



2023 - 2024  
College Catalog  
Volume 45

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

# Message from the President

Welcome to Wake Tech!

This catalog is designed for you – to make sure you have the latest information about Wake Tech courses, programs, and learning opportunities. We want to support every member of our community in making informed decisions about education, training, and career opportunities.

Wake Tech's mission is to provide equitable access to education that transforms lives through economic mobility and personal fulfillment. Our primary goal is the success of our students, both in and out of the classroom. We offer a wide range of programs and services to help students meet their goals for academic achievement, employment, career fulfillment, and lifelong learning for every rung of the career ladder.

We are dedicated to reaching students in every part of Wake County and rallying around them to go as far as their dreams, talents, and resilience take them. Our faculty and staff stand ready to help in every way possible. Students are encouraged to make the most of their time at Wake Tech by building relationships with instructors, college leaders, their peers, and the entire campus community.

Thank you for your interest in Wake Tech. We hope these opportunities for learning and growth will serve you well and enhance your life.

Sincerely,

Dr. Scott Ralls  
President

# About the Catalog

## Introduction

The Wake Technical Community College Catalog is an information and reference guide on college policies, facilities, credit and non-credit 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.

All Wake Tech policies (academic, student services and administrative) apply to all students, regardless of campus and center locations or mode of instructional delivery, unless expressly defined by the college.

Generally, the provisions outlined in the catalog are applicable as stated, but Wake Tech 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 a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

Ref # C1005

## Changes to Curriculum, Fees and Other College Policies

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.

Ref # C1611

## Disability 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 Southern Wake Campus, at 9101 Fayetteville Road in Raleigh, 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:

Director, Disability Support Services

919-866-5670 (tel:919-866-5670) (S)  
919-324-1508 (tel:919-324-1508) (S)

 **QUESTIONS? ASK TALON**

	Video Phone for Deaf)
Human Resources Helpdesk	919-866-7890 (tel:919-866-7890)
Vice President of Facility Services	919-866-5148 (tel:919-866-5148)

Ref # C1006

## Student Disability Discrimination Complaint

The purpose of this policy is to support the college's commitment to providing an institutional environment free from disability discrimination by providing for the prompt and equitable resolution of student complaints.

### APPLICABILITY

All students of the college community.

### POLICY STATEMENT

Wake Technical Community College is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with or denied the benefits of any college program or activity due to his or her disability.

### DEFINITIONS

Term	Definition
Disability	<ul style="list-style-type: none"> <li>➤ A physical or mental impairment that substantially limits one or more major life activities of an individual</li> <li>➤ A record of such an impairment</li> <li>➤ Being regarded as having such an impairment</li> <li>➤ An impairment that is episodic or in remission if it substantially limits a major life activity when it is active</li> </ul>
Discrimination	Conduct based on an individual's protected status that is an unlawful or otherwise prohibited preference for, or detrimental treatment of, one individual compared to other individuals. The conduct must be sufficiently serious to unreasonably interfere with or limit a student or admission applicant's ability to participate in, access or benefit from college programs, services or activities.

### PROCEDURES

Wake Technical Community College (the "college") is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with or denied the benefits of any college program or activity due to his or her disability. The purpose of this policy is to support the college's commitment to providing an

institutional environment free from such discrimination by providing for the prompt and equitable resolution of student complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 ("Section 504") or Title II of the Americans with Disabilities Act ("Title II") or otherwise alleging disability-related discrimination or harassment. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance, and Title II prohibits discrimination on the basis of disability by private entities, including universities, that provide places of public accommodation. This policy provides an administrative framework and oversight for reporting, investigating, adjudicating and resolving violations of this policy.

The college prohibits retaliation for submitting a grievance or participating in a grievance investigation. Retaliation is defined as any unfavorable action taken against an individual for making or supporting a claim of discrimination or participating in the reporting, investigation or resolution of a grievance retaliation, including threats, intimidation, reprisals and adverse actions. Retaliation may be grounds for disciplinary action up to and including termination of employment. All reports of alleged retaliation should be reported to the ADA Compliance Officer for students. The allegation will be investigated upon receipt of the complaint.

Students may submit informal reports or formal complaints of disability discrimination if they believe that they have been subjected to discrimination because of a disability. Grievances may include concerns regarding the determination of, or provision of, disability-related services and accommodations, as well as all allegations of disability discrimination. This includes allegations from students, regardless of their registration status with the Disability Support Services Office. Allegations of discrimination should be reported as promptly as possible, and no later than 180 calendar days from when the person becomes aware of the discrimination, by submitting an informal report or formal complaint. The college may extend this time frame where a delay is due to circumstances beyond a student's control, such as illness or incapacity.

Students registered with Disability Support Services (DSS) will follow these steps:

1. The student may provide an informal report to their assigned DSS coordinator, who will investigate and assist with providing a resolution, if appropriate, after the investigation is complete or escalate the concern to a formal complaint, should it be necessary. An informal report is a disclosure of information alleging the occurrence of prohibited discrimination. If the student is uncomfortable submitting this informal report to the assigned DSS coordinator, then they may submit their report directly to the ADA Compliance Officer.
2. A formal complaint is a written allegation of discrimination made by a student or college representative on behalf of the student, requesting the college to address the allegation through a resolution process. The ADA Compliance Officer, or designee, will assess to determine the most appropriate means to address the concern. This could include but is not limited to conducting necessary interviews, reviewing documentation, witness testimonies and processes required by different service areas and/or academic programs. The formal [complaint form](https://waketech-accommodate.symplcity.com/surveys/Complaint) (<https://waketech-accommodate.symplcity.com/surveys/Complaint>) is available online and from the ADA Compliance Office.

Students not currently registered with DSS will follow these steps:

1. The student may contact the ADA Compliance Officer, or designee, who will investigate and assist with providing a resolution, if appropriate, after the investigation is complete or escalate the concern to a formal complaint, should it be necessary. An informal report is a disclosure of information alleging the occurrence of prohibited discrimination.
2. A formal complaint is a written allegation of discrimination made by a student or college representative on behalf of the student, requesting the college to address the allegation through a resolution process. The ADA Compliance officer, or designee, will assess and determine the most appropriate means to address the concern. This could include, but is not limited to, conducting

necessary interviews, reviewing documentation, witness testimonies and processes required by different service areas and/or academic programs. The formal [complaint form](https://waketech-accommodate.symplicity.com/surveys/Complaint) (<https://waketech-accommodate.symplicity.com/surveys/Complaint>), is available online and from the ADA Compliance Office.

Investigations will be completed and resolutions, if appropriate under the circumstances, provided as promptly as possible and not more than 30 calendar days after receipt of the complaint; however, the timeline may be extended if there are circumstances that affect the college's ability to fact-find or otherwise address the complaint. The outcome of the grievance process will be provided to the student through a written notice and, if appropriate, to the individual(s) against whom the grievance is filed.

ADA Compliance Officer – Students:  
Director, Disability Support Services  
[amragland@waketech.edu](mailto:amragland@waketech.edu) (<mailto:amragland@waketech.edu>)  
[919-866-5515](tel:919-866-5515) (<tel:919-866-5515>)

Students are encouraged to try to resolve matters informally whenever possible. In either level of complaint, the student is also encouraged to describe a proposed course of action and/or a proposed resolution to the investigator. Students who are currently registered with DSS should reach out to their coordinator if they would like to request accommodations during the grievance process. Any student not currently registered with DSS can submit an accommodation request to the ADA Compliance Office. While all students can utilize Wake Technical Community College's process towards resolving a complaint, they have a right to file a complaint directly with the U.S. Department of Education's Office for Civil Rights (OCR):

[800-421-3481](tel:800-421-3481) (<tel:800-421-3481>) TTY: [800-877-8339](tel:800-877-8339) (<tel:800-877-8339>)  
[ocr@ed.gov](mailto:ocr@ed.gov) (<mailto:ocr@ed.gov>)  
[Website](https://www.hhs.gov/ocr/index.html) (<https://www.hhs.gov/ocr/index.html>)

Ref # C1010

## 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 [Nondiscrimination Policy](#) ([./catalog/admissions#sec3013](#)).

Ref # C1007

## 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:

➤ N.C. Sex Offender and Public Protection Registry (<http://sexoffender.ncsbi.gov/>)

➤ National Sex Offender Public Registry (<https://www.nsopw.gov/>)

Ref # C1008

# History, Statement of Values and Accreditation

## History

Wake Tech is a tax-supported, public, nonprofit 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 Commission on Colleges (SACSCOC). 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 SACSCOC on December 3, 1970.

Ref # C1101

## Mission Statement

Wake Tech provides equitable access to education that transforms lives through economic mobility and personal fulfillment.

In pursuit of its mission, the college adheres to an open-door admissions policy by offering quality, accessible and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical and occupational training; and college/university transfer preparation.

Ref # C1102

## Vision

We will reach students in every part of Wake County and rally around them to get their dreams, talents and resilience take them.

 **QUESTIONS? ASK TALON**



## Core Values

Wake Tech 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

### **Equitable access**

Students from underrepresented groups, including minority and low-income students, are able to enter Wake Tech programs and access the support services they need to be successful.

### **Equitable outcomes**

Students are successful regardless of their race, gender or socioeconomic status.

### **Learning**

Students gain the knowledge, skills and abilities they need for the labor market and transfer.

### **Completion**

Students complete vastly more degrees and other meaningful credentials at faster rates than in the past.

### **Transfer**

More students transfer with credentials in less time than in the past and earn bachelor's degrees.

**Labor market**

After completing their credentials, students find sustainable employment at which they earn living wages.

Ref # C1105

**Accreditation****Southern Association of Colleges and Schools Commission on Colleges**

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

**CALEA**

The college's Public Safety Education Campus has been awarded CALEA Training Academy Accreditation by the [Commission on Accreditation for Law Enforcement Agencies](http://www.calea.org) (<https://www.calea.org>) (13575 Heathcote Blvd.; Suite 320; Gainesville, VA 20155).

**Specific program accreditation****Automotive Systems Technology**

The college's Automotive Systems Technology associate degree program has been accredited by [National Institute for Automotive Service Excellence](http://www.ase.com/) (ASE) and received certification from the [ASE Education Foundation](http://www.aseeducationfoundation.org) (1503 Edwards Ferry Road N.E., Suite 401, Leesburg, VA 20176, [703-669-6650](tel:703-669-6650) (tel:703-669-6650)). 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 Service Excellence.

**Criminal Justice Technology**

The college's Criminal Justice Technology program is accredited by the [North Carolina Criminal Justice Education and Training Standards Commission](https://ncdoj.gov/law-enforcement-training/criminal-justice/) (<https://ncdoj.gov/law-enforcement-training/criminal-justice/>).

**Culinary Technology**

The college's Culinary Technology program is accredited by the [American Culinary Federation](http://www.acfchefs.org) (180 Center Place Way, St. Augustine, FL 32095, [800-624-9458](tel:800-624-9458) (tel:800-624-9458)).

**Dental Assisting and Dental Hygiene**

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](https://coda.ada.org/) (<https://coda.ada.org/>). 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 E. Chicago Ave., Chicago, IL 60611-2678, or by calling [800-621-8099](tel:800-621-8099) (<tel:800-621-8099>), extension 4653.

### **Detention Officer Certificate**

The college's Detention Officer Certificate program has been accredited by the [North Carolina Sheriffs' Education and Training Standards Commission](https://ncdoj.gov/law-enforcement-training/sheriffs/) (<https://ncdoj.gov/law-enforcement-training/sheriffs/>), to offer the certification course for individuals seeking to become detention officers. North Carolina Sheriffs' Education and Training Standards Commission, North Carolina Department of Justice, 9001 Mail Service Center, Raleigh, NC 27699-9001.

### **Heavy Equipment and Transport Technology/ Construction Equipment Systems**

The college's Heavy Equipment and Transport Technology/Construction Equipment Systems program is accredited by Accreditation Board of [Associated Equipment Distributors](https://www.aednet.org/) (<https://www.aednet.org/>) (AED). The AED Foundation can be reached at 600 22nd St., Suite 220, Oak Brook, IL 60523.

### **Medical Assisting**

The Medical Assisting program is accredited by the [Commission on Accreditation of Allied Health Education Programs](https://www.caahep.org) (<https://www.caahep.org>) (CAAHEP) upon the recommendation of Medical Assisting Education Review Board. The CAAHEP can be reached at 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 or [727-210-2350](tel:727-210-2350) (<tel:727-210-2350>).

### **Medical Lab Technology and Phlebotomy**

The [National Accrediting Agency for Clinical Laboratory Sciences](https://www.naacls.org/about.aspx) (<https://www.naacls.org/about.aspx>) (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 or [773-714-8880](tel:773-714-8880) (<tel:773-714-8880>).

### **Nursing**

The college's Associate Degree in Nursing program is accredited by the [Accreditation Commission for Education in Nursing](https://www.acenursing.org/) (<https://www.acenursing.org/>), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326. Phone [404-975-5000](tel:404-975-5000) (<tel:404-975-5000>), or fax 404-975-5020.

### **Pharmacy Technology**

The college's Pharmacy Technology program is accredited by the [American Society of Health System Pharmacists](https://www.ashp.org) (<https://www.ashp.org>) (ASHP) and [Accreditation Council for Pharmacy Education](https://www.acpe-accredit.org/) (<https://www.acpe-accredit.org/>). The ASHP is located at 7272 Wisconsin Ave., Bethesda, MD 20814.

### **Radiography**

Wake Tech's program in Radiography is accredited by the [Joint Review Committee on Education in Radiologic Technology](https://www.jrcert.org/) (<https://www.jrcert.org/>), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, or [312-704-5300](tel:312-704-5300) (<tel:312-704-5300>).

Accreditation documentation connected with curriculum programs at Wake Tech can be found on the [college's website](#) ([/about-wake-tech/administrative-offices/ie-and-research/national-accreditation](#)).

Ref # C1107

## **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 Division of Health Service Regulation
- Nursing – North Carolina Board of Nursing
- Phlebotomy – National Accrediting Agency for Clinical Laboratory Sciences
- Veterans' Services – North Carolina Approving Agency for Veterans Education and Training

Ref # C1108

## **Misrepresentation**

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 U.S. 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 the U.S. Department of Education

**Misleading statement** – Any statement that has the likelihood or tendency to deceive or confuse

### **PROCEDURES**

Alleged misrepresentation may be reported to the Office of Accreditation and Compliance at [policies@waketech.edu](mailto:policies@waketech.edu) (<mailto:policies@waketech.edu>).

Ref # C1106 and E0132

# Wake Tech Foundation

## About the Foundation

The Wake Technical Community College Foundation believes in making an education possible for anyone in the community who wants one, so that the Triangle region remains the best place to live and work in the world. The Foundation cultivates and manages a variety of resources critical to the college's success: corporate investments, private grants, alumni and employee contributions and financial and in-kind support from many other friends of the college.

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  
919-866-5927  
[foundation@waketech.edu](mailto:foundation@waketech.edu) (<mailto:foundation@waketech.edu>)  
[Website \(/wake-tech-foundation\)](http://wake-tech-foundation.com)

Ref # C1110

# Admissions

## Open-Door Policy

Wake Technical Community College is subject to the Open-Door Admission Policy established by the State Board of Community Colleges. This policy provides for admission of any legal resident of the United States who is a high school graduate, is at least 18 years old or is 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 Tech 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 and the college shall document the following:

- Detailed facts supporting the rationale for denying admission
- The time period within which the denial to admit shall be applicable and the supporting rationale for the designated time period
- The condition upon which the applicant who is denied would be eligible to be admitted
- An appeals process for applicants denied admission pursuant to this policy

An evaluation committee composed of Wake Tech Campus Police staff, the associate vice president for enrollment services, a curriculum representative and two Enrollment & Student Services representatives 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 its discretion, the committee may request an interview with the applicant. The committee will make a recommendation to the president through the VP for enrollment services within seven business days of convening and reviewing the information presented. The president or his designee will make the final admission decision. Upon receiving the president's decision, the associate VP for enrollment services will notify the applicant.

### **State authorization for distance education**

Online education is an integral part of Wake Tech's program offerings. The college is a member of the National Council for State Authorization Reciprocity Agreements (NC SARA), which allows students in participating states and territories to enroll in [online distance education classes](#) ([/online-learning/resources/state-authorization](#)).

### **Recruiting service members**

As required by the U.S. Department of Defense and to eliminate unfair, deceptive and abusive marketing aimed at service members, Wake Tech will do the following:

- ❶ Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other item having a monetary value of more than an insignificant amount to any individual or entity or its agents, including third-party lead generators or marketing firms, other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of service members or obtaining access to Tuition Assistance (TA) funds. Educational institution-sponsored scholarships or grants and tuition reductions available to military students are permissible.
- ❷ Refrain from providing any commission, bonus or other incentive payment based directly or indirectly on securing enrollments or federal financial aid, including TA funds, to any persons or entities engaged in any student recruiting, admission activities or making decisions regarding the award of student financial assistance.
- ❸ Refrain from high-pressure recruitment tactics, such as making three or more unsolicited contacts, including contacts by phone, email or in person, and engaging in same-day recruitment and registration for the purpose of securing service member enrollments.

Ref # C1201a

## Nondiscrimination Policy

Wake Technical Community College offers equal employment and educational opportunities to all employees, prospective employees, students and prospective students. Equal educational opportunity, affirmative action and compliance with the Americans with Disabilities Act are viewed by the Board of Trustees as integral parts of the mission and purpose of Wake Tech.

Questions concerning this policy should be addressed as follows:

**Student matters** – Office of Student Conduct, [919-866-6169](tel:919-866-6169) (<tel:919-866-6169>), on Southern Wake Campus or [919-532-5663](tel:919-532-5663) (<tel:919-532-5663>) on Scott Northern Wake Campus

**Employee matters** – Director of Employee Relations & Talent Management, [919-866-7890](tel:919-866-7890) (<tel:919-866-7890>).

Ref # C1201b

## Steps to Enrollment

1. Complete the North Carolina Residency Determination (<https://ncresidency.cfnc.org/residencyInfo/>)
2. Apply to Wake Tech ([/become-a-student](#))
3. Activate your student account ([/help-center/its/account-activate](#))
4. Submit an official high school transcript or high school equivalency transcript for review and placement into a particular program of study/coursework. Subsequent registration will be blocked if transcripts are not received within 30 days of the start of the first semester.
5. If secondary education/high school was completed outside the U.S., submit transcript(s) and completion certificate(s) with certified translations (if documents are not in English). If an examination after secondary education is required for completion, please submit the examination certificate(s) from the Examination Council.
6. Submit official college transcripts for placement or consideration of transfer of credits in your chosen program of study.

7. Apply for financial aid, if needed. Official transcripts are required before awarding of financial aid. If your high school transcript is not from a valid institution, it may affect your ability to receive financial aid.
8. Meet with an advisor for course selection.
9. Attend orientation.
10. Complete the e-Learning module if enrolling in online courses.
11. Register and pay for classes.

Anyone wishing to attend Wake Tech must complete the online Application for Admission. The application should indicate whether the applicant is a curriculum student applicant or a visiting student applicant:

➤ A **curriculum student applicant** is any individual pursuing admission into a degree, diploma or certificate program. Curriculum student applicants must complete the standard online Residency Determination and Application for Admission and submit official high school transcripts, if required, for placement into a program of study. Awarding of financial aid will be blocked if official transcripts are not on file. Subsequent registration will be blocked on the 30th day of the semester if official transcripts are not received by the college.

➤ A **visiting student applicant** is any individual planning to enroll in one or more curriculum courses but not pursuing admission into a degree, diploma or certificate program. Visiting student applicants must complete the standard online Residency Determination and Application for Admission and meet all course prerequisites. To verify completion of prerequisite courses, applicants must complete the Visiting Student Prerequisite Approval form ([https://myforms.waketech.edu/forms/Lists/Form\\_1188/NewForm.aspx](https://myforms.waketech.edu/forms/Lists/Form_1188/NewForm.aspx)) and provide official or unofficial transcripts before registering.

**NOTE:** Generally, visiting student status is limited to 16 semester hours. Visiting 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 visiting student to curriculum status must complete the enrollment steps as outlined above for a curriculum student applicant.

➤ **High school programs/Career & College Promise:** This program provides dual-enrollment educational opportunities for eligible North Carolina high school students. Visit the Career & College Promise ([/career-and-college-promise](#)) section of the website for more information about eligibility, admissions and enrollment.

Ref # C1202a

## Submitting Transcripts

Curriculum student applicants must have official transcripts of high school and college work, if applicable, submitted directly to Wake Tech. Acceptance by Wake Tech is conditional, based on receipt of a final, official high school transcript.

Awarding of financial aid may be blocked if an official high school transcript is not on file. Subsequent registration will be blocked on the 30th day of the semester if official transcripts are not received by the college. Transcripts submitted become the property of the college upon receipt and may not be copied for student use.

**High school:** Applicants who are high school seniors can have their school submit a transcript showing work through the first semester of the junior year for admission, as soon as possible after the semester has ended, and a final transcript showing graduation at the close of school.



**GED/high school equivalency:** 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 high school equivalency office in the state where the certificate was issued.

**College:** Applicants who wish to transfer credits to Wake Tech must submit official transcripts for an evaluation to be completed. Applicants presenting transcripts of completed associate degrees or higher will not need to submit high school transcripts.

**Other educational documents:** If secondary education/high school was completed outside the U.S., applicants must submit transcript(s) and completion certificate(s) – with certified translations if documents are not in English. If an examination after secondary education is required for completion, the applicant must submit the examination certificate(s) from the Examination Council.

Applicants should submit transcripts electronically to [transcripts@waketech.edu](mailto:transcripts@waketech.edu) (<mailto:transcripts@waketech.edu>) or mail them to:

Wake Tech Community College  
Admissions Office  
9101 Fayetteville Road  
Raleigh NC 27603

Ref # C1202b

## Placement Testing

Wake Tech prioritizes students' high school GPA and standardized test scores for placement in college classes. Tests to determine readiness and skill level in English, reading, writing and math are administered to applicants pursuing a degree, diploma and certain certificates who did not graduate from a U.S. high school or who have no other admission criteria for placement. Test results are used to place students in the appropriate class level and to determine if transition instruction is needed.

Students are exempt from taking the tests or portions thereof and are placed based on the following criteria, as verified through official transcript or score report:

- Graduation from any U.S. high school with an unweighted GPA.
- SAT scores prior to March 1, 2016, of 500 or higher in critical reading or writing and 500 or higher in math, or SAT scores after March 1, 2016, of 480 or higher in evidence-based reading and writing and 530 or higher in math. Scores must be less than 10 years old at the time of application to Wake Tech.
- ACT scores earned after March 1, 2014, of 22 or higher in reading or 18 or higher in English and 22 or higher in math will allow college-level placement. ACT scores of 16-17 in English, 20-21 in reading and a 20-21 in math will allow placement with an addition of a one-hour transition support course. ACT scores must be less than 10 years old at the time of application to Wake Tech.
- An associate degree or higher earned from a regionally or nationally accredited institution.
- A grade of "C" or better in college-level English and math courses earned from a regionally or nationally accredited institution.

Placement may be based on High School Equivalency (HSE) for applicants who have HSE scores taken January 2014 or later with scores shown below:

- GED: 145 or higher on all subject areas
- HiSET: 15 or higher on all subject areas, with a 4 on the essay

If no placement measure exists, an applicant may request to take the placement test or begin in transition courses.

Students who are non-native speakers of English will take the ACCUPLACER-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 by emailing [placementtest@waketech.edu](mailto:placementtest@waketech.edu) (<mailto:placementtest@waketech.edu>).

To prepare for computerized placement testing, applicants can [review test preparation materials](#) ([/admissions/testing-center/preparing-test](#)).

Ref # C1203a

## Program Placement Requirements

### Associate degree and diploma programs

- High school diploma or equivalent
- Placement inventories, when eligible, to aid in course placement and academic guidance
- Medical examination for certain Health Sciences programs
- Additional minimum requirements in some programs (call Admissions at 919-866-5420 (tel:919-866-5420) for more information)

### Certificate programs

- High school diploma or equivalent for some certificate programs (call Admissions at 919-866-5420 (tel:919-866-5420) for more information)
- Placement inventories, when eligible, to aid in course placement and academic guidance
- Medical examination for certain Health Sciences programs.
- Additional minimum requirements in some programs (call Admissions at 919-866-5420 (tel:919-866-5420) for more information).

Upon admission, students must meet current program requirements. 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 academic advisor or appropriate academic department head to determine if such sanctions apply.

Ref # C1203b

## Limited-Enrollment Programs

Some Wake Tech programs have more applicants than available space:

- Agricultural Systems
- Associate Degree Nursing
- Associate Degree Nursing - LPN to RN Advanced Placement Option
- Computed Tomography
- Construction Equipment Systems
- Cosmetology
- Dental Assisting
- Dental Hygiene
- Diesel & Heavy Equipment
- Electroneurodiagnostic Technology (EDT)
- Emergency Medical Science
- Esthetics
- Magnetic Resonance Imaging Technology
- Mammography
- Medical Assisting
- Medical Laboratory Technology
- Medical Sonography
- Pharmacy Technology
- Phlebotomy
- Practical Nursing
- Radiography

Limited-enrollment programs may have unique admission requirements and may use additional criteria, such as post-secondary 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 specialist, who will answer initial questions and guide them through the next steps in the process.

Ref # C1206

## Tuition and Fees

### Fees and payments

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 [selfserve.waketech.edu](http://selfserve.waketech.edu) (<http://selfserve.waketech.edu/>). Self-Service 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 on Southern Wake Campus, Montague Hall, 9101 Fayetteville Road in Raleigh.
- **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 Southern Wake Campus, Perry Health Sciences Campus, Scott Northern Wake Campus, RTP 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 and are purchasing course materials, it is suggested that each student bring two checks to registration: one for registration and one for books and supplies. Students in curriculum programs and dual-enrollment programs are eligible for Wake Tech's Eagle Advantage program, which provides all textbooks and digital books on a rental basis for a per-credit-hour fee, which is outlined below. Students can opt out of the program if they wish and purchase books on their own. 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 General Assembly (tuition) and the Wake Technical Community College Board of Trustees (fees).

### **Tuition rates**

[View current tuition and fees \(/student-services/registration-student-records/payment-deadlines/tuition-costs\)](#)

### **Fees**

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

#### 📍 **Application fee**

Wake Tech does not charge application fees, with the exception of a \$40 application fee for international students.

#### 📍 **Student activity fee**

\$35 per semester (applies to Fall and Spring semesters and Summer term)

#### 📍 **College access fee**

- 📍 Curriculum Education  
\$12 per credit hour per term (no maximum)
- 📍 Workforce Continuing Education  
\$7 for 1-24 program hours  
\$13 for 25-50 program hours  
\$18 for 50+ program hours

#### 📍 **Online, hybrid/blended courses**

Students in online or hybrid/blended courses may be required to complete tests or assignments with a proctor at a Wake Tech eLearning Testing Center (no student fee involved) or an approved proctoring location. Approved proctoring locations off Wake Tech campuses may include a student fee to cover the cost of this service by the provider.

#### 📍 **Textbook Access Fee**

\$27 per credit hour per term (no maximum)  
For the Fall 2023 semester, the Textbook Access Fee will be free to students who complete the Free Application for Federal Student Aid (FASFA) and who remain opted into the Eagle Advantage program.

#### 📍 **Computer use/technology fee**

\$3 per credit hour per term (\$48 per semester maximum)

#### 📍 **Lost gate card fee**

\$5 per card

➤ **Lost ID card fee**

\$5 per card

➤ **Professional liability insurance**

\$6 per term for Health Sciences, Cosmetology and Esthetics students

➤ **Official transcript fee**

\$5 for each transcript

➤ **Music fee**

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

➤ **Supply and other fees**

Fees ranging from \$5 to \$100 may be associated with certain courses. Fees will be noted in the course notes in the schedule of classes.

➤ **Placement test score report**

\$5 per report

➤ **ACCUPLACER and placement test retest fee**

\$10 per retest

➤ **Facility fee (community schools)**

A fee of \$25 per class will be charged to students attending classes at community schools locations. Fees will be collected by Wake Tech at the 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)**

Fees are charged to students registering for the following classes:

➤ PED 177: \$85

➤ PED 139: \$80

➤ PED 128: \$40

**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.

**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. The 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, the granting of credit and the release of any transcript.

**Senior citizen tuition waiver**

Individuals age 65 or older are required to pay for tuition and fees for **all** community college classes taken for credit. These individuals may choose, on the first day of the course, to audit courses with the following guidelines as outlined in 1E SBCCC 1000.2:

- Tuition and registration fees will be waived. Local fees associated with course selections may be charged.

1. Procedure: Obtain Audit form from the Registration and Records office.
2. Submit completed form along with a copy of driver's license or state identification card to the Registration & Records office.

*Registration staff will process the Audit form.*

**1D SBCCC 700.1 (a)** Definition. "Audit" means to enroll in a course section without receiving a grade, academic credit, continuing education unit or certificate of completion.

Ref # C2008

## Refund Policy

### Curriculum classes

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

Tuition refunds are automatically processed based on deadlines and drop dates and sent to BankMobile (<https://bankmobiledisbursements.com/refundchoices/>) for processing.

Refunds are issued only after the 10% date in the semester. This date is published as the drop deadline in class schedules and registration information each semester.

### 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 term:

- 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.
- A **75% refund** will be given if the student drops the class on or after the first day of the semester and on or before the official **10% point** of the semester, as published in the college calendar. Students who fail to attend classes at all, and who are marked as "never attended" by the instructors, will be de-registered from the class rosters.

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

- A **100% refund** will be given if the student drops the class prior to the first class meeting.
- A **75% refund** will be given if the student drops the class on or before the **10% point** of the class. Students who fail to attend classes at all, and who are marked as "never attended" by the instructors, will be de-registered from the class rosters.

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.

### **Canceled classes**

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

### **Fees**

When a student withdraws entirely and the tuition refund is approved by the college as set forth above, student activity and community schools 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 (<https://waketech.bncollege.com/>), who is authorized to accept or reject the request for refund.

Ref # C2005

## **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 advisor, based on the student's program of study.

**Visiting 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 Academic Advising Office as needed.

**Registration is conducted online** via Self-Service ([/admissions-aid/admissions/credit/self-service](#)):

- After logging in, Click on the "Academics" icon in the left navigation
- Click on "Student Planning"
- Select "Plan & Schedule"

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 Records Office ([/student-services/registration-student-records](#)), for more information.

**Registration will be canceled 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 \(/student-services/registration-student-records/payment-deadlines\)](/student-services/registration-student-records/payment-deadlines), are available online.

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 \(http://my.waketech.edu/\)](http://my.waketech.edu/), by notices around campus, by faculty advisors and online through the [Registration and Records Office website \(/student-services/registration-student-records\)](/student-services/registration-student-records). 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.

Ref # C1205

## **Military and Veterans Services**

Wake Tech helps veteran students pursue their academic and career goals, whether they seek a degree, transfer to a university, new skills or a new career. Our Military and Veterans Services Department creates an environment where veterans and military-affiliated students find both support and community. The department is committed to providing veteran students with the highest-quality academic support services by assisting with VA Education Benefits, connecting students with needed resources and offering support programs for their ongoing academic success.

### **Education benefits**

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 serving on active duty or are retired, are Ready Reservists, are members of the North Carolina National Guard or are spouses or children of deceased or 100-percent disabled veterans or dependents in receipt of transferred Post-9/11 GI Bill entitlement, are all classified as "veteran students." Veterans who wish to use their GI Bill education benefits must first establish their eligibility with the Department of Veterans Affairs (VA) by submitting the [appropriate application form \(https://www.va.gov/education/how-to-apply/\)](https://www.va.gov/education/how-to-apply/). Veterans separated from service with an Honorable Discharge usually qualify for education benefits that provide, in general, 36 months of full-time training.

Veterans who have served on active duty on or after September 10, 2001, may be eligible for [Post-9/11 GI Bill benefits \(https://www.va.gov/education/about-gi-bill-benefits/post-9-11/\)](https://www.va.gov/education/about-gi-bill-benefits/post-9-11/).

Active-duty military personnel are also eligible for education benefits under the GI Bill. Interested persons should contact their duty station education officer for details. GI Bill benefits are available for selected Reserve and National Guard members to help with education and training costs. Interested persons should contact their unit's education representative.

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 all other institutions of higher learning to expedite the certification process. Additionally, we request



copies of the DD-214 and VA Certificate of Eligibility. Reservists and members of the National Guard are asked to submit the Notice of Basic Eligibility (NOBE).

Veterans attending Wake Tech under the GI Bill receive a monthly reimbursement from the Department of Veterans Affairs (VA). 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 semester. Veterans should contact Military and Veterans Services, located in Building L, Suite 143, on Southern Wake Campus or Building C, Room 206, on Scott Northern Wake Campus, for more information. Veterans using GI Bill benefits are also encouraged to apply for federal financial aid.

