: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take previously. Required.

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
 Requisites: Take PSF-110; Take previously. Required. Take PSF-110; Minimum grade C; Take previously. Required.

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
 Requisites: Take PSF-110 PSF-111; Take previously. Required. Take PSF-110 PSF-111; Minimum grade C; Take previously. Required.

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
 Requisites: Take PSF-110; Take previously. Required. Take PSF-110 PSF-111; Minimum grade C; Take previously. Required.

This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

PSYCHOLOGY (PSY Prefix)

PSY-110 Life Span Development 3 0 0 3
 Requisites:

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY-118 Interpersonal Psychology 3 0 0 3
 Requisites:

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to

CURRICULUM COURSE DESCRIPTIONS

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.

PSY-265 Behavioral Modification 3 0 0 3
 Requisites: Take PSY-150; Take previously. Required. Take PSY-150; Minimum grade C; Take previously. Required.

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY-281 Abnormal Psychology 3 0 0 3
 Requisites: Take PSY-150; Take previously. Required. Take PSY-150; Minimum grade C; Take previously. Required.

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.

PHARMACEUTICAL TECHNOLOGY (PTC Prefix)

PTC-110 Industrial Environment 3 0 0 3
 Requisites:

This course introduces the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP.

PTC-120 Pharmaceutical Quality Control 3 2 0 4
 Requisites: Take PTC-110; Take previously. Required.

This course covers the principles and techniques of quality control as found in the pharmaceutical industry. Emphasis is placed on lot inspection, sampling procedures, control charts, vendor auditing, statistical analysis, and Military Standard 105. Upon completion, students should be able to apply and follow the appropriate statistical sampling plans for Pharmaceutical Product Lot Acceptance.

PTC-193 Selected Topics in Industrial Pharm Tech 2 2 0 3
 Requisites:

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. This course provides an opportunity to explore areas of current interest in Industrial Pharmaceutical Technology. Emphasis is placed on subject matter appropriate to industrial pharmaceutical. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

PTC-210 Pharmaceutical Industrial Processes 3 2 0 4
 Requisites:

This course examines the manufacturing processes for selected pharmaceutical dosage forms. Emphasis is placed on manufacturing and testing of tablets, capsules, sustained release drugs, solutions, emulsions, suspensions, creams, ointments, aerosols, and sterile products. Upon completion, students should be able to demonstrate the processing steps and test procedures for these dosage forms.

PTC-212 Applied Microbiology 3 2 0 4
 Requisites: Take BIO-110(S13284) or BIO-111(S13307); Take previously. Required.

This course covers microbiology as it applies to the pharmaceutical industry. Emphasis is placed on types of

CURRICULUM COURSE DESCRIPTIONS

REFRIGERATION (REF Prefix)

REF-116 Commercial Systems I 2 6 0 4

Requisites: Take AHR-115; Take previously. Required.

This course introduces and compares various commercial refrigeration systems. Topics include service, repair, and diagnostic procedures for commercial systems and components, as well as evacuation, charging, startup, and evaluation. Upon completion, students should be able to use appropriate tools, instruments, and procedures to service and install basic refrigeration systems or components.

RELIGION (REL Prefix)

REL-110 World Religions 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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.

REL-112 Western Religions 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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. Students will be required to complete a research project which will be presented orally to the class.

REL-211 Introduction to Old Testament 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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.

REL-212 Introduction to New Testament 3 0 0 3

Requisites: Take 1 group; Option: Take RED-090 ENG-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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.

REL-221 Religion in America 3 0 0 3

Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take ENG-111(S13673); Option: Take DRE-098(S23643); Take previously. Required.

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. Students will be required to complete a research project which will be presented orally to the class.

REAL ESTATE (RLS Prefix)

RLS-112 Broker Prelicensing 5 0 0 5

Requisites:

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

CURRICULUM COURSE DESCRIPTIONS

Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

SUBSTANCE ABUSE (SAB Prefix)

SAB-110	Substance Abuse Overview	3	0	0	3
Requisites:					
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
Requisites: Take DRE-098(S23643); Take previously. Required.					
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.					
SAB-125	SA Case Management	2	2	0	3
Requisites: Take DRE-098(S23643) DMA-010 DMA-020 DMA-030; Take previously. Required.					
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-210	Sub Abuse Counseling	2	2	0	3
Requisites: Take DRE-098(S23643); Take previously. Required.					
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
Requisites: Take HSE-112; Take previously. Required. Take HSE-112 DRE-098(S23643); Take previously. Required.					
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
Requisites: Take DRE-098(S23643); Take previously. Required.					
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	2	2	0	3
Requisites: Take CTI-120(S22511); Take previously. Required.					
This course introduces the concepts and issues related to securing information systems and the development of					

CURRICULUM COURSE DESCRIPTIONS

protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

SEC-289 Security Capstone Project 1 4 0 3
 Requisites: Take SEC-220; Take previously. Required. Take SEC-220 CTS-115(S20996) NOS-230(S24041) SEC-150(S21054) SEC-210(S21111) NET-126(S21096); Take previously. Required.
 This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

SIMULATION AND GAME DEVELOPMENT (SGD Prefix)

SGD-112 Simulation and Game Development Design 2 3 0 3
 Requisites: Take DRE-098(S23643) DMA-050; Take previously. Required.
 This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.

SGD-113 Simulation and Game Development Programming 2 3 0 3
 Requisites: Take 1 group; Option: Take DRE-096(S23641) DMA-050; Option: Take RED-090 MAT-060; Option: Take DRE-096(S23641) MAT-060; Option: Take RED-090 DMA-050; Take previously. Required.
 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
 Requisites: Take SGD-116; Take previously. Required.
 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
 Requisites: Take MAT-121(S23927) or MAT-171(S23934); Take previously. Required.
 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
 Requisites: Take DRE-098(S23643) DMA-050; Take previously. Required.
 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
 Requisites: Take DRE-098(S23643) DMA-050; Take previously. Required.
 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.

CURRICULUM COURSE DESCRIPTIONS

SGD-122	Simulation and Game Database Programming	2	3	0	3
Requisites: 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-125	Simulation and Game Artificial Intelligence	2	3	0	3
Requisites: Take SGD-113 CSC-134(S21066) or CSC-151; Take previously. Required. 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-135	Serious Games	3	0	0	3
Requisites: Take SGD-111(S21240) SGD-112 SGD-116 ENG-111(S24022); Take previously. Required. 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
Requisites: Take ENG-111(S13673) SGD-111(S21240) SGD-112; Take previously. Required. 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
Requisites: Take SGD-111(S21240); Take previously. Required. 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
Requisites: Take SGD-116; Take previously. Required. 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, students should be able to produce character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.					
SGD-162	Simulation and Game 3-D Animation	2	3	0	3
Requisites: Take SGD-114; Take previously. Required. This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.					
SGD-163	Simulation and Game Documentation	2	3	0	3
Requisites: Take ENG-111(S13673) SGD-111(S21240); Take previously. Required. This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.					
SGD-164	Simulation and Game Audio and Video	2	3	0	3
Requisites: Take SGD-111(S21240) SGD-174; Take previously. Required. This course introduces various aspects of audio and video and their application in simulations and games. Topics					

CURRICULUM COURSE DESCRIPTIONS

include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games.