**NOTE:** Military and Veterans Services does not have access to payment information.

Per Title 38 United States Code Section 3679(e), any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the VA website or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

#### **VA Satisfactory Academic Progress policy**

Per federal regulations, a veteran student's cumulative GPA must be reviewed at the end of each semester of attendance, including summer. As such, a veteran student failing to receive a 2.0 or higher cumulative GPA at the end of a semester will have his or her ability to use GI Bill benefits place on probationary status. While on probation, the student remains eligible for GI Bill benefits. If the student earns a cumulative 2.0 GPA or higher by the end of the probationary semester, the probation will be lifted. If a student does not earn a cumulative 2.0 GPA by the end of the probationary semester, VA benefits will be terminated. A veteran student failing to meet the required 2.0 standard at the end of the next term in attendance will also have his or her VA enrollment terminated and benefits temporarily suspended. Enrollment certification will not be restored until GPA standards are met or upon approval of a [Satisfactory Academic Progress Appeal application](https://myforms.waketech.edu/forms/public/Shared%20Documents/1308V_VASatisfactoryAcademicProgressTerminationAppeal.pdf) ([https://myforms.waketech.edu/forms/public/Shared%20Documents/1308V\\_VASatisfactoryAcademicProgressTerminationAppeal.pdf](https://myforms.waketech.edu/forms/public/Shared%20Documents/1308V_VASatisfactoryAcademicProgressTerminationAppeal.pdf)).

#### **Schedule Changes**

Any changes to a veteran's enrollment must be immediately reported to Wake Tech Military and Veterans Services. Veteran students dropped or withdrawn for any reason will be immediately reported to the VA, and appropriate adjustments will be made. Reporting delays or omissions can adversely affect future benefit payments.

#### **Enrollment in non-traditional courses ()**

Veterans receiving VA education benefits may enroll in non-traditional courses, including online or hybrid courses, under the following conditions:

- 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.

### **Remedial courses**

Remedial and deficiency courses are designed to correct deficiencies in basic mathematics, English and reading at the elementary or secondary level. These courses can be certified as part of an approved program but only for students for whom a verifiable need has been established.

Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.

### **Dual majors/objectives**

A student may want to pursue a dual major/objective. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate. A program of education may lead to more than one educational, professional or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. Only courses required to complete the dual major/objective can be certified.

### **Prior credit**

The VA requires educational institutions to report credit allowed for all prior post-secondary educational credit and training, including military service schools, applicable to a student's current degree program. It is the student's responsibility to request academic transcripts from all post-secondary education institutions previously attended. VA regulations prohibit the college from certifying for payment courses that were previously completed if that course(s) applies toward the degree program pursued at Wake Tech. Students should avoid pursuing courses for which they may later receive transfer credit. If you are unsure how a course might be evaluated at Wake Tech, consult your academic advisor.

### **Repeating courses**

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again.

Example 1: If a Nursing program requires a "B" or better in Biology, then that class may be repeated if a "B" or better was not earned. That requirement must be in the school catalog.

Example 2: If a course is required for graduation, a student who receives an "F" may repeat the course and be certified for it until it is successfully completed.

Example 3: If a student chooses to repeat a course that was successfully completed just to improve their GPA, that course cannot be certified to VA.

**NOTE:** Drops and withdrawals can be repeated as needed.

### **Rounding out**

The VA allows a school to certify for payment of additional class(es) taken during the last term for the purpose of increasing training time or rate of pursuit, up to full-time. While these classes are not required for the specific beneficiary to graduate, they must be included within the program of study. Such classes must be specified by name in the approved program curriculum and not have been already completed. A veteran student can round out a schedule with additional courses to bring his or her course load up to a full-

time schedule in his or her last term only. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program.

### **Residency waivers**

Wake Tech will waive the 12-month state residency requirement for any student who meets the following criteria:

- The veteran student has applied and enrolled in Wake Tech within three years of discharge or release from the armed forces, the commissioned corps of the U.S. Public Health Service or the National Oceanic and Atmospheric Administration.
- The veteran student qualifies for and uses educational benefits pursuant to 38 USC Chapter 30 (Montgomery GI Bill<sup>®</sup>, Chapter 31 (Veteran Readiness and Employment) or 38 USC Chapter 33 (Post-9/11 GI Bill), as administered by the U.S. Department of Veterans Affairs. This includes dependents in receipt of Chapter 33 Post-9/11 GI Bill Transfer of Entitlement, students using benefits through the Survivors' and Dependents' Educational Assistance (Chapter 35) program and students using benefits under the Fry Scholarship where the veteran had a period of active-duty service of at least 90 days before his or her death.
- The student's abode is North Carolina.

### **Priority registration**

A Veterans Priority Registration system has been established to allow all veteran students and dependent students using GI Bill<sup>®</sup> benefits to register for courses before the general registration period opens. Contact Military and Veterans Services for more information.

### **VA 85/15 Rule**

The 85/15 Rule requires that a minimum number of non-veterans find a program worthwhile and valuable or the payment of federal funds to veterans who enroll in the program will not be authorized. The rule prohibits paying VA benefits to students enrolling in a program where more than 85 percent of the students enrolled in that program are having any portion of their tuition, fees or other charges paid for them by the education and training institution or by VA under Title 38 and Title 10.

### **Formal complaint policy**

Any veteran student may submit a complaint through the [GI Bill Feedback Tool](https://www.benefits.va.gov/GIBILL/Feedback.asp) (<https://www.benefits.va.gov/GIBILL/Feedback.asp>) if Wake Tech fails to follow the Principles of Excellence. A student can submit a complaint for himself or herself, or one can be submitted anonymously on behalf of someone else who does not wish to be identified. The complainant will need to identify which education benefit is being used, select an issue category and detail the complaint in a narrative with the desired outcome. The complainant will also be asked to identify the school and provide contact information. The VA will review the following types of complaints:

- Recruiting/marketing practices
- Quality of education
- Accreditation
- Grade policy
- Financial issues (e.g., tuition or fee charges)
- Release of transcripts
- Student loans
- Transfer of credits
- Post-graduation job opportunities

- Refund issues
- Change in degree plans or requirements

Complaints are sent from the VA to Wake Tech Military and Veterans Services for review and to provide a response. If the VA determines another government agency would be better able to assist, they will forward the complaint to them and provide you an update. Please note, complaints submitted anonymously will not be sent to the college to prepare a response but are submitted for the record to the Federal Trade Commission's Consumer Sentinel Network.

Upon receiving a formal complaint, Wake Tech Military and Veterans Services will review it, communicate with the complainant as needed and prepare a response to the VA.

More information about veterans' educational benefits can be found on the [Wake Tech website \(/student-services/military-veterans\)](#).

## **Programs and resources**

### **Veterans Zones**

Veterans Zones are spaces for Wake Tech's student veterans and their family members to connect in a safe environment and interact in a unique academic and social setting. They are located on the Southern Wake, Scott Northern Wake and RTP campuses.

### **Green Zones**

Wake Tech's "Green Zones" are locations identified as safe spaces for veteran and military-affiliated students, whether on campus or online. The goal of the Green Zone program is to equip faculty and staff with the ability to lend a sympathetic ear and help students identify and connect with appropriate resources. To help students identify Green Zones, faculty and staff will display a placard in their workspace.

### **Location and Hours:**

#### **Southern Wake Campus**

Building L, Room 133

Monday - Friday

8 a.m. - 5 p.m.

#### **Scott Northern Wake Campus**

Building C, Room 206

Monday - Friday

8 a.m. - 5 p.m.

#### **RTP Campus**

Building 1, Room 332MB

Monday - Friday

8 a.m. - 5 p.m.

### **Veterans Upward Bound**

Veterans Upward Bound is a federally funded educational program that prepares veterans for post-secondary education, providing assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in core subjects.

## **ROTC**

Wake Tech offers Military Science courses in support of the U.S. Army Reserve Officer Training Candidate (ROTC) program. There is no ROTC contractual obligation to the Army or Army ROTC for the first two years, unless on scholarship or a Simultaneous Membership Program contract, such as the National Guard or Army Reserve.

## **Student Veterans of America**

Wake Tech's [Student Veterans of America](http://student-services/military-veterans/student-veterans-of-america) ([/student-services/military-veterans/student-veterans-of-america](http://student-services/military-veterans/student-veterans-of-america)) chapter (SVA), part of the national SVA network, provides support to help student veterans adjust and be successful in their transition to civilian and college life. The club provides student veterans with opportunities to socialize, network, work together on community service projects, engage in leadership positions and enhance their resumes.

## **SALUTE Veterans National Honor Society**

Wake Tech's chapter of [SALUTE](https://waketech.presence.io/organization/salute-veterans-national-honor-society) (<https://waketech.presence.io/organization/salute-veterans-national-honor-society>) was established to recognize and honor the academic achievement of student veterans who have a 3.0 grade point average or above and to encourage excellence in scholarship, research and leadership.

## **Military and Veterans Services office hours and locations**

### **Southern Wake Campus**

Building L, Suite 143  
Monday - Friday, 8 a.m. - 5 p.m.

### **Scott Northern Wake Campus**

Building C, Room 206 (Veterans Zone)  
Monday - Friday, 8 a.m. - 5 p.m.

### **RTP Campus**

Room 244C  
Tuesday 9 a.m. - 1 p.m.

### **Perry Health Science Campus**

Every third Tuesday, 9 a.m. - 1 p.m.

Virtual appointments are available at the following times:

Monday, Wednesday, Thursday and Friday, 8 a.m. - 5 p.m.

Tuesday, 8 a.m. - 8 p.m.

---

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

Ref # C1309

## **International Students**

The [International Student Office](http://international.waketech.edu/) (<http://international.waketech.edu/>), assists international student applicants who wish to apply for a student (F-1) visa. The office assists F-1 status students in employment authorizations, reinstatements, extensions of I-20 expiration date,

transferring I-20s to an institution certified by the federal Student and Exchange Visitor Program, travel abroad and re-entry procedures and with 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 U.S. Citizenship and Immigration Services regulations to have a current record of local and foreign addresses on file with the college.

Ref # C1212

### **English as a Foreign Language (EFL) Students**

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 proficiency levels in the following areas: listening and speaking, reading, grammar and composition. 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 Office \(/student-services/international-students-office\)](#) section of Wake Tech's website for more information. Tuition rates are the same as those for other curriculum classes offered at Wake Tech.

Ref # C1407

### **Readmitted Students**

A student who withdraws from the college for reasons other than academic or administrative may apply for readmission for any subsequent semester. An applicant for readmission who has not attended for one year or more must submit a new application and, upon readmission, must meet current program requirements.

A student who has been dismissed for academic or administrative reasons may re-enroll after the dismissal period ends.

Readmission, re-enrollment and any attendance conditions or restrictions are at the discretion of the college.

Health Sciences programs may have additional readmission requirements and policies. They can be found in the Student Policy Handbook for each Health Sciences program.

Ref # C1209

### **Vaccination Policy**

Students at Wake Tech are not required to provide documentation of immunizations for admission to the college; however, documentation is required in specific programs:

- All students enrolled in curriculum Health Sciences and Workforce Continuing Education health care 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 current tetanus vaccination and undergo tuberculosis screening prior to admission, if required by a physician.
- All F-1 students must complete the International Student Medical Form documenting a 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.

Ref # C1213

## Contact Admissions

### Curriculum admissions

Should assistance be needed, contact an admissions information specialist at [919-866-5420](tel:919-866-5420) (tel:919-866-5420) or [find information online \(/admissions\)](#).

### Registration and Records

Southern Wake Campus, Student Services Building, Room 243  
[919-866-5700](tel:919-866-5700) (tel:919-866-5700)

### Advising

[919-866-5474](tel:919-866-5474) (tel:919-866-5474) or [advising@waketech.edu](mailto:advising@waketech.edu) (mailto:advising@waketech.edu).

Ref # C1211

# Registration & Student Records

## Curriculum Class Schedules

Curriculum class schedules are available online before the start of the upcoming semester, through Plan & Schedule. Log in to [Self-Service](https://selfserve.waketech.edu/student?hideProxyDialog=false) (<https://selfserve.waketech.edu/student?hideProxyDialog=false>).

To view the schedule:

1. Click on the **Academics** icon (fourth one down) in the left-side navigation
2. Select **Course Catalog**
3. Look for the desired course(s); you can also click on **Advanced Search** to search with additional criteria.

For assistance, visit [my.waketech.edu](https://my.waketech.edu/index.php) (<https://my.waketech.edu/index.php>).

Ref # C1204

## Curriculum Registration Dates

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

- Newly admitted students
- Returning degree-, diploma- and certificate-seeking students, based on the number of credits completed at Wake Tech
- Non-degree-seeking students
- High school, Career & College Promise and early-admission students

Registration priority dates and other important registration and payment dates can be found on the [Registration and Records website](#) ([/student-services/registration-student-records](#)).

Ref # C2006

## Residency Classification

The state subsidizes tuition at North Carolina public colleges and universities for all students whose permanent legal residence is in North Carolina. Students pay "in-state" or "out-of-state" tuition based on a residency determination process. The statute places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

All applicants must complete the online residency determination before they can apply to Wake Tech. Most will be required to complete only the Initial Consideration process. Current students whose circumstances change or who believe their status is incorrect must complete the Reconsideration and Appeal process. Students are responsible for notifying



Registration and Records if a change in residency status occurs. Wake Tech can update a student's tuition statement due to a change in residency within a given term; however, adjustments for previous terms cannot be made.

Upon completion of the residency determination process, students will be issued a Residency Certification Number that can be used at all public colleges in North Carolina.

All residency determinations will be made by [Residency Determination Service](https://ncresidency.cfnc.org/residencyInfo/) (RDS) and not the college. However, Wake Tech staff may be able to assist students with employer sponsorships, military benefits and other exceptions allowed by the state.

Ref # C2007

## Transcript Requests

Wake Tech Registration and Records 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 records will be issued only with written authorization by the student.

Official copies of transcripts may be obtained in person at Southern Wake, Scott Northern Wake and RTP campuses with photo identification. Transcripts may also be obtained by mail from Registration and Records, Wake Tech Community College, 9101 Fayetteville Road, Raleigh, NC 27603.

Wake Tech also offers [online transcript ordering](https://student-services/registration-student-records/how-to/order-transcripts), including secure PDF transcripts in partnership with National Student Clearinghouse.

Mail and online transcript requests will be processed within two business days. Official Wake Tech transcripts are **\$5 per copy** when ordered directly from Wake Tech; online requests through the National Student Clearinghouse will incur a service fee. Unofficial 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.

Ref # C2002

## Prior Learning

Prior learning is a means by which students can satisfy graduation requirements by applying transfer work and credits from placement examinations. When granted, students are given an equivalency for the prior learning work, meaning that it is deemed equivalent to a specific Wake Tech course. However, no academic credit is awarded, and thus, the equivalency does 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 prior learning work at one college does not necessarily

mean that acceptance will be given at every college. Students are encouraged to review the prior learning policies at any college where they may be considering to transfer or enroll.

To view Wake Tech equivalencies for prior learning, visit [TES](#)

([https://tes.collegesource.com/publicview/TES\\_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03)), our transfer equivalency library, and type

"prior learning" into the Institution Search box.

Ref # C2003a

## Department and Special Course Challenge Exams

Students seeking credit for non-transferable learning experiences for any course, except University Transfer and transitional courses, 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 coursework.

**NOTE:** Not all courses can be challenged. Please refer to divisional staff for specifics on courses to be challenged within their division. Students may not challenge ENG 111, 112, 113 or 114 or any other University Transfer courses; instead, students may take the appropriate CLEP, AP or DANTES exam.

Most challenge exams are administered within the appropriate department. Students challenging these courses must obtain approval form the division dean.

Requests must be made with full justification to the appropriate academic dean or designee at the time of registration. Upon approval, students will be directed to contact the dean or department head to schedule the challenge 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 should make every effort to start the challenge examination process as soon as they register for a course, as some divisions have restrictive challenge examination procedures.

Students must take all challenge examinations no later than the 10% point of the semester or term. Results of challenge examinations will be mailed after the exams have been graded and results forwarded to the Registrar's Office.

Students must register and pay tuition for courses to be challenged and must submit requests for challenge examinations after registering. To receive credit on the transcript record, it is necessary to remain registered for a class that has been challenged successfully.

Ref # C2003b

## College Level Examination Program (CLEP) Credit

The College Level Examination Program (CLEP) offers students the opportunity to earn college-level placement for knowledge acquired outside the classroom. All CLEP credit will be evaluated on the basis of the receiving institution's policy. To view Wake Tech equivalencies for CLEP, visit [TES](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03) ([https://tes.collegesource.com/publicview/TES\\_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03)), our transfer equivalency library, type "College Board" into the Institution Search box and review the minimum score in the note field for each equivalency.

To learn more, visit the [College Board](https://clep.collegeboard.org/?navId=gf-clep) (<https://clep.collegeboard.org/?navId=gf-clep>) online.

Ref # C2003c

## 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 demonstrate college-level achievement through examinations. Wake Tech will award non-course-work equivalency for students who meet minimum scores on AP exams, and these equivalencies can then be applied toward the student's graduation requirements.

Students pursuing associate degrees or intending to transfer courses to UNC System schools should note the following: Advanced Placement (AP) course credits awarded for a score of 3 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 be awarded only with a score of 5.

Only one course of credit may be awarded for the AP Calculus AB exam. A score of 3 may award credit for MAT 263 (four credit hours), while a score of 4 or 5 may award credit for MAT 271 (four credit hours). A score of 3 on the Calculus BC may award credit for only MAT 271 (four credit hours). A score of 4 or 5 on the Calculus BC exam may award credit for two courses, MAT 271 and MAT 272 (for a total of eight credit hours). 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.

To view Wake Tech equivalencies for AP credit, visit [TES](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03)

([https://tes.collegesource.com/publicview/TES\\_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03)), our transfer equivalency library, type

"College Board" into the Institution Search box and review the minimum score in the note field of each equivalency.

Ref # C2003d

## DANTES Standardized Subject Tests

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.

To view Wake Tech equivalencies for DANTES visit [TES](#)

([https://tes.collegesource.com/publicview/TES\\_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03)), our transfer equivalency library, type "DSST program exams" into the Institution Search box and review the minimum score in the note field of each equivalency.

Ref # C2003e

## Joint Services Transcript (JST)

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 [Joint Services Transcript](#) (<https://jst.doded.mil/official.html>) (JST) sent to the college.

The JST is 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 Defense Activity for Non-Traditional Education Support (DANTES)-funded test scores.

The appropriate dean or department head will evaluate the [transcript](#) (<https://jst.doded.mil/official.html>), and equivalency will be awarded as appropriate.

Ref # C2003

## Foreign Language Placement Testing

The main objective of foreign language placement exams is to determine the best level for students to continue their French or Spanish language studies at Wake Tech. It is to the students' advantage to be placed into the appropriate course, allowing them to improve their language skills at Wake Tech, so that, upon transfer, students may successfully continue their studies at a four-year institution.

Even though credits earned through the placement exam count toward graduation requirements at Wake Tech, students are strongly encouraged to meet with an academic advisor to determine how credits earned through placement may affect their transfer status, degree completion and financial aid. The implications of credits earned through the placement exam may vary based on individual student pathways to transfer.

Students may be eligible to take a foreign language placement exam if they fall into one or more of the following categories:

- The student has recently earned a grade of "B" (87%) or better consistently in three courses of high school study of the same language.
- The student has recently lived or studied in a French- or Spanish-speaking country for more than six months.

- The student has interacted and/or communicated in French or Spanish on a daily basis at work or in another formal setting.

Students who have completed a curriculum foreign language course at Wake Tech are not eligible to take placement exams.

Placement exams are free to Wake Tech students, but they may be taken only once. Exams are given using computerized adaptive software. The exam length is five to 40 minutes, and results are given immediately. Students must present photo identification.

Students who successfully place out of FRE and/or SPA 111/181 will need to withdraw from that class and enroll in the appropriate level of language to study. Alternatively, they may enroll in another class that they may need to meet their degree requirements at Wake Tech. If students have questions regarding which classes they should take for their degree program at Wake Tech, they need to consult with an academic advisor.

Ref # C2003f

### **High School Articulation Agreement**

The North Carolina Department of Public Instruction and the North Carolina Community College System have a statewide articulation agreement through which students may be eligible for college credit following the completion of identified Career and Technical Education (CTE) courses in high school. This agreement creates a systemic and seamless process through which students can move from high school to community college without duplicating efforts or repeating courses.

Criteria used to award college credit for identified CTE courses include the following:

- Final grade of "B" or higher in CTE course
- A raw score of 93 or higher on standardized CTE post-assessment test
- To receive articulated credit, students must enroll at the community college within two years of his or her high school graduation date.
- Credit is not automatically awarded; students must visit the Registrar's Office at Wake Tech to request the credit be applied toward their Wake Tech record.

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

Community college officials are responsible for verifying and accepting the articulated courses on the high school transcript for college credit.

Ref # C2003n

### **International Baccalaureate (IB) Credit**

Students may receive credit for achieving acceptable scores on the International Baccalaureate (IB) examinations. To view Wake Tech equivalencies for IB credit, visit [TES](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-) ([https://tes.collegesource.com/publicview/TES\\_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=bb2c0b5d-8b56-4456-971a-)

[ac7e043f28a1&aid=97fedd16-a302-4d7e-a0bb-cc78da6e6d03](https://www.wake.edu/transfer-equivalency-library)), our transfer equivalency library, type "International Baccalaureate" into the Institution Search box and review the minimum score in the note field of each equivalency.

Ref # C2003p

## Transfer Credits

Wake Tech considers courses for transfer equivalency from other colleges or accredited collegiate institutions through a commission whose responsibility is accrediting degree-granting institutions classified as collegiate and that is housed in a regional or national accrediting agency.

Only those courses with a grade of "C" or higher will be considered for transfer. 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. Official transcripts from accredited institutions will be reviewed against established standard equivalencies and transfer equivalency recommended by the appropriate dean or a designee.

All decisions about transfer equivalency are discretionary on the part of the college: whether equivalency will be allowed, how much will be allowed and how it will be applied. In exercising this discretion, the college will apply principles recommended by its 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 of study.

It is not necessary for students to request a review of transferred coursework. Students should submit official transcripts to the Admissions Office. 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.

**Please note that a granted equivalency does not mean that a 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. The academic dean has the option of moving the student to a more current version of the program of study (curriculum schedule). 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.

**Example:** A student may be given transfer equivalency for ACC-101 Fundamentals of Accounting, which the student completed while an accounting major at XYZ College. However, the student is now enrolled at Wake Tech in Nursing, and ACC-101 is not a required course in Nursing. Therefore, the course would not be applicable toward graduation requirements at Wake Tech.

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 transcript. Students must complete at least 25% of the hours required for a degree, diploma or certificate in residence at Wake Tech.

### **Transfer equivalency practices**

As the Southern Association of College and Schools Commission on Colleges (SACSCOC) [Transfer of Academic Credit position paper](https://sacscoc.org/app/uploads/2019/08/transfer-credit.pdf) (<https://sacscoc.org/app/uploads/2019/08/transfer-credit.pdf>) states: "SACSCOC remains committed to institutional autonomy in determining standards for transfer of academic credit while also encouraging institutions to avoid barriers to the transfer process unrelated to the academic integrity of educational programs. Many systems and institutions have taken positive action such as negotiating articulation agreements, common course listings, common core curricula and automatic acceptance of credit arrangements to facilitate the transfer of academic credit. Such proactive approaches, involving qualified faculty in the decisions, ease the way toward resolving transfer of credit problems while maintaining curricular coherence and academic and institutional integrity. The accreditation standards of SACSCOC require member institutions to analyze credit accepted for transfer in terms of level, content, quality, comparability and degree program relevance. While an institution may properly consider another institution's accreditation as an indicator for acceptability of credit, accreditation should not be the only criterion used for acceptability nor should it be represented as a requirement of SACSCOC, which it is not."

The [Joint Statement on the Transfer and Award of Credit](https://www.acenet.edu/Documents/2021-Joint-Statement-Award-of-Credit.pdf) (<https://www.acenet.edu/Documents/2021-Joint-Statement-Award-of-Credit.pdf>), 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:

- The educational quality of the learning experience which the student transfers
- The comparability of the content, scope and rigor of the learning experience to that offered by the receiving institution
- 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:

- Matching courses from North Carolina community colleges
- Equivalent courses from participants in North Carolina's comprehensive articulation agreements with the University of North Carolina System and the North Carolina Independent Colleges and Universities
- Comparable courses from institutions of higher education accredited by agencies and associations recognized by the secretary of the U.S. Department of 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 ([SBCCC 1D SBCC 400.8\(j\)](https://www.nccommunitycolleges.edu/sbcccode/1d-sbcc-4008-courses-curriculum-programs)) (<https://www.nccommunitycolleges.edu/sbcccode/1d-sbcc-4008-courses-curriculum-programs>), which reads, "When a student receives credit for a Combined Course Library curriculum 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 North Carolina community colleges for transfer credit
- Matching courses from other North Carolina 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 Comprehensive Articulation Agreement (CAA) between the University of North Carolina System and the North Carolina Community College System and the 2015 Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Community College System and Signatory Institutions of North Carolina Independent Colleges and Universities**

Wake Tech's policy is to accept transfer credit for courses that originate at a UNC institution or independent college or university that is part of the ICAA and that are designated on the CAA Transfer Course List or the ICAA Transfer Course List. This transfer credit will be accepted 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 and ICAA participant college and university courses equivalent to courses on the CAA Transfer Course List or ICAA Transfer Course List for transfer credit;
- CAA and ICAA participant college and university courses equivalent to courses on the CAA Transfer Course List or the ICAA Transfer Course List to meet Wake Tech program and prerequisite requirements as stated in the college's current official catalog.

**Comparable courses from institutions of higher education accredited by agencies and associations recognized by the secretary of the U.S. Department of Education**

Program directors will, as appropriate, review courses from institutions of higher education accredited by agencies and associations recognized by the secretary of the U.S. Department of 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 or 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 credit hours and the same number 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.

Ref # C2004

**Program of Study Changes**

Students wishing to change from one program of study to another or to enroll in a second program of study must initiate the change through an advisor. They are available at Southern Wake, Scott Northern Wake, Western Wake, RTP, Perry Health Sciences and Public Safety Education campuses.



Students receiving veterans' benefits must also file a request for a program of study change (VA Form 22-1995) with the Wake Tech Veteran Services office. Students may not be enrolled in more than two associate degree programs at one time.

Ref # C1207

## Changes in Student Data for Curriculum Students (name, address, email)

This policy has been expanded to include changes to chosen name, pronoun and gender identity. A chosen name can be an important part of a person's identity, and the college recognizes that students may want to use a name that is different from their legal or assigned name.

### Definitions

Term	Definition
Legal/assigned name	An individual's legal or assigned name as it appears on official governmental documents, such as Social Security cards, driver's licenses, passports, birth certificates and tax forms.
Chosen name	An alternative name, entered or supplied by the individual, that substitutes for the person's legal or assigned name, when possible, in college systems and records.

Changes in student data must be reported when they occur, either on the appropriate form or through Self-Service. Submit forms to the Registration and Records Office.

Changes in address, telephone numbers, chosen name, gender identity, pronoun or email can be submitted via [Self-Service](http://selfserve.waketech.edu/). (<http://selfserve.waketech.edu/>)

See Section III. Legal or assigned name below for information regarding changing a legal or assigned name.

### I. Policy

The college recognizes the need or choice for students, faculty and staff to refer to themselves by a first name other than their legal or assigned first name for identification. This chosen name may be desirable for individuals who use:

- A middle name or a version of their first name instead of their legal or assigned first name
- A frequently used nickname
- A first name that an individual is in the process of legally changing
- A first name that better represents an individual's gender identity or expression

The college also recognizes the need for students, faculty and staff to update their legal or assigned name in college systems and records to match their legal or assigned name when changed for marriage, divorce or other circumstances.

The college acknowledges that a chosen name will be used where possible in college systems and records and in the course of college business and education, except when the use of an individual's legal or assigned name is required by law or state policy, and as long as the use of a chosen name is not intended for the purposes of avoiding legal obligations, for misrepresentation or as otherwise prohibited.

## II. Chosen name

Except as set forth in Sections III, IV and VI, students may determine the chosen name by which they wish to be known in college systems and records. The first and middle names may be designated for the chosen name; the last name must remain the same as a student's legal or assigned last name. Thus, a student's chosen full name is their chosen first and/or middle name and their legal or assigned last name.

As it becomes possible to implement the use of chosen names, the college will make a good faith effort to update systems and records designated for use of chosen names in a timely manner. The college utilizes multiple systems, applications and forms to manage its operations, and it is continually updating software and incorporating new electronic and other files. Thus, the process of modifying college systems and records is ongoing.

Specific systems and records where the college may use a chosen name are listed below. Students may also indicate their pronouns and gender identity in Self-Service, but all systems might not display the pronoun or gender identity. Examples include:

- Class and grade rosters
- Online attendance records
- Online learning management and collaboration systems
- Student information system profile
- Diploma

Despite these allowances outlined, not all college systems, databases, processes, records and forms support the display of a chosen name, and many uses require display of a legal or assigned name (see Section III). Thus, students who utilize a chosen name with the college should always be prepared to reference their legal or assigned name and provide corresponding identification, as necessary.

If chosen names are entered after the start of the semester, changes may not be communicated to faculty. It is the responsibility of students using a chosen name to ensure that instructors are able to identify student work for grading and other academic purposes.

## III. Legal or assigned name

To change a student's name on certain official college records, individuals must legally change their name.

- Legal or assigned name changes due to marriage are recognized by submitting a copy of a marriage certificate or a signed Social Security card.
- Legal or assigned name changes due to divorce are recognized by submitting a copy of a divorce decree stating the individual may resume the use of her maiden name or use an alternative name confirmed by the court, or a signed Social Security card.
- All other legal or assigned name changes are recognized by submitting a signed Social Security card, driver's license, passport, government-issued visa or applicable court documents.

A legal or assigned name change shall be required for the following purposes:

- Reporting to state and federal agencies
- Federal and state tax forms and reporting, including W2, W4, 1099, 1095C and 1098T
- Immigration and visa records
- International student reporting
- Financial aid records
- Student accounts, billing and cashiering records
- Medical and health records
- Insurance enrollment and other records
- Student conduct records
- Campus police and security records
- Student employment, payroll and benefits records, as applicable
- Official transcripts
- Professional licensures
- National Student Clearinghouse reporting
- Transfer and external credit records
- Other records where a legal or assigned name is required by law or college policy

Additionally, graduates can request an updated diploma with their current legal or assigned name.

Although the college will change a student's legal or assigned name in applicable databases and records once approved, a student's former legal or assigned name may continue to be listed as a previous identity in college systems and records in order to ensure that any searches of a former legal or assigned name will access correct information.

To request a legal or assigned name change, the student will complete a Permanent Record Change form, which can be obtained online or on the Southern Wake, Scott Northern Wake, RTP and Perry Health Sciences campuses. Forms must be accompanied by copies of the legal document authorizing the name change in order for changes to be processed.

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

## **IV. Identification cards**

The college understands that it may be important to individuals for their college-issued student identification card to reflect their chosen name. As such, the college allows individuals to have a student ID reissued so that their chosen name can be displayed. However, the college reserves the right to maintain the student's legal or assigned name on the identification cards if college identification cards begin to be used for legal governmental purposes, such as voting.

## **V. Student privacy**

Consistent with the Family Educational Rights and Privacy Act (FERPA), the college allows the release of directory information in certain circumstances, which would include information regarding a student's chosen name. For this reason, use of a chosen name should not be considered "private" for use by the college only.

## VI. Acceptable use

The college reserves the right to refuse use of a chosen name. Instances that may result in this prohibition include arbitrary, random or repeated chosen name changes; chosen names used for the purpose of avoiding legal obligations or for misrepresentation or fraud; or chosen names used in any other manner that violates college policy or federal, state or local law.

Chosen names may not include symbols (except apostrophes, periods or hyphens) or numbers or reference illegal activity. Further, chosen names may not include those whose usage may be hurtful to others or may be considered vulgar, offensive, derogatory or obscene, including words and terms commonly perceived as slurs against an individual or group on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability or other protected characteristics.

The Registrar and other college administrators have the authority to deny any chosen name submission or to suspend or remove a chosen name in extreme cases, including the reasons noted in this policy. In the rare circumstance when such a denial is made, a student may appeal the decision in writing to the Registrar, whose decision shall be final.

## Contact information

Subject	Contact	Telephone	Email/web address
Policy clarification	Registration and Records	919-866-5700 (tel:919-866-5700)	registrar@waketech.edu (mailto:registrar@waketech.edu)

Ref: C1009

Ref # C1009

## Security of Student Records (FERPA)

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 (after census of the Fall and Spring semesters and the Summer term) 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 Registration and Student Records Office.

# 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 FERPA.

## 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 does **not** include the following:

- 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
- Records and documents of security officers of the institution that are kept apart from such educational records
- 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
- Alumni or former student records

Students may **not** review or inspect the following:

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

## Control provisions on student records and student information

The official student file shall not be sent outside the Wake Tech Admissions Office, the Registration and Student Records Office, the Financial Aid Office, the Placement Office or the 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 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** the following:

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

A fee of \$0.50 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** meet the following requirements:

- Specify the records or the data to be released, to whom it is to be released and the reason(s) for release
- 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.

The college has entered into agreements with vendors that include the following:

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

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

- An official order of a court of competent jurisdiction
- A subpoena: Students will be notified immediately by registered mail that their records are being subpoenaed.
- 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:

- Student's name
- Date of birth
- Wake Tech email address
- Major field of study or program
- Dates of enrollment
- Degrees, diplomas or certificates received
- College honors

The college designates photographs, videos or other media containing a student's image or likeness as "limited-use directory information."

As designated, limited-use directory data will not be provided to external parties not contractually affiliated with the college. Use and disclosure of this information shall be limited to publication on websites hosted by, on behalf of or for the benefit of the college; publication in print for purposes including college marketing, public relations, outreach and press releases; at college events such as athletic events, college fairs and open houses, student organization activities, campus atmosphere, etc.; college officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; and 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 or her record to verify that the change has been

made correctly. If the student's request is denied, he or she will be permitted to append a statement to the record in question, showing the basis for the disagreement with the denial. Such appendages will become a permanent part of the record.

### **How to file a complaint**

Students who feel their rights under FERPA have been violated should submit their concern to the college through the [Student Complaint form](https://cm.maxient.com/reportingform.php?WakeTechCC&layout_id=3) ([https://cm.maxient.com/reportingform.php?WakeTechCC&layout\\_id=3](https://cm.maxient.com/reportingform.php?WakeTechCC&layout_id=3)); more information is available in the [college catalog](#) ([/catalog/student-code-conduct-rights-and-responsibilities](#)). Eligible students or parents may also file a written complaint on FERPA violations to the U.S. Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202

Ref # C1609

## **Registration and Records: Here to help**

### **Curriculum Admissions**

Information is available [online](#) ([/admissions-aid/admissions/credit/new-student](#)), or by calling an admissions information specialist at [919-866-5420](tel:919-866-5420) (<tel:919-866-5420>).

### **Registration and Records**

- 📍 Southern Wake Campus: Student Services Building (Building L), Room 243  
[919-866-5700](tel:919-866-5700) (<tel:919-866-5700>) or [registrar@waketech.edu](mailto:registrar@waketech.edu) (<mailto:registrar@waketech.edu>)
- 📍 Scott Northern Wake Campus: Building B, Room 216
- 📍 Online ([/student-services/registration-student-records](#))

### **Advising**

[919-866-5474](tel:919-866-5474) (<tel:919-866-5474>) or [advising@waketech.edu](mailto:advising@waketech.edu) (<mailto:advising@waketech.edu>)

Ref # C2009



# Financial Aid

## General Information

Wake Tech's [Financial Aid Office \(/financial-aid\)](#) 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, the Financial Aid Office provides students with options for supplementing their own and their families' resources to pursue their education goals.

Ref # C1300

## Financial Aid Application

To apply for financial aid, you must complete the [Free Application for Federal Student Aid \(/https://studentaid.gov/h/apply-for-aid/fafsa\)](#) (FAFSA) online. The FAFSA should be completed as soon as possible on or after December 1 for the upcoming academic year. If you prefer not to complete the application online, you may complete the FAFSA in PDF format and mail it to the processing center or request a paper FAFSA by calling [800-433-3243 \(tel:800-433-3243\)](#). If you are hearing impaired, you may call the TTY line at [800-730-8913 \(tel:800-730-8913\)](#).

### Deadlines and priority dates

To allow time for processing and offering financial aid to students before the first day of classes, priority deadlines have been established for each semester:

Semester/term	FAFSA deadline	Financial Aid Office paperwork deadline
Fall	June 1	July 1
Spring	October 1	November 1
Summer	April 1	May 1

**NOTE:** If any deadline falls on a weekend or a holiday, the paperwork is due the next business day.

Students will be notified of their offers once all required documentation has been received in the Financial Aid Office. Students who submit applications and documentation after the deadlines must be prepared to pay for their tuition, fees and books. Students may view their financial aid information during each stage of the process through Self-Service - Financial Aid.

Ref # C1301a

## Student Responsibilities

 QUESTIONS? ASK TALON

To receive federal Title IV and/or state assistance, a student must meet the following requirements:

- Demonstrate financial need through the completion of the FAFSA
- Have a valid high school diploma or a High School Equivalency certificate on file with the college
- Be enrolled in an eligible program of study at Wake Tech
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security number
- Maintain satisfactory academic progress
- Certify that he or she is not in default on a federal student loan and does not owe money on any federal aid

**NOTE:** Students with a high school diploma determined to be invalid are not eligible for financial aid. A diploma will be deemed 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.

To receive financial aid funds, a student must be qualified to study at the post-secondary level. A student qualifies if he or she meets the following requirements:

- Has a high school diploma
- Has the recognized equivalent of a high school diploma, such as a GED or other state-sanctioned test or diploma-equivalency certificate
- Has completed homeschooling at the secondary level, as defined by state law
- Has completed one of the ability-to-benefit alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible post-secondary program prior to July 1, 2012
- Has an accredited associate degree
- Has successfully completed at least 60 semester credit hours that do not result in the awarding of an associate degree but that are acceptable for full credit toward a bachelor's degree at any institution
- Is enrolled in a bachelor's degree program where at least 60 semester credit hours have been successfully completed, including hours transferred into the bachelor's degree program

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.

Ref # C1301b

## 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 or Spring semester or Summer term. Students receiving veterans' benefits should contact their Wake Tech Department of Veterans Affairs representative.

To receive the maximum Pell Grant offer, 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 offer 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 offer 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 Offer Information](#) ([/financial-aid/refunds](#)) to learn more about disbursement requirements.

- To receive funding from the North Carolina 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.
- Students must register for all courses, including "mini-mesters," by the last day to drop for the term.

Ref # C1306

### Enrollment Verification for Military and Veteran Students

Post-9/11 GI Bill<sup>®</sup> students who receive monthly housing allowance and/or kicker payments are required to [verify their enrollment](#) ([https://benefits.va.gov/gibill/isaksonroe/verification\\_of\\_enrollment.asp](https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp)) to continue receiving their payments. By regularly verifying your enrollment, you protect your GI Bill entitlement by preventing charges for classes or training you did not attend.

Students using MGIB-Active Duty (Chapter 30) or MGIB-Selected Reserve (Chapter 1606) must verify their enrollment each month to receive payment for that month. Your enrollment can be verified starting on the last calendar day of the month by using [VA Web Automated Verification of Enrollment](#) (<https://www.gibill.va.gov/wave>) (WAVE) or by calling a toll-free Interactive Voice Response telephone line at [877-823-2378](tel:877-823-2378) (<tel:877-823-2378>).

Ref # C1447

### Financial Aid for Students with Disabilities

Vocational Rehabilitation is a public service program operated through the Division of Vocational Rehabilitation in the North Carolina 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.

Ref # C1307

## 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. Students are not permitted to receive federal Pell Grant and state grant funds simultaneously at two institutions.

Students wishing to repeat courses for which they have already received transfer credit will have to be evaluated on an individual basis with consideration given to previous aid received in accordance with federal repeated coursework regulations.

Ref # C1310

## 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

#### 🔗 Pell Grants

The 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 2023-24, annual offers range from \$750 to \$7,395, depending on enrollment status. The maximum Pell-eligible Estimated Family Contribution (EFC) is \$6,656. Offer ranges are subject to change based on congressional action.

#### 🔗 Year Round Pell

An eligible student may now receive a full federal Pell Grant for the Summer term even if they received a full Pell Grant during the Fall and Spring semesters. Year-round Pell allows students to receive up to 150% a regular grant offer over the course of the academic year so that they can continue taking classes in the Summer and finish their degrees faster than they would otherwise.

With careful planning, Pell Grant recipients may take advantage of this regulation to earn their degree faster. However, students should keep in mind that the Summer term is shorter (8-10 weeks) than Fall and Spring semesters (16 weeks). Students should consult with their academic advisors to develop a manageable course load for the shorter Summer term. Just because students may be eligible for full-time Pell Grant funds does **not** mean students are required to carry a full-time load.

**NOTE:** Any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU). To be eligible for additional Pell Grant funds, a student must meet the following requirements:

- 🔗 Be otherwise eligible to receive Pell Grant funds for the payment period

- Be enrolled at least half-time in the payment period(s) (6 credit hours) during the Summer term
- Maintain Satisfactory Academic Progress

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 U.S. 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 \$3,000 in Pell Grant funds who received \$1,000 in the Fall semester, \$1,500 in the Spring semester and \$500 in the Summer term has been offered 100% for the year. Pell Grants are available only to undergraduate students. Once a bachelor's degree is earned, the student is no longer eligible for Pell Grant funds, 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)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides grant funds to exceptionally needy students. Eligibility is determined by a student's submission of the FAFSA and all required documentation. The maximum offer at Wake Tech is \$1,000 per academic year; offers may be reduced. Students who submit the FAFSA by March 15 and all required documentation work by June 1 will receive priority consideration.

#### ➤ **Federal Work-Study Program**

Federal Work-Study provides part-time employment opportunities to students in need of financial assistance. Students generally work 10 to 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 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 and Human Resources. For more information pertaining to the Federal Work-Study Program, visit the Financial Aid Office (<https://www.waketech.edu/financial-aid>).

#### ➤ **Iraq and Afghanistan Service Grant (IASG)**

You may be eligible for an Iraq and Afghanistan Service Grant (<https://studentaid.gov/understand-aid/types/grants/iraq-afghanistan-service>) if 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 September 11, 2001
- 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
- You meet all requirements for the federal Pell Grant, but your Expected Family Contribution makes you ineligible

### **State grant program**

#### **The North Carolina (NC) Scholarship**

The NC Scholarship works with federal aid to provide a guaranteed amount of financial assistance with additional state funding provided to students with exceptional need.

Students enrolling at a North Carolina community college with an adjusted gross income (AGI) of \$75,000 or less and an Expected Family Contribution (EFC) of \$7,500 or less, as reported on the FAFSA, are guaranteed at least \$2,800 from combined federal and state aid.

## Eligibility

- Be a North Carolina resident as defined by North Carolina Residency Manual ([https://www.ncresidency.org/media/3safqses/rds\\_guidebook.pdf](https://www.ncresidency.org/media/3safqses/rds_guidebook.pdf))
- Enroll for at least six credit hours
- Be admitted, enrolled and classified as an undergraduate student in matriculated status in a degree, certificate or diploma program at one of the 16 institutions of the University of North Carolina System or at a North Carolina community college

Applicants must complete the Free Application for Federal Student Aid (FAFSA) listing a UNC institution or North Carolina community college.

Consideration for funding is automatic once the FAFSA is filed. The FAFSA filing priority date is June 1 for UNC System institutions and August 15 for North Carolina community colleges. Applicants completing the FAFSA after these dates may be denied if sufficient funds are not available.

Ref # C1302

## Loans

The U.S. Department of Education offers three types of loans through the William D. Ford Direct Loan Program:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans

Student loans **must** be repaid.

### 2023-24 Direct Loan interest rates and fees

Interest rates for 2023-24 federal student loans disbursed on or after July 1, 2023, are:

- 5.498% for undergraduate Federal Direct Stafford Loans
- 7.048% for graduate Federal Direct Stafford Loans
- 8.048% for Federal Direct Grad PLUS Loans

Interest rates on federal student loans have been set annually according to the 10-year Treasury note rate, plus a fixed percentage that differs by loan type.

### ➤ Direct Subsidized Loans

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 \$3,500 to \$5,500 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.

### 🔗 **Direct Unsubsidized Loans**

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.

### 🔗 **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.

### 🔗 **Forgivable Education Loans for Service (NCFELS)**

The Forgivable Education Loan for Service is state-funded aid that provides financial assistance to qualified students who are committed to working in North Carolina in fields designated as critical employment shortage professions. The College Foundation of North Carolina (<https://www.cfnc.org/pay-for-college/apply-for-financial-aid/forgivable-education-loans-for-service/>) has more information on the application process, specific program details and deadlines.

Ref # C1303

## **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 30 scholarship deadline.

Scholarship applications ([/wake-tech-foundation/what/scholarships/scholarship-guidelines](https://wake-tech-foundation/what/scholarships/scholarship-guidelines)), are available during Spring semester. Applications are accepted online via the website 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.

Ref # C1304

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

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

- Pell Grants
- SEOG
- Direct Loan programs (subsidized and unsubsidized)
- Direct Parent PLUS loans

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. Wake Tech encourages you to read this procedure carefully.

If you are thinking about withdrawing from all classes prior to completing 60% of the semester, you are strongly urged to contact the Wake Tech Financial Aid Office to see how your withdrawal will affect your financial aid. It can negatively affect your overall academic progress **and** it may create a debt to Wake Tech, the Department of Education or both that you are responsible for paying. Once you have completed more than 60% of the enrollment term, you earn all the assistance that you were scheduled to receive for that period. You are also exempted if you complete a module ("mini-mester") or combination of modules that include 49 percent or more of the number of days in the payment period or complete coursework equal to or greater than six credit hours.

The withdrawal date is determined as either of the following:

- The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw
- The last date of attendance required by course instructions. If a student is enrolled in more than one course, the last date of attendance used to calculate the withdrawal date will be the latest date the student remained enrolled.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. The percentage of Title IV aid earned shall be calculated by dividing the number of days completed by the student by the total number of days\* in the semester or term. The percentage of term completed shall be the percentage of Title IV aid earned by the student.

\*The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days. For purposes of the 49 percent calculation, you take the total number of calendar days in a term of enrollment and exclude any breaks between modules ("mini-mesters") to determine if the student completed 50 percent of the term.

If you withdraw from all coursework on or before the 60% of the period, Wake Tech is required to return a portion of your financial aid that is unearned. The amount of aid that the college will return to the federal aid programs is the lesser of the following:

- The total amount of unearned Title IV assistance to be returned
- An amount equal to the total institutional charges incurred by the student for the payment period or period of enrollment multiplied by the percentage of the Title IV grant or loan assistance that has not been earned by the student

As a result of this calculation, federal funds may not cover all unpaid school charges due to Wake Tech upon your withdrawal. Any debt created by Wake Tech returning a portion of your aid to the federal programs is due and payable by you. Unpaid debts to Wake Tech



will prevent you from receiving an official academic transcript and prevent you from registering for more coursework at Wake Tech until the debt is paid in full.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. Wake Tech will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees and other institutional charges. We need your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Wake Tech to keep the funds to reduce your debt at the school.

**NOTE:** A post-withdrawal second or third scheduled loan disbursement in an academic term cannot be made unless the student has successfully completed the loan period (34 CFR 668.164(j)(4)(ii)).

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Unearned Title IV aid must be returned to the following programs in the following order:

- Federal unsubsidized loan
- Federal subsidized loan
- Federal PLUS loan
- Federal Pell Grant
- Iraq/Afghanistan Grant
- Federal SEOG
- Other Title IV grant aid

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of your loan. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

At the end of the semester the Financial Aid Office randomly selects a sample of students earning all F's to determine if the F's are earned or unearned. If the F's are determined to be unearned a calculation will be performed using the midpoint of the semester as the withdrawal date. Students may be billed for resulting institutional charges and repayments of federal student aid.

The following example illustrates how the federal Return of Title IV Funds policy would affect a student who withdraws from classes at Wake Tech:

A student is attending Fall semester full-time, which is 116 calendar days in length. Classes are scheduled for the entire semester. The student withdraws from classes on the 28th day of the semester.

Type of aid	Amount
Pell Grant	\$2,775
Direct subsidized loan	\$2,750

The student was awarded a total of \$5,525 in financial aid, and after \$1,144 in tuition and fees was paid to Wake Tech, received \$4,381.

Because the student earned only 24% of the award (28 days/116-day semester), he or she earned only \$1,326 of the total. Although the remaining \$4,199 was unearned, Wake Tech must return only \$869 to the federal government (\$1,144 in institutional charges multiplied by the 76% that was unearned). The remaining \$3,330 is the student's portion, which must be paid in accordance with the terms of the promissory note.

Ref # C1305

## **Satisfactory Academic Progress (for Financial Aid Recipients)**

### **Standards of Satisfactory Academic Progress for Financial Aid Recipients Effective July 1, 2019**

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, The North Carolina Scholarship, Federal Work-Study, Direct subsidized or unsubsidized loans, 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 suspended until the standards are met.

#### **Transitional coursework**

Although transitional courses do not count toward completion of a degree, federal regulations require that they be included when calculating cumulative completion rate for the purpose of determining Satisfactory Academic Progress for financial aid recipients. Wake Tech will also count grades earned in transitional courses in the student's cumulative GPA. Therefore, a student's financial aid GPA may differ from the college GPA that shows on the transcript. Most transitional courses are graded as pass (P) or fail (R). For financial aid purposes, a "P" will be treated as an "A" grade, and an "R" will be treated as an "F" grade.

Federal regulations also state that students may not receive financial aid (including grants and loans) for more than 30 credit hours of transitional coursework. Students who exceed this limit will be denied financial aid for additional transitional courses, and denial cannot

be appealed. Students are limited to one Direct Loan for completion of transitional 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.

- Students must have earned a cumulative 2.0 GPA or higher when grades are reviewed at the end of the semester.
- Students who do not earn the required cumulative 2.0 GPA will be placed on financial aid warning for their next semester of attendance.
- While on financial aid warning, the student remains eligible for financial aid:
  - 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).
  - If the student does **not** earn a cumulative 2.0 GPA by the end of the financial aid warning semester, financial aid will be suspended. 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 or 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.

- Students must earn a cumulative 67% completion rate. Grades are reviewed at the end of each semester.
- Students who do not earn a cumulative 67% completion rate will be placed on financial aid warning for their next semester of attendance.
- While on financial aid warning, the student remains eligible for financial aid:
  - 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).
  - 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 suspended. 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.

### **Maximum time frame**

The maximum time frame within which to complete a degree (or another 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 x 150%). To determine the published length of a program, please refer to the Wake Technical Community College Catalog. A student becomes ineligible for aid when it becomes mathematically impossible for him or her to complete the program within 150% of its length.

Students who exceed the maximum allowable time frame for completing a program of study may appeal if they experience documented extenuating circumstances. The student must provide a Maximum Time Frame Appeal form; if the plan is deemed reasonable and

the circumstances are valid, 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 the suspension of financial aid.

A student may request a "recalculation" of the maximum time frame component in the following scenarios:

- A change in the program of study
- Attempting multiple programs
- Has successfully completed a program and is returning to pursue another program.

If deemed appropriate, the recalculation would include only the credit hours that are applicable to the current program(s) of study. In the case of multiple degrees, each program would be calculated separately to include only the credit hours that are applicable to each program. A student may request the recalculation only twice in his or her academic career at Wake Tech. A review of the student's remaining aid eligibility and the ability to complete will be taken into consideration for students completing multiple programs. The student must be meeting the GPA and completion rate requirements for a recalculation to be approved.

### **Appeals**

Students may appeal the suspension of their financial aid eligibility in the event of documented extenuating circumstances. Extenuating circumstances are those that are unexpected, could not be planned for and are outside of the student's control. Extenuating circumstances may include illness or injury of the student or an immediate family member or the death of a family member. Documentation from a third-party verifying the circumstances is required. Circumstances such as lack of maturity, lack of effort and typical work and family life balance will not be considered. 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 progress in the future. Appeals must be submitted in writing to the Financial Aid Office. The Satisfactory Academic Progress Appeals Committee will review the appeal and notify the student in writing regarding the status of the appeal. If it is mathematically impossible for a student to meet the 2.0 GPA requirement, the appeal will not be approved. Appeals are not retroactive; they are approved for the student's current (if enrolled) or next semester of enrollment. Students are generally limited to two suspension appeal requests while attending Wake Tech. Please refer to the [Satisfactory Academic Appeal](#) ([/financial-aid/applying-financial-aid/keeping-financial-aid/submitting-academic-ap](#)) website for information regarding submission deadlines.

Students whose appeals have been approved will be placed on financial aid probation for their current or next semester of attendance. The student will be placed on an academic plan that must be followed in order to continue enrollment. The plan may include requirements for academic performance and/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. Continued eligibility for financial aid is contingent on meeting the requirements of each semester's academic plan. Failure to meet the requirements of the academic plan will result in termination of financial aid the next semester of attendance. A student's academic progress status does not return to satisfactory until he or she earns a cumulative 2.0 GPA and a cumulative 67% progress rate and does not exceed the maximum time frame 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 completion rate component of satisfactory academic progress requirements.

**Incompletes:** Incomplete grades are treated as an "F" in the SAP calculation. Upon notification by the student 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.

**Grades earned thru Career and College Promise:** All grades earned as a Wake Tech CCP student are included in the calculation to determine a student's satisfactory progress standing for GPA and completion rate. A cumulative 2.0 GPA and a 67% completion rate are required to be eligible to receive financial aid.

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

**Audits:** An "AU" audit 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 that grade 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 Tech policy regarding limitations on repeat courses.

**Summer terms:** Credit hours attempted and earned during the 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 Academic Progress policy:** An institution's policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program in order to receive financial aid assistance.

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

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

**Notification of financial aid suspension or warning:** The Financial Aid Office will send an email to any student who is placed on financial aid warning or suspension; however, failure to receive correspondence does not negate a suspension 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 or 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 failing grades.

**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 failing grades.

**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.

**Appeal:** Students who have been disqualified from receiving financial aid may submit a Satisfactory Academic Progress Appeal 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:** Circumstances that are unexpected, could not be planned for and are outside of the student's control and can be documented by a third party. Extenuating circumstances may include illness or injury of the student or an immediate family member or the death of a family member. Circumstances such as lack of maturity, lack of effort and typical work and family life balance will not be considered.

**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 time frame.

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

**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.

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

The dean of Financial Aid (or designee) is the person authorized by Wake Tech to provide financial aid information to students. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Ref # C1308

# Academic Information

## Attendance Policy

All Wake Technical Community College policies (academic, student services and administrative) apply to all students, regardless of campus and center locations or mode of instructional delivery, unless expressly defined by the college.

### 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.

Wake Tech requires students to attend at least 90% of all scheduled class meetings. If a student's absences from class exceed 10% and there has been no contact with the instructor, that student could be withdrawn.

Consistent with a culture of care, faculty has the discretion to work with students who express a need for reasonable attendance accommodation. Divisions and/or departments may have attendance requirements that are more restrictive than this policy. Students should consult their course syllabus for details. Students who receive financial aid or veterans benefits should consult those agencies to confirm any attendance requirements.

A seated class absence is defined as missing one-third or more of any regularly scheduled class meeting. Online synchronous attendance is tracked similarly to a seated course. Online asynchronous attendance is tracked based on consistent engagement in Blackboard, including completion of assignments, discussion boards and tests/quizzes. If a student fails to demonstrate consistent engagement in Blackboard in an online asynchronous class, then they are considered absent for that week.

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.

For information on grading and attendance policies, see [Assignment of Grades for Attendance Policy Violations and Withdrawal](#) ([/catalog/academic-information#sec8949](#)).



## **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.

Ref # C1602

## **Student Email Policy**

Communication to students from the college will be sent only to each student's Wake Tech email address. Students should use their Wake Tech email accounts when communicating with Wake Tech staff. Email sent by students from accounts other than their Wake Tech accounts may be refused by Wake Tech staff.

Ref # C2001

## **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 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:

- 🔹 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
- 🔹 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 and Withdrawal Policies**

### **Adding a course**

Students may add a course via Self-Service 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 change). Students who find it necessary to drop a course should confer with their advisors. Students may drop classes via Self-Service 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](http://my.waketech.edu)

(<https://my.waketech.edu/login.php>).

## **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 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. "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 a "WF." The grade 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 a 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 any incomplete (by the end of the fifth full week of the following semester). A grade of "I" will automatically revert to a grade of "F" unless the work is made up and a Grade Change form is submitted to the office of Registration and Records by the instructor.

Ref # C1603

## **Enrollment Status**

A **full-time student** is a person enrolled for 12 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 fewer than 12 semester hours of credit pursuing a degree, diploma or certificate program in the Fall or Spring semesters and fewer than nine semester hours of credit in the Summer term.

A **visiting 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.

Ref # C1604

## **Academic Foundations Courses**

Academic Foundations courses are designed to prepare students for college-level coursework by helping them develop the reading, English and mathematics skills required for entry into curriculum courses. Students are placed in Academic Foundations courses on the basis of their unweighted high school GPA, admissions test scores for students who have been out of high school for more than 10 years, the recommendation of their advisor or instructor or their own voluntary selection.

Students who require the Transition Math and/or the Transition English course will be required to take a study skills course, ACA 090. This course has been designed to improve student success in both Academic Foundations and curriculum courses. Depending on individual circumstances and pending advisor approval, students may take Academic Foundations and curriculum courses during the same term. Most Academic Foundations courses are offered every term, both day and evening.

A student taking required Academic Foundations courses must earn a passing grade of "C" or better. A grade of "R" or "F" may require the student to repeat the course.

### **Academic Foundations courses:**

ACA 090

ENG 002, ENG 011

MAT 003, MAT 010, MAT 021, MAT 043, MAT 052, MAT 071

Ref # C1610

## **Prerequisites**

Some courses may have prerequisite 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 Self-Service 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 eligible for only a 75% refund. Therefore, students are advised to review course prerequisites and co-requisites carefully before enrolling.

Ref # C1608

## Grades

### Grade Point Averages (GPA)

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

### Grade Points

Grade	Points per credit	Explanation
A	4	Excellent
B	3	Very good
C	2	Satisfactory
D	1	Poor
F	0	Failing
W	0	Withdrawal (prior to 60%)
WF	0	Withdrawal/Failing (after 60%)
WP	0	Withdrawal/Passing (after 60%)

Students in Academic Foundations Mathematics and English courses are graded according to the following system:

Grade	Explanation
P	Passing
F	Failing
W	Withdrawal (prior to 60%)
WF	Withdrawal/Failing (after 60%)
WP	Withdrawal/Passing (after 60%)

Students in Academic Foundations transition Mathematics and English courses are graded according to the following system:

Grade	Explanation
-------	-------------

P	Pass
P1	Pass first tier of course
P2	Pass second tier of course
P3	Pass third tier of course
R	Repeat (maps to an 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 grade point averages:

Grade	Explanation
AU	Audit
SR	Senior Citizen Audit
FG	Forgiven
I	Incomplete
IE*	Incomplete/Emergency
IP	In progress (multi-entry/exit classes only)
P	Pass (Transition Mathematics and English, Co-requisite Mathematics and English and Work-Based Learning only)
R	Repeat (Transition Mathematics and English only)
W	Withdrawal
WE*	Withdrawal/Emergency
WP	Withdrawal/Passing (after 60%)
T	Transfer credit (includes TA, TB, TC, TP1, TP2, TP3)
X	Credit by examination

\*IE and WE grades are temporary grades implemented for the COVID-19 pandemic.

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

The grade awarded for participation in Work-Based Learning will be either "P" (Pass) or "F" (Fail). These grades are not used in computing the grade point average. Grades are available online approximately one business day after the deadline for faculty to submit

final grades.

To view grades, access Self-Service, click on "Grades" and view grades by term. 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):

- Multiply the number of semester hour credits assigned a course by the number of grade points for the grade received.
- Add all the grade points together.
- Divide the total grade points by the total number of semester hours attempted, including grades of F and WF.
- Whenever a course is repeated, the best grade (except when the repeat results in a grade of I, IP, AU or X) will be used in the grade point average computation.
- Exclude attempted hours for courses with W, WP, WE, P or X (challenge) grades and developmental courses below the 100 level, such as ENG-002, MAT-003 and CHM-090.

In the example below, the 3 hours attempted in HUM-110 would not be included in the GPA calculation because of the W grade. The GPA calculation would be 9 grade points divided by 7 hours attempted = 1.286.

Curriculum:

Course	Title/Comments	Grd	Repeat	Hrs Att	Hrs Cmpl	Grade Points	Course Dates	Shell Crs
-----								
Fall 2022								
ACA-122*A	College Transfer Success	B		1.00	1.00	3.00	10/13/22-12/14/22	
ENG-112*U	Writing/Research in the Disc	C		3.00	3.00	6.00	08/15/22-12/14/22	
HIS-131*U	American History I	WF		3.00	0.00	0.00	08/15/22-12/14/22	
HUM-110*A	Technology and Society	W		3.00	0.00	0.00	08/15/22-12/14/22	
MAT-003	Transition Math	P1		0.00	0.00	0.00	08/15/22-12/14/22	
Term Totals:				10.00	4.00	9.00	GPA = 1.286	
Cumulative Totals:				10.00	4.00	9.00	GPA = 1.286	

In the example below, the P grade in WBL-112 nor the 2 hours attempted in the class would not be included in the GPA calculation. The GPA calculation would be 12 grade points divided by 3 hours attempted = 4.0.

Course	Title/Comments	Grd	Repeat	Hrs Att	Hrs Cmpl	Grade Points	Course Dates	Shell Crs
-----								
Fall 2022								
PSY-150*U	General Psychology	A		3.00	3.00	12.00	08/15/22-12/14/22	
WBL-112	Work-Based Learning I	P		2.00	2.00	0.00	08/15/22-12/14/22	
Term Totals:				5.00	5.00	12.00	GPA = 4.000	

Ref # C1605a

### Repeating a Course

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

Ref # C1605b

### **Grade Posting by Faculty**

The Family Policy Compliance Office, 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, 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.

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; Self-Service will be the official means of final grade notification.

Ref # C1605c

### **Grade Forgiveness**

A student who has not been enrolled in curriculum courses in the college for 36 consecutive months (three years) or longer may submit a Grade Forgiveness request to the Registration and Student Records Services Division. Under this policy, the student may request that previous grades of "WF" or "F" not be used in calculating the cumulative grade point average. A grade of "FG" will replace the original grade on the transcript; however, the "FG" grade is not included in the GPA. This ruling has no bearing on any other institutions or how they calculate GPA.



Prior to re-evaluation for grade forgiveness, the student must be readmitted 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.

Ref # C1605d

## **Academic Standing**

A student's academic standing is determined at the end of each Fall and Spring semester based upon previous academic standing and cumulative grade point average. Academic standing is applied to curriculum, credential-seeking (degree, diploma and certificate) students; it is not applied to visiting students or Career & College Promise students. Students will receive email notification of their academic standing at their college-issued address.

### **Warning**

Students will be placed on Academic Warning the first Fall or Spring semester their cumulative GPA is below 2.0.

A restriction will be placed on their record to prevent access or continued access to the registration system. Upon successful completion of College Strong, a free, online academic support course in Blackboard, the restriction will be lifted and access to the registration system will be restored.

### **Suspension**

Students who have a cumulative GPA of below 2.0 consecutively for the Fall and Spring semesters will be placed on Academic Suspension at the end of the Spring semester. Students on Academic Suspension will not be allowed to enroll in courses for one full semester and will not be allowed to participate in college functions during that time. Students on Academic Suspension will be blocked from registering for classes and may not remain in any classes for which they have pre-registered. A refund of any tuition and fees paid will be authorized, and any applicable financial aid will be canceled for the term.

If a student's cumulative GPA is below 2.0 but the most current term GPA is above 2.0, or if they earned a grade of "C" or better in all Academic Foundations courses for the most current term, this indicates progress toward improving the cumulative GPA. As such, a student will be allowed to continue his or her enrollment for the immediate next semester. The student is expected to utilize that semester as an opportunity to continue making progress and improve his or her cumulative GPA.

### **Reinstatement following suspension**

After a one-semester suspension, a student will be reinstated by completion of the following steps:

- Attend a Success Workshop sponsored by the Individualized Learning Center
- Meet with an academic advisor to develop a contract for success

Upon completion, the restriction will be lifted and access to the registration system restored. The reinstatement steps must be completed no less than one month prior to the start of the term for which the student wishes to be reinstated.

**Probation**

After a one-semester suspension, students who are reinstated will be placed on Academic Probation for the enrolled term immediately following the suspension. Students on Academic Probation must adhere to the success contract developed with their academic advisor. At the conclusion of the probation period, students whose cumulative GPA improves to a 2.0 or higher move to "good standing." Students whose cumulative GPA remains below 2.0 return to Academic Suspension.