SGD-165 Simulation and Game Character Development 2 3 0 3

Requisites: Take SGD-114; Take previously. Required.

This course introduces the concepts needed to create fictional personality for use in digital videos, animations, simulations and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

SGD-167 Simulation and Game Ethics 3 0 0 3

Requisites: Take ENG-111(S13673) SGD-111(S21240); Take previously. Required.

This course introduces principles of philosophy and ethics as they relate to simulation and game development. Topics include moral philosophy and ethics. Upon completion, students should be able to discuss philosophical and ethical issues related to simulation and game development.

SGD-168 Mobile Simulation and Game Programming I 2 3 0 3

Requisites: Take SGD-113 CIS-115(S24352) CSC-134(S21066) or CSC-151; Take previously. Required.

This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

SGD-171 Flash Simulation and Game Programming 2 3 0 3

Requisites: Take SGD-111(S21240) or SGD-116; Take previously. Required.

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

Requisites: Take SGD-116 SGD-114; Take previously. Required.

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-174 Simulation and Game Level Design 2 3 0 3

Requisites: Take SGD-114; Take previously. Required.

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-180 Simulation and Game Development Hypertext Markup Language Programming I 2

3 0 3

Requisites: Take SGD-113 CIS-115(S24352) CSC-134(S21066) or CSC-151; Take previously. Required.

This course provides an introduction to using HTML based technologies as it relates to simulation and game development presented in a browser context. Emphasis is placed on creating webpages that use HTML, CSS and Javascript to create game content that is usable in a variety of platforms. Upon completion, students should be able to design and create an HTML based games or simulations.

SGD-192 Selected Topics in Simulation/Game Dev 1 2 0 2

Requisites:

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. This course provides an opportunity to explore areas of current interest in Simulation and Game Development. Emphasis is placed on subject matter appropriate to

CURRICULUM COURSE DESCRIPTIONS

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

Requisites:

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-213 Simulation Game Development Programming II 2 3 0 3

Requisites: Take SGD-113 CSC-134(S21066) CSC-151 or CSC-153; Take previously. Required.

This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

SGD-214 3D Modeling II 2 3 0 3

Requisites: Take SGD-114; Take previously. Required.

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-237 Rigging 3D Models 2 3 0 3

Requisites: Take SGD-114; Take previously. Required. Take SGD-162; Take either previously or concurrently. Required.

This course covers the fundamentals of rigging 3D models for animation. Emphasis is placed on learning how to properly weight a model, rig it with a skeleton, and create fluid movement. Upon completion, students should be able to demonstrate the ability to properly rig 3D models.

SGD-244 3D Modeling III 2 3 0 3

Requisites: Take SGD-214; Take previously. Required.

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

Requisites: Take SGD-168(S23058); Take previously. Required.

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

Requisites: Take SGD-171; Take previously. Required.

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

Requisites: Take SGD-174; Take previously. Required.

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," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

CURRICULUM COURSE DESCRIPTIONS

SPA-161	Cultural Immersion	2	3	0	3
Requisites: Take SPA-111; Take previously. Required.					
This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. 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
Requisites: Take 1 group; Option: Take ENG-090 RED-090; Option: Take DRE-098(S23643); Take previously. Required. Take SPA-111; Take either previously or concurrently. Required.					
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.					
SPA-182	Spanish Lab 2	0	2	0	1
Requisites: Take SPA-111; Take previously. Required.					
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.					
SPA-211	Intermediate Spanish I	3	0	0	3
Requisites: Take SPA-112; Take previously. Required. Take SPA-112; Minimum grade C; Take previously. Required. Take SPA-281; Take either previously or concurrently. Required.					
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.					
SPA-281	Spanish Lab 3	0	2	0	1
Requisites: Take SPA-182(S13968); Take previously. Required. Take SPA-182(S13968); Minimum grade C; Take previously. Required. Take SPA-211; Take either previously or concurrently. Required.					
This course provides an opportunity to enhance the 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 through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.					
SPA-282	Spanish Lab 4	0	2	0	1
Requisites: Take SPA-281; Take previously. Required. Take SPA-212; Take either previously or concurrently. Required.					
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.					

SURVEYING (SRV Prefix)

SRV-110	Surveying I	2	6	0	4
Requisites: Take 1 group; Option: Take MAT-121(S23927); Option: Take MAT-171(S23934); Option: Take DMA-060(S24128) DMA-070(S24129) DMA-080(S24130); Take either previously or concurrently. Required.					
This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon					

CURRICULUM COURSE DESCRIPTIONS

SURGICAL TECHNOLOGY (SUR Prefix)

SUR-110	Intro to Surgical Technology	3	0	0	3
Requisites:	Take SUR-111(S14251); Take either previously or concurrently. Required.				
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
Requisites:	Take SUR-110(S16542); Take either previously or concurrently. Required.				
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
Requisites:	Take SUR-110(S21499) SUR-111(S14251); Take previously. Required. Take SUR-123; Take either previously or concurrently. Required.				
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
Requisites:	Take SUR-110(S23183) SUR-111(S23184); Take previously. Required. Take SUR-122(S24471); Take either previously or concurrently. Required. Take SUR-122(S10714) SUR-122(S16544); Take either previously or concurrently. Recommended.				
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
Requisites:	Take SUR-123; Take previously. Required.				
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
Requisites:	Take SUR-123; Take previously. Required. Take SUR-134(S21501); Take either previously or concurrently. Required.				
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.					
SUR-137	Professional Success Preparation	1	0	0	1
Requisites:					
This course provides employability skills and an overview of theoretical knowledge in preparation for certification.					

CURRICULUM COURSE DESCRIPTIONS

TRANSPORTATION TECHNOLOGY (TRN Prefix)

TRN-110	Introduction to Transport Technology	1	2	0	2
Requisites:					
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-120A	Basic Transportation Electrical Lab	0	3	0	1
Requisites: Take TRN-120; Take either previously or concurrently. Recommended.					
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-130	Intro to Sustainable Transportation	2	2	0	3
Requisites:					
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.					
TRN-140	Transportation Climate Control	1	2	0	2
Requisites:					
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-140A	Transportation Climate Control Lab	1	2	0	2
Requisites: Take TRN-140; Take either previously or concurrently. Recommended.					
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.					
TRN-170	Pc Skills for Transportation	1	2	0	2
Requisites:					
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.					
TRN-180	Basic Welding for Transportation	1	4	0	3
Requisites:					
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard					

CURRICULUM COURSE DESCRIPTIONS

WEB-187	Programming for Mobile Devices	2	2	0	3
Requisites: 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
Requisites: Take ITN-140 or WEB-140; Take previously. Required. 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. 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.					
WEB-210	Web Design	2	2	0	3
Requisites: Take WEB-140; Take previously. Required. 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. Students will develop a working knowledge of using CSS and employing within a website.					
WEB-213	Internet Marketing and Analytics	2	2	0	3
Requisites: Take WEB-110(S22058) WEB-140; Take previously. Required. This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertizing plans.					
WEB-214	Social Media	2	2	0	3
Requisites: Take ENG-111(S24022); Take previously. Required. This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.					
WEB-215	Advanced Markup and Scripting	2	2	0	3
Requisites: Take WEB-115(S21130); Take previously. Required. Take WEB-115(S22059); Take previously. Required. 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. Students will be exposed to emerging technology in web development tools.					
WEB-225	Content Management Systems	2	2	0	3
Requisites: Take WEB-110(S22058); Take previously. Required. Take CIS-115(S23954) DBA-110; Take previously. Required. 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.					