**Academic Suspension appeal process**

Students on Academic Suspension may submit a written appeal in order to continue their enrollment. The appeal will be considered if the student's transcript indicates that, while the cumulative GPA of 2.0 has not been achieved, significant progress has been made. Significant progress is defined as a minimum 2.0 GPA for the most current term and/or a grade of "C" or better in all Academic Foundations courses for the current term.

If the appeal is approved, the student must meet with an academic advisor to develop an academic success contract. The registration hold will then be removed to restore the student's access to the registration system. Course availability may be limited.

If the appeal is denied, the student will not be able to take any classes for one semester and must follow the reinstatement process as outlined above.

Ref # C1605f

**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 Academic Foundations courses are not counted in credit hours attempted; thus, grades from some Academic Foundations classes are not counted toward cumulative GPA. Likewise, courses with a grade of "AU" (audit), "SR" (senior 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 Academic Foundations courses**

The objective of the Academic Foundations program is to assist students in obtaining the academic skills they need to succeed in a curriculum program. Therefore, a student taking required Academic Foundations courses must earn a passing grade to progress to a curriculum program or to the next level in an Academic Foundations course. A grade of "R" or "F" may require the student to repeat the course.

Ref # C1605e

## 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 at Wake Tech.

To graduate, students must fulfill all financial obligations to the college.

\*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 Tech and listed in the student's curriculum outline as "minimum requirements," along with any additional courses approved by the appropriate academic dean. See prior section on [Grades](https://www.waketech.edu/catalog/academic-information#sec8957) (<https://www.waketech.edu/catalog/academic-information#sec8957>).

Ref # C1605g

## Academic Recognition

### President's List

The college publishes a President's List at the end of each academic term, composed of credential-seeking 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 eight hours in Summer term. President's List recognition is not applied to visiting students nor Career & College Promise students.

### Dean's List

The college publishes a Dean's List at the end of each academic term, composed of credential-seeking students who have achieved a minimum grade point average of 3.5 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 eight hours in Summer term. Dean's List recognition is not applied to visiting students nor Career & College Promise students.

### Academic Excellence Award

The Academic Excellence Award is the top academic award presented by Wake Tech, to recognize students who excel in academic achievement, attitude, attendance and motivation. One student from each academic division is selected to receive the Academic Excellence Award each calendar year. Division deans and instructors select award recipients.

Ref # C1601

## 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 graduation clearance by submitting an online Self-Service Graduation via Graduation Overview. Deadlines are posted in the [Registration and Records \(/student-services/registration-student-records/graduation\)](#) section of the website.

Prospective Summer graduates who will enroll in their final coursework are allowed to participate in May graduation ceremonies. Prospective graduates must request graduation clearance by submitting an online Self-Service Graduation Application via Graduation Overview. Deadlines posted in the [Registration and Records \(/student-services/registration-student-records/graduation\)](#) section of the website.

Ref # C1606

## **Performance Measures**

Performance measures, including persistence to graduation, can be found in the [Institutional Effectiveness and Research \(/about-wake-tech/administrative-offices/ie-and-research/performance-measures\)](#) section of the website and can also be explored on the [North Carolina Community College System performance dashboards \(https://www.nccommunitycolleges.edu/analytics/dashboards\)](#).

Ref # C1208

# Student-Related Services & Activities

## Programs and Services

Wake Tech translates its mission, vision, values and goals into action through clearly defined programs and services.

- 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 transitional programs for students to develop academic proficiency so that they may successfully complete curriculum courses.
- The college provides occupational career enhancement programs for individuals and support for economic development to businesses, industries and agencies. College & Career Readiness education, English as a Second Language and a variety of Workforce 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 range of community services, partnerships and outreach programs.
- The college provides a 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.
- The college 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.

Ref # C1112

## Student Centers

Student Centers have been established on all Wake Tech campuses for students to study, relax and get refreshments. The centers may include televisions, vending machines, computers and other services, depending on the needs of the campus.

Student Centers are located on the Southern Wake Campus (Building L), the Scott Northern Wake Campus (Building B), the Perry Health Sciences Campus (Building 2), the Western Wake Campus (second floor), the Public Safety Education Campus (Room 1420) and the RTP Campus (Building 1).

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

- 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 (See Student Dress and Hygiene Policy).
- 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 a period of time and the incident reported to the Student Conduct Officer. A second offense will result in loss of privileges for an extended period of time and additional sanction(s) from the Student Conduct Officer.

Ref # C1440

## **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 Wake Tech's premises. 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.
- State ID cards, credit or debit cards or anything with an identifying name will be shredded and discarded after two business weeks. Attempts will be made to contact the student or individual by Wake Tech email and/or phone number on record. Cards turned in will be kept in a secure location.
- Student IDs are turned into College Police/Student ID Office within two (2) business days.
- Clothing, backpacks and other personal items will be donated to charity or discarded after 30 business days.
- Cellphones and other personal electronic devices will be recycled after 30 business days.
- USBs will be checked for personal data to locate the owner. After 30 business days, the USB will be cleared of all data and donated.
- Keys will be discarded after 30 business days.
- Cash will be documented and donated to the Nest/Food Pantry on the campus where found after 30 business days.

Items valued at more than \$200 (laptops, purses, jewelry, etc.) will be recorded in a log and locked in a secure storage area accessible only to an authorized Wake Tech 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:

- Southern Wake Campus – Building L, Room 137G
- Scott Northern Wake Campus – Building B, Room 162

- Perry Health Sciences Campus – Building A, front desk
- RTP Campus – Building 1, Room 105

Ref # C1426

## Student Government Association

The Student Government Association ([/student-life/student-government-association](#)) (SGA) is the campus organization that represents the interests of all Wake Tech students. Each curriculum student enrolled at Wake Tech is required to pay the Student Administration Fee and shall be a member of the SGA and governed by its rules and regulations.

Ref # C1412

## Clubs and Organizations

The Student Activities Office supports and encourages participation in co-curricular and extracurricular organizations and clubs at Wake Tech. 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 in the campus community. Students interested in joining a club should visit Wake Tech XTRA (<https://waketech.presence.io/>).

### Guidelines for organizational approval

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

- Students wishing to create a new club or organization must complete an application. An application can be found on XTRA.
- The application must include the name of the organization, its purpose, objectives, the recommendation for a faculty advisor, procedures for electing officers and other information as required by the Student Activities Office.
- The organization must receive approval from the college before becoming an official student organization.

Ref # C1417

## Athletics

Through a competitive intercollegiate athletic program, the mission of Wake Tech Athletics (<https://waketechsports.com/landing/index>), is to enhance the overall college curriculum by promoting character growth, leadership development, teamwork and the opportunity to develop skills to excel academically, socially and physically. Wake Tech encourages all students to participate in athletics to create a diverse campus environment that builds and strengthens relationships and provides interaction between all entities of the college: students, faculty and staff.

Wake Tech Athletics 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 Wake Tech's established code of conduct for all athletes and program participants.

Wake Tech is a proud member of the National Junior College Athletic Association (<https://stats.njcaa.org/landing/index>), (NJCAA), Region 10.

Ref # C1445

## **Alumni**

Wake Tech appreciates alumni! We have created a web page (</student-life/alumni>), 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.

Please also consider sharing your Wake Tech story! Tell us about your personal and professional accomplishments on our Success Stories (</about-wake-tech/administrative-offices/communications/success-stories>), page.

We'd love to hear from you!

Ref # C1416



# Student Code of Conduct, Rights and Responsibilities

## 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 teaching, learning and student success by adhering to the college's core values of respect, responsibility, communication, collaboration, critical thinking and accountability. When a student's conduct adversely affects the college community or the pursuit of Wake Tech's educational objectives, disciplinary action will be taken – first, to resolve the problem, and then to help students learn from mistakes. Discipline issues will be resolved informally whenever possible.

Ref # C3500a

## 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 who enroll accept college policies and procedures and acknowledge the right of Wake Tech to take action, up to and including suspension or expulsion, when a student is found responsible for misconduct. Students are responsible for becoming familiar with Wake Tech policies and procedures.

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. Wake Tech strives to create an atmosphere where students have the following rights:

### Education

- 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.

### Freedom of expression

- Students can freely study and discuss various ideas in a courteous manner inside and outside of the classroom.

### Participation

- 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.

### Safe environment

- Students have the right to expect a safe environment that ensures the continuity of the educational process.

### Privacy

- 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 obligation.

### Record review

- 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.

### Academic Integrity appeal

- Students have the right to appeal academic integrity policy penalties. See Section III. D.
- Students have the right to appeal course grades. See Section III. E.

### Grievance process

- Students have the right to grieve student code of conduct sanctions. See Section IV. E.

**Due process**

- Students have the right to receive reasonable notice to be heard, prior to conduct sanctions being given, and the opportunity to grieve sanctions. See Sections III. D. and VI. E.

**Freedom from discrimination**

- Students can expect to engage in the college community without discrimination, as defined by federal and state laws and college regulations.

Students also have responsibilities as part of the college community:

**Civility**

- Respecting the rights of others and exercising courtesy and politeness in all situations

**Academic Integrity**

- 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

**Safety**

- Refraining from actions that endanger the health, safety or welfare of any member of the college community or college visitors

**Compliance**

- Adhering to the normal standards, rules and regulations of the college as well as with federal, state and local laws

**DEFINITIONS (as applicable to Student Code of Conduct, Rights and Responsibilities)**

Term	Definition
Academic integrity	All academic assignments turned in shall be one's own work unless otherwise stated by the instructor.
Appeal	An official request that a currently enrolled student would make to a faculty member regarding a final course grade or academic integrity penalty given by that faculty member, or a decision made by the Disciplinary Review and Grievance Committee
Board of Trustees	The group of appointed officials charged with oversight of the college
Business days	All days except Saturday, Sunday and college holidays
College	Wake Technical Community College
College official	Any person employed by the college performing assigned administrative or professional responsibilities
College premises	All land, buildings, facilities and other property in the possession of and controlled by the college, including adjacent streets and sidewalks
Complaint	An expression of dissatisfaction from a currently enrolled student about an issue related to the college and its mission 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 any college official
Complainant	Any person who submits a charge alleging that a student has violated the Student Code of Conduct
Disciplinary Review Grievance Committee (DRGC)	A judicial body designed to provide due process and participatory justice to students for college incidents that resulted in sanctions or penalties
Disciplinary Review Grievance Committee chairperson	An individual selected by the Student Conduct Officer to facilitate a Disciplinary Review Grievance Committee proceeding
Discrimination	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

Due process	A reasonable notice to be heard prior to conduct sanctions being given and the opportunity to grieve sanctions received
Educational assignment	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
Faculty member	Any person hired by the college to conduct classroom or teaching activities
Grievance	A formal objection that a currently enrolled student may wish to have addressed, regarding a disciplinary action placed upon the student by a college official or DRGC
May	Term used to indicate permission
Member of college community	Any person who is a student, faculty member, college official or any other person employed by the college
Organization	Any group who has complied with the formal requirements for college recognition of sanctions
Policies	The written regulations of the college as found in but not limited to the college catalog, the college website and web pages and the computer use guidelines
Preponderance of evidence	A standard of proof in which the evidence strongly suggests the student code has been violated
Respondent	Any student alleged to have violated the Wake Tech Student Code of Conduct
Shall	Term used to indicate an imperative (mandatory)
Student	Any person taking courses at the college, full-time or part-time, seated or online
Student Conduct Officer	The college official charged with the responsibility of administering the college's Student Code of Conduct
Victim	Any person who is acted on and usually adversely affected by a force or agent
Witness	One who gives evidence; a person who is present at an event and can speak to what happened

Ref # C3500b

## 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. Students should compose content that reflects their ideas based on their own experiences, reflections and research. 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.

Faculty are responsible for the assignment of student grades according to methods that are professionally acceptable, communicated to everyone in the class and applied to all students equitably.

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. Wake Tech's academic integrity policy requires that the college ordinarily refrain from review of or participating 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 appeals process listed in Section E, Final Course Grade Appeal Procedure. 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, veteran status or disability, the student must use the complaint form in lieu of the procedure described in Section E.

## B. Violations of the academic integrity policy

Cheating and plagiarism, as defined below, are forms of academic dishonesty that violate the academic integrity policy. Students found responsible for violating academic integrity policies are subject to penalties from instructors and sanctions from Student Conduct Officers.

Academic violation	Definition
Cheating	Receiving or giving another student any unauthorized information or material during or after a quiz, test, exam or assignment; using course textbooks or other class documents to look up answers; using tools such as calculators or language translators; working with others, including the ILC, either virtually or in-person; or using internet sources, artificial intelligence (AI) websites (such as ChatGPT or Google Bard) or search engines to complete a quiz, test, exam, project or assignment <b>without</b> prior approval from the instructor.
Plagiarism	Taking or passing off as one's own ideas, words, imagery or work of another person, computer program, AI or website. When students present ideas or words retrieved from other sources in a written or oral assignment, they must document or cite the source(s) as directed by the instructor of the course. Plagiarism also includes buying or selling work to others, as well as providing false information about submitted work.
Self-plagiarism	Reusing one's own work that has been previously submitted as a class assignment in order to complete a new assignment <b>without</b> acknowledgement of its previous use is self-plagiarism. Speak to your instructor if you are unsure if the work you submit would be viewed as self-plagiarism.

## Academic integrity do's and don'ts

Unauthorized collaboration	<b>Do:</b> Trust your own thoughts and ideas. Use AI and other digital or in-person resources only to explore ideas and possibilities ethically in a way that has been authorized by instructors. <b>Don't:</b> Work with someone else on your assignment or utilize AI to generate text or content for your assignment unless you have received consent from your instructor prior to starting the specific assignment.
Facilitating academic dishonesty	<b>Do:</b> Know that you have the knowledge to complete the assignment based on what resources have been allowed for your class. <b>Don't:</b> Allow others to copy or provide your assignments to anyone and/or purchase answers or completed assignments from others.

## C. Academic integrity violation 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.

Academic penalty	Possible sanction(s)
Loss of grade points	Loss of grade points and/or an opportunity for resubmission of the assignment
Loss of grade	A zero score for an assignment, quiz or test
Loss of credit	An "F" for the course and loss of the right to attend remaining class sessions if the student appeals and the instructor's decision is upheld

## D. Loss of grade procedure

- 1 The instructor informs the student in writing of loss of grade sanction. The instructor also submits the Academic Integrity Violation form.
- 2 The student addresses questions/concerns with their instructor within five business days.
- 3 The instructor's decision is final.

#### E. Loss of course credit procedure

- ❶ The instructor informs student in writing of loss of course credit – an "F" for the course. The instructor also submits the Academic Integrity Violation form.
- ❷ The student contacts the instructor within three business days of the written notification to seek a resolution.
- ❸ The instructor schedules an appointment to discuss the sanction with the student within three business days of the written notification.
- ❹ After the discussion, if the student wishes to appeal the instructor's decision, the student initiates the Course Grade Appeal ([https://cm.maxient.com/reportingform.php?WakeTechCC&layout\\_id=8](https://cm.maxient.com/reportingform.php?WakeTechCC&layout_id=8)) form within three business days.
- ❺ The instructor's supervisor, typically a department head, reviews the appeal and communicates the decision to the student through Wake Tech email within three business days.
- ❻ If the student is not satisfied with the decision of the instructor's supervisor, the student should then request in writing within three business days that the appeal be forwarded to the academic dean.
- ❼ The academic dean will investigate and return a decision to the student through Wake Tech email within four business days. The academic dean's decision is final.

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 their justification for doing so.

#### F. Recordkeeping

Documentation of evidence of academic integrity violations resulting in the loss of credit will be retained by a Student Conduct Officer. Multiple violations of the academic integrity policy may result in additional student conduct sanctions.

Ref # C3500c

### Student Code of Conduct

The purpose of the Student Code of Conduct (Student Code) is not to restrict freedom but to protect the rights of all students in their academic pursuits.

Students are expected to conduct themselves in accordance with generally accepted standards, while appropriately incorporating the college's core values of accountability, respect, responsibility, critical thinking, communication and collaboration.

**A. Prohibited conduct** Students are prohibited from engaging in any conduct that materially and adversely affects the educational process, including the following:

Code #	Student Code violation
1	Violation of Academic Integrity Policy
2	Disruptive, disrespectful behavior in any form or conduct by an individual or group of individuals that interferes with the educational opportunities of another student on college premises or at college-sponsored events
3	Attempted or actual theft of, misuse of or damage to college property or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college-sponsored activities and events
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 ( <a href="catalog/campus-policies-and-procedures#sec9124">catalog/campus-policies-and-procedures#sec9124</a> )
6	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 blogs, texts, emails and all social media platforms  Lewd or indecent conduct online, on college premises or at college-sponsored activities and events
7	Verbal, mental or physical abuse of any kind of any person on college premises, online or at college-sponsored or supervised events, including coercion, bullying, hazing, stalking, intimidation or conduct that threatens or endangers an individual's health or safety
8	Violation of the Sexual Harassment Policy ( <a href="catalog/campus-policies-and-procedures#sec9130">catalog/campus-policies-and-procedures#sec9130</a> )
9	Occupation of, refusal to depart from or seizure of college property or any portion thereof (or threatening such in any manner) for a use which is inconsistent with prescribed, customary or authorized use
10	Participating in or conducting an assembly or demonstration in a manner that threatens or causes injury to persons or property, interferes with free access to entrances or exits of college facilities

	or is harmful, obstructive or disruptive to the functions of the college
11	Possession, storage, use of or manufacture of firearms, fireworks, explosives, knives of any kind and other destructive devices on college property or at college-sponsored activities and events (except by persons specifically authorized by the college and in accordance with G.S. 14-269.2) in connection with a college-approved activity
12	Tampering with fire safety equipment or setting off a fire alarm on college premises or at college-sponsored activities or events, except with reasonable belief for the need of such equipment or alarm
13	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 activities or events
14	Smoking and/or use of any products including tobacco, such as cigarettes, e-cigarettes and vaporizers, on all properties owned or rented by the college, except in college-approved designated smoking areas
15	Violation of state or college regulations regarding the operation and parking of motor vehicles
16	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
17	Failure to comply with instructions of college officials acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so
18	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
19	Violation of any college policy, rules and/or local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its educational purposes. Conducting oneself in a manner that threatens or endangers the health and/or safety of a person, other members or visitors within the college community or at a college-sponsored or related events is prohibited.
20	The unauthorized access or attempt to access, manipulate or retrieve files, programs or data from any college computer system; or the use of computing facilities to send or view obscene or threatening messages. The falsification of documents, impersonation of another individual or willfully encouraging others to commit such acts is prohibited.

**B. Disciplinary penalties for violations of the Student Code (i)**

The following disciplinary actions may be imposed by a 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.

Disciplinary sanctions may be modified only by the Disciplinary Review and Grievance Committee (DRGC), the Associate Vice President of Student Services, Senior Vice President for Enrollment & Student Services, Student Conduct Officer or Registrar.

**NOTE:** Sanctions given do not necessarily follow the order below.

Level of violation	Minimum sanction	Maximum sanction
Minor	Educational conversation Educational sanction	No contact
Moderate	Written warning Educational sanction Restitution	Probation Suspension
Major	Suspension Delayed registration Withholding	Expulsion Revocation

Ⓢ **Educational conversation:** An educational conversation may take place between the student and the Student Conduct Officer. No determination will be made regarding if the student is responsible for violation of the Student Code. The student will not be given a sanction. The purpose of this action will be to give the student an opportunity to learn about college policies and expectations to stop any behavior that may violate the Student Code in the future. A record of the educational conversation will be kept with the Student Conduct Officer using the conduct management system.

Ⓢ **Written warning:** A written communication giving 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 infraction.

- Emergency (interim) suspension:** Instructors or college officials may impose an 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 suspension of 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 [my.waketechedu, \(https://waketechedu.sharepoint.com/employee/SitePages/my.waketechedu.aspx\)](https://waketechedu.sharepoint.com/employee/SitePages/my.waketechedu.aspx) the Maxient Conduct Reporting Forms link under the Quick Links heading.**
  - 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.**
- Educational sanctions:** Educational sanctions may include work assignments, essays, community service, participation in college-sponsored programs or activities, a behavioral contract, alcohol and/or drug education and counseling with a certified counselor and other related educational assignments.
- General probation:** An individual may be placed on general probation when involved in a substantive disciplinary offense. General probation has two important implications: The individual is given a chance to show capability and willingness to observe the Student Code without further penalty, and, if the student errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two terms.
- 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 terms. Any violation of restrictive probation may result in immediate suspension.
- Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, students and visitors.
- 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.
- Revocation of admission and/or degree:** Admission to or a degree awarded by 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.
- 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 violation, the agreed-upon consequences can be set out in a document titled "Behavior Contract."
- Withholding:** Transcript, diploma or right to register will be withheld (denied) when financial obligations are not met.
- 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.
- Expulsion:** Dismissing a student from campus for an indefinite period. The student loses his or her student status.
- 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.
- 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.
- 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.
- 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 conduct record maintained by the Student Conduct Officer.

#### C. Release of Student Conduct records

As directed by the requirements of the Family Education Rights and Privacy Act (FERPA), the Office of Student Conduct does not issue student conduct information about current or former students without receiving a completed Release of Student Conduct Information ([https://cm.maxient.com/reportingform.php?WakeTechCC&layout\\_id=11](https://cm.maxient.com/reportingform.php?WakeTechCC&layout_id=11)) form. Unless required by law, student conduct records will not be released without the expressed permission of the student. Requests for student conduct information may include but are not limited to transfer requests to other colleges, licensing agencies and security clearances for employment.

**NOTE:** Wake Tech does not provide character references as a part of a conduct record. If the college/agency inquires if a student is in good standing academically, those requests will be forwarded to the Office of Registration and Records for completion. If the college/agency provides their own form(s), they should be left with the student's request for completion in the appropriate areas by our office.

If the student is unsure of their prior conduct history, please submit a Release of Student Conduct Information ([https://cm.maxient.com/reportingform.php?WakeTechCC&layout\\_id=11](https://cm.maxient.com/reportingform.php?WakeTechCC&layout_id=11)) form. Once submitted, allow three to five business days for completion of the request during the college's normal operating hours. Ensure that the information requested on the form is accurate and completed in its entirety. Failure to do so may result in the request not being completed.

**D. Student conduct records retention**

Student conduct records will include copies of all cases, including reports, correspondence, statements, decisions and, where available, certain other evidence in which a student is claimed to have violated at least one Student Code of Conduct policy. The Office of Student Conduct may redact information pertaining to other individuals in a case.

The policies regarding retention of student conduct records are as follows:

- ❶ The college will maintain student conduct files for a period of no less than seven years following the most recent finding of violation, as determined by the rules governing reporting under the Clery Act.
- ❷ The college will maintain student conduct files of students who have been dismissed from the college indefinitely.
- ❸ The college will retain, as required, statistical information connected to student conduct policy violations in order to comply with mandated reporting requirements.
- ❹ The college will maintain student Behavior of Concern files for a period of no less than seven years, per recommendation of the National Association of Behavioral Intervention and Threat Assessment and in compliance with the State Archives of North Carolina.

**E. Process**

The Student Conduct Officer will request an initial meeting with all students involved in the report to determine whether disciplinary sanctions should be initiated. Additional information may be requested of the reporter. During the meeting, the Student Conduct Officer will advise the student(s) of the allegation(s), explain the student conduct process and clarify the students' rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement. Following the preliminary meeting, the Student Conduct Officer will take one of the following actions:

- ❶ If the accused student fails to appear, the Student Conduct Officer may find him or her responsible and impose sanctions. If the student does not accept responsibility, the Student Conduct Officer will initiate formal disciplinary charges. The student will be notified of the sanction via his or her official Wake Tech email address or U.S. mail. The student will be granted 15 business days to grieve the sanction.
- ❷ If there is no basis for the allegation or if it does not warrant disciplinary action, the Student Conduct Officer will dismiss the allegation.

**F. Disciplinary procedures for violations of Student Code**

The instructor will issue a report to the Student Conduct Officer for the first time a student violates the academic integrity policy in a class. The Student Conduct Officer will file the first report received as a For Information Only (FIO) report. There will be **only one** FIO report filed, even if it is a first offense in multiple classes. The instructor may issue a penalty for any academic integrity violation and should notify the student of the penalty and any report sent to the Student Conduct Officer. Any subsequent reports filed will be addressed by the Student Conduct Officer, and sanctions may be given if the student is found responsible.

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:

- ❶ Have an educational conversation with the student or issue a verbal warning in person, via email or by telephone
- ❷ Refer the student to a Student Conduct Officer using the steps outlined below.
- ❸ Failure to notify the student may result in no further action being taken regarding the alleged violation. Forms are available at [my.waketech.edu](http://my.waketech.edu) at the Maxient Conduct Reporting Forms link under the Quick Links heading.
- ❹ If an instructor or college official who is considering reporting a student violation believes that the student poses an **immediate threat** of harm to self or others, that instructor or college official should contact Campus Police. Other behaviors should be reported on the Behavior of Concern Threat Reporting form for review by the Behavioral Assessment Team.

Validation	Validating the suspected conduct (review the Student Code of Conduct violations)
Notification	Notify the student in person, by email or telephone within five business days
Submission	Submit the appropriate violation form, i.e., Academic Integrity, Student Code of Conduct, within five business days to the Student Conduct Officer



In addition to academic activities, Wake Technical Community College provides Disability Support Services (DSS) to qualified individuals for other school activities or functions. This also may include providing support services to qualified students with disabilities who may be entitled to non-academic accommodations under Section 504 and Title II who may be involved in any academic or non-academic disciplinary process. An individual with a disability is defined by the Americans with Disabilities Act as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment or a person who is perceived by others as having such an impairment.

During the disciplinary process, including any initial interview with the student, the student has the right to an advisor or advocate of his or her own choosing, including attorneys. Typically, advisors are members of the campus community, but the respondent may select whomever he or she wishes to serve as an advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing unless required for a qualified disability

([https://waketechedu.sharepoint.com/:b:/r/employee/handbook/Shared%20Documents/C1010\\_Student%20Disability%20Discrimination%20Complaint-Final.pdf?csf=1&web=1&e=kKaxQG](https://waketechedu.sharepoint.com/:b:/r/employee/handbook/Shared%20Documents/C1010_Student%20Disability%20Discrimination%20Complaint-Final.pdf?csf=1&web=1&e=kKaxQG)) as defined under the ADA or for a qualified handicap under Section 504 of the Rehabilitation Act of 1973 and if an accommodation is requested by the student. The advisor may confer quietly with the advisee, exchange notes, clarify procedural questions and suggest questions. If the advisor is an attorney, you must notify the Student Conduct Officer assigned to your case in writing **at least** three business days prior to the hearing. You must complete a confidentiality agreement and FERPA release form prior to having an advisor present. The forms can be accessed under the Quick Links tab on the Student Conduct page. If an accommodation is requested, the student will be referred to DSS for determination of the accommodation.

#### G. Student Code sanction grievance procedures

A student who wishes to grieve a Student Code sanction issued by a Student Conduct Officer or an interim suspension issued by an instructor may request a hearing with the Disciplinary Review and Grievance Committee (DRGC) within 15 business days after the sanction is issued. Whenever possible, a Student Conduct Officer will attempt to resolve such incidents informally. Request for a hearing must be made using a Student Conduct Grievance Request ([https://publicdocs.maxient.com/reportingform.php?WakeTechCC&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?WakeTechCC&layout_id=2)) 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 Student Conduct Officer who issued the sanction as soon as possible or up to one hour prior to the hearing. The student will have only one opportunity to reschedule a canceled hearing due to an emergency. Hearings that have been rescheduled due to the absence of the student will assemble, and the committee will make a decision on the case based on evidence provided by the Student Conduct Officer.

**NOTE:** If the Student Conduct Officer determines that the complainant or witnesses may be harmed emotionally by testifying in the presence of the respondent at the hearing, other arrangements will be made to allow participation without depriving the respondent 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 Student Conduct grievance process and the final grade appeal process are two separate processes. If the DRGC overturns a Student Conduct Officer's sanction, it does not negate the penalty given by the academic instructor or designee.

**Composition of the DRGC:** The committee is composed of three members – a student in good standing academically and otherwise, a staff member and a faculty member – plus a presiding chairperson, who may serve a three-year term.

**Powers and functions of the DRGC:** The committee may confirm or modify the sanction. The committee will use the preponderance of the evidence standard when determining the outcome of a case. The AVP of Student Services reserves the right to review the decision of the DRGC and make modifications. In cases where there is alleged discrimination or denial of due process, the AVP of Student Services will review and made a determination. The decision of the AVP of Student Services is final.

#### H. DRGC hearing process

The hearings are closed to the public and the media. Hearings are primarily scheduled on Thursday afternoons or as announced. The Student Conduct Officer's role is to provide information when needed and to answer any questions.

- At the hearing, the DRGC chairperson will initiate introductions of all present for the record. The chairperson will read the charges and ask the student to respond to the charges. If the student acknowledges responsibility, they will be given an opportunity to provide any justifying information. If the student denies the charges, the hearing will continue.
- Complainant and eyewitnesses will be allowed to give testimony on what they saw as related to the incident in question. Witness statements will be permitted based on the incident in question. The respondent will be given an opportunity to ask questions of the complainant and eyewitnesses when present.
- Committee members will be able to ask questions of all involved in the incident in question.
- The burden of proof rests with the complainant. The DRGC will make a decision based on the preponderance of the evidence.

- ❶ The chairperson will record the hearing except during deliberations. The recordings will be kept in the Office of Student Conduct.
- ❷ The DRGC will deliberate in private and provide the chairperson with its decision. The chairperson is not a voting member. His or her role is to maintain order and to advise on points of order and procedure.
- ❸ The chairperson will give the decision of the DRGC to the AVP of Student Services within two business days.
- ❹ The decision of the DRGC can be modified by the AVP of Student Services when warranted. The only allowable basis for appeal is consideration of alleged violation of college procedures in the conduct of the hearing or investigation, discrimination or lack of due process.
- ❺ 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.
- ❻ The AVP of Student Services will send the student official notification through his or her Wake Tech email address or the U.S. mail within three business days after receiving the recommendation from the DRGC committee.

#### I. DRGC hearing guidelines

- ❶ Students will be sent via their official Wake Tech email notice of the DRGC hearing at least five business days before the hearing date. All persons involved in the hearing, with the exception of the witnesses, will be sent incident documents. All persons will be given the location, time and place of the hearing. When Wake Tech email is not available, students will be contacted in person, by phone or by certified mail via the U.S. Postal Service.
- ❷ Confidentiality will be maintained with information discussed in the hearings, except as permitted or required by law. All decisions of the hearing will be given to the complainant and respondent and to other college officials on a need-to-know basis.
- ❸ Any information and or eyewitnesses related to the incident in question, including names and contact information and importance of the eyewitnesses, must be submitted to the Student Conduct Officer, in writing, at least three business days before the scheduled hearing.

The following rights are available to the complainant and respondent:

- ❶ The right to know the identity of the person bringing charges.
- ❷ The right to provide an explanation of their part with the incident that led to the charges. Students will be able to provide this information in writing at least three business days prior to the hearing. This information will be reviewed and considered in the examination of the case, whether the student is present for the hearing or not.
- ❸ The right to present information, witnesses and proof on their behalf. All information must relate directly to the incident in question.
- ❹ The right to question any witnesses or deny any proof on their behalf.
- ❺ The right to have an advisor at the hearing.
  - ❶ A student who intends to have an advisor present at the hearing must notify the Student Conduct Officer in writing at least three business days before the hearing and include the name of the advisor, contact information and relationship to the student.
  - ❷ The role of the advisor is not to represent the complainant or respondent. The advisor cannot ask questions of anyone participating in the hearing.
  - ❸ Before the advisor can be given permission to attend the hearing, a confidentiality agreement must be signed. The Student Conduct Officer will provide the agreement document. Failure to sign this agreement will result in the advisor being denied entry to the hearing.

Ref # C3500d

#### 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 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 following procedures will occur:

- ❶ The student should submit a Student Complaint ([https://publicdocs.maxient.com/reportingform.php?WakeTechCC&layout\\_id=3](https://publicdocs.maxient.com/reportingform.php?WakeTechCC&layout_id=3)) form.
- ❷ The complaint form will be routed to the Senior Dean/Student Conduct Officer and assigned to the appropriate administrator, based on the nature of the complaint.
- ❸ The assigned administrator will follow up with resolution to the complaint within five business days.