CURRICULUM COURSE DESCRIPTIONS

WEB-225	Content Management Systems	2	2	0	3
Requisites: Take WEB-182(S24403) DBA-110; Take previously. Required.					
This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.					
WEB-250	Database Driven Websites	2	2	0	3
Requisites: Take DBA-110; Take previously. Required. Take DBA-110 WEB-115(S22059); Take previously. Required.					
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.					
WEB-250	Database Driven Websites	2	2	0	3
Requisites: Take DBA-110 WEB-110(S22058) or CTI-110(S22510); Take previously. Required.					
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.					
WEB-251	Mobile Application Development II	2	2	0	3
Requisites: Take WEB-151; Take previously. Required. Take CIS-115(S24352); Take previously. Required.					
This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity. Upon completion, students should be able to demonstrate effective programming techniques to develop advanced mobile applications.					
WEB-260	E-Commerce Infrastructure	2	2	0	3
Requisites: Take WEB-250(S24410) WEB-182(S24403); Take previously. Required.					
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.					
WEB-287	Web E-Portfolio	1	2	0	2
Requisites: Take WEB-210(S22061); Take previously. Required.					
This course covers the creation and organization of a web-based e-portfolio that includes a resume, references, and comprehensive academic and work samples. Emphasis is placed on creating an e-portfolio with solid design and demonstrable content, the production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to present their own domain with included professional e-portfolio elements of resume, sample work, and related self-promotional materials.					
WEB-298A	Seminar in Web Technology	2	2	0	3
Requisites:					
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. 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.					

CURRICULUM COURSE DESCRIPTIONS

WELDING (WLD Prefix)

WLD-110	Cutting Processes	1	3	0	2
Requisites:					
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
Requisites:					
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
Requisites:					
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-115AB	SMAW (Stick) Plate	2	3	0	3
Requisites:					
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-115BB	SMAW (Stick) Plate	0	6	0	2
Requisites: Take WLD-115AB; Take either previously or concurrently. Required.					
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-121	GMAW (MIG) FCAW/Plate	2	6	0	4
Requisites:					
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-121C	GMAW (MIG) FCAW/Plate	2	0	0	2
Requisites:					
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-121L	GMAW (MIG) FCAW/Plate	0	6	0	2
Requisites: Take WLD-121C; Take either previously or concurrently. Required.					
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.					

CURRICULUM COURSE DESCRIPTIONS

WLD-122	GMAW (MIG) Plate/Pipe	1	6	0	3
Requisites: Take WLD-121(S13138); Take previously. Required. Take WLD-121(S13138) WLD-115(S10891); Take previously. Required.					
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.					
WLD-131	GTAW (TIG) Plate	2	6	0	4
Requisites: Take WLD-115(S23304); Take previously. Required.					
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
Requisites: Take WLD-131(S10437); Take previously. Required. Take WLD-131(S10437) WLD-121(S13138); Take previously. Required.					
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. Orbital welding fundamentals will be introduced during this course.					
WLD-141	Symbols and Specifications	2	2	0	3
Requisites:					
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.					
WLD-151	Fabrication I	2	6	0	4
Requisites: Take WLD-115(S10891) WLD-141(S11462) WLD-110(S10913); Take previously. Required.					
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.					
WLD-261	Certification Practices	1	3	0	2
Requisites: Take WLD-115(S10891) WLD-121(S13138) WLD-131(S10437); Take previously. Required.					
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.					
WLD-262	Inspection & Testing	2	2	0	3
Requisites: Take WLD-116; Take previously. Required.					
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.					

CAMPUS LOCATIONS AND CONTACT INFORMATION

CAMPUSES AND CENTERS

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

SOUTHERN WAKE (MAIN) CAMPUS

9101 Fayetteville Road (401S)
Raleigh, North Carolina 27603
919-866-5000

<http://maincampus.waketech.edu>

The 138-acre Southern Wake Campus first opened its doors in 1963. It offers Associate in Arts, Associate in Science, and Associate in Engineering degrees for college transfer, as well as career programs in Applied Engineering and Technologies, Business and Public Services Technologies, and Computer Technologies. It is home to college administration, including the President's Office and the Wake Tech Foundation. It also offers a physical education building/gymnasium, and specialized training labs for culinary arts, cosmetology, automotive, heavy equipment, and skilled trades.

NORTHERN WAKE CAMPUS

6600 Louisburg Road (401N)
Raleigh, North Carolina 27616
919-532-5502

<http://northerncampus.waketech.edu>

The 127-acre Northern Wake Campus offers an extensive college transfer program, business and IT programs, and a variety of Workforce Continuing Education (non-credit) classes, many offered in the evening and on weekends. The campus is home to Wake Tech's Corporate and Business Solutions division, which provides customized training. Career programs in Baking & Pastry Arts, Electrical, HVAC, and Welding start in 2017. Northern Wake has the distinction of being the first college campus in the nation to have all buildings LEED (Leadership in Energy and Environmental Design) certified by the U.S. Green Building Council. The campus is also home to classes for students in the Wake Early College High School. Student services include admissions, counseling, and financial aid, and the campus has a library, chemistry and biology labs, a bookstore, and tennis and volleyball courts.

WESTERN WAKE CAMPUS

Millpond Village
3434 Kildaire Farm Road
Cary, North Carolina, 27518
919-335-1000

<http://westerncampus.waketech.edu>

The Western Wake Campus offers the Associate in Arts degree for college transfer. It is home to Wake Tech's Small Business Center and the Wake Tech/Wells Fargo Center for Entrepreneurship, which provide seminars, workshops, and other resources for entrepreneurs and small business owners. Workforce Continuing Education classes include computer skills, medical office assisting, BioWork, and English as a Second Language. Western Wake offers non-credit classes in human resources development, computer skills, art, horticulture, ESL, online GED preparation, and more. Support services include a library, computer lab, tutoring, and financial aid.

PERRY HEALTH SCIENCES CAMPUS

2901 Holston Lane (behind WakeMed Raleigh)
Raleigh, North Carolina 27610
919-747-0400

<http://healthsciencescampus.waketech.edu>

Wake Tech's Perry Health Sciences Campus, adjacent to WakeMed, offers 14 medical programs, preparing students for careers in nursing, radiography, dental hygiene, emergency medical science, and other high-demand health care professions. Wake Tech partners with Wake Med and other local institutions to provide hands-on clinical training and work-based learning experiences. The campus features a state-of-the-art nursing simulation suite, a dental hygiene clinic, and an EMS ambulance bay. It is also home to the Wake Early College

CAMPUS LOCATIONS AND CONTACT INFORMATION

of Health and Sciences, a partnership with Wake County Public Schools that allows students to work toward a high school diploma and an associate degree at the same time.

PUBLIC SAFETY EDUCATION CAMPUS

321 Chapanoke Road
Raleigh, North Carolina 27603
919-866-6100

<http://www.waketech.edu/about-wake-tech/locations/public-safety-education-campus>

Wake Tech's Public Safety Education Campus is a CALEA® Accredited Training Academy offering a state-of-the-art forensics lab, an Incident Command Center, simunition and defensive tactics rooms, and a mock courtroom and jail. The campus offers Associate in Applied Science degrees in Criminal Justice and Fire Protection Technology, Basic Law Enforcement Training, and in-service training for law enforcement and corrections officers, fire and rescue personnel, EMS technicians, and SBI and Homeland Security personnel. This campus also offers Workforce Continuing Education (non-credit) programs such as barbering, hospitality and Nurse Aide.

RTP CAMPUS

10908 Chapel Hill Road
Morrisville, North Carolina 27560

<http://www.waketech.edu/about-wake-tech/locations/rtp-campus>

The RTP Campus is located on NC Highway 54 near I-540 in Morrisville, NC. Its next-generation learning environment will be dedicated to the needs of individuals and corporations in Western Wake County and Research Triangle Park. Plans for the 94-acre site include up to 10 instructional buildings, with the capacity to serve as many as 7,000 students. Curriculum (for-credit) programs will include college transfer as well as Business Administration, Business Analytics, Cyber Security, Data Storage and Virtualization, and more. The RTP Campus will also house Wake Tech's Corporate and Business Solutions division, offering customized corporate training.

All Wake Tech campuses feature a library and study areas; an Individualized Learning Center (ILC) for reading, writing, and math tutoring; wireless internet access; a photo ID office; and support services that include admissions, advising, career counseling, disability support, and financial aid.

BELTLINE EDUCATION CENTER

3200 Bush Street
Raleigh, North Carolina 27609
919-334-1500

<http://www.waketech.edu/about-wake-tech/locations/beltline-education-center>

The Beltline Education Center is the hub of operations for Wake Tech's Workforce Continuing Education Division. It also houses Wake Tech's College & Career Readiness programs, designed to help adults improve math, reading, and writing skills. College & Career Readiness includes the High School Credential (GED® test) and Adult High School programs, as well as English as a Second Language (ESL) classes, and Adult Basic Education (ABE TOPS), a program for adults with intellectual disabilities. The facility is home to Wake Tech's Advanced Manufacturing Center, with customized training space for local businesses and individuals, and a non-degree Cosmetology program with a lab and salon.

EASTERN WAKE EDUCATION CENTER

519 Industrial Drive
Zebulon, North Carolina 27597

<http://www.waketech.edu/about-wake-tech/locations/eastern-wake-education-center>

The Eastern Wake Education Center provides non-credit training for residents living in the eastern part of Wake County. Classes include job search skills and career readiness classes (fee-waived for the unemployed or underemployed); high school equivalency diploma preparation; Notary Public education; vocational classes

CAMPUS LOCATIONS AND CONTACT INFORMATION

taught in English and Spanish; and sustainability classes, including energy audit training in Wake Tech's BPI Test Center.

VERNON MALONE COLLEGE AND CAREER ACADEMY (VMCCA)

2200 S. Wilmington Street
Raleigh, North Carolina 27603
919-856-8119
ctehs.wcpss.net
<http://www.wcpss.net/vernonmalonecca>

Vernon Malone College and Career Academy is a Career and Technical Education (CTE) High School – a collaboration between Wake Tech, Wake County Public Schools, and Wake County Government. The academy provides a strong academic foundation along with education and training in eight career programs, including Biopharmaceutical Technology, Collision Repair, Cosmetology, Facilities Technology, Geomatics Technology, Nurse Aide, Simulation & Game Development, and Welding. Students complete the requirements for high school graduation while earning college credits that can be applied toward an associate's degree, diploma, or certificate at Wake Tech. Wake Tech also offers evening classes in these areas for adults pursuing degrees or seeking career advancement.

NORTH WAKE COLLEGE AND CAREER ACADEMY (NWCCA)

931 Durham Road
Wake Forest, North Carolina 27587
919-694-8650
ctehs.wcpss.net
<http://www.wcpss.net/northwakecca>

This new Career and Technical Education High School opens August 2017 and will offer certificates in Culinary Arts, Hospitality Management, Hardware Support and Repair, Early Childhood Education, and Emergency Medical Science. It will serve 400 students interested in pursuing educational credentials in career and technical fields while they complete the requirements for high school graduation.

BIONETWORK CAPSTONE CENTER

NC State University
850 Oval Drive
Raleigh, North Carolina 27695
919-515-0232
<http://www.waketech.edu/about-wake-tech/locations/directions>

Wake Tech provides hands-on training in a simulated biomanufacturing facility with state-of-the-art classrooms, industrial grade equipment laboratories, and a certified cleanroom suite. Courses taught by industry experts focus on biomanufacturing skills sets, including good manufacturing practices (GMP), aseptic manufacturing, operations in biotechnology processes, industrial microbiology, good laboratory practices (GLP), HPLC, and validation. The Capstone Center is part of the statewide BioNetwork program.

<http://www.ncbionetwork.org/educational-resources/instructional-videos/bionetwork-capstone-center>.

CAMPUS LOCATIONS AND CONTACT INFORMATION

CONTACT INFORMATION

SERVICE/LOCATION	WEB ADDRESS	PHONE
Southern Wake (Main) Campus 9101 Fayetteville Road (401S) Raleigh NC 27603	http://maincampus.waketech.edu	919-866-5000
Northern Wake Campus 6600 Louisburg Road (401N) Raleigh NC 27616	http://northerncampus.waketech.edu	919-532-5502 or 5501
Western Wake Campus 3434 Kildaire Farm Road Cary NC 27518	http://westerncampus.waketech.edu	919-335-1000
Perry Health Sciences Campus: 2901 Holston Lane Raleigh NC 27610	http://healthsciencescampus.waketech.edu	919-747-0400
Public Safety Education Campus (PSEC) 321 Chapanoke Road Raleigh NC 27603	http://www.waketech.edu/about-wake-tech/locations/public-safety-education-campus	919-866-6100
RTP Campus Paramount Parkway Morrisville NC 27560	http://www.waketech.edu/about-wake-tech/locations/rtp-campus	919-866-5000
Beltline Education Center 3200 Bush Street Raleigh NC 27609	http://www.waketech.edu/about-wake-tech/locations/beltline-education-center	919-334-1500
Eastern Wake Education Center (EWEC) 519 Industrial Drive Zebulon NC 27597	http://www.waketech.edu/about-wake-tech/locations/eastern-wake-education-center	919-866-5727
Vernon Malone College and Career Academy (VMCCA) 2200 S. Wilmington Street Raleigh, NC 27603	http://www.wcpss.net/vernonmalonecca	919-856-8119
North Wake College and Career Academy (NWCCA) 931 Durham Road Wake Forest, NC 27587	http://www.wcpss.net/northwakecca	919-694-8650
BioNetwork Capstone Center	http://www.waketech.edu/about-wake-tech/locations/directions	919-515-0232
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
Campus Police	http://www.waketech.edu/about-wake-tech/administrative-offices/campus-police	919-866-5943 (Non-Emergency)
eLearning	http://www.waketech.edu/student-services/online-learning	919-866-5618
Workforce Continuing Education	http://conted.waketech.edu/	919-866-5800
Curriculum Education	http://curred.waketech.edu/	919-866-5000
Career and Employment Resources	http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5695
Wake Tech Foundation	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