If you are a currently enrolled student who has exhausted the college's complaint procedures and the matter is unresolved, you may file a formal complaint through the **FILE A COMPLAINT AGAINST THE COLLEGE** section of the University of North Carolina System. All community college

COLLEGE  
 STUDENT COMPLAINTS will be forwarded to the North Carolina Community College System  
 office. Please follow the directions on the following links:  
 THE  
 COLLEGE'S  
 COMPLAINT  
 PROCEDURE  
 (HTTPS://NAM02.SAFELINKS.PROTECTION.OUTLOOK.COM/?  
 URL=HTTPS%3A%2F%2FWWWW.NCCOMMUNITYCOLLEGES.EDU%2FSTUDENT-  
 SERVICES%2FFILING-  
 COMPLAINT-  
 AGAINST-  
 COLLEGE  
 Ref # C-300e

N.C.  
 COMMUNITY  
 COLLEGE  
 SYSTEM  
 COMPLAINT  
 FORM  
 (HTTPS://STUDENTCOMPLAINTS.NORTHCAROLINA.EDU/FORM)

**Title IX Policy (Sexual Discrimination, Harassment and Misconduct)**

GRIEVANCE-  
 PROCEDURE&DATA=04%7C01%7CCKBPHINAZEE%40WAKETECH.EDU%7C5A4FA922716747FA366408D8D1BD312B%7C16CC8AD984FE481DB9B048E7758C41AA%7C0%7C0%7C637489958271303280%7  
 Wake Technical Community College adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The college does not discriminate in its admissions practices (except as permitted by law), in its employment practices or in its educational programs or activities on the basis of sex.

Title IX of the Education Amendments of 1972 (Title IX) 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."

As a recipient of federal financial assistance for education activities, the college is required by Title IX to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence and stalking are forms of sex discrimination, which are prohibited under Title IX and by college policy.

Any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment or social access, opportunities and/or benefits of any member of the college community on the basis of sex is in violation of the Title IX Policy.

The college values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

When the Respondent is a member of the college community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the college community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff and third parties such as guests, visitors and volunteers.

For the purpose of this policy, the college refers to "student" as an individual moved to the status of student by the college's Admissions Department and/or the Workforce Continuing Education Registrar Office's process and maintains an ongoing relationship with the college in one or more of the following categories:

1. eligible to register for courses
2. registered for a credit or non-credit bearing course
3. enrolled in a credit or non-credit bearing course

The procedures below may be applied to incidents, patterns and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

**Definitions**

Term	Definition
Advisor	A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process and to conduct cross-examination for the party at the hearing, if any.
Complainant	An individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class or retaliation for engaging in a protected activity.
Complaint (formal)	A document signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Wake Technical Community College investigate the allegation.
Confidential Resource	An employee who is not a Mandated Reporter of notice of harassment, discrimination and/or retaliation, irrespective of Clery Act Campus Security Authority status.

Day	A business day when the college is in normal operation.
Decision-maker	The person, panel and/or Chair who hears evidence, determines relevance and makes the Final Determination of whether this policy has been violated and/or assigns sanctions.
Directly Related Evidence	Evidence connected to the complaint that is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and cannot be relied upon by the investigation report or Decision-maker.
Education program or activity	Locations, events or circumstances where the college exercises substantial control over both the Respondent and the context in which the sexual harassment, discrimination and/or retaliation occurs and also includes any building owned or controlled by a student organization that is officially recognized the college.
Final Determination	A conclusion by the standard of proof that the alleged conduct did or did not violate policy.
Finding	A conclusion by the standard of proof that the conduct did or did not occur as alleged, as in a "finding of fact."
Formal Grievance Process	"Process A," a method of formal resolution designated by the college to address conduct that falls within the policies included below and which complies with the requirements of the Title IX regulations. (34 CFR §106.45)
Grievance Process Pool	Any investigators, hearing Decision-makers, appeal officers and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case.)
Hearing Decision-maker or Panel	Those who have decision-making and sanctioning authority within the college's Formal Grievance Process.
Investigator	The person or persons charged by the college with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence and compiling this information into an investigation report and file of directly related evidence.
Mandated Reporter	An employee of the college who is obligated by policy to share knowledge, notice and/or reports of harassment, discrimination and/or retaliation with the Title IX Coordinator and/or their supervisor.
Notice	An employee, student or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory and/or retaliatory conduct.
Official with Authority (OWA)	An employee of the college explicitly vested with the responsibility to implement corrective measures for harassment, discrimination and/or retaliation on behalf of the college.
Parties	The Complainant(s) and Respondent(s), collectively.
Process A	The Formal Grievance Process detailed below and defined above.
Process B	The administrative resolution procedures, as detailed in Appendix D, that apply only when Process A does not, as determined by the Title IX Coordinator.
Relevant Evidence	Evidence that tends to prove or disprove an issue in the complaint.
Remedies	Post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence and restore access to Wake Technical Community College's educational program.
Respondent	An individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class or retaliation for engaging in a protected activity.
Resolution	The result of an informal or Formal Grievance Process.

Sanction	A consequence imposed by the college on a Respondent who is found to have violated this policy.
Sexual Harassment	The umbrella category including the offenses of sexual harassment, sexual assault, stalking and dating violence and domestic violence. See Section 17.b. for greater detail.
Title IX Coordinator	At least one official designated by Wake Technical Community College to ensure compliance with Title IX and the college's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
Title IX Team	The Title IX Coordinator, Deputy Coordinators, Investigators and any member of the Grievance Process Pool.

**Training materials**

The following link offers training materials for the college's Title IX Team inclusive of training and certification events, select webinars and online trainings provided by the Association of Title IX Administrators (ATIXA). The Title IX Team has participated in training (<https://www.atixa.org/2020-regulations-requirement-posting-of-training-materials/>) relevant to each member's responsibilities and designated roles.

**Title IX Coordinator**

Laura Bethea serves as the Title IX Coordinator and oversees coordination and implementation of Wake Technical Community College's efforts related to the intake, investigation, resolution and implementation of supportive measures to stop, remedy, remediate and prevent discrimination, harassment and retaliation prohibited under this policy. All parties will be provided with a comprehensive (electronic) brochure detailing options and resources, which the Title IX Coordinator may also go over in person with the parties, as appropriate.

**Independence and conflict-of-interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case or for or against Complainants and/or Respondents generally.

To raise any concern involving bias or conflict of interest, reports of misconduct, or discrimination by the Title IX Coordinator, contact Vice President of Human Resources and College Safety Benita Clark at [bjclark@waketech.edu](mailto:bjclark@waketech.edu) (mailto:bjclark@waketech.edu), or 919-866-7894 (tel:919-866-7894), or other designee.

Concerns of bias, a potential conflict of interest or reports of misconduct or discrimination by any other Title IX Team member should be reported to the Title IX Coordinator.

**Administrative contact information**

Complaints or notice of alleged policy violations or inquiries about or concerns regarding this policy and procedures may be made internally to the Office of Title IX:

Title IX Coordinator  
 Laura Bethea  
 Southern Wake Campus  
 9101 Fayetteville Road  
 Raleigh, NC 27603  
919-866-6361 (tel:919-866-6361)  
[lbethea@waketech.edu](mailto:lbethea@waketech.edu) (mailto:lbethea@waketech.edu)

Title IX Deputy Coordinators/Pool  
 Karen Phinazee  
 Southern Wake Campus  
 9101 Fayetteville Road  
 Raleigh, NC 27603  
[kbphinazee@waketech.edu](mailto:kbphinazee@waketech.edu) (mailto:kbphinazee@waketech.edu)  
919-866-6169 (tel:919-866-6169)

Benita Clark  
 Southern Wake Campus  
 9101 Fayetteville Road  
 Raleigh, NC 27603  
[bjclark@waketech.edu](mailto:bjclark@waketech.edu) (mailto:bjclark@waketech.edu)  
919-866-7894 (tel:919-866-7894)

Title IX Investigators/Pool  
 Anthony Garnes  
 Scott Northern Wake Campus  
 6600 Louisburg Road

Raleigh, NC 27616  
[agarnes@waketech.edu](mailto:agarnes@waketech.edu) (<mailto:agarnes@waketech.edu>)  
[919-866-6873](tel:919-866-6873) (<tel:919-866-6873>)

Kathy Reaves  
Southern Wake Campus  
9101 Fayetteville Road  
Raleigh, NC 27603  
[kpreaves@waketech.edu](mailto:kpreaves@waketech.edu) (<mailto:kpreaves@waketech.edu>)  
[919-866-5881](tel:919-866-5881) (<tel:919-866-5881>)

Kris Ross  
Southern Wake Campus  
9101 Fayetteville Road  
Raleigh, NC 27603  
[kcross@waketech.edu](mailto:kcross@waketech.edu) (<mailto:kcross@waketech.edu>)  
[919-866-5940](tel:919-866-5940) (<tel:919-866-5940>)

Paul Jenkins  
Scott Northern Wake Campus  
6600 Louisburg Road  
Raleigh, NC 27616  
[pjenkins@waketech.edu](mailto:pjenkins@waketech.edu) (<mailto:pjenkins@waketech.edu>)  
[919-532-5557](tel:919-532-5557) (<tel:919-532-5557>)

Wake Tech Campus Police & Security  
[campuspolice@waketech.edu](mailto:campuspolice@waketech.edu) (<mailto:campuspolice@waketech.edu?subject=Email%20from%20website%20user>)  
[919-866-5911](tel:919-866-5911) (<tel:919-866-5911>)

The College has determined that the College President, Executive Vice President and Vice Presidents are Officials with Authority (OWA) to address and correct harassment, discrimination and/or retaliation. In addition to the Title IX Team members listed above, the OWA listed below may also accept notice or complaints on behalf of the college:

Dr. Scott Ralls  
President  
[sralls@waketech.edu](mailto:sralls@waketech.edu) (<mailto:sralls@waketech.edu>)  
[919-866-5141](tel:919-866-5141) (<tel:919-866-5141>)

Dr. Gayle Greene  
Executive Vice President  
[dggreene@waketech.edu](mailto:dggreene@waketech.edu) (<mailto:dggreene@waketech.edu>)  
[919-866-5143](tel:919-866-5143) (<tel:919-866-5143>)

Anthony Caison  
Vice President, Workforce Continuing Education  
[amcaison@waketech.edu](mailto:amcaison@waketech.edu) (<mailto:amcaison@waketech.edu>)  
[919-866-6101](tel:919-866-6101) (<tel:919-866-6101>)

Jeffery Carter  
Vice President, Facilities  
[jjcarter@waketech.edu](mailto:jjcarter@waketech.edu) (<mailto:jjcarter@waketech.edu>)  
[919-866-5148](tel:919-866-5148) (<tel:919-866-5148>)

Laurie Clowers  
Vice President, Communications and Marketing  
[lclowers@waketech.edu](mailto:lclowers@waketech.edu) (<mailto:lclowers@waketech.edu>)  
[919-866-5929](tel:919-866-5929) (<tel:919-866-5929>)

Sandra Dietrich  
Vice President, Curriculum Education Services & Chief Academic Officer  
[sldietrich@waketech.edu](mailto:sldietrich@waketech.edu) (<mailto:sldietrich@waketech.edu>)  
[919-866-5674](tel:919-866-5674) (<tel:919-866-5674>)

Brian Gann  
Vice President, Enrollment and Student Services  
[bwgann@waketech.edu](mailto:bwgann@waketech.edu) (<mailto:bwgann@waketech.edu>)  
[919-866-5701](tel:919-866-5701) (<tel:919-866-5701>)

Bryan Ryan  
Senior Vice President, Effectiveness and Innovation  
[bkryan@waketech.edu](mailto:bkryan@waketech.edu) (<mailto:bkryan@waketech.edu>)  
[919-866-5146](tel:919-866-5146) (<tel:919-866-5146>)

Dr. Ryan Schwiebert  
Vice President, Information Technology Services  
[rlschwiebert@waketech.edu](mailto:rlschwiebert@waketech.edu) (<mailto:rlschwiebert@waketech.edu>)  
[919-866-5108](tel:919-866-5108) (<tel:919-866-5108>)

Matthew Smith  
Vice President, Development and Strategic Partnerships  
[mbsmith9@waketech.edu](mailto:mbsmith9@waketech.edu) (<mailto:mbsmith9@waketech.edu>)  
[919-866-5988](tel:919-866-5988) (<tel:919-866-5988>)

Marla Tart  
Vice President, Finance and Business Services  
[mtart@waketech.edu](mailto:mtart@waketech.edu) (<mailto:mtart@waketech.edu>)  
[919-866-5901](tel:919-866-5901) (<tel:919-866-5901>)

The college has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-1100  
Customer Service Hotline: 800-421-3481  
Fax: 202-453-6012  
TDD: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov) (<mailto:OCR@ed.gov>)  
[Web](http://www.ed.gov/ocr/complaintintro.html) (<http://www.ed.gov/ocr/complaintintro.html>)

North Carolina Office for Civil Rights  
1 S. Wilmington St.  
Raleigh, NC 27601  
919-508-1808  
Fax: 919-508-1814  
[Web](https://www.ncdot.gov/about-us/board-offices/offices/civil-rights/Pages/default.aspx) (<https://www.ncdot.gov/about-us/board-offices/offices/civil-rights/Pages/default.aspx>)

1511 Mail Service Center (mailing address)  
Raleigh, NC 27699-1511

North Carolina Department of Justice  
114 W. Edenton St.  
Raleigh, NC 27603  
919-716-6400  
Fax: 919-716-6750

### **Notice/complaints of Sex Discrimination, Harassment and/or Retaliation**

Notice or complaints of sex discrimination, harassment and/or retaliation may be made using any of the following options:

1. File a complaint with or give verbal notice to the Title IX Coordinator (or deputy/deputies/OWAs as noted above). Such a report may be made at any time, including non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other Title IX Team Member or OWA listed above.
2. Report online, using the Maxient reporting form ([https://km.maxient.com/reportingform.php?WakeTechCC&layout\\_id=12](https://km.maxient.com/reportingform.php?WakeTechCC&layout_id=12)). Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. The Recipient tries to provide supportive measures to all complainants, which may be impossible with an anonymous report that does not identify the Complainant. Because reporting carries no obligation to initiate a formal response, and because the Recipient respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows the college to discuss and/or provide supportive measures.
3. Report to any supervisor and/or instructor. The information will be relayed to the appropriate college authorities.

### **Supportive measures**

The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered without fee or charge to the parties to restore or preserve access to the Recipient's education program or activity, including measures designed to protect the safety of all parties and/or the Recipient's educational environment and/or to deter harassment, discrimination and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the college will inform the Complainant, in writing, that they may file a formal complaint with

the college either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The college will maintain confidentiality of the supportive measures, provided that confidentiality does not impair the college's ability to provide those supportive measures. The college will act to ensure as minimal an academic/occupational impact on the parties as possible. The college will implement measures in a way that does not unreasonably burden the other party.

**These actions may include, but are not limited to:**

- ➊ Referral to counseling, medical and/or other health care services
- ➋ Referral to community-based service providers
- ➌ Visa and immigration assistance
- ➍ Student financial aid counseling
- ➎ Education to the institutional community or community subgroup(s)
- ➏ Altering work arrangements for employees or student-employees
- ➐ Safety planning
- ➑ Providing campus safety escorts
- ➒ Providing transportation accommodations
- ➓ Implementing contact limitations (no-contact orders) between the parties
- ➔ Academic support, extensions of deadlines or other course/program-related adjustments
- ➕ Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- ➖ Timely warnings ([https://www.clerycenter.org/assets/docs/NCSAM18\\_Timely-Warning-Guide.pdf](https://www.clerycenter.org/assets/docs/NCSAM18_Timely-Warning-Guide.pdf))
- ➗ Class schedule modifications, withdrawals or leaves of absence
- ➘ Increased security and monitoring of certain areas of the campus
- ➙ Any other actions deemed appropriate by the Title IX Coordinator

Violations of no-contact orders or other restrictions will be referred to appropriate student or employee conduct processes for enforcement.

**Emergency Removal**

The college can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Assessment Team (also known as BAT) using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX.

There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline within the student or employee conduct processes, which may include expulsion or termination.

The college will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include but are not limited to temporarily reassigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave and suspending a student's participation in extracurricular activities, student employment, student organizational leadership or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.



When the Respondent is an employee, existing provisions for interim action are applicable instead of the above emergency removal process.

### **Promptness**

All allegations are acted upon promptly by the college once it has received notice or a formal complaint. Complaints can take 60 to 90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the college will avoid all undue delays within its control.

Any time the general time frames for resolution outlined in the college's procedures will be delayed, the college provide written notice to the parties of the delay, the cause of the delay and an estimate of the anticipated additional time that will be needed as a result of the delay.

### **Confidentiality/privacy**

Every effort is made by the college to preserve the confidentiality of reports. The college will not share the identity of any individual who has made a report or complaint of harassment, discrimination or retaliation, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing or grievance proceeding arising under these policies and procedures.

For the purpose of this policy, privacy and confidentiality have distinct meanings.

Privacy means that information related to a complaint will be shared with a limited number of college employees who "need to know" in order to assist in the assessment, investigation and resolution of the report. All employees who are involved in the college's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with FERPA, as outlined in college policy. The privacy of employee records will be protected in accordance with Human Resources policies.

Confidentiality exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses and others with their patients, clients, parishioners and spouses. The college has designated individuals who have the ability to have privileged communications as Confidential Resources as noted in the glossary.

When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when the individual gives written consent for its disclosure, there is a concern that the individual will likely cause serious physical harm to self or others or the information concerns conduct involving suspected abuse or neglect of a minor under age 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clergy Act. Other information may be shared as required by law.

The college reserves the right to designate which college officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA.

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to college police, Curriculum Education Services, Wellness Services and the Behavioral Assessment Team. Information will be shared as necessary with Title IX Investigators, Hearing Panel members/Decision-makers, witnesses and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The college may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically in the mandating reporting section.

### **Jurisdiction of Wake Technical Community College**

This policy applies to the educational programs and activities of the college, to conduct that takes place on the campus or on property owned or controlled by the college, at college-sponsored events and in buildings owned or controlled by the college's recognized student organizations. The Respondent must be a member of the college's community in order for this policy to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprives a person of access to the college's educational program. The college may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial interest to the college.

Regardless of where the conduct occurred, the college will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial interest to the college includes:

1. Any action that constitutes a criminal offense as defined by law. This includes but is not limited to single or repeat violations of any local, state or federal law.
2. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual
3. Any situation that significantly impinges upon the rights, property or achievements of oneself or others, significantly breaches the peace and/or causes social disorder
4. Any situation that substantially interferes with the educational interests or mission of Wake Technical Community College

If the Respondent is unknown or is not a member of the college community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options. If criminal conduct is alleged, the college can assist in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the college community, supportive measures, remedies and resources may be provided to the Complainant by contacting the Title IX Coordinator.

In addition, the College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from the college's property and/or events.

All vendors serving the college through third-party contracts are subject to the policies and procedures of their employers and/or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program or other environment external to the college where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

#### **Time limits on reporting**

There is no time limit on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the college's jurisdiction and/or significant time has passed, the ability to investigate, respond and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or provide remedies and/or engage in informal or formal action, as appropriate.

When a notice/complaint is affected by a significant time delay, the college will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint. Typically, this policy is applied only to incidents that occurred after August 14, 2020. For incidents that occurred prior to August 14, 2020, previous versions of this policy will apply. Those versions are available from the Title IX Coordinator.

#### **Online harassment and misconduct**

The policies of Wake Technical Community College are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the college's education program and activities or when they involve the use of the college's networks, technology or equipment.

Although the college may not control websites, social media and other venues through which harassing communications are made, when such communications are reported to the college, it will engage in a variety of means to address and mitigate the effects.

Members of the college community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy or otherwise using the ease of transmission and/or anonymity of the internet or other technology to harm another member of the college community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the college's control (e.g., not on the college's networks, websites or between college email accounts) will be subject to this policy only when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the college only when such speech is made in an employee's official or work-related capacity.

### **Disability discrimination and accommodation policy**

Wake Technical Community College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal, state and local laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the college, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

Angelita Ragland has been designated as Wake Technical Community College's ADA Coordinator/504 Officer and responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in the college's resolution process, see previous section.

#### **a. Students with disabilities**

Wake Technical Community College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the college.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact Angelita Ragland, the Director of Disability Support Services, who coordinates services for students with disabilities.

The Director of Disability Support Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s) in accordance with the college's applicable policies.

#### **b. Employees with disabilities**

Pursuant to the ADA, the college will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to the college.

An employee with a disability is responsible for submitting a request for an accommodation to the ADA Coordinator/504 Officer and providing necessary documentation. The ADA Coordinator/504 Officer will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

### **Sexual harassment policy**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the state of North Carolina regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

The college has adopted the following definition of sexual harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved.

Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking, and is defined as:

**Conduct on the basis of sex/gender or that is sexual in nature that satisfies one or more of the following:**

1. Quid Pro Quo: An employee of the college conditions the provision of an aid, benefit or service of the college on an individual's participation in unwelcome sexual conduct
2. Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college's education program or activity. Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
3. Sexual assault, defined as:
  - a. Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
4. Sex Offenses, Non-forcible:
  - Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by North Carolina law.
  - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent of North Carolina.
5. Dating Violence, defined as:
  1. violence,
  2. on the basis of sex,
  3. committed by a person,
  4. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    1. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    2. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    3. Dating violence does not include acts covered under the definition of domestic violence.
6. Domestic Violence\*, defined as:
  1. violence,
  2. on the basis of sex,
  3. committed by a current or former spouse or intimate partner of the Complainant,
  4. by a person with whom the Complainant shares a child in common, or
  5. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  6. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of North Carolina or
  7. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of North Carolina.

\*To categorize an incident as Domestic Violence under this policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

7. Stalking, defined as:

The College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy. The most serious offenses are likely to result in suspension/expulsion/termination, where warranted.

  1. engaging in a course of conduct,
  2. on the basis of sex,
  3. directed at a specific person, that
    - a. would cause a reasonable person to fear for the person's safety, or
    - b. the safety of others; or
    - c. Suffer substantial emotional distress.
      - i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
      - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
      - iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
  4. Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," which elicits the response, "Okay, don't hit me, I'll do what you want.>").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, 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.

**Consent is:**

- ➊ knowing, and
- ➋ voluntary, and
- ➌ clear permission
- ➍ by word or action
- ➎ to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways; therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the Wake Technical Community College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar and previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to bondage, discipline/dominance, submission/sadism, and masochism (BDSM) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual, so the College's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, and how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

#### **d. Other Civil Rights Offenses**

In addition to the forms of sexual harassment described above, which are covered by Title IX, the College additionally prohibits the following offenses as forms of discrimination that may be within or outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- ④ Sexual Exploitation, defined as: an individual taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this Policy. Examples of Sexual Exploitation include, but are not limited to:
  1. Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
  2. Invasion of sexual privacy
  3. Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
- ④ Prostituting another person
- ④ Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- ④ Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- ④ Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
- ④ Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- ④ Knowingly soliciting a minor for sexual activity
- ④ Engaging in sex trafficking
- ④ Knowing creation, possession, or dissemination of child pornography
- ④ Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse; other conduct which threatens; or endangers the health or safety of any person;
- ④ Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities, including disparate treatment;
- ④ Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- ④ Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- ④ Bullying, defined as:
  - a. Repeated and/or severe
  - b. Aggressive behavior
  - c. Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
  - d. That is not speech or conduct otherwise protected by the First Amendment

Violation of any other College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

## **Unethical Relationships/Consensual Relationships Policy**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). These relationships may, in reality, be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcomed may, at some point in the relationship, become unwelcomed.

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. However, for the personal protection of members of this community, relationships are prohibited in which power differentials and professional responsibility are inherent.

Employees may refer to the College's [Employee Handbook](#)

<https://waketech.edu/sharepoint.com/employee/handbook/SitePages/Unlawful-Harassment.aspx>, for further details regarding personal relationships with others in the College community.

### **Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

The College and any member of the College community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, the College vets all complaints carefully to ensure this does not happen, and to ensure that complaints are routed to the appropriate process.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

### **Mandated Reporting**

All College employees (faculty, staff, and administrators) are expected to report actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment in a way that identifies the parties. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at the College for a Complainant or third-party (including parents/guardians when appropriate):

#### **a. Confidential Resources**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus/virtual (employees) licensed professional counselors (Wellness Services)
- Off-campus/virtual (non-employees):
  - a. Licensed professional counselors and other medical providers
  - b. Local rape crisis counselors
  - c. Domestic violence resources
  - d. Local or state assistance agencies
  - e. Clergy/Chaplains
  - f. Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, or official designation, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

College licensed professional counselors associated with the College's Wellness Services (students) are available to help free of charge and may be consulted on an emergency basis during normal business hours as outlined below.

Wellness Services (students and student referrals only)

[wellness@waketech.edu](mailto:wellness@waketech.edu) (mailto:wellness@waketech.edu)

Amanda C. Allen M.Ed., NCC, LPCA

[919-866-5405](tel:919-866-5405) (tel:919-866-5405)

[acallen@waketech.edu](mailto:acallen@waketech.edu) (mailto:acallen@waketech.edu)

Elaine Rodriguez, MSW, LCSWA

[919-532-5796](tel:919-532-5796) (tel:919-532-5796)

[erodriguez@waketech.edu](mailto:erodriguez@waketech.edu) (mailto:erodriguez@waketech.edu)

College employees who have confidential privilege as described above, and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their service participant or client.

#### **b. Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

#### **c. Mandated Reporters and Formal Notice/Complaints**

All employees the College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, events, marches, or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the College.

Supportive measures may be offered as the result of such disclosures without formal action by the College.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of the College's policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though the College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.



### **When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, and/or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process usually upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the College proceeds, the Complainant (and/or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the College to honor that request, the College may offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the College, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

### **Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the College must issue timely warnings for incidents reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

### **False Allegations and Evidence**

Deliberately false and/or malicious accusations under this policy, are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under the appropriate College policies.

### **Amnesty for Complainants and Witnesses**

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to report misconduct to College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: The College maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, the College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Employees: The College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

### **Federal Statistical Reporting Obligations**

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
2. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
3. VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
4. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with campus police regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student services/student conduct staff, campus law enforcement, local police, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

### **Preservation of Evidence**

The preservation of evidence in incidents of sexual assault is critical to potential criminal prosecution and to obtaining restraining orders and is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking the following actions:

1. Seek forensic medical assistance at a local hospital, ideally within 120 hours of the incident (sooner is better).
2. Avoid showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
3. Try not to urinate.
4. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
5. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container.
6. Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence. During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be reiterated, if timely.

## **Interim Resolution Process for Alleged Violations of the Policy (Known as Process "A")**

### **1. Overview**

The College will act on any formal or informal notice/complaint of violation of the policy that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as "Process A."

The procedures below apply only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrators, or faculty members.

If other Policy definitions are invoked, such as policies on protected class harassment or discrimination as defined above, the procedures will be applicable to the resolution of such offenses, known as "Process B."

Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within Process A, as determined by the Title IX Coordinator.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another), when alleged violations of the Policy are being addressed at the same time. All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures described in the student, faculty, and staff handbooks.

## **2. Notice/Complaint**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps the College needs to take.

The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a formal complaint and/or
- 2) An informal resolution (upon submission of a formal complaint); and/or
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint);

The College uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

## **3. Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically one to five business days. The steps in an initial assessment can include:

- ① The Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - ② If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint themselves because a violence risk assessment indicates a compelling threat to health and/or safety.
- ① If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- ① The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- ① The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- ① The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - ② If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assess their requests, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - ② If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available, and may seek to determine if the Respondent is also willing to engage in informal resolution.
  - ② If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator determines if the misconduct alleged falls within the scope of the 2020 Title IX regulations:
    - ③ If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
      - ④ an incident, and/or
      - ④ a pattern of alleged misconduct, and/or
      - ④ a culture/climate issue, based on the nature of the complaint.
    - ③ If it does not, the Title IX Coordinator determines that Title IX does not apply (and will "dismiss" that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly, including referring the matter for resolution under Process B, if applicable. Please note that dismissing a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX which does not limit the College's authority to address a complaint with an appropriate process and remedies.

#### **a. Risk Assessment Tool for Behaviors of Concern**

In some cases, the Title IX Coordinator may determine that a risk assessment tool for behaviors of concern should be conducted by the [Behavioral Assessment Team \(BAT\)](https://www.waketech.edu/student-services/student-conduct/behavioral-assessment-team) (<https://www.waketech.edu/student-services/student-conduct/behavioral-assessment-team>) as of the initial assessment. Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat.

This assessment can aid in critical and/or required determinations, including:

- ❶ Emergency removal of a Respondent on the basis of immediate threat to an individual or the community's physical health/safety;
- ❷ Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- ❸ Whether the scope of the investigation should include an incident, and/or pattern of misconduct and/or climate of hostility/harassment;
- ❹ To help identify potential predatory conduct;
- ❺ Whether it is reasonable to try to resolve a complaint through informal resolution, and if so, what approach may be most successful;
- ❻ Whether to permit a voluntary withdrawal by the Respondent;
- ❼ Whether to impose transcript notation or communicate with a transfer institution about a Respondent;
- ❽ Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- ❾ Whether a Clery Act Timely Warning/Trespass order is needed.

The risk assessment tool requires specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other BAT members. The risk assessment authorized by the Title IX Coordinator should occur in collaboration with the BAT. Where a risk assessment is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

For the purpose of this policy, the risk assessment tool is not an evaluation for an involuntary behavioral health hospitalization nor is it a psychological or mental health assessment. A risk assessment assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

#### ❶ Dismissal (Mandatory and Discretionary)

These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45. The College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by the Wake Technical Community College (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the College.

The College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by the College; or
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

#### **4. Counterclaims**

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims by a Respondent may be made in good faith, but are, on occasion, made for purposes of retaliation, instead. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

## **5. Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings, interviews and hearings, within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

The College may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

### **a. Who Can Serve as an Advisor**

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.

The Title IX Coordinator will also offer to assign a trained Advisor to any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the Advisor will have trained by the College and be familiar with the College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the College, the Advisor may not have been trained by the College and may not be familiar with College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

#### **1. Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney. Where applicable under state law or College policy, Advisors or attorneys are permitted to fully represent their advisees or clients in resolution proceedings, including all meetings interviews, and hearings. Although the College prefers to hear from parties directly, in these cases, parties are entitled to have evidence provided by the chosen representatives.

### **c. Advisors in Hearings/College-Appointed Advisor**

Under U.S. Department of Education regulations for Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party(ies) and witness.

### **d. Pre-Interview Meetings**

Advisors and their advisees may request to meet with the investigators conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures.

### **e. Advisor Violations of the College's Policy**

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or assigned by the Recipient. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address the College's officials or investigators in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during questioning.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this Policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

#### **f. Sharing Information with the Advisor**

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

The College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before College is able to share records with an Advisor.

If a party requests that all communication be made through their attorney or Advisor, the College will not comply with that request. The College will engage in communicate directly with a party's Advisor.

#### **g. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. Advisors will be asked to sign Non-Disclosure Agreements (NDAs). The College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

#### **h. Expectations of an Advisor**

The College generally expects an Advisor to adjust their schedule to allow them to attend the College's meetings when planned, but the College may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### **i. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least three (3) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor should be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least three (3) business days before the hearing.

#### **j. Assistance in Securing an Advisor**

Parties may choose their own Advisors. The College does not endorse any attorney or legal team.

Following are resources for Complainants and Respondents.

Legal Aid of North Carolina  
224 S. Dawson Street  
Raleigh, NC 27611  
1-866-219-LANC (5262)

For representation, Respondents may wish to contact organizations such as:

• FACE (<http://www.facecampusequality.org>)

• SAVE (<http://www.saveservices.org>)

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>)
- The National Center for Victims of Crime (<http://www.victimrights.org>), which maintains the Crime Victim's Bar Association
- The Time's Up Legal Defense Fund (<https://nvlc.org/times-up-legal-defense-fund/>)

## 6. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with the College's Policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the expectation of information the parties agree not to disclose related to Informal Resolution, discussed below. The College encourages parties to discuss with their Advisors any sharing of information before doing so.

The Formal Grievance Process is the Recipient's primary resolution approach, unless Informal Resolution is elected by all parties and the Recipient. Three options for Informal Resolution are detailed in this section, and the Formal Grievance Process is detailed starting in the next section.

### a. Informal Resolution

Informal Resolution can include three different approaches:

1. Supportive Resolution. When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
2. Alternative Resolution. When the parties agree to resolve the matter through an alternate resolution mechanism s described below, including mediation, usually before a formal investigation takes place, see discussion below in b., below.
3. Accepted Responsibility. When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see below in c., below.

To initiate Informal Resolution, a Complainant must submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution, they should contact the Title IX Coordinator. The parties may agree as a condition of engaging in Informal Resolution that statements made or evidence shared during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### b. Alternative Resolution Approaches

Alternative Resolution is an informal approach (including mediation, restorative practices, facilitated dialog, etc.) by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of Alternative Resolution approach.

The Title IX Coordinator may look to the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;

➤ Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator is authorized to negotiate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternative Resolution are not appealable.

**c. Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of the College's Policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

**d. Negotiated Resolution**

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College. Negotiated Resolutions are not appealable.

**7. Grievance Process Pool**

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. This pool is comprised of the College's Title IX Investigators and Deputy Coordinators. Other pool members may be included as deemed appropriate by the Title IX Coordinator. Members of the Pool are announced in an annual distribution of this Policy to all students, parents/guardians of students, employees, prospective students, and prospective employees.

**a. Pool Member Roles**

Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in Informal Resolution or Alternate Resolution, if appropriately trained in appropriate resolution modalities
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

**b. Pool Member Appointment and Membership**

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality. This Pool may undergo an application and/or interview/selection process. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, the College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

Pool members are usually appointed to semester-to-semester basis. Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

**c. Pool Member Training**

The Pool members receive annual training. This training includes, but is not limited to:

- The scope of the College's Title IX Policy and Procedures



- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, timely and impartial manner by individuals who receive annual training in conducting investigations of sexual harassment, trauma-informed practices, and impartiality
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations
- Recordkeeping

Specific training is also provided for all Pool members. All Pool members are required to attend these trainings annually.

#### **d. Pool Membership**

The Pool includes [this is just an example]:

- 4 or more chairs: one representative from HR and one from Student Affairs, etc., who respectively Chair hearings for allegations involving student and employee Respondents
- 3 or more members of the Academic Affairs administration and/or faculty
- 3 or more members of the administration/staff
- 1 representative from Campus Safety
- 2 representatives from Human Resources
- 1 representative from Athletics

Pool members are usually appointed to annual terms. Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

#### **8. Formal Grievance Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who will be given advance notice of when the NOIA will be delivered to the Respondent.

##### **The NOIA will include:**

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the College's Policy on retaliation,

- ② Information about the confidentiality of the process,
- ② Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- ② A statement informing the parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- ② Detail on how the party may request disability accommodations during the interview process,
- ② The College's VAWA (<https://www.waketech.edu/sites/default/files/page-file-uploads/VAWA-Brochure-October2020.pdf>) information
- ② The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process to the Title IX Coordinator, any conflict of interest that the Investigator(s) may have, and
- ② An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties' college-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

### **9. Resolution Timeline**

The College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal if any, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **10. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within three (3) business days of determining that an investigation should proceed.

### **11. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the resolution process, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Benita Clark, the Vice President, Human Resources and College Safety.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

### **12. Investigation Timeline**

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

### **13. Delays in the Investigation Process and Interactions with Law Enforcement**

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance,

the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the College will implement supportive measures as deemed appropriate.

The College's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

#### **14. Steps in the Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. Recordings of interviews are/are not provided to the parties, and/but the parties will have the ability to review the transcript/summary of the interview once the investigation report is compiled.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- ① Determine the identity and contact information of the Complainant
- ① In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- ① Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- ① Assist the Title IX Coordinator, if needed, with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- ① Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- ① Meet with the Complainant to finalize their interview/statement, if necessary
- ① Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - ① Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- ① Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- ① Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- ① When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- ① Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- ① Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- ① Complete the investigation promptly and without unreasonable deviation from the intended timeline
- ① Provide regular status updates to the parties throughout the investigation.
- ① Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- ① Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- ① The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report.
- ① Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- ① The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses

- ④ The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- ④ The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- ④ The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

#### **15. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees of the College are strongly encouraged to cooperate with and participate in the College's investigation and resolution process. Student witnesses and witnesses from outside the College community are encouraged to cooperate with College investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Microsoft Teams, Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews, if the Investigator(s) determine that timeliness, efficiency, or other reasons dictate a need for remote interviewing. The College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement, but does not intend to be and is not present for questioning at a hearing, their written statement may not be used as evidence.

#### **16. Recording of Interviews**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties should be made aware of audio and/or video recording.

#### **17. Evidentiary Considerations in the Investigation**

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 2) the character of the parties; or 3) questions and evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

#### **18. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be held less than ten (10) business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Decision-maker – unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker from the Pool depending on whether the Respondent is an employee or a student, and provide a copy of the investigation report. Allegations involving student-employees in the context of their employment will be directed to the appropriate Decision-maker depending the context and nature of the alleged misconduct.

#### **19. Hearing Decision-maker Composition**

The College will designate a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this facilitator role. The hearing will convene at a time and venue determined by the Chair or designee.

## 20. Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition; or 3) questions and evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming the College uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker(s) render(s) a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

## 21. Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.

### Description of any technology that will used to facilitate the hearing.

- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker(s) on the basis of demonstrated bias or conflict of interest. This must be raised with the Title IX Coordinator at least three (3) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness' testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker(s) will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Notification that parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

## 22. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

### **23. Pre-Hearing Preparation**

After any necessary consultation with the parties, the Chair will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least seven (7) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and/or instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least three (3) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at a pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

### **24. Pre-Hearing Meetings**

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors and invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration on a pre-hearing ruling by the Chair based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded. The pre-hearing meetings may be conducted as separate meetings with each party/advisor, with all parties/advisors present at the same time, remotely, or as a paper-only exchange. The Chair will work with the parties to establish the format.

### **25. Hearing Procedures**

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, and the parties (or three (3) organizational representatives when an organization is the Respondent). Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations, interpretation, and/or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and the witnesses will then be excused.

## **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

## **27. The Order of the Hearing – Introductions and Explanation of Procedure**

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

The Chair and/or hearing facilitator then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator/case manager appointed by the Title IX Coordinator. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

## **28. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions for Investigators about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

## **29. Testimony and Questioning**

Once the Investigator(s) present(s) the report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The hearing will facilitate questioning parties and witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors.

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider the question, (and state it if it has not already been stated aloud) and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements explore arguments regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

### **30. Refusal to Submit to Questioning; Inferences**

Cross-examination is an all or nothing proposition, meaning that if any relevant question is refused, no statements of that party or witness are admissible. Only if a party or witness is willing to submit to cross-examination, and answers all questions, will their statements prior to or at the hearing be fully admissible. If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard all such statements. Evidence provided that is something other than a statement by the party or witness may be considered.

Whether a party or witness does or does not answer questions from the Decision-maker, their statements will be admissible as long as they are willing to submit to cross-examination questions, even if they are not asked such questions. The Decision-maker(s) may not draw any inference solely from a party's or witness' absence from the hearing or refusal to answer cross-examination or other questions.

If collateral charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for questioning is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions. If a party's Advisor of choice refuses to comply with the Recipient's established rules of decorum for the hearing, the Recipient may require the party to use a different Advisor. If a recipient-provided Advisor refuses to comply with the rules of decorum, the Recipient may provide that party with a different Advisor to conduct questioning on behalf of that party.

An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared. It is otherwise considered off-limits, and an Advisor who is an institutional employee is temporarily alleviated from mandated reporter responsibilities related to their interaction with their advisee during the resolution process.

### **31. Recording Hearings**

Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of the College will be permitted to listen to the recording or review a transcript of the recording, in a controlled environment determined by the Title IX Coordinator, upon request. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **32. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Decision-maker(s) will review the statements and any pertinent conduct history provided by the Office of Student Conduct will recommend the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions or recommendations.



This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within three (3) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

### **33. Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel, as appropriate. The Title IX Coordinator will then share the outcome letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within seven (7) business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' college-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or federal law; any sanctions issued which the College is permitted to share according to state or federal law; and whether remedies will be provided to the Complainant designed to ensure access to the College's educational or employment program or activity.

The Notice of Outcome will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

### **34. Statement of the Rights of the Parties**

*View Appendix C for the full statement.*

### **35. Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- ❶ The nature, severity of, and circumstances surrounding the violation(s)
- ❷ The Respondent's disciplinary history
- ❸ Previous allegations or allegations involving similar conduct
- ❹ The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- ❺ The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- ❻ The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- ❼ The impact on the parties
- ❽ Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### **a. Student Sanctions: Examples**

The following are sanctions that may be imposed upon students or organizations singly or in combination:

- ❶ **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Wake Technical Community College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- ❷ **Required Counseling:** A mandate to meet with and engage in either college-sponsored or external counseling to better comprehend the misconduct and its effects.
- ❸ **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

- ❶ Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Wake Technical Community College.
- ❷ Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend College-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, subject to any applicable expungement policies.
- ❸ Withholding Diploma: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- ❹ Revocation of Degree: The College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of the College's policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- ❺ Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges (including College's registration) for a specified period of time.
- ❻ Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

#### **b. Employee Sanctions/Responsive/Corrective Actions**

Responsive actions for an employee who has engaged in sex/gender-based harassment, discrimination, and/or retaliation include:

- ❶ Warning – Verbal or Written
- ❷ Performance Improvement Plan/Management Process
- ❸ Enhanced supervision, observation, or review
- ❹ Required Counseling
- ❺ Required Training or Education
- ❻ Probation
- ❼ Denial of Pay Increase/Pay Grade
- ❽ Loss of Oversight or Supervisory Responsibility
- ❾ Demotion
- ❿ Transfer
- ⓫ Reassignment
- ⓬ Delay of faculty rank progression
- ⓭ Assignment to supervisor
- ⓮ Restriction of stipends, research, and/or professional development resources
- ⓯ Suspension with pay
- ⓰ Suspension without pay
- ⓱ Termination
- ⓲ Other Actions: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive action as deemed appropriate.

#### **36. Withdrawal or Resignation While Charges Pending**

**a. Students:** Should a Respondent decide not to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends with a dismissal, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College in any capacity. Admissions and Human Resources will be notified, accordingly. Such exclusion applies to all campuses of the College.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to College unless and until all sanctions, if any, have been satisfied.

During the resolution process, the College may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

**b. Employees:** Should an employee Respondent resign with unresolved allegations pending, the resolution process ends with dismissal, as the College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination and/or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for admissions or rehire with the College, and the records retained by the Title IX Coordinator will reflect that status.

All College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### **37. Appeals**

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

A three-member appeal panel chosen from the Pool will be designated by the Title IX. No appeal panelists will have been involved in the process previously, including in any dismissal appeal that may have been heard earlier in the process. A voting Chair of the Appeal panel will be designated.

The Request for Appeal will be forwarded to the Appeal Chair or designee for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

#### **a. Grounds for Appeal**

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair, and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request for an appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses, if any, will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds on this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses, if any, in five (5) business days, which will be circulated for review and comment by all parties. If not approved, the parties will be notified accordingly, in writing.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds for appeal and the subsequent responses will be shared with the Appeal Panel/Chair, and the Panel will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence OR the clear and convincing evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' college-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for show cause meeting on the justification for doing so must be permitted within 48 hours of implementation.

The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

#### **c. Appeal Considerations**

- ④ Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- ④ Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- ④ An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- ④ The Appeal Chair/Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- ④ Appeals granted based on new evidence should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- ④ Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.
- ④ In rare cases where an error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal Chair/Panel may order a new investigation with new investigators and/or a new hearing with a new Decision-maker(s).
- ④ The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- ④ In cases in which the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

#### **38. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- ④ Referral to counseling and health services
- ④ Referral to the Employee Assistance Program
- ④ Education to the individual and/or the community
- ④ Permanent alteration of housing assignments
- ④ Permanent alteration of work arrangements for employees
- ④ Provision of campus safety escorts
- ④ Climate surveys
- ④ Policy modification and/or training
- ④ Provision of transportation accommodations
- ④ Implementation of long-term contact limitations between the parties
- ④ Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the College to the Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

#### **39. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

#### **40. Recordkeeping**

The College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The College will make these training materials publicly available on the College's website; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the College's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The College will also maintain any and all records in accordance with state and federal laws.

#### **41. Disabilities Accommodations in the Resolution Process**

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's resolution process.

Anyone needing such accommodations or support should contact the Director of Disability Support Services who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

#### **42. Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policy(ies) addressing sex discrimination, sexual harassment, sexual misconduct, and/or retaliation for incidents occurring on or after August 14, 2020, under Title IX and will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protection of the protections of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 14, 2020.

Additional campus resources

**Student Advocacy and Support** (<https://www.waketech.edu/student-services/student-advocacy>).

Wake Tech assist students with easier access to a wide range of resources and benefits.  
**919-866-5066** (<tel:919-866-5066>).

**Ombuds Office** (<https://www.waketech.edu/about-wake-tech/administrative-offices/ombuds-office>).

An impartial resource for students, faculty, staff and administrators to assist in finding options for addressing concerns, resolving conflicts and handling a variety of institutional issues as they arise, in a confidential and informal manner.

[919-866-5479](tel:919-866-5479) (tel:919-866-5479)

Additional community resources

Alliance Behavioral Health

Provider network for mental health, developmental disability and substance abuse services.

[Provider directory](https://www.alliancehealthplan.org/document-library/59284/) (https://www.alliancehealthplan.org/document-library/59284/)

[Assessment and crisis centers](https://www.alliancehealthplan.org/members/services/crisis/) (https://www.alliancehealthplan.org/members/services/crisis/)

[InterAct](https://interactofwake.org/) (https://interactofwake.org/)

A nonprofit United Way agency that provides services to survivors of domestic violence and rape/sexual assault. Services include short-term counseling, court assistance, support groups, information and referrals.

[919-828-7501](tel:919-828-7501) (tel:919-866-5479)

NCBON-approved sexual assault nurse examiner (**SANE**).

([https://www.ncbon.com/vdownloads/sane/sane\\_program.pdf](https://www.ncbon.com/vdownloads/sane/sane_program.pdf)), programs

These North Carolina-based programs offer support from sexual assault nurse examiners trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases.

[Solace Center](https://interactofwake.org/whatwedo/the-solace-center/) (https://interactofwake.org/whatwedo/the-solace-center/)

A resource located at InterAct of Wake County, at 1012 Oberlin Road in Raleigh, which is a designated area for the forensic examination and treatment of survivors of rape/sexual assault.

[919-828-3067](tel:919-828-3067) (tel:919-828-3067)

[Raleigh Police Department](https://raleighnc.gov/police) (https://raleighnc.gov/police).

[919-996-3335](tel:919-996-3335) (tel:919-996-3335)

## Pregnant and Parenting Policy

Wake Technical Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies and health insurance coverage.

**GLOSSARY** (as applicable to the Title IX Policy)

Term	Definition
Caretaking	Caring for and providing for the needs of a child.
Medical Necessity	Determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interests.
Parenting	The raising of a child by the child's parents in the reasonably immediate postpartum period.
Pregnancy and Pregnancy-Related Conditions	Include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy and recovery from any of these conditions.
Pregnancy Discrimination	Treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.
Pregnant Student/Birth-Parent	The student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.
Pregnant Student/Birth-Parent	For the purposes of this policy, refers to changes in the academic environment or typical operations that enables pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of the college.

#### Reasonable Accommodations

For the purposes of this policy, refers to changes in the academic environment or typical operations that enables pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of the college.

The college hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions and new parents. Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom."

According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician" and then effectively reinstating the student to the same status as was held when the leave began. This generally means that pregnant students should be treated by the college the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests and presentations), tutoring, independent study, online course completion options and incomplete grades that can be completed at a later date should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Support Services.

To the extent possible, the college will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and the college's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

## Compliance

### Reporting

Any member of the Wake Technical Community College community may report a violation of this policy to any supervisor, manager or to the Title IX Coordinator. All mandated reporters are responsible for promptly forwarding such reports to the Title IX Office.

### Administrative contact information

The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students. Additionally, the Title IX Team is tasked with supporting these duties. Contact information is available in Section 6 for the Title IX Coordinator and Title IX Team.

Complaints may be filed online, using the available [available form](#)

(<http://www.ed.gov/ocr/complaintintro.html>).

### Scope of policy

This policy applies to all aspects of the college's programs, including but not limited to admissions, educational programs and activities, extracurricular activities, hiring, leave policies, employment policies and health insurance coverage.

Reasonable accommodations of students affected by pregnancy, childbirth or related conditions

1. The college and its faculty, staff and other employees will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions.
2. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
3. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study or research, and may seek assistance from the Title IX Office.
4. No artificial deadlines or time limitations will be imposed on requests for accommodations, but the college is limited in its ability to impact or implement accommodations retroactively.
5. Reasonable accommodations may include, but are not limited to:
  1. Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances)
  2. Making modifications to the physical environment (such as accessible seating)
  3. Providing mobility support
  4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences
  5. Offering remote learning options
  6. Excusing medically necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department or division)
  7. Implementing incomplete grades for classes that will be resumed at a future date
  8. Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

#### **Modified academic responsibilities policy for parenting students**

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the same semester the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
2. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Title IX Office, the student's academic advisor and the appropriate academic department(s).
3. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Title IX Office to determine appropriate academic accommodations requests. The Title IX Office will communicate all requests under this policy to students' academic advisors and coordinate accommodation-related efforts with the advisors unless the students specifically requests that their advisors be excluded. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, lab hours, examinations or other requirements and/or to reduce their overall course load, as appropriate, once authorization is received from the Title IX Office. If, for any reason, caretaking/parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert the Title IX Office as soon as possible, and the office will help facilitate needed accommodations and modifications.
4. In timed degree, certification or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension to prepare for and take preliminary and qualifying examinations, and an extension toward normative time to degree while in candidacy, to the extent those deadlines are controlled by the college. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
5. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
6. While receiving academic modifications, students will remain registered and retain benefits accordingly.

#### **Student-employee leave**

All student-employees will be entitled to the protections of the Family and Medical Leave Act. Pregnancy and related conditions will be treated as any other temporary disability for job purposes, including leave and benefits.

#### **Retaliation and harassment**

Harassment of any member of the college community based on sex, gender identity, gender expression, pregnancy or parental status is prohibited.

Faculty, staff and other college employees are prohibited from interfering with students' right to a period of leave, seek reasonable accommodation or otherwise exercise their rights under this policy.

Faculty, staff, and other College employees are prohibited from retaliating against students for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because students request leave or accommodation, file a complaint, or otherwise exercise their rights under this Policy.



## Dissemination of the policy and training

A copy of this policy will be made available to faculty, staff and employees in annually required training and posted on the college's website. The college will alert all new students about this policy and the location of this policy as part of orientation. The Title IX office will make educational materials available to all members of the college community to promote compliance with this policy and familiarity with its procedures.

## Pregnancy and Parenting Students' Resources

### Department of Education Resources

- ❶ The Pregnancy Discrimination Act (PDA) is an amendment to Title VII of the Civil Rights Act of 1964. Discrimination on the basis of pregnancy, childbirth or related medical conditions constitutes unlawful sex discrimination under Title VII. More information may be viewed on the U.S. Equal Employment Opportunity Commission's website (<https://www.eeoc.gov/laws/statutes/pregnancy.cfm>).
- ❷ Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a federal civil rights law that prohibits discrimination on the basis of sex, including pregnancy and parental status, in educational programs and activities. View more details on rights (<https://www.waketech.edu/sites/default/files/page-file-uploads/dcl-know-rights.pdf>) provided by the U.S. Department of Education.

## Lactation support policy

The college promotes supports for working parents with the transition back to work and school following childbirth. This includes support of nursing mothers wishing to express breast milk periodically during the work/school day. In accordance with provisions of the federal Fair Labor Standards Act (FLSA), upon request, suitable space must be provided for lactation support. Information about the North Carolina State Government policy can be found via the Office of State Human Resources [website](https://files.nc.gov/hcoshhr/documents/files/Lactation_Support_Policy.pdf)

([https://files.nc.gov/hcoshhr/documents/files/Lactation\\_Support\\_Policy.pdf](https://files.nc.gov/hcoshhr/documents/files/Lactation_Support_Policy.pdf)).

The college provides lactation rooms college-wide. The list of campus lactation rooms includes the locations of the rooms, information on how to reserve the rooms and contact information for accessing the rooms.

## Gender-neutral/single-stall restrooms

As part of its commitment to creating welcoming and inclusive spaces, Wake Tech provides gender-neutral restrooms college-wide. These facilities are open to people of all genders at all [campus locations](https://www.waketech.edu/sites/default/files/page-file-uploads/Gender%20Neutral%20Restrooms%20bv%20Campus%20rev%2010.9.19_0.pdf) ([https://www.waketech.edu/sites/default/files/page-file-uploads/Gender%20Neutral%20Restrooms%20bv%20Campus%20rev%2010.9.19\\_0.pdf](https://www.waketech.edu/sites/default/files/page-file-uploads/Gender%20Neutral%20Restrooms%20bv%20Campus%20rev%2010.9.19_0.pdf)).

## Campus Maps

- ❶ Bellline Education Center (<https://www.waketech.edu/sites/default/files/page-file-uploads/BEC.pdf>)
- ❷ Scott Northern Wake Campus ([https://www.waketech.edu/sites/default/files/page-file-uploads/Northern-Wake-Campus-Parking-Map\\_0.pdf](https://www.waketech.edu/sites/default/files/page-file-uploads/Northern-Wake-Campus-Parking-Map_0.pdf))
- ❸ RTP Campus (<https://www.waketech.edu/sites/default/files/page-file-uploads/RTP-Campus-Map.pdf>)
- ❹ Southern Wake Campus ([https://www.waketech.edu/sites/default/files/page-file-uploads/SWC\\_0.pdf](https://www.waketech.edu/sites/default/files/page-file-uploads/SWC_0.pdf))
- ❺ Perry Health Sciences Campus ([https://www.waketech.edu/sites/default/files/page-file-uploads/PHSC\\_0.pdf](https://www.waketech.edu/sites/default/files/page-file-uploads/PHSC_0.pdf))
- ❻ Public Safety Education Campus (<https://www.waketech.edu/sites/default/files/page-file-uploads/PSEC.pdf>)
- ❼ Western Wake Campus (<https://www.waketech.edu/sites/default/files/page-file-uploads/PSEC.pdf>)

## Appendix A: Policy examples

### Examples of Sexual Harassment

- ❶ A professor offers for a student to have sex or go on a date with them in exchange for a good grade. This constitutes sexual harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- ❷ A student repeatedly sends graphic, sexually oriented jokes and pictures around campus via social media to hundreds of other students. Many don't find it funny and ask them to stop, but they do not. Because of these jokes, one student avoids the sender on campus and in the residence hall in which they both live, eventually asking to move to a different building and dropping a class they had together.
- ❸ A professor engages students in class in discussions about the students' past sexual experiences, yet the conversations are not in any way germane to the subject matter of the class. The professor inquires about explicit details and demands that students answer them, though the students are clearly uncomfortable and hesitant.
- ❹ An ex-partner widely spreads false stories about their sex life with their former partner to the clear discomfort and frustration of the former partner, turning the former partner into a social pariah on campus.

- ② A student has recently transitioned from male to non-binary, but primarily expresses as a female. Since their transition, the student has noticed that their professor, pays them a lot more attention. The student is sexually attracted to the professor and believes the attraction is mutual. The student decides to act on the attraction. One day, the student visits the professor during office hours, and after a long conversation about being non-binary, the student kisses the professor. The professor is taken aback, stops the kiss, and tells the student not to do that. The professor explains to the student that they are not interested in the student sexually or romantically. The student takes it hard, crying to the professor about how hard it is to find someone who is interested in them now based on their sexual identity. The professor feels sorry for the student and softens the blow by telling them that no matter whether they like the student or not, faculty-student relationships are prohibited by the College. The student takes this as encouragement. One night, the student goes to a gay bar some distance from campus and sees the professor there. The student tries to buy the professor a drink and, again, tries to kiss the professor. The professor leaves the bar abruptly. The next day, the student makes several online posts that out the professor as gay and raise questions about whether they are sexually involved with students. The professor contacts the Title IX Office and alleges sexual harassment by the student.

#### Examples of Stalking

- ② Students A and B were "friends with benefits". Student A wanted a more serious relationship, which caused student B to break it off. Student A could not let go, and pursued student B relentlessly. Student B obtained a campus no-contact order. Subsequently, Student B discovered their social media accounts were being accessed, and things were being posted and messaged as if they were from them, but they were not. Whoever accessed their account posted a picture of a penis, making it look as if Student B had sent out a picture of themselves, though it was not their penis. This caused them considerable embarrassment and social anxiety. They changed their passwords, only to have it happen again. Seeking help from the Title IX Coordinator, Student B met with the IT department, which discovered an app on their phone and a keystroke recorder on their laptop, both of which were being used to transmit their data to a third party.
- ② A graduate student working as an on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate it if the gift deliveries stopped. The student then started leaving notes of love and gratitude on the tutor's car, both on-campus and at home. Asked again to stop, the student stated by email, "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. If I can't have you, no one will."

#### Examples of Sexual Assault

- ② Students A and B meet at a party. They spend the evening dancing and getting to know each other. Student A convinces Student B to come up to their room. From 11:00 p.m. until 3:00 a.m., Student A uses every line they can think of to convince Student B to have sex, but Student B adamantly refuses. Despite her clear communications that Student B is not interested in doing anything sexual, Student A keeps questioning about religious convictions and accusations of being "a prude." Student A brings up several rumors that were heard about how Student B performed oral sex on a number of other guys. Finally, it seems to Student A that Student B's resolve is weakening, and convinces Student B to "jerk him off" (hand to genital contact). Student B would have never done it but for Student A's incessant coercion.
- ② Student A is a junior. Student B is a sophomore. Student A comes to Student B's residence hall room with some mutual friends to watch a movie. Student A and B, who have never met before, are attracted to each other. After the movie, everyone leaves, and Students A and B are alone. They hit it off, soon become more intimate, and start to make out. Student A verbally expresses their desire to have sex with Student B. Student B, who was abused by a babysitter at the age of five and avoids sexual relations as a result, is shocked at how quickly things are progressing. As Student A takes Student B by the wrist over to the bed, lays down, undresses Student B, and begins to have intercourse with Student B, Student B has a severe flashback to childhood trauma. Student B wants to tell Student A to stop but cannot. Student B is stiff and unresponsive during the intercourse. Although sex has progressed for sexual minutes, Student B requests Student A to stop. Student A refuses to do so.
- ② Students A and B are at a party. Student A is not sure how much Student B has been drinking, but is pretty sure it's a lot. After the party, Student A walks Student B to their apartment and ultimately engage in sexual activity. Student A asks Student B asks if they are really up to this, and Student B says yes. They remove each other's clothes, and they end up in bed. Suddenly, Student B runs for the bathroom. Upon returning, Student's B face is pale, resulting from potential vomiting. Student B gets back into bed, and they begin to have sexual intercourse. Student A is having a good time, though can't help but notice that Student A seems pretty groggy and passive and thinks Student B may have even passed out briefly during the sex, but came to again. When Student A runs into Student B the next day, and thanks for the great night. Student B remembers nothing and decides to make a report to the Dean.

#### Examples of Retaliation

- ② Student-athlete A alleges sexual harassment by a coach; the coach subsequently cuts the student-athlete's playing time without a legitimate justification.
- ② A faculty member alleges gender inequity in pay within her department; the Department Chair then revokes approval for the faculty member to attend a national conference, citing the faculty member's tendency to "ruffle feathers."
- ② A student from Organization A participates in a sexual harassment investigation as a witness whose testimony is damaging to the Respondent, who is also a member of Organization A; the student is subsequently removed as a member of Organization A because of their participation in the investigation.

## Appendix B: ATIXA framework for informal resolution

The College utilizes the professional guidance of the Association of Title IX Administrators (ATIXA) for its Informal Resolution (IR) process.

### ATIXA has framed a process for IR that includes:

1. A response based on supportive measures; and/or
2. A response based on a Respondent accepting responsibility; and/or
3. A response based on alternative resolution, which could include various approaches and/or facilitation of dialogue.

Alternative resolution approaches such as mediation, restorative practices, and transformative justice are likely to be used more and more often by colleges and universities. ATIXA does not endorse these approaches as better or worse than other formal or informal approaches.

ATIXA believes that if they are to be used in, and are effective for, sex offenses, they need to be designed and executed carefully and thoughtfully and be facilitated by well-trained personnel who take the necessary time to prepare and lay a foundation for success. Although no approach is a panacea, the framework below can help to lay that foundation, regardless of which approach(es) are used.

### Here are the principles to be considered in supporting various approaches to informal resolution:

- ❶ IR can be applied in any sex/gender-based interpersonal conflict but may not be appropriate or advisable in cases involving violent incidents (sexual violence, stalking, domestic and dating violence, severe sexual harassment, sexual exploitation, etc.)
- ❷ Situations involving dangerous patterns or significant ongoing threat to the community should not be resolved by IR.
- ❸ The determination of whether to permit an IR-based resolution is entirely at the discretion of the Title IX Coordinator (TIXC) and in line with the requirements for IR laid out in the Title IX regulations.
- ❹ Any party can end IR early-, mid-, or late-process for any reason or no reason.
- ❺ IR can be attempted before and in lieu of formal resolution as a diversionary resolution (although a formal complaint must be filed if you are within Section 106.30, per OCR).
- ❻ Alternative approaches can inform formal resolution, as in a formal resolution model infused with restorative practices.
- ❼ IR could be deployed after formal resolution, as an adjunct healing/catharsis opportunity (that could potentially mitigate sanctions or be a form of sanction).
- ❽ Alternative Resolution approaches to IR must be facilitated by the College or a third-party. There may be value in creating clearly agreed-upon ground rules, which the parties must sign in advance and agree to abide by, otherwise the informal resolution process may be deemed to have failed.
- ❾ Technology-facilitated IR can be made available, should the parties not be able or willing to meet in person.
- ❿ If IR fails, a formal resolution can take place thereafter. No evidence elicited within the "safe space" of the IR facilitation is later admissible in the formal resolution unless all parties consent.
- ⓫ With cases involving violence, the preferred alternative approach typically involves a minimal number of essential parties and is not a restorative circle approach with many constituents in order to ensure confidentiality.
- ⓬ Some approaches require a reasonable gesture toward accountability (this could be more than an acknowledgement of harm) and some acceptance, or at least recognition, by the Respondent that catharsis is of value and likely the primary goal of the Complainant. A full admission by the Respondent is not a prerequisite. This willingness needs to be vetted carefully in advance by the Title IX before determining that an incident is amenable/appropriate for resolution by IR.
- ⓭ IR can result in an accord or agreement between the parties (Complainant, Respondent, and the College) which is summarized in writing by and enforced by the College. This can be a primary goal of the process.
- ⓮ IR can result in the voluntary imposition of safety measures, remedies, and/or agreed-upon resolutions by the parties, that are enforceable by the College. These can be part of the accord/agreement.
- ⓯ As a secondary goal, IR can result in the voluntary acceptance of "sanctions," meaning that a Respondent could agree to withdraw, self-suspend (by taking a leave of absence), or undertake other restrictions/transfers/online course options that would help to ensure the safety/educational access of the Complainant, in lieu of formal sanctions that would create a formal record for the Respondent. These are enforceable by the College as part of the accord/agreement, as may be terms of mutual release, non-disparagement, and/or non-disclosure.
- ⓰ Although a non-disclosure agreement (NDA) could result from IR, it would have to be mutually agreed-upon by the parties in an environment of non-coercion verified by the Title IX Coordinator.
- ⓱ Institutions must develop clear rules for managing/facilitating the conference/meeting/dialogue of alternative resolution approaches, to ensure they are civil, age-appropriate, culturally-competent, reflective of power imbalances, and maximize the potential for the resolution process to result in catharsis, restoration, remedy, etc., for the harmed party(ies).

## **(I) Appendix C: Statement of rights of the parties**

- ❶ The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to College officials.
- ❷ The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- ❸ The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- ❹ The right to be informed in advance of any public release of information by the College regarding the allegation(s) or underlying incident(s), whenever possible.
- ❺ The right not to have any personally identifiable information released by the College to the public without consent provided, except to the extent permitted by law.
- ❻ The right to be treated with respect by College officials.
- ❼ The right to have College Policy and these procedures followed without material deviation.
- ❽ The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- ❾ The right not to be discouraged by College officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities.
- ❿ The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by the College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report.
- ⓫ The right to have allegations of violations of this Policy responded to promptly and with sensitivity by the College's law enforcement and/or other College officials.
- ⓬ The right to be informed of available interim actions and supportive measures, such as counseling, advocacy, health care, student financial aid, visa, immigration assistance, and/or other services, both on campus and in the community.
- ⓭ The right to a college-implemented no-contact order or a n-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- ⓮ The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - ❶ Relocating an on-campus student's housing to a different on-campus location
  - ❷ Assistance from the College's staff in completing the relocation
  - ❸ Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
  - ❹ Transportation accommodations
  - ❺ Visa/immigration assistance
  - ❻ Arranging to dissolve a housing contract and provide a pro-rated refund
  - ❼ Exam, paper, and/or assignment rescheduling or adjustment
  - ❽ Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - ❾ Transferring class sections
  - ❿ Temporary withdrawal/leave of absence (may be retroactive)
  - ⓫ Campus safety escorts
  - ⓬ Alternative course completion options
- ⓯ The right to have the College maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the College's ability to provide the supportive measures.
- ⓰ The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- ⓱ The right to have the Investigator(s), Advisors, and/or Decision-maker(s) to identify and question relevant available witnesses, including expert witnesses.
- ⓲ The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Decision-maker(s), may be asked of any party or witness.
- ⓳ The right not to have inadmissible prior sexual predisposition/history or irrelevant character admitted as evidence.
- ⓴ The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- ⓵ The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- ⓶ The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least (10) business days to review and comment on the report prior to the hearing.
- ⓷ The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

- ➊ The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- ➋ The right to regular updates on the status of the investigation and/or resolution.
- ➌ The right to have reports of alleged policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- ➍ The right to a Hearing Panel that is not single sex in its composition, if a panel is used.
- ➎ The right to preservation of confidentiality/privacy, to the extent possible and permitted by law.
- ➏ The right to meetings, interviews, and/or hearings that are closed to the public.
- ➐ The right to petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- ➑ The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- ➒ The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- ➓ The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- ➔ The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- ➕ The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- ➖ The right to be informed in writing of when a decision by the College is considered final and any changes to the final determination or sanction(s) that occur post Notification of Outcome.
- ➗ The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.
- ➘ The right to a fundamentally fair resolution as defined in these procedures.