CAMPUS LOCATIONS AND CONTACT INFORMATION

SOUTHERN WAKE (MAIN) CAMPUS

SERVICE	SOUTHERN WAKE (MAIN) CAMPUS	PHONE
Admissions	Student Services, Room 121 http://admissions.waketech.edu	919-866-5420
Advising	Student Services, Room 121 http://advising.waketech.edu/	919-866-5474
Campus Police	Holding Hall, Room 148 http://www.waketech.edu/about-wake-tech/administrative-offices/campus-police	919-866-5943 (Non-Emergency)
Career and Employment Resources	Holding Hall, Suite 150 http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5695
Cashier's Office	Montague Hall, 1st floor	919-866-5900
College Bookstore	Beside Student Services Building http://www.waketech.edu/student-services/wake-tech-bookstore	919-772-4204
Open Computer Labs <i>Student ID required</i>	ILC 124 http://www.waketech.edu/student-services/computer-labs	919-866-5119 *Additional computer resources available at each library and ILC location
Work-Based Learning	Holding Hall, Room 168A http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5693
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, and math tutoring)	ILC Building (<i>Student ID required</i>) http://www.waketech.edu/student-services/individualized-learning-center	919-866-5276
Library (open computer areas) <i>Student ID required</i>	Library Education Building, 1 st floor http://www.waketech.edu/student-services/libraries	919-866-5644
Photo I.D.	Holding Hall, Room 102 http://www.waketech.edu/student-life/student-activities/college-id-badges	919-866-5867
Registration & Student Records (Curriculum Education)	Student Services Building, Room 254 http://www.waketech.edu/student-services/registration-student-records	919-866-5700

CAMPUS LOCATIONS AND CONTACT INFORMATION

SGA (Student Activities)	Student Services Building, Room 128 http://www.waketech.edu/student-life/student-government-association	919-866-5407
Veterans Services	Student Services Building, Room 143 http://www.waketech.edu/student-services/veterans-affairs	919-866-5417
OPEN COMPUTER AREAS *STUDENT ID REQUIRED		
Southern Wake Campus Library Microsoft Office available	Library Education, 1st Floor http://library.waketech.edu/	919-866-5644
Open Computer Lab	ILC Building, Room 124 http://www.waketech.edu/student-services/computer-labs	919-866-5119
WORKFORCE CONTINUING EDUCATION		
Registration	Student Services Building http://www.waketech.edu/programs-courses/non-credit/register-online	919-866-5800

NORTHERN WAKE CAMPUS

SERVICE	NORTHERN WAKE CAMPUS (401 North)	PHONE
Admissions	Building NB, Room 225	919-532-5502
Advising	Building NB, Room 239 http://www.waketech.edu/about-wake-tech/locations/northern-wake-campus/academic-advising	919-532-5502
Campus Police	Building B, Room 234	919-866-5943 (Non-Emergency)
Career and Employment Resources	Building B, Suite 137B http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5695
Cashier's Office	Building NC, Room 236D	919-532-5507
College Bookstore	Building B, Room 225 or online: http://www.waketech.edu/student-services/wake-tech-bookstore	919-790-9306
Corporate Solutions	http://www.waketech.edu/programs-courses/non-credit/build-your-business/corporate-solutions	919-532-5813
Disability Support Services	Building A, Room 218D	919-532-5505
eLearning	Building E, Room 250	919-532-5830
Financial Aid	Building NC, Room 218	919-532-5504
Individualized Learning Center (Reading, writing, and math tutoring)	Building B, Room 213 http://www.waketech.edu/student-services/individualized-learning-center	919-532-5548

CAMPUS LOCATIONS AND CONTACT INFORMATION

Library <i>Student I.D. required</i>	Building B, Room 239 http://www.waketech.edu/student-services/libraries	919-532-5550
Photo I.D. and Parking Decals	Building ND, Room 103	919-532-5867
Registration & Student Records Services	Building NB, Room 216	919-532-5574
SGA (Student Activities)	Building NB, Room 156	919-532-5654
Veteran Services	http://www.veterans.waketech.edu	919-866-5099
OPEN COMPUTER AREAS *Student ID Required		
Open Computer Lab	Building B, Room 216 http://www.waketech.edu/student-services/computer-labs	919-532-5584 *Additional computer resources available at each library and ILC location
WORKFORCE CONTINUING EDUCATION		
Registration	Building C, Lobby, Room 315	919-532-5501
Online Classes www.ed2go.com/waketech	Building B, Room 417	919-532-5581

PERRY HEALTH SCIENCES CAMPUS

SERVICE	PERRY HEALTH SCIENCES CAMPUS	PHONE
Advising/Admissions	HS2 Building, Room 102	919-747-0402
Campus Police	HS2 Building, Room 135	919-866-5943 (Non-Emergency)
Career and Employment Resources	HS2, Suite 347	919-866-6160
Cashier's Office	HS2 Building., Room 131	919-747-0010
College Bookstore	HS2 Building, Room 2, (ground level)	919-890-5520
Disability Support Services	HS2 Building, Room 111	919-334-1510
eLearning Testing Center	Health Science Building (HS), Room 428	919-747-0100
Financial Aid	HS2 Building, Room 104	919-747-0047
Individualized Learning Center (Reading, writing, math, and computer tutoring; Health Sciences Skills lab) <i>Student I.D. required</i>	ILC Building http://www.waketech.edu/student-services/individualized-learning-center	919-747-0233
Library	Health Education Building (HEB), Room 123 http://www.waketech.edu/student-services/libraries	919-747-0002
Photo ID	Allied Health Building (AHB), Rooms 303/304	919-747-5867
Registration & Student Records	Student Services Center, HS2, Room 102 (Limited services)	919-747-0402
SGA (Student Activities)	HS2 Building, Room 157	919-747-0092
OPEN COMPUTER AREAS *Student ID Required		
Open Computer Lab	ILC, Room 514 http://www.waketech.edu/student-services/computer-labs	919-747-0042

CAMPUS LOCATIONS AND CONTACT INFORMATION

WORKFORCE CONTINUING EDUCATION

Registration	Allied Health Building (AHB), Room 312	919-747-0077
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WESTERN WAKE CAMPUS

SERVICE	WESTERN WAKE CAMPUS	PHONE
Admissions/Advising/ Student Success Counseling	Room 255	919-335-1059
Campus Police	(Contact 1 st floor receptionist) http://www.waketech.edu/about-wake-tech/administrative-offices/campus-police	919-866-5943 (Non-Emergency)
Career and Employment Resources	Office Suite 255, Office A http://www.waketech.edu/about-wake-tech/careers-employment/careers	919-866-5695
Cashier's Office	Room 100A	919-335-1049
Financial Aid	Room 255	919-335-1040
Individualized Learning Center (Reading, writing, math, and computer tutoring) <i>Student I.D. Required</i>	Learning Resource Center, Suite 200E http://www.waketech.edu/student-services/individualized-learning-center	919-335-1028
Library <i>Student ID required</i>	Learning Resource Center, Suite 200B http://www.waketech.edu/student-services/libraries	919-335-1029
Photo I.D.	Room 254	919-335-1045
Student Lounge	Room 261	N/A
OPEN COMPUTER AREAS *Student ID Required		
Open Computer Lab <i>*Photo ID Services Available</i>	Room 254 http://www.waketech.edu/student-services/computer-labs	919-335-1045
WORKFORCE CONTINUING EDUCATION		
Registration	1 st and 2 nd floor reception areas Suites 100 and 200	919-335-1000 919-335-1001
Business and Industry Center	Suite 200	919-335-1001

SERVICE	PUBLIC SAFETY EDUCATION CAMPUS	PHONE
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CAMPUS LOCATIONS AND CONTACT INFORMATION

Admissions/Advising/ Student Success Counseling	Room 1716 W, Th 8 a.m.–5 p.m.	919-866-5468
Campus Police	Room 1428 M–F, 8 a.m.–5 p.m.	919-866-5943 (Non-Emergency)
Cashier's Office	Room 1718 M–F, 8 a.m.–5 p.m.	919-866-6108
Disability Support Services	Room 1714 By appointment	919-866-5670
Financial Aid	Room 1714 Monday, 1–3 p.m.	919-866-6137
Individualized Learning Center (Reading, writing, math, and computer tutoring) <i>Student I.D. required</i>	Room 1611 http://www.waketech.edu/student-services/individualized-learning-center	919-866-6123
Library <i>Student ID required</i>	Room 1615 M–F, 9 a.m.–3 p.m. http://www.waketech.edu/student-services/libraries	919-866-6107
Photo ID	Front Desk M–F, 8 a.m.–4:30 p.m.	919-866-6100

PUBLIC SAFETY EDUCATION CAMPUS (PSEC)

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.

2016-2017 Wake Tech Board of Trustees Members	
Thomas F. Looney, <i>Chair</i>	J. Anthony (Andy) Penry
Mrs. Doris D. Huebner, <i>Vice Chair</i>	Chad E. Price
Richard J. Boyd	David S. Robinson
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Sheila H. Ogle	Yusuf Mahmoud, <i>SGA President</i>
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OFFICE OF THE PRESIDENT

Stephen C. Scott, Ed.D **President**

Jackie M. Jones, M.Ed. Director of Presidential Affairs

OFFICE OF THE EXECUTIVE VICE PRESIDENT

D. Gayle Greene, Ed.D **Executive Vice President**

Vickie D. Jones Administrative Assistant to the Executive Vice President

PRESIDENT'S STAFF

Marla Tart, A.A.S Vice President of Financial and Business Services

Anthony Caison, M.B.A. Vice President, Workforce Continuing Education

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Laurie C. Clowers, B.A. Vice President, Communications and Public Relations

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Curriculum and Workforce Continuing Education Faculty

(Last updated on 7-6-2017)

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Albahrawy, Diane B. , J.D.	Associate Professor, Business Administration
Albing, Virginia A. , M.A.	Instructor, Adult Basic Education
Albright, Tammy , A.A.S., CMA (AAMA)	Associate Professor, Medical Assisting
Algood, Willeena J. , M.Ed., R.N.	Professor, Nursing
Allen, Benjamin T. , M.A.	Instructor, Philosophy
Allen, DeeDee A. , Ph.D.	Associate Professor, Chemistry
Allen, John T. , M.S.	Instructor, Criminal Justice
Allen, Kathryn M. , Ph.D.	Instructor/Advisor, ABE
Allen, Phyllis A. , B.S.	Assistant Professor, Pre-Curriculum Mathematics
Alston, Estelle M. , B.S., R.T. (R)(CT) ARRT	Instructor, Radiography Skills Laboratory
Aman, Natalie , M.A.	Instructional Program Coordinator
Anderton-Brown, Alecia , M.S.	Instructor, Networking Technology
Annis, John G. , M.P.A.	Associate Professor, Criminal Justice
Applebaum, Lee	Instructor, Automotive Systems Technology
Archambault, Michel B. , M.S.	Instructional Program Specialist, Adult Basic Education
Arias, Hugo , B.S.	Instructor/Coordinator HEP
Arias, Sophia , M.A.	Instructor, Philosophy
Arnette, Robyn M. , M.A.	Instructor, Psychology
Asfari, Amin , M.S.	Instructor, Criminal Justice Technology
Atkins, Margaret , J.D.	Instructor, Business Administration
Atkinson, Kevin D. , B.A.	Assistant Professor, Pre-Curriculum
Atkinson, Kimberly A. , B.S.	Instructor, Office Administration
Auman, Stacey , M.S.	Instructor, Mathematics and Sciences
Austin, Gail R. , M.S.	Associate Professor, Early Childhood Education
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Aydlett, Thomas , M.S.	Instructor, Mathematics

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Blackwell, Donald	<i>Instructor, Plumbing Technology</i>
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Fox, Damian, M.F.A.	<i>Instructor, Simulation and Game Development</i>
Fox, Sarah, M.A.	<i>Instructor, Spanish</i>
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Fraller, Larry, M.A.	<i>Instructor, Basic Skills/AHS Distance Coordinator</i>
Frear, Lori A., Ph.D.	<i>Associate Professor, Biology</i>
Fryar, Mara F., M.A.	<i>Instructor, Sociology</i>
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Gilleland, Katherine B., Ph.D.	<i>Instructor, Music</i>
Gonzalez, Emilio	<i>Instructor, Early Childhood</i>
Goodson, Mary, M.Ed.	<i>Instructor, Service Occupations</i>
Graham, William,	<i>Instructor, Barber Service</i>