0 0

0

## Appendix D: Process B

- ➊ Process B is applicable when the Title IX Coordinator determines Process A is inapplicable, or offenses subject to Process A have been dismissed.
- ➋ If Process A is applicable, Process A must be applied in lieu of Process B.
- ➌ Recipients can substitute any alternative process instead of Process B, if desired.
- ➍ VAWA Section 304 requirements apply to Process B or any alternative process for reports that fall under VAWA.
- ➎ Title IX requirements outside of Section 106.30 (based on the original 1975 regulations, the 2001 Revised Guidance, etc.) may also be applicable to Process B. ()

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL  
 USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS  
 PERMITTED THROUGH A LIMITED LICENSE  
 TO Wake Technical Community College  
 ALL OTHER RIGHTS RESERVED.  
 ©2020. ATIXA

RefID#E0129\_TitleIX\_8-HR & Benefits and RefID#C1405\_9-Students

Ref # C1405 and E0129

### Final Student Conduct Appeals Process

A student who is not in agreement with the decision of the Disciplinary Review and Grievance Committee (DRGC) may appeal in writing to the Associate Vice President for Student Services within five business days of official notification of the decision. The only allowable basis for such an appeal is consideration of alleged violation of college procedures in the conduct of the hearing or investigation. It is the student's responsibility to clearly define and substantiate their grounds for appeal in the letter sent via email to the AVP for Student Services requesting an appeal.

The AVP for Student Services will do the following:

- ➊ Review the findings and proceedings of the DRGC

- At their 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
- Uphold, modify or overturn the decision of the DRGC
- Inform the student, DRGC chair and Student Conduct Officer of the final decision within 10 days of the receipt of the appeal

The decision of the AVP is final.

Ref # C3500f

### **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 notice three business days in advance of their decision to engage counsel.

#### **B. College initiation**

The Disciplinary Review and Grievance Committee 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 or 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 deem necessary. The college attorney is not automatically bound to represent any individual staff or faculty member.

Ref # C3500g

# Learning Resources, Support and Services

## Bookstore

Wake Tech bookstores ([/student-services/bookstore](#)) offer one-stop shopping for all your bookstore needs, including new, used, rental and e-textbooks, as well as college supplies, clothing, gifts and sundry items. The bookstores are operated by Barnes & Noble College and are located on four campuses: Southern Wake, Scott Northern Wake, Perry Health Sciences and RTP. Hours vary by campus, so check the bookstore website for each individual campus (<https://waketech.bncollege.com/customer-service?catalogId=10001&langId=-1&storeId=65227>).

Wake Tech's new Eagle Advantage program ([/student-services/bookstore](#)) allows students in degree programs and dual-enrollment students in the Career & College Promise program to pay a flat fee per credit hour to rent their required textbooks, lab manuals, access codes and digital textbook versions instead of purchasing each one separately, creating an overall savings on the cost of books. This program also makes it more convenient for the student because all required course materials will be conveniently prepared before the first day of class.

Students who plan to purchase course kits or any of the recommended textbooks that are not included in the Eagle Advantage program or who decide to opt out of the Eagle Advantage program but still need to purchase books should bring course schedules to the bookstore, as they contain important course information needed to locate accurate materials. Students may also purchase books 24/7 online (<https://waketech.bncollege.com/>).

### Payment methods

- 👉 Student financial aid
- 👉 Credit card: Master Card/Visa/Discover/American Express
- 👉 Barnes & Noble gift card
- 👉 Cash

### Cash for books

The campus bookstore buys back used books every day that were purchased outside of the Eagle Advantage program. However, the best time to sell back used books is when final exams begin. Bookstores will pay up to 50% of the book's selling price if professors have assigned it again for the next term and if the bookstore is not overstocked. If the book does not meet these criteria, prices are determined by the current national demand. Study guides and workbooks must be "like new," without any writing on any of the pages. All books must be in good condition. Some books have little or no monetary value. One-time use, out-of-print books and old editions not in national demand will not be purchased. For students' protection, a current student ID is required for all buy back transactions.

### Refund policies

- Eagle Advantage program
  - A student must opt out of the program within the opt-out window set by the college.
  - If a student has not yet paid his or her tuition at the time of opting out of the program, the per credit hour charge will be removed.
  - If a student has already paid his or her tuition prior to opting out of the program, a refund will be issued by the college at the same time financial aid refunds are issued.
- Textbooks
  - A full refund will be issued in your original form of payment if textbooks are returned with an original receipt during the first week of classes.
  - With a proof of a schedule change and an original receipt, a full refund will be issued in your original form of payment during the first 30 days of classes.
  - No refunds on unwrapped, loose-leaf books or activated e-books.
  - Textbooks must be returned in their original condition.
  - No refunds or exchanges without an original receipt.
- General reading, software, audio, video and small electronics
  - A full refund will be issued in your original form of payment if merchandise is returned with an original receipt within 14 days of purchase.
  - Opened software, audio books, DVDs, CDs, music and small electronics may not be returned. Instead, each can be exchanged for the same item, but only if defective.
  - Merchandise must be returned in its original condition.
  - No refunds or exchanges without an original receipt.
- Laptops
  - An exchange for the same item will be granted within 14 days of the item pickup if the product is found to have a manufacturer's defect. All original components, including the box, must be present for the exchange.
  - Merchandise damaged by the customer does not qualify as defective merchandise.
- Other merchandise
  - A full refund will be issued in your original form of payment with an original receipt.
  - Without a receipt, a store credit will be issued at the current selling price.
  - Cash back on merchandise credits or gift cards will not exceed \$1.
  - No refunds on gift cards, prepaid cards, phone cards, newspapers or magazines.
  - Merchandise must be returned in its original condition.

Ref # C14019

## College ID

### Employees and volunteers

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

### Students

- All curriculum Wake Tech students must have an official, college-issued ID badge
- Veteran student ID badges are available

A Wake Tech-issued ID badge is required for using the following campus services:



- ILC tutoring
- Campus libraries
- Book purchases with financial aid
- eLearning Testing Center
- Wake Tech bus service
- Student lounge/center
- Supplemental testing
- Wake Tech equipment and resources

ID badges can be obtained from one of the offices listed below only after the following steps have been taken:

1. Complete registration
2. Pay tuition
3. Present another form of photo identification (driver's license, passport, military ID, etc.)

### **College ID office hours of operation**

#### **Southern Wake Campus** (Building A, Room 102)

Monday, Tuesday and Friday: 9 a.m. - 5 p.m.

Wednesday and Thursday: 7 a.m. - 3 p.m.

#### **Scott Northern Wake Campus** (Building D, Room 103)

Monday and Tuesday: 8 a.m. - 4 p.m.

Wednesday: 7 a.m. - 3 p.m.

Thursday and Friday: 8 a.m. - 4 p.m.

#### **Perry Health Sciences Campus** (Building A, Room 145)

Wednesday: 7 a.m. - 3 p.m.

#### **RTP Campus** (Building 1, Room 107)

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

#### **Western Wake Campus** (Room 254) \*

Tuesday - Friday: 10 a.m. - 1 p.m.

\*Photo ID services at Western Wake Campus will be closed during student breaks and holidays.

#### **Public Safety Education Campus** (Room 1911)

Monday - Thursday: 8 a.m. - 4:30 p.m.

To request an officer for an after-hours ID (5 - 7 p.m., Monday - Friday) on Scott Northern Wake Campus, Southern Wake Campus or Perry Health Sciences Campus, call the non-emergency dispatch at [919-866-5943](tel:919-866-5943) (tel:919-866-5943).

#### **Contact:**

Kenneth Brown

ID Coordinator

Wake Tech Campus Police

[kjbrown173@waketech.edu](mailto:kjbrown173@waketech.edu) (mailto:kjbrown173@waketech.edu)

[919-866-5493](tel:919-866-5493) (tel:919-866-5493)

## Student Email Accounts

Every curriculum student is provided with a Wake Tech email account through the student portal ([my.waketech.edu](https://my.waketech.edu) (<https://my.waketech.edu>)). Students should wait 24 hours after being provided with their email account and then activate the account through the student portal.

The Wake Tech email account is to be used for all email correspondence with college staff. (see [Student Email Policy](#) ([catalog/academic-information#sec37279](#))). If inactive for 18 consecutive months, a student's Wake Tech email account will be deactivated by the college.

REF #C2001a

Ref # C2001a

## Academic Advising

Wake Tech employs professional academic advisors and faculty advisors to teach students the importance of developing and implementing their educational and career plans to reach their goals.

As a result of [Academic Advising](#) ([/student-services/advising](#)), students will be able to do the following:

- Develop an educational plan that aligns with career goals
- Use the resources and services on campus to achieve their educational and career goals
- Demonstrate decision-making skills and ownership for their educational plans and achievements
- Select courses each semester to follow their educational plan

Advisors will do the following:

- Provide professional, courteous and timely student service
- Maintain confidentiality
- Explain college programs, policies and procedures
- Educate students about available resources and services and make appropriate referrals
- Encourage students to utilize Career Services to define and develop career interests and individualized goals
- Empower students to gain decision-making skills and ownership for their educational plans and achievements
- Guide students in their program-planning activities consistent with their career and educational goals
- Teach students skills to monitor their academic progress and seek assistance as needed

Upon being admitted to the college, students will be assigned to a career ladder care team, which consists of advisors, a success coach, faculty members and other support staff.

Students who are in career fields and majors that transfer to a university will work with an academic advisor from their first semester until graduation.

Students who are in applied sciences degree, diploma and certificate programs will work with an academic advisor their first semester and then will be transitioned to a faculty advisor for the remainder of their academic pathway.

In addition, these resources and services are available to support students in setting and attaining academic and career goals:

- **Academic Success Counseling:** 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. 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.

Ref # C1402

## Care Center

The [Care Center](https://www.waketech.edu/student-services/care-center) (<https://www.waketech.edu/student-services/care-center>) is committed to the holistic development of students, working collaboratively to provide resources to enhance the student experience. The center provides students with programs and retention services to address nonacademic barriers to completion.

### ➤ **Student Success Coaches**

The Student Success Coaches (</student-services/student-success-department/impact-coaches>) work collaboratively with students to develop academic and personal goals that will assist in the successful navigation and completion at Wake Tech.

### ➤ **Emergency aid**

Emergency Assistance provides support to hard-working students facing unforeseen financial hardships or financial emergencies so they have the resources they need to stay in school.

### ➤ **Wellness Services**

Wellness Services (</wellness>) provides 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 interfere with their education. Various ways to communicate with counselors are available to fit the needs of students.

### ➤ **The Nest**

The Nest (</carecenter/nest>) food pantries on Wake Tech campuses help students and their families combat food insecurity. The free pantries allow students to shop monthly and take part in special dining initiatives and food education.

### ➤ **Technology assistance**

With a growing number of classes meeting virtually at least some of the time, if not entirely online, every Wake Tech student needs a computer more than ever. The Care Center can provide new laptops to qualified students who don't have one so they can attend classes virtually, complete their assignments and access college services online.

### 📍 **Transportation assistance**

Don't have access to a reliable vehicle to get to and from campus and classes? The Care Center can show you how to obtain a free bus pass or get in touch with other students to form a carpool. And if you have a car but just don't have money for gas this week, the center may be able to help with that, too.

### 📍 **Fostering Bright Futures**

The Fostering Bright Futures (<http://www.waketech.edu/student-life/fostering-bright-futures>) program is a public-private partnership that provides a comprehensive support structure to assist students making the transition from the foster care system to independent young adulthood.

### 📍 **Pathways Success Scholars**

Wake Tech is one of several community colleges participating in the Minority Male Success Initiative. The Pathways Success Scholars (</student-services/pathways-success-scholars>) program targets minority male high school students taking classes at Wake Tech through the Career & College Promise dual-enrollment program. Participants can expect to engage in on-campus personal and group success coaching, leadership development and other programming that promotes academic development and personal success.

Ref # C1404

## **Work-Based Learning**

Wake Tech provides workplace learning opportunities for approved students enrolled in select programs. Work-Based Learning (</programs-courses/credit/work-based-learning>) is an educational program that combines classroom instruction with paid, supervised work experiences directly related to a student's curriculum. Students in some curricula may also find unpaid work experiences that are directly related to their program of study.

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.

Ref # C1409

## **Career Services**

Wake Tech's Career Services Office (<https://careers.waketech.edu>) helps students, prospective students and alumni assess their career possibilities, determine a program of study, set professional goals and attain employment aligned with their career goals.

Students and prospective students are provided resources and services to establish career pathways and attain work experiences to support the continuum of career exploration, planning and employment opportunities. This support is offered through guided coaching sessions, open lab sessions, workshops and events.

The office also manages the official job posting board for students and alumni, which is operated by Handshake. Experiential learning opportunities for students are offered through employer and military recruiting on campus, career fairs, speaker programs and employer site visits. Wake Tech alumni are eligible for services throughout their career.

All services are available by appointment in person or virtually. Resources can be accessed online through Career Services website. Wake Tech does not guarantee employment to any student or employees to any employer. Services are offered at no charge.

Ref # C1406

## Library Services

Wake Tech operates six libraries, as well as providing access to resources [24/7 online](#) ([/student-services/libraries](#)).

### **Southern Wake Campus**

9101 Fayetteville Road  
Raleigh, NC 27603  
[919-866-5723](tel:919-866-5723) (tel:919-866-5723)

### **Scott Northern Wake Campus**

6600 Louisburg Road  
Raleigh, NC 27616  
[919-866-7135](tel:919-866-7135) (tel:919-866-7135)

### **RTP Campus**

10908 Chapel Hill Road  
Morrisville, NC 27560  
[919-866-5762](tel:919-866-5762) (tel:919-866-5762)

### **Perry Health Sciences Campus**

2901 Holston Lane  
Raleigh, NC 27610  
[919-866-5764](tel:919-866-5764) (tel:919-866-5764)

### **Western Wake Campus**

Millpond Village, Suite 200  
3434 Kildaire Farm Road  
Cary, NC 27518  
[919-866-5721](tel:919-866-5721) (tel:919-866-5721)

### **Public Safety Education Campus**

321 Chapanoke Road  
Raleigh, NC 27603  
[919-866-5465](tel:919-866-5465) (tel:919-866-5465)

Each library offers the following services and resources:

- ▶ Access to print electronic, audiovisual resources and research databases
- ▶ Information and digital literacy instruction (in-person and virtual)
- ▶ Research assistance (in-person and virtual)
- ▶ Device loans (laptop, hotspot, tablet)
- ▶ Research guides and instructional tutorials
- ▶ Inter-library loan services

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

Ref # C1410

## **Individualized Learning Centers (ILC)**

All Wake Tech students have access to the free tutorial services offered by the college's Individualized Learning Center (<https://ilc.waketech.edu>), (ILC).

The purpose of the center is to provide free tutoring aimed at supporting student learning and improving student success. ILC services include math, science, computer, learning, study skills and writing support. 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 Wake Tech classes are also available.

ILC services are available on all campus locations, including online. Hours may vary within each skills center, so call ahead to check availability. All ILC users must present a valid Wake Tech ID to be tutored.

E-tutoring also is available through CompuTutor.

### **Southern Wake Campus**

ILC Building (across from Student Services and the bookstore)

9101 Fayetteville Road

Raleigh, NC 27603

919-866-6880 (tel:919-866-6880)

### **Scott Northern Wake Campus**

Building F, Room 448

6600 Louisburg Road

Raleigh, NC 27616

919-866-6880 (tel:919-866-6880)

### **RTP Campus**

Building 1, Room 209

10908 Chapel Hill Road

Morrisville, NC 27560

919-335-1251 (tel:919-335-1251)

### **Perry Health Sciences Campus**

ILC Building

2901 Holston Lane

Raleigh, NC 27610

919-747-0233 (tel:919-747-0233)

### **Public Safety Education Campus**

Room 1611

321 Chapanoke Road

Raleigh, NC 27603

919-866-6100 (tel:919-866-6100)

### **Western Wake Campus**

Learning Resource Center, 200E  
3434 Kildaire Farm Road  
Cary, NC 27518  
919-335-1028 (tel:919-335-1028)

Ref # C1408

### **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 (ADA). 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 ADA and Section 504 of the Rehabilitation Act of 1973, Wake Tech 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, visit the DSS website (<https://disabilityservices.waketech.edu>), or call DSS at 919-866-5670 (tel:919-866-5670) or by Sorensen Video Phone at 919-324-3833 (tel:919-324-1508).

Ref # C1418

### **Online Learning**

Wake Technical Community College offers Curriculum Education (for-credit) students two options for online learning (online-learning): online courses and hybrid/blended courses. These options allow scheduling flexibility not possible in traditional, seated classes. Each course is taught by a qualified instructor who develops the course to achieve learning outcomes comparable to those in a seated class. The instructor provides a syllabus and course guidelines and serves as the facilitator of the course. Costs, credit hours earned and support services provided are the same as for seated courses.

#### **eLearning testing**

The eLearning Testing Center (eLTC) acts as the liaison between students and their instructors teaching online Curriculum courses (for-credit) to administer exams in a proctored setting. Students must present a valid Wake Tech ID badge; a driver's license or a passport can be accepted as proof of ID only for the first exam.

The eLTC proctors both paper and technology-assisted exams and collaborates with Disability Support Services to provide testing for students who are eligible for extended time. All eLTC facilities are equipped with student workstations that are outfitted with equipment to support technology-assisted exams using Blackboard, including authorized internet access and Microsoft Office Suite installations. The eLearning Testing Center is located on Perry Health Sciences, Scott Northern Wake, Southern Wake and Western Wake campuses.

### **Library resources**

Students enrolled in online courses have access to all Wake Tech libraries. The [library website \(/student-services/libraries\)](#) is available to all students and provides information on electronic and print databases, inter-library 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.

Ref # C1419

## **Media Production and Learning Support Services**

### **eLearning Testing Services**

The [eLearning Testing Center \(https://www.waketech.edu/online-learning/resources/eltc\)](https://www.waketech.edu/online-learning/resources/eltc) (eLTC) acts as the liaison between students and their instructors teaching online Curriculum Education (credit) courses to administer exams in a proctored setting. Students must present a valid Wake Tech ID badge, a driver's license or a passport prior to taking a test.

The eLTC proctors both paper and technology-assisted exams and collaborates with Disability Support Services to provide testing for students who are eligible for extended time. All eLTC facilities are equipped with student workstations that are outfitted with equipment to support technology-assisted exams using Blackboard, including authorized internet access and Microsoft Office Suite installations. Meanwhile, the eLTC provides assistance to individuals utilizing the college's remote proctoring software. The eLTC has four campus locations: Perry Health Sciences, Scott Northern Wake, Southern Wake and Western Wake.

### **Open Computer Labs**

The Open Computer Labs provide high-speed internet and state-of-the-art computers. Additionally, each lab is equipped with a black-and-white laser jet printer. Also, the computers are equipped with Microsoft Office Suite and an array of educational software that supports teaching and learning. The Open Computers Labs are located on the Southern Wake, Perry Health Sciences, Scott Northern Wake and Western Wake campuses. The labs are a conducive place for Wake Tech students to engage in educational activities. Meanwhile, if available, the Open Computer Labs can be utilized for classroom instruction or special events needing computer space. For this service, Wake Tech employees should contact the Open Computer Lab coordinator. The facilities are monitored by Wake Tech students, providing them with valuable work experience. Visit the [Open Computer Labs webpage \(/student-services/computer-labs\)](#) for details on how to become a monitor or general information about the facilities.

### **Media Production Department**

The Media Production Department provides services to students, staff and faculty. The services include creating educational videos to support student learning and classroom instruction. The Media Production team also assists with recording and editing podcasts



and provides streaming services to support the college's online community. In addition to streaming, the department has created a YouTube channel called Eagle Stream to provide online viewers an opportunity to stay abreast about various Wake Tech activities. The department also manages the Eagle Zone studios, which allows individuals to create their own high-quality videos. Visit the [Media Production webpage](#) ([/about-wake-tech/administrative-offices/effectiveness-and-innovation/media-production](#)), to request services or find out more information.

Ref # C1414 and E0422

# College Policies and Procedures

Every effort is made to provide accurate information. It is possible that a policy has been amended since posting on the web or that a more current version of a policy exists. If you have questions or need help locating a specific change, contact the Policies and Procedures manager at [policies@waketech.edu](mailto:policies@waketech.edu) (<mailto:policies@waketech.edu>) or [919-866-5464](tel:919-866-5464) (<tel:919-866-5464>).

## Campus Use by Students

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 college police must be notified under these unusual circumstances.

Ref # C1429

## Off-campus Sites

All rules and regulations of Wake Technical Community College apply at off-campus instructional sites, in addition to any rules and regulations specified by those sites.

Ref # C1436

## Acceptable Use Policy

The purpose of this policy is to outline the acceptable use of the College's Information Resources, as well as the expected behavior of all Users on the network. The computing, digital technology and digital Information Resources at Wake Technical Community College are reserved for the educational, instructional, research and administrative computing needs of the faculty, students, staff and other individuals authorized by the College. As a User of these Information Resources, you may have access to valuable Information Resources, to sensitive and critical data and to internal and external networks. Consequently, it is important for all Users to understand their responsibilities and act in an ethical and legal manner.

### Applicability

This policy applies to all Users of Information Resources owned or managed by the College. Individuals covered by the policy include (but are not limited to) full-time employees, part-time employees, students, contractors, interns, partners, external individuals and organizations.

### Policy statement

Wake Tech strives to provide the most secure environment possible for its employees and students, while simultaneously allowing them adequate ability to perform their expected job(s) or academic studies. This policy is compliant with the requirements of several federal and state laws and regulations that apply to educational institutions and institutions that process payment information, including, but not limited to: Gramm-Leach-Bliley Act (GLBA), Payment Card Industry (PCI), Federal Trade Commission (FTC) and Family Educational Rights and Privacy Act (FERPA). This policy will outline what activity is deemed acceptable and unacceptable on any Wake Tech network or computer system.

### Definitions

Term	Definition
Incidental Use	The action of using College-owned resources for means other than their intended studies or job function within the College, often for personal use, such as email, social media or other services.
Information Resources	The network, systems, data, information, equipment or other College-owned hardware and software that can be accessed through the College-owned network. This includes any equipment licensed or leased through the College.
Personal Private Gain	Any action or activity where the primary goal is to enhance one's own economic, commercial or political benefit outside of the College.
PII	Personally Identifiable Information is any information that can be used either directly or indirectly to identify individuals, their residence or any other unique information about them.

Sensitive Information	Any information or set of data that could have an adverse impact on an individual or the College in the event of exposure.
User	Any individual, or set of individuals, that operates or otherwise makes use of any Information Resources provided by the College.

It is not possible for the College to articulate all acceptable or unacceptable behaviors or uses of College Information Resources by its Users. Each User is responsible for reading the list below, as well as other College policies, and ensuring their conduct is acceptable. To assist Users, the following contains a non-exhaustive list of guidelines that Users will need to follow to remain compliant with this policy:

- ❶ Users shall use only the Information Resources that they are authorized to access, including (but not limited to) resources needed to perform your educational, research or instructional functions.
- ❷ Users shall adhere to the College's password policy and the applicable provisions in this policy to protect their accounts and to secure resources against unauthorized use or access.
- ❸ Users are individually responsible for appropriate use of all Information Resources assigned to them and to which they are given access.
- ❹ Users shall comply with the policies and guidelines for any specific set of Information Resources to which they have been granted access. When other applicable policies are more restrictive than this policy, the more restrictive policy takes precedence.
- ❺ With appropriate authorization, Users may connect laptops and other non-College owned devices to the open wireless network and smart classroom lecterns specifically designed for this purpose. Authorization can be given by the faculty or staff member present, ITS or other individuals in charge of the room.
- ❻ Users shall immediately report any actual, suspected or perceived weakness in any Information Resource to ITS. A weakness may include unexpected network behavior, ability to access Sensitive Information or PII or security threats.
- ❼ Users must report any suspected violation of this policy, including theft or unauthorized disclosure of information.
- ❽ All requests for Information Resource access, maintenance, relocation or provisioning/de-provisioning must be directed to ITS.
- ❾ All user accounts are required by ITS systems to be multi-factor authentication (MFA) enforced. Users (faculty/staff, students, contractors, etc.) are required to initially setup and continually ensure the validity of MFA methods.

#### **Unacceptable use**

- ❶ Use of Wake Tech's computing services and facilities for political purposes, Personal Private Gain or for other activities in violation of the College's student or employee handbook is prohibited. However, Personal Private Gain does not apply if the primary intention of the work being performed is related to the College or has an educational purpose.
- ❷ Use of the College's Information Resources to create, access or transmit inappropriate material, including (but not limited to) material that is obscene, illegal, offensive, defamatory or harassing, as well as material that shows aversion, denigration or hostility toward any protected class, including but not limited to race, color, sex, pregnancy, national origin, disability, genetic information, age, religion, marital status, sexual orientation, gender identity, political beliefs, veteran status or any other characteristic or classification protected by laws.
- ❸ Users shall not attempt to access or provide resources or assistance to others to access Information Resources, restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- ❹ Users shall not provide resources or other forms of assistance to others to allow any unauthorized person to access Information Resources. Sharing of account information, including passwords, is strictly prohibited. Additionally, students (excluding student employees) may not share or otherwise access employee workstations, as these may have access to secured networks or sensitive data.
- ❺ Users shall not engage in any activity that could degrade the performance of Information Resources, deprive an authorized User access to Information Resources, obtain extra resources beyond those allocated or circumvent College computer security measures.
- ❻ Users shall not utilize unauthorized file-sharing programs or services that incorporate file sharing, including (but not limited to) Dropbox, Box, Google Drive, Amazon S3 storage or other services to store Sensitive Information or PII without approval by ITS. The College has no control over these services and cannot guarantee the confidentiality, integrity or availability of the data.
- ❼ Users shall not waste, monopolize, interfere with or misuse the Information Resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.
- ❽ Users shall not access or damage any portion of the College's Information Resources or other College property, such as College records, or use Information Resources for illegal activities.
- ❾ Users may not connect personal or non-College-owned equipment to the secure password-protected campus network unless given specific authorization by the Chief Information Officer.

#### **Privacy and personal rights**

Users do not have an expectation of privacy regarding their use of the College's Information Resources, and by accessing and using the Information Resources, Users expressly consent

to the College's monitoring of, access to and use of information regarding their use of the College's Information Resources. All information transmitted on or from, received or accessed by or residing on the Information Resources is monitored by the College through ordinary course of business. Information contained on the Information Resources and in College accounts, including but not limited to email, files and other documents, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College monitors access to these Information Resources and reserves the right, without prior notice to Users, to access the Information Resources and to use any and all information retrieved from the Information Resources.

#### **Non-completion of annual Security Awareness Training**

Security Awareness Training is conducted annually (typically between February and April) for all faculty and staff members. This training is essential to be in compliance with PCI, GBLA, FERPA and other regulations, in addition to being an important part of our overall cyber risk reduction program.

Users who fail to complete the annual security awareness within two weeks of the training campaign will have their account locked and will need to contact the Service Desk to have their account unlocked. The user will then have two weeks to complete the annual Security Awareness Training, or their account will be locked again and their supervisor will need to contact the Service Desk to have the account unlocked. The intent is to encourage all users to accomplish their training in a timely fashion and to reduce risk to the college.

#### **Repeat phishing campaign failures**

All faculty and staff members are subject to continuous simulated phishing campaigns. The purpose is to help users successfully identify attempts to gain access or gain account credentials through phishing emails. These campaigns consist of two levels: expert and beginner. All users start in the expert group and move to the beginner group only after failing a simulated phishing campaign. Failures consist of clicking a malicious link or opening an attachment in the phishing email. Users in the beginner group receive more frequent tests, but the simulated phishing emails are designed to be easier to spot than the ones sent to the expert group. After a user successfully passes three consecutive beginner phishing emails, they will be returned to the expert group.

Users who continue to fail the phishing campaign simulations will undergo remedial training and will have disciplinary actions imposed on them. If a user has repeated failures within a one-year time period, the following actions will be initiated:

- ❶ First failure: The user receives a pop-up message advising them that they clicked on a simulated phishing campaign and a brief message of items to look out for in the future.
- ❷ Second failure: User is required to complete a short remedial training campaign within two weeks, or their account will be locked. User and their supervisor will meet with the ITS Security Team to review ways to spot and prevent falling for phishing emails. At this point, the department's HR representative and division vice president will be made aware of the action.
- ❸ Third failure: In conjunction with the supervisor, HR representative and ITS Security Team, the user will be placed on an HR Performance Improvement Plan (PIP).
- ❹ Any future failure would be handled in accordance with the established PIP.

The intent of the escalating actions are to ensure all users are educated and aware of their responsibility to protect the college. Users who go three months without failing a phishing campaign any time after their first failure will reduce their total failure count by one. The same is true if a User successfully reports a phishing campaign email as suspicious through the Phish Alert button.

#### **Incidental Use**

Wake Tech acknowledges that there are a vast amount of resources available to employees, often outside the realm of being directly work-related. Therefore, Wake Tech allows employees and students the benefit of utilizing the College's infrastructure for incidental personal use, with the following constraints:

- ❶ Incidental Use of electronic mail, internet access, fax machines, copiers and any other information technology resources is restricted to College-approved Users and does not extend to family members. The practice of sharing credentials for access is strictly prohibited.
- ❷ Incidental Use that would result in a direct cost to the College, create the potential for legal action against or liability to the College or cause embarrassment to the College is strictly prohibited.
- ❸ Incidental Use that interferes with the satisfactory performance of an employee's work duties is strictly prohibited.
- ❹ Incidental Use must not violate any other College policies or procedures or any applicable laws or regulations, must not violate any provision in this policy and must not be used with the intention of Personal Private Gain.

Incidental Use is considered a privilege and benefit of employees and students. If it is determined that it is being used to the detriment of the College or other individuals, Incidental Use privileges and access to the network and Information Resources may be revoked at any time in the College's sole discretion. Additionally, should the College equipment be used to develop intellectual property, the College will retain rights and

ownership of a portion of that intellectual property, consistent with the College's Copyright Infringement and Intellectual Property policy, North Carolina Community College System regulations, state and federal law.

#### Legal and regulatory considerations

Users of Wake Tech's resources are expected to abide by all applicable laws, regulations, statutes and ordinances and shall:

- ❶ Abide by all applicable copyright laws and licensing requirements. The College may have entered into legal agreements, contracts or licensing terms with providers of software and network resources, which require individuals using them to comply with those agreements.
- ❷ Not use, copy or distribute copyrighted works, including (but not limited to) web-page graphics, sound files, film clips, trademarks, software and logos, unless you have a legal right to use, copy, distribute or otherwise exploit the copyrighted work.

#### Compliance

Individuals found to be in violation of this policy or engaging in any conduct that violates applicable law shall be subject to disciplinary action, including restriction or possible loss of privileges, suspension, termination or referral to law enforcement.

Students violating this policy are subject to disciplinary actions as set forth in the Student Code of Conduct.

The Office of the CIO shall verify compliance with this policy through various methods, including (but not limited to) business tool reports, internal and external audits and feedback to the policy owner. Additionally, this policy will be reviewed as a part of annual compliance submissions as well as internal and external audits.

Any exception to this Policy must be approved by the Office of the CIO in advance.

All Users have the responsibility to stay up-to-date on any changes to this policy as well as other College policies.