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Gurley, Dustin , B.A.	<i>Lead Instructor, Internet Technologies</i>
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Hall, Harvey M. , M.A.	<i>Instructor, Accounting</i>
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Johnson, Larry E. , M.A.	<i>Instructor, English</i>
Johnson, Laveshia C. , M.S.	<i>Instructor, Nursing</i>
Johnson, Leslie N. , M.S.	<i>Instructor, Nursing</i>
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Johnson, Mia M. , M.S.	<i>Instructor, Health and Fitness Sciences</i>
Johnson, Sharon G. , M.A.	<i>Associate Professor, English</i>
Jones, Amy L. , M.A.	<i>Instructor, Performance Quality Specialist, College and Career Readiness</i>
Jones, Brenda M. , M.A.	<i>Instructor, Psychology</i>
Jones, Sarah H. , M.A.	<i>Instructor, Academic Success, Pre-Curriculum</i>
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Jordan, Crystal L. , B.A.	<i>Instructor/Coordinator, ESL</i>
Joyner, Michael A. , M.A.	<i>Associate Professor, English</i>
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Kearns, Jon P. , A.A.S.	<i>Professor, Heavy Equipment and Transport Technology</i>
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Klein, Richard P. , M.A.	<i>Instructor, English</i>
Knapp, Martin J. , M.	<i>Instructor, Pre-Curriculum Mathematics</i>
Knox, Robert , Ph.D.	<i>Instructor, Chemistry</i>
La May, Lauren , Ph.D.	<i>Instructor, Drama</i>
Lambert, Charles , B.S.	<i>Instructor, Emergency Medical Services</i>
Lane, Deborah , M.S., R.N.	<i>Instructor, Nursing</i>
Langton, Rebecca C. , M.A.	<i>Instructor, Health and Fitness</i>
Lee, Lisa , B.S.	<i>Instructor, Office Administration</i>
Leeds, Madeleine , M.Ed.	<i>Associate Professor, Early Childhood Education</i>
Leinbach, Adrienne A. , M.S.	<i>Associate Professor, Natural Sciences</i>
Leone, Suzanne , M.S.	<i>Instructor, Geomatics Technology</i>
Lester, Catherine M. , A.A.S.	<i>Assistant Professor, Cosmetology</i>
Leung, Man C. , Ph.D.	<i>Associate Professor, Computer Programming</i>
Leverton, Laura , Ph.D.	<i>Instructor, Biology</i>
Lewis, Elizabeth A. , M.A.	<i>Instructor, English</i>
Littlefield, Brandie , Ph.D.	<i>Instructor, Biology</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>
Lofton, Glenn M. , A.A.S.	<i>Instructor, Heating and Refrigeration</i>
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Lynch, Jamel P., M.S.	<i>Instructor, Mission Critical Operations, Electronics Engineering</i>
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Markson, Kelly H., Ph.D.	<i>Professor, Business Administration</i>
Marohl, Joseph W., Ph.D.	<i>Associate Professor, English</i>
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Martin, James E., M.Ed.	<i>Associate Professor, Mathematics</i>
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McCarter, Walter C., M.S.	<i>Associate Professor, Mathematics</i>
McCausland, Barbara, M.A.	<i>Instructor, Medical Laboratory Technology</i>
McCoy, Marsha S., M.A.	<i>Instructor, Communications</i>
McElvaney, Claire, M.S.	<i>Instructor, Psychology</i>
McElvaney, Seth H., M.S., M.Ed.	<i>Instructor, Mathematics</i>
McGuire, Steven J., M.S.	<i>Instructor, Nurse Aide</i>
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McKinnon, Felicia, M.B.A.	<i>Instructor, Basic Skills, Immured Populations</i>
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Sigal, Belle M. , M.S.	<i>Instructor, Mathematics</i>
Silverman, Marc A. , A.A.S.	<i>Instructor, Mechanical Drafting Technology</i>
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Smith, Crystal , B.A.	<i>Instructor/Coordinator, Transitions</i>
Smith, Julia H. , M.S.	<i>Instructor, Mathematics</i>
Smith, Tonisha M. , Ph.D.	<i>Associate Professor, English</i>
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Sonnenberg, Yasmine , M.A.	<i>Associate Professor, French</i>
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Staton, Mary C. , Ph.D.	<i>Instructor, Biology</i>
Stephens, Jeremiah D. , A.A.S.	<i>Instructor, Air Conditioning Applied, Heating and Refrigeration</i>
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Thompson, Donald D. , M.A.	<i>Associate Professor, Psychology</i>
Thompson, Florianna J. , M.Ed.	<i>Professor/Coordinator, Evening Early Childhood Education</i>
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COLLEGE CATALOG INDEX

A

ABE TOPS.....	106
ACCUPLACER Exam	11
Absences.....	44
Absences for Religious Observances	44
Academic Integrity Policy.....	59
Academic Progress, Financial Aid	38
Academic Progress, Satisfactory	49
Academic Recognition	50
Academic Standing Levels.....	49
Acceptable Use, Computer	79
Accreditation	4
Adding a Course	44
Administration	394
Admissions, Workforce Continuing Education	103
Admissions, Curriculum Education	10
Adult Basic Education.....	105
Adult High School Diploma Program.....	106
Advanced Placement (AP) Credit	18
Advanced Standing.....	16
Advising	70
Alcohol and Drug Policy.....	90
Alumni.....	58
Appeal, Academic Penalties	61
Appeal, Grievance	68
Application	10
Applied Engineering & Technologies Programs.....	118
Apprenticeship Training	107
Associate of Arts Degree	154
Associate in Fine Arts Degree in Visual Arts (AFA)	155
Associate of Science Degree.....	156
Associate of Engineering Degree (A.E.)	157
Athletics	57
Attendance Policy	44
Attorney Involvement in Proceedings.....	68
Audits.....	46

B

BAT (Behavior of Concern and Threat Report).....	88
Basic Law Enforcement Training	111
Beltline Education Center	386
BioNetwork Capstone Center	106, 387
Biowork Programs.....	109
Blogs.....	80
Board of Trustees	394
Bookstore.....	69
Business & Public Service Technologies Programs	135
Business and Corporate Solutions.....	107
Business Industry Certifications	26

C

Campus Locations	385
Campus Police & Safety	85
Campus Use Policies.....	79
Career and College Promise Program	11
Career and Employment Resources	71
Carolina's Assoc. Gen. Contr. Art. Agreement.....	25

Cell Phones.....	82
Certificates	112
Challenge Examinations.....	16
Change of Name, Address, E-Mail	29
Change of Program of Study	28
Cheating	61
Children on Campus.....	89
Class Schedules, Curriculum	15
CLEP	16
Clery Act.....	85
Clubs, Student.....	57
Code of Conduct.....	63
Collaborative Agreements	117
College Goals	3
College ID.....	69
College and Career Readiness Program.....	105
College/University Transfer	154
Communication with Students Policy (E-mail)	79
COMPASS EFL Exam.....	12
Complaints, Other.....	67
Computer Technologies Programs	158
Computer Concepts Equivalencies.....	23
Contact Information	388
Continuous Enrollment	31
Copyright Infringement and Intellectual Property... ..	100
Core Values, Wake Tech.....	3
Corporate and Business Solutions	107
Corporate Training.....	107
Corrections and Detention Training (Con. Ed.).....	111
Counseling Services (Student Success).....	70
Course Descriptions	191
Course Grade Appeal Process	62
Course Load.....	13
Course Registration Information, general.....	12
Course Repetition, Curriculum Education.....	48
CPS and CAP Credentials.....	22
Credentials Directory (Academic).....	395
Criminal Background Checks	117
Critical Success Factors	52
Curriculum and Workforce Continuing Ed Faculty.....	395
Curriculum Class Schedules	15
Curriculum Ed (for credit) Programs of Study.....	112
Curriculum Registration Dates.....	15
Customized Training Program	107

D

DANTES Standardized Subject Tests (DSST)	20
Deans, Directors, and Department Heads	415
Dean's List.....	50
Death of a Student.....	78
Degrees.....	112
Detention Training, and Corrections	111
Diplomas	112
Direct Loans	36
Disability Support Discrimination	2
Disability Support Services (DSS)	73
Discrimination and Due Process.....	67
Dropping a Course	44
Dress Code and Hygiene, Student	81
Drug Abuse Prevention Program.....	90
Drug and Alcohol Policy	90

COLLEGE CATALOG INDEX

E

Eastern Wake Education Center.....	386
Education Services and Technology.....	108
E-mail for Students	79
Emergency Exit Procedures	89
Emergency Closings.....	91
Emergency Medical Services (EMS) Program.....	110
Employment Resources, and Career	71
English as a Foreign Language (EFL)	13
English as a Second Language (ESL)	106
Enrollment Requirements, Financial Aid.....	37
Enrollment Status, Curriculum Students	46
Enrollment Steps (Curriculum).....	10
Equal Access	2

F

Faculty Members	395
Family Educational Rights and Privacy Act (FERPA)	29
Federal Suppl. Educ. Opportunity Grants (FSEOG)	35
Federal Work Study Program	36
Fees (Curriculum).....	75
Fees (Workforce Continuing Education)	104
Financial Aid	33
Financial Aid Refunds and Repayments	37
Fines, Parking.....	94
Fire Service Training.....	110
First Aid.....	90
Food and Beverages.....	81
Forgivable Education Loans for Service (NCFELS)	37
Fostering Bright Futures	71
Foundation.....	9
French Placement Exam.....	22

G

G.I. Bill	34
Goals, College	3
Grading Policy, Workforce Continuing Education	103
Grading Policy, Curriculum Education	46
Graduation	50
Graduation Fee	76
Graduation Requirements.....	50
Grants	35
Grievance Procedures	66

H

Harassment, Sexual.....	98
Health Sciences Programs	181
High School Articulation Agreement	26
High School Equivalency Preparation (HSEP).....	106
High School Equivalency Program (HEP).....	106
History, of Wake Tech.....	3
Hospitality Programs.....	109
Housing.....	82
Human Resources Development	108

Hybrid Courses.....	73
Hygiene, Student Dress Code and	81

I

ID, College.....	69
Individualized Learning Center (ILC)	72
Industry Training.....	107
Insurance and Accidents, Student	89
Intellectual Property, Copyright Infringement &	100
International Baccalaureate (IB) Credit.....	25
International Learning (Con Ed)	108
International Students.....	14
Internet Usage Policy	79
Iraq and Afghanistan Service Grant (IASG).....	36

J,K

JST (Joint Services Transcripts).....	21
---------------------------------------	----

L

Law Enforcement In-Service Training.....	110
Learning Management System (LMS) Retention Schedule	100
Length of Programs	117
Libraries.....	72
Limited Enrollment Programs	13
Locations, Campus.....	385
Loans.....	36
Lost and Found.....	56

M

Main Campus, Southern Wake.....	385
Male Mentoring Program, Pathways.....	71
Media Coverage	84
Media Production and Learning Support Services	74
Memberships, College.....	6
Military and Veterans Resource Center.....	57
Misrepresentation, College	6
Mission Statement, Wake Tech	3

N

Navy Articulation Agreement	21
NC Community College Grant Program (NCCCG)	36
NC DAP (Placement Exam)	11
NC Education Lottery Scholarship (NCELS)	36
Non-Credit Computer Education.....	108
Non-Discriminatory Policy	10
North Wake College and Career Academy.....	387
Northern Wake Campus	385
Nurse Aid I Program (NA I).....	109

COLLEGE CATALOG INDEX

O

Occupational Services	109
Official Communication with Students (E-Mail)	79
Off-Campus Sites.....	79
Office of Volunteerism and [Student] Leadership.....	71
Online Learning	73
Open Door Policy.....	10

P

Parking Fines.....	94
Parking Permits.....	92
Pathways Male Mentoring Services	71
Pell Grants, Federal	35
Perry Health Sciences Campus	385
Pets on Campus	81
Placement Testing	11
Plagiarism	61
Plus-50 Programs	108
Police, Campus & Safety	85
Policy Changes, Changes to.....	79
Pre-Curriculum.....	46
Prerequisites.....	46
President's Award for Excellence.....	50
President's Staff.....	394
Professional Dev. and Corp Training	107
Professional Services & Vocational Training	109
Program Approvals	6
Program Placement Requirements.....	12
Programs and Services, Wake Tech.....	4
Programs of Study (Curriculum, For Credit).....	112
Public Safety Education Campus.....	386
Public Safety Training.....	110
Public Telephones	56
Publications Policy.....	82

Q,R

RTP Campus	386
Readmitted Students	14
Records, Care of Student	29
Refund Policy, Curriculum Education.....	77
Refund Policy, Workforce Continuing Education ...	104
Refunds, Financial Aid.....	37
Registration and Records (WCE).....	103
Registration and Records (Curriculum Ed)	15
Religious Observances, Absences	44
Repayment, Financial Aid.....	37
Residency Classification	15
Rights and Responsibilities, Students.....	59
Roller Blading/Skate Boarding	82

S

SACSCOC Accreditation	4
Satisfactory Academic Progress, Academic	49
Satisfactory Academic Progress, Financial Aid.....	38
Scholarships	37

Security (Campus Police)	85
Self-Supporting Classes Fee.....	76
Sex Crimes Prevention Act.....	2
Sexual Misconduct Policy (Title IX)	96
Single Stop	71
Skate Boarding/ Roller Blading.....	82
Small Business Center	107
Smoking/Tobacco Use	81
Social Networking Policy	81
Solicitation	82
Spanish Placement Exam	22
Special/Visiting Students.....	11
Staff Directory.....	Online Only
Steps to Enrollment (Curriculum Students)	10
Student Centers.....	56
Student Clubs	57
Student Code of Conduct	63
Student Directory Information	30
Student Government Association (SGA)	57
Student Grievance Procedures (Code of Conduct)	66
Student Handbook.....	82
Student ID	69
Student Insurance and Accidents.....	89
Student Leadership (O.V.A.L.)	71
Student Records and Information (FERPA).....	29
Student Rights and Responsibilities	59
Student Services Mission	56
Student Success.....	70
Study Skills Center (ILC)	72
Substitute Effective Teacher Training.....	108

T

Tardiness.....	44
Technical Services & Special Programs.....	108
Telephone Numbers.....	388
Testing Center.....	72
Threat Assessment & Violence Prevention	86
Title IX (Sexual Misconduct) Policy	96
Tobacco Use	81
Traffic Rules and Regulations	91
Transcripts for Incoming Students	11
Transcript Requests	16
Transfer Credits.....	27
Transfer Students, Financial Aid for	35
Transportation	82
Tuition.....	75
Tuition Refund Policy.....	77

U

University/College Transfer	154
Updates to Catalog.....	http://updates.waketech.edu

V

Vaccination Policy	14
Vernon Malone College and Career Academy (VMCCA)	387
Veteran Affairs Educational Benefits	34

COLLEGE CATALOG INDEX

Veterans and Military Resource Center	57
Vision Statement, Wake Tech.....	3
Visiting/Special Students	11
Visitors on Campus.....	89
Violence Prevention	86
Volunteers, Student (O.V.A.L.)	71

W

Wake Tech Mission Statement	3
Wake Tech/Wells Fargo Center	107
Weapons.....	63, 84, 88
Website Policy	80
Wellness Services.....	71
Western Wake Campus	385
Who's Who Among Students in Amer. Jr. Coll.....	50
William D. Ford Federal Direct Loan Program	36
Withdrawal, Curriculum Education.....	45
Withdrawal, Financial Aid.....	38
Withdrawal, Workforce Continuing Education.....	104
Work-Based Learning	71
Work Study Program.....	36
Workforce Continuing Education (non-credit)	102
Workforce Continuing Education Units (CEU's).....	103

X,Y,Z

None at this time



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