#### Related policies, procedures, references, forms or terms

Name	Location
Payment Card Industry Data Security Standard version 3.2.1 – Requirement 12.3 ( <a href="https://www.pcisecuritystandards.org/document_library">https://www.pcisecuritystandards.org/document_library</a> )	Perform web search for "PCI 3.2.1"
North Carolina Department of Information Technology Acceptable Use Policy ( <a href="https://it.nc.gov/documents/">https://it.nc.gov/documents/</a> )	Perform web search for "NCDIT AUP"
North Carolina IIPS Community Colleges IT Standards ( <a href="https://www.nciips.org/">https://www.nciips.org/</a> )	Click "IT Standards"
Wake Tech Data Protection & Retention Policy ( <a href="https://waketechedu.sharepoint.com/employee/handbook/SitePages/Data-Protection-and-Retention-Policy.aspx">https://waketechedu.sharepoint.com/employee/handbook/SitePages/Data-Protection-and-Retention-Policy.aspx</a> )	Employee Handbook

#### Contact

Information Technology Services: [919-866-5100](tel:919-866-5100) (tel:919-866-5100) or [its-leadership@waketech.edu](mailto:its-leadership@waketech.edu) (mailto:its-leadership@waketech.edu).

Ref #E1002a / C1424

Ref # C1424

#### Student Dress and Hygiene

Students are not allowed in any campus facility without shoes and shirts. Students are expected to dress and groom themselves in an appropriate manner while on campus or participating in classes and activities sponsored by the college. Additionally, 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.

Display of personal undergarments, lingerie, provocative dress or clothing with profane language or subject matter is not appropriate attire for a college environment. Violations of this policy may result in disciplinary action, including dismissal from the college.

Ref # C1431

#### Pets on Campus

Pets, including 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.

Ref # C1437

### Food and Drink

The college provides common areas for the consumption of regular meals. Light food and drinks with a cover or lid are allowed in campus instructional areas at the discretion of the supervising faculty or staff member under the following conditions:

- ❶ The learning environment is not disrupted and classmates are not disturbed.
- ❷ Food and drink are kept at a safe distance from instructional materials and equipment.
- ❸ All drinks are non-alcoholic and covered with a lid.
- ❹ Light food is pre-packaged or in a container with a lid.
- ❺ Noisy, messy and strong-smelling foods are prohibited.
- ❻ Nuts, which are known allergens, are prohibited.
- ❼ Individuals who have peanut allergies should notify their supervising faculty or staff member as soon as possible.
- ❽ No trace of food or drink consumption is left behind, and garbage is placed in appropriate receptacles or removed from the area.
- ❾ Hands are cleaned after eating and before handling college property.
- ❿ Food or drink spills are reported to the supervising faculty or staff member so that prompt action can be taken to minimize damage.

The college reserves the right to prohibit food and drink in any area (e.g., labs) for safety reasons and to ask anyone who disregards procedures to remove the food or drink from the area.

### Contact information

Subject	Contact	Telephone	Email/website
Policy clarification	Facilities Department	919-866-5044 (tel:919-866-5044)	facilitiesoperations@waketech.edu (mailto:facilitiesoperations@waketech.edu)

Ref #C1433

Ref # C1433

### Smoking/Use of Tobacco Products

Students, college employees, volunteers, visitors, contractors, vendors or any other persons on college property are permitted to smoke or use tobacco products **only** in designated areas. College property includes any building, facility or vehicle owned or leased by Wake Technical Community College and 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, as well as any 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

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

- ❶ 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 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 policy may be subject to additional disciplinary action.

• Visitors: Any visitor refusing to comply may be asked to leave campus.

Ref # C1441 and E0941

### Cellphones

Students may not engage in any activity that is disruptive to orderly classroom instruction, without limitations to the use of cellphone. Students are therefore required to disengage all such devices when in a classroom.

Ref # C1430

### Housing

The college does not have housing facilities.

Ref # C1422

### Transportation

Wake Technical Community College is supported by public bus service at all campuses except for Western Wake Campus. All routes servicing Wake Tech campuses, including GoRaleigh's Route 40X, can be found in the [Green Trek \(about-wake-tech/administrative-offices/facility-preparations/green-trek/bus\)](#) section of Wake Tech's website.

All regional transit fares are suspended until at least December 2023, allowing students and employees to ride local transit at no cost. If fares are reinstated by local transit providers, Wake Tech will offer free regional GoPasses for students and employees. These bus passes are valid on any GoRaleigh, GoTriangle, GoDurham or GoCary bus route. To qualify for a GoPass, individuals must be actively enrolled or employed at Wake Tech.

Through Wake Tech's Green Trek program, the college encourages sustainable transportation and equitable access. To learn more about the alternative transportation options at Wake Tech, please visit the [Green Trek \(about-wake-tech/administrative-offices/facility-preparations/green-trek\)](#) section of the college website.

Ref # C1428

### Skateboarding/Rollerblading/Scooters

Skateboarding, rollerblading and the use of any type of scooter are not allowed on any Wake Technical Community College campus or site.

Ref # C1438

### Publications Policy

Publications are defined to include the following: newspapers, pamphlets, newsletters, brochures, fliers, books, posters or magazines. Publications may not be printed or distributed without official approval of the dean of Student Activities and Athletics. 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 Activities and Athletics.

All publications (print, electronic or other) containing URLs or references to the Wake Tech website must be sent to the Communications & Marketing Department ([webmaster@waketech.edu](mailto:webmaster@waketech.edu) (<mailto: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.

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 Southern Wake Campus and Scott Northern Wake Campus in accordance with [Wake Tech's Solicitation Policy](#) ([/catalog/campus-policies-and-procedures#sec9104](#)).

Ref # C1415

### **Solicitation Policy (Campus Presentations and Material Distribution)**

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

Any individual, organization, agency or group that desires to solicit on any property owned, leased or operated under the jurisdiction of the college is required to comply with the following procedures:

#### **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, if they wish to reserve space. Arrangements for the use of outdoor space shall comply with campus reservation procedures and Wake Tech 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 parties loss or suspension of future solicitation privileges on property owned, leased or operated under the jurisdiction of the college.

###### **b. Notice requirement**

Speakers must provide written notice to the Office of the Executive Vice President of Operations through a Solicitation Request form

(<https://myforms.waketech.edu/forms/public/Shared%20Documents/1231SolicitationRequestForm.pdf>) three business days in advance of an intent to speak.

Upon arriving on campus, speakers must check in with Wake Tech's College 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:

❶ Southern Wake Campus: the paved area directly outside of and adjacent to the north corner of Building B

❷ Scott Northern Wake Campus: the paved area between buildings E and F

###### **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 a.m. and 4 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 Wake Tech property

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

- ❶ Failing to comply with this policy
- ❷ Communicating "fighting words" as defined in case law
- ❸ Advocating illegal conduct that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action
- ❹ Touching, striking or impeding the progress of pedestrians, except for incidental or accidental contact or contact initiated by a pedestrian
- ❺ Photographing, audio recording or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, recorded or videotaped, provided, however, that speakers are allowed to photograph, audio record and videotape themselves and others located within the designated area described in Section A.2.d of this policy and interacting with the speakers
- ❻ 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
- ❼ Damaging, destroying or stealing college or private property on campus
- ❽ Possessing or using firearms, explosives or dangerous weapons or substances
- ❾ 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 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, 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 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 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 desiring to solicit, accept or collect donations or contributions shall request permission in writing from the Office of the Executive Vice President of Operations.

F. Goods and services

Students who desire to solicit on any property 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 Student Life. 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 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 owned, leased or operated under the jurisdiction of the college.

Contact information

Subject	Contact	Telephone	E-mail / Web Address
Policy Clarification	Director, Staff Professional Development and Event Management	919-866-7890 (tel:919-866-7890)	stbell@waketech.edu (mailto:stbell@waketech.edu)

Ref: C1427

## 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 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.

Ref # C1435

## College Police and Safety

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

The college's police chief is primarily responsible for developing rules and regulations to implement these policies. Crimes on all campuses are reported to the College 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 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 Building L, Room 233, Wake Technical Community College, 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 police chief, whose office is on Southern Wake Campus, in Building L, Room 233, and whose telephone number is [919-866-5532](tel:919-866-5532) (<tel:919-866-5532>). The college police chief also can be contacted by dialing the college's main switchboard number, [919-866-5000](tel:919-866-5000) (<tel:919-866-5000>) (from off-campus). 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](tel:919-866-5911) (<tel: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 president or designee. The college has a Drug and Substance Abuse Council, which offers help to students and employees 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 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 College Police Department at [919-866-5911](tel:919-866-5911) (<tel: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 College 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, which requires the college to gather statistics about crime on campus and publish them in an annual report by October 1 each year. Read

## Threat Assessment and Violence Prevention

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. To that end, the college considers the following behaviors unacceptable:

- ❶ Injuring another person physically
- ❷ Engaging in behavior that creates a reasonable fear of injury to another person
- ❸ Engaging in behavior that subjects another individual to undue emotional distress
- ❹ Possessing, brandishing or using a weapon that is not required by the individual's position while on college premises or engaged in college business
- ❺ Threatening to injure an individual or damage property
- ❻ Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- ❼ Retaliating against any person who, in good faith, reports a violation of this policy
- ❽ 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, including NCGS 14-33 Assault, NCGS 14-277.3A Stalking, 14-277.1 Communicating Threats, 14-269.2 Possession of Weapons on School Grounds, 14.160 Injury to Personal Property, 14.35 Hazing and 50.B1 Domestic Violence.

## Definitions

Term	Definition
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. Employees and students will be expected to comply with the process in the future.

## 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 police chief. 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 the 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 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)
  - Vice President of Curriculum Education Services
  - Vice President of Workforce Continuing Education Services
  - Conduct Officers
  - Vice President of Human Resources & College Safety
  - Chief of Police

3. Crisis Management Team – The Threat Assessment Team will recommend activation of Wake Tech's Crisis Management Team in the following instances:

- ❶ A situation poses imminent danger to a person or to the college
- ❷ 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

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.

## Procedures

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 College Police at [919-866-5911](tel:919-866-5911) (<tel:919-866-5911>) (65911 from any campus phone). 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 police chief 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 College Police Department for investigation and crisis response measures, as they deem appropriate.

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

- ❶ Developing the capacity to monitor and evaluate information that might indicate a risk of targeted attack
- ❷ 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 Officer for appropriate action. A Behavior of Concern Intervention Team (BIT) has been implemented to assess student behaviors of concern and low-level threats. Non-threatening incidents involving college employees will be directed to the Executive 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.

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: personality, family dynamics, school dynamics (and the person's role in those dynamics) and social dynamics.

Examples of concerning behaviors

- ❶ Acts of violence
- ❷ Threats (direct, indirect, implied, veiled)
- ❸ Harassment
- ❹ Intimidation
- ❺ Hazing
- ❻ Stalking, surveillance or unwanted pursuit
- ❼ Weapons on campus or recent acquisition of firearms
- ❽ Special interest in or identification with the military, survivalist groups or weapons
- ❾ Homicidal thoughts or actions
- ❿ Preoccupation with violent themes
- ⓫ Apparent obsession with someone
- ⓬ Domestic disputes
- ⓭ Intentional destruction of personal property
- ⓮ Refusal to accept employment termination
- ⓯ One-sided contact with others following employment termination
- ⓰ History of conflict with others
- ⓱ Documenting the activities of others when not required to do so
- ⓲ Unusual verbal or written communications to others
- ⓳ Repeated complaints about working conditions
- ⓴ Excessive blaming of others

- ❶ Excessive or intimidating references to workplace violence incidents or other mass murders

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

- ❷ Self-injury
- ❸ Uttering threatening words or displaying threatening actions
- ❹ Writings that clearly communicate intentions to harm self or others
- ❺ 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 College Police at 919-866-5911 (ext. 919-866-5911) (65911 from any campus phone).

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

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, search for the Behavior of Concern and Threat Report form, then complete and submit the 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 conduct code violation, members of the BIT will schedule a meeting to discuss the case within five business days.
3. Within two 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 BIT; information will be given to pertinent individuals.
5. If the report is found to be only a conduct code violation, the report will be forwarded to the appropriate Conduct Officer, who will handle the case under the guidelines of the Student Code of Conduct.

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 BIT may consider (but is not restricted):

- ❶ No instant action
- ❷ Contacting the student by official email or by telephone to assess his or her status
- ❸ Meeting with the student to talk about needs, services available and college expectations
- ❹ Refer students to programs and services on campus, e.g., Wellness Services, Student Success Counseling Services, Financial Aid, Disability Support Services and the ILC.

The recommendations of the BIT are final; however, the student may appeal any sanction given by a Conduct Officer.

## 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 Conduct Officers in the Maxient system. All criminal reports relating to a threat assessment will be maintained by the College Police.

Ref # C1439 and E1317

## Visitors and Children on Campus

Visitors and children are welcome at Wake Technical Community College with limitations to protect the health and safety of the college community as well as maintain productivity for employees.

## Definitions

Term	Definition
Visitor	Any person who is on campus property who is not a student or is not participating in a college-sponsored program or activity or an employee of the college
Child or children	Any individual under the age of 15 and not enrolled at the college

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 reception desk at any campus. At the reception 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 classrooms, laboratories or any other instructional areas (on or off campus) without prior authorization.

Children under the age of 15 visiting the libraries or other public areas on campus and are not enrolled at Wake Tech must be accompanied by a parent, guardian or another adult at all times and must not be left unattended in any area of the library or college. The accompanying adult should ensure that the child does not cause a disruption to the staff work or student learning environments of the libraries or other public areas on campus, or they will be asked to leave.

At community school 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.

RefID#C1443 and RefID#E1312

Ref # C1443

## 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.

Ref # C1432

## Student Insurance and Accidents

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. 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 College Police Department by calling Wake Tech's 24-hour call center at [919-866-5911](tel:919-866-5911) (<tel:919-866-5911>). The College Police will notify Wake County EMS 911 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 College 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 College 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.

Ref # C1434

## 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 VI 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 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 subject to suspension or expulsion from the college in accordance with the [Student Code of Conduct, Rights and Responsibilities](http://catalog.waketech.edu/5_5studentrights/#code) ([http://catalog.waketech.edu/5\\_5studentrights/#code](http://catalog.waketech.edu/5_5studentrights/#code)) or may be required to participate in a drug abuse assistance and rehabilitation program approved by the Enrollment and Student Services Administration. 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.

### Drug abuse prevention program

Recognizing the serious consequences resulting from the inappropriate use of drugs and the potential disciplinary action that could result from the possession or consumption of controlled substances on campus, Wake Tech offers a program of activities and services to prevent drug and alcohol abuse on the part of its students. The Dean of Student Development will provide oversight for the content and timeliness of the program as follows:

- ❶ An annual notification will be sent by email to all students at the start of each fall and spring semester.
- ❷ At least once a year, each campus will conduct a seminar, workshop, presentation or other program of information and awareness that will be open to all students, faculty and staff.
- ❸ Each campus will provide readily available brochures and information sheets that may be used by individuals for their own personal information and awareness. These materials will be available at the Enrollment and Student Services area at each campus.

- ➊ A list of referral services in Wake County (<http://www.wakegov.com/humanservices/behavioralhealth/outpatient/Pages/default.aspx>) that specialize in assisting persons with substance abuse issues is available through Wake County Crisis and Assessment. Alliance Behavioral Healthcare, which also can be reached at 800-510-9132 (tel:800-510-9132), will assist students in finding a provider that matches their needs.
- ➋ Services available from our Wellness Services (<https://www.waketech.edu/student-services/wellness-services>).

#### 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 accomplish the following:

- ➊ Determine the effectiveness of the education program and implement needed changes. The AVP will collect program information from the Dean of Student Development.
- ➋ Attendance, timeliness of subject matter and relevance of content should be considered.
- ➌ Ensure consistent enforcement of disciplinary sanctions for the unlawful possession or distribution of illicit drugs and alcohol as applicable under state or federal laws
- ➍ Include evidence that email notification was sent to all students at the start of Fall and Spring semesters

Ref # C1421

### Emergency Closings

The college recognizes the need to prepare for unexpected situations or respond to weather that may require the closure of all or part of a campus or to reduce operations, identify the decision-making hierarchy for such closures, ensure timely notification to students, staff, faculty and visitors and confirm employee responsibilities in the event of a closure or reduced operations.

### Definitions

Term	Definition
Adverse conditions	Severe inclement weather conditions (such as snow, ice, high winds, tornadoes, earthquakes, hurricanes, flooding, etc.) that pose serious risk to the health or safety of college personnel and/or students
Campus closure	All functions and operations are suspended due to imminent threat or danger to life or safety of individuals
Emergency or disaster situations	Situations that may exist as a result of a natural or human-caused disaster, a civil disorder that poses an imminent threat of serious injury to persons or property, public health emergency or other seriously disruptive events where extraordinary measures are required immediately to avert, alleviate or repair damage to college property or to maintain the orderly operation of the campus

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

- ➊ If college campuses are closed, classes at all sites are canceled; however, online classes continue as scheduled, and on-campus instruction may be transitioned to online. All students should check their online course site (Blackboard or Moodle) for class-specific information and assignments.
- ➋ If there is a delayed opening, any in-person class with 30 or more minutes of instructional time remaining will meet on campus. Students should check Blackboard or Moodle for information about their courses.
- ➌ A campus-specific emergency may result in only one campus being closed, while others remain open. Campus-specific information will be clearly communicated.
- ➍ Wake Tech classes and events held at community sites, including Wake County public schools, will follow the protocols enacted at that site.

### Notification

Delays and closings will be announced via the [Wake Tech Warn](#) ([about.wake-tech/administrative-offices/campus-police/waketech-warn](http://about.wake-tech/administrative-offices/campus-police/waketech-warn)) emergency alert system. All Wake Tech student and employee email addresses are automatically registered to receive Wake Tech Warn alerts. Students and staff can add other email addresses or phone numbers for voicemail and text message alerts in the system.



Delays and closings will also be posted on [Wake Tech's website \(https://www.waketech.edu\)](https://www.waketech.edu), social media and local radio and television stations. An announcement will also be recorded on the college switchboard, [919-866-5000 \(tel:919-866-5000\)](tel:919-866-5000). 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.

## Students

When college campuses are closed due to inclement weather or other adverse conditions, students are expected to check their online course site (Blackboard or Moodle) for class-specific information and assignments. Students who are unable to participate in online instruction due to a power outage or other circumstances are responsible for contacting their instructor and making up class assignments.

If Blackboard or Moodle become 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.

## Employees

When college campuses are closed due to inclement weather or other emergency conditions, employees who can work remotely should do so. The college does not expect employees to work in any environment that is unsafe. Employees who are not able to work remotely due to a power outage or other emergency situation should contact their supervisor. Employees who are not able to work remotely may be required to take annual leave or arrange to make up the time. Depending on the circumstances, the time lost may be counted as an excused absence at the discretion of the supervisor.

## Contact information

Subject	Contact	Telephone	Email/website
Policy clarification	Laurie Clowers (Communications) Benita Clark (Human Resources) Sandra Dietrich (Curriculum Education Services)	919-866-7890 (tel:919-866-7890)	auhr@waketech.edu (mailto:auhr@waketech.edu)

Ref: E0919 and C1423

Ref # C1423 and E0919

## Traffic Rules and Regulations

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 October 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 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 by the person holding the college parking permit for that vehicle or by the person on file as the owner of said vehicle with the North Carolina Division of Motor Vehicles or corresponding agency of another state.

## **B. Vehicle registration and parking permits**

### **Permit eligibility**

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:

- ❶ Ownership of the vehicle is transferred to another person or entity.
- ❷ The permit holder's association with the college ends.
- ❸ The time period for which the permit is issued expires.
- ❹ The permit holder is issued another permit relating to the same vehicle.
- ❺ The permit holder's parking privileges are forfeited as a result of disciplinary sanctions.
- ❻ The permit holder commits three 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](tel:919-866-5867) (<tel: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

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

- ④ 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.
- ④ Wake Tech campuses are deemed business districts, with a speed limit of 20 mph.
- ④ No vehicle may be parked in such a manner as to occupy more than one space.
- ④ 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.
- ④ 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."
- ④ 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, or in approaches or other portions of parking areas that are not clearly marked for parking.
- ④ No faculty, staff or student vehicle may be parked in spaces specifically reserved for certain persons or functions.
- ④ 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

Financial Services is hereby authorized to collect a \$25 fine for any of the following violations:

- ④ Backing into an angled parking space
- ④ Driving in a hazardous manner
- ④ Driving wrong way in drive lanes
- ④ Failure to display current parking decal
- ④ Failure to register vehicle
- ④ Failure to heed stop or yield sign
- ④ Improper display of parking decal
- ④ Parking in manner creating a hazard
- ④ Parking in more than one parking space
- ④ Parking in non-parking space
- ④ Parking in unauthorized space
- ④ Parking incorrectly in space

Financial Services is hereby authorized to collect a \$250 fine for violation of handicapped parking rules and regulations and a \$50 administrative fee for removal of a boot from any vehicle.

### Towing

The College Police chief 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:

- ④ Unauthorized parking in a handicapped space
- ④ Unauthorized parking in reserved space
- ④ Parking in area not designated for parking
- ④ Repeated violation of the parking rules
- ④ Parking in a manner that creates a hazard
- ④ 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.

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

When a vehicle with a valid license 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:

- ④ Description of the vehicle
- ④ Place where the vehicle is stored
- ④ Violation with which the owner is charged, if any
- ④ Procedure the owner must follow to have the vehicle returned to him/her
- ④ 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, and 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.

#### **Suspension of parking privileges**

The College Police chief 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 14 days after issuance of a citation may result in the collection of fees in the following manner:

- ④ Penalties owed by faculty members and other employees of the college may be deducted from payroll checks.
- ④ 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.

#### **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 College 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 College 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.

#### **Traffic Appeals Review Board**

Board membership consists of one faculty member appointed by the Faculty Association President, one staff member appointed by the Staff Association 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 College Police (or 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.

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:

- ④ All facts as stated on the appeal form

- Information provided by the Chief of College Police, to include previous violations
- Information noted on the parking violation notice
- The rules and regulations of this ordinance

Ref # C1444

## Copyright Infringement and Intellectual Property

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.

### Definitions

Term	Definition
Copyright infringement	The copying, sharing or distribution of copyrighted works, including music, videos and digitally-formatted textbooks, without permission; may be referred to as "pirating" or, in the electronic context of peer-to-peer networks, "illegal file sharing"
Intellectual property	Intellectual and creative works (inventions, artwork, designs, images, literary works, etc.) that qualify for protection under U.S. law
Penalties	Punishment imposed on students, faculty or staff for violating all or portions of a policy

#### A. Copyrights and infringement

Copyright infringement of any kind is not permitted at Wake Technical Community College and may result in criminal and civil penalties. Any sharing of copyrighted material without proper licensing or permission from the owner/author/manufacture is prohibited by law and is not condoned by the college.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading all or substantial parts of a copyrighted work without the permission of the copyright holder constitutes infringement.

Students who infringe on a copyright are subject to disciplinary action, up to and including expulsion from their program of study or from the college. Employees who infringe on a copyright are subject to disciplinary action, up to and including termination of employment at the college.

NOTE: Copyright infringement may also result in criminal penalties, including imprisonment for up to five years for a first offense and fines of up to \$250,000 per offense.

#### Intellectual property

Certain intellectual and creative works qualify for protection under U.S. law. The Copyright Act defines federal copyright protection, details original works of authorship protected and outlines the process for protecting such works. Title 35 of the United States Code defines patent protection, details inventions and discoveries protected, establishes conditions for patentability and spells out the process for the granting of patents.

##### 1. Independent works

Works in which the college has no intellectual property rights include those covered by copyright or patent protection produced by a college employee outside the course or scope of his/her employment or by any person (including college employees and students) without college support. An independent work is characterized by, for example, the applicability of the following:

- The work is the result of individual initiative. It is not the product made as a result of employment with the college.
- The work is not a product of the employee's job duties.
- The work is produced by an employee outside his/her work schedule.
- The work is produced by an employee or by any person (including students at the college) without funds, resources or facilities owned or controlled by the college.

##### 2. College-supported works

College-supported works are works covered by copyright or patent protection produced by a college employee in the course or scope of his/her employment or by



and the college Board of Trustees. In no circumstances, however, shall the college agreement deprive, diminish or abrogate the rights of the college as specified in Section 4.a. above.

4. Grant-supported works

Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant prevail.

5. Consulting

Subject to college policy and prior approval, employees may consult for outside organizations. Any consulting agreement should include a statement that the employee has obligations to the college as described in this Copyright Infringement and Intellectual Property Policy, and this policy should be attached to the consulting agreement. In the event of conflict between the consultant's obligations under this Copyright Infringement and Intellectual Property Policy and the consultant's obligations to the organization for which he/she consults, the obligations under this Copyright Infringement and Intellectual Property Policy take precedence.

Ref # C4000 and E0917

### Learning Management System Records Retention Schedule

Wake Tech will utilize best practices related to maintaining a comprehensive Learning Management System 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.

[Learning Management System Records Retention Schedule](#)

~~[https://waketechedu.sharepoint.com/ib:/f/employees/handbook/Shared%20Documents/E1004\\_C1400\\_LMS%20Retention%20Policy%2012-2021-Final.pdf?csf=1&web=1&e=|SlAQ|](https://waketechedu.sharepoint.com/ib:/f/employees/handbook/Shared%20Documents/E1004_C1400_LMS%20Retention%20Policy%2012-2021-Final.pdf?csf=1&web=1&e=|SlAQ|)~~ (this PDF document is the official version of the policy)

Digital student records generated while delivering online courses 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. North Carolina General Statutes and current Wake Tech policy require the retention of course and student records for a period of five 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.

Ref # C1400 and E1004

# Workforce Continuing Education

## Mission

Wake Tech's mission is to provide equitable access to education that transforms lives through economic mobility and personal fulfillment. We achieve this mission through the multitude of program offerings we provide.

Ref # C1502

## Website

Website ([/programs-courses/non-credit](http://www.waketech.edu/programs-courses/non-credit)) ([www.waketech.edu/programs-courses/non-credit](http://www.waketech.edu/programs-courses/non-credit))

Ref # C1501

## Admissions and registration

### Workforce Continuing Education Registrar

The Workforce Continuing Education (WCE) registrar oversees all WCE registration and reporting processes to ensure accuracy and quality and to comply with North Carolina General Statutes, North Carolina State Board of Community Colleges Code, North Carolina Community College System numbered memoranda, the Wake Tech Accountability and Credibility Plan and Workforce Continuing Education guidelines.

### Admissions

Any adult (18 years old or older) or any emancipated minor not enrolled in public school may be admitted to a Wake Tech adult education class. Minors (16 or 17 years old) may enroll in some Wake Tech classes; however, minors must register in person on a Wake Tech campus. [Get more information about admissions and registration for minors](http://www.waketech.edu/programs-courses/non-credit/about-wce/registration) ([/programs-courses/non-credit/about-wce/registration](http://www.waketech.edu/programs-courses/non-credit/about-wce/registration)).

An interactive course schedule is available at [ceregistration.waketech.edu](http://ceregistration.waketech.edu) (<http://ceregistration.waketech.edu/>). For more information about WCE classes, call 919-866-5800.

Ref # C1505

## Workforce Continuing Education Units (CEUs)

Wake Tech 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 CEUs to document non-credit special activities.

### **Workforce Continuing Education transcripts**

Students who have taken non-credit classes may request copies of their **official** transcripts (</student-services/registration-student-records/how-to/order-transcripts>).

**Unofficial** transcripts may be obtained by logging into WebAdvisor

(<https://webadvisor.waketech.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8789392588>),

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 (</student-services/registration-student-records/how-to/order-transcripts>) form.

Ref # C1503

## **Grading policy**

All classes except Adult High School classes use the S-U system.

S = Satisfactory (attended at least 80% of scheduled class hours)\*

U = Unsatisfactory

NG = No grade

W = Withdraw

SR = Senior citizen audit

\*Individual courses may vary in attendance policy and requirements to attain "Satisfactory" status. Contact appropriate Workforce Continuing Education staff to determine specific requirements.

CEUs are awarded only for Satisfactory grades.

### **Adult High School**

Adult High School classes use a 10-point scale for an A-F grading system.

A (90-100) = Excellent

B (80-89) = Above average

C (70-79) = Average

D (60-69) = Below average

F (0-69) = Failed/unsatisfactory

W = Withdraw

NG = No grade

Ref # C1504

## 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 ([/about-wake-tech/locations/directions](#)) can be found at online.

Ref # C1506

## WCE 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 (<http://ceregistration.waketech.edu/>). Courses may be offered to meet expressed needs of the community when evidence of these needs is presented to the college.

Ref # C1508

## Fees

The following registration fees are required for community service and occupational extension Workforce Continuing Education courses:

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.

**Note:** Fees are set by the state legislature and are subject to change without notice.

**1D SBCCC 1000.2**, senior citizens, age 65 or older, may audit courses with the following considerations:

- No charge for tuition or registration fees, although they may be charged local fees associated with course sections
- Enrollment into a course is dependent on space availability
- Self-support courses are not eligible

Registration fees are **not** 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 offered at Wake Tech's Beltline Education Center. The GED® (<https://ged.com/>), a four-part, computer-based test, costs \$80 total, or \$20 per section. The HiSET® (<https://hiset.ets.org/>), a five-part, paper-based test, costs \$75 total, or \$15 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.

Ref # C1509

## **Withdrawals and refunds**

Requests for withdrawals and refunds **must** be made in writing by the student (no exceptions) to the Workforce Continuing Education Registrar's Office. [Request a refund](https://secure.waketech.edu/app/ce/refunds/request/login) (<https://secure.waketech.edu/app/ce/refunds/request/login>).

- 🕒 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% date of scheduled hours. Community school, facility and lab fees are non-refundable.

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.

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

Ref # C1510

## **Transfer policy for WCE**

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](#)

[.https://myforms.waketech.edu/forms/public/Shared%20Documents/980\\_CE\\_CourseTransferRequest.pdf](https://myforms.waketech.edu/forms/public/Shared%20Documents/980_CE_CourseTransferRequest.pdf) (Wake Tech Form 980) or sending an email to the Workforce Continuing Education Registrar at [ceregistrar@waketech.edu](mailto:ceregistrar@waketech.edu) (<mailto:ceregistrar@waketech.edu>).

Requests received after the 10% point will not be considered, and a refund will not be given.

Ref # C1511

## College & Career Readiness programs

College & Career Readiness includes Adult Basic Education (ABE), Pathfinder Career Exploration for adults with intellectual disabilities, High School Equivalency Preparation (HSEP), Adult High School (AHS), High School Equivalency Preparation (HEP) and English as a Second Language (ESL) programs. 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

### Ability to Benefit Policy

All participants must demonstrate the ability to benefit from the program by successfully completing one of the following pre-tests approved by the U.S. Department of Education: TABE, CASAS or BEST. Students unable to complete the pre-test may be admitted to the program at a future date once they are able to complete the pre-test.

Once enrolled, educational progress in the College & Career Readiness program is expected and defined by the Workforce Innovation and Opportunity Act of 2014, which indicates students will demonstrate improvement in literacy skill levels in reading, writing and speaking the English language, numeracy, problem-solving, English language acquisition and other literacy skills. Improvements must be sufficient enough to move students to higher placement/educational functioning levels.

Students who do not demonstrate movement to higher placement levels on College & Career Readiness tests (TABE, CASAS or BEST) after one year from the date of enrollment may be dropped from the Wake Tech program and referred to other agencies. For students with a diagnosed intellectual disability, a level improvement must be demonstrated within two program years, or they may be dropped from the Wake Tech program and referred to other agencies.

The Ability to Benefit Policy does not apply to HEP.

Ref # C1514a

## 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
- Writing
- Math
- Technology
- Career exploration

Ref # C1514b

### **High School Equivalency Preparation (HSEP)**

The High School Equivalency Preparation (HSEP) program offers instruction for adults who are preparing for high school equivalency exams and for transition into post-secondary education and employment. 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.

Ref # C1514c

### **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. 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.

Ref # C1514d

## **Pathfinder Career Exploration**

The [Pathfinder Career Exploration](https://www.wake.edu/programs-courses/non-credit/strengthen-basic-skills/adult-basic-education/abe) ([/programs-courses/non-credit/strengthen-basic-skills/adult-basic-education/abe](https://www.wake.edu/programs-courses/non-credit/strengthen-basic-skills/adult-basic-education/abe)) program is designed for adults with disabilities and those who struggle academically. Students should have a high level of independence and be focused on transitioning to the workplace. We currently offer six Employability Skills-Focused Cohorts and two Career Pathways.

Call [919-334-1545](tel:919-334-1545) (<tel:919-334-1545>) for more information.

Ref # C1514e

## **English as a Second Language (ESL)**

English as a Second Language (ESL) classes are designed for adult, non-native-English speakers. The ESL program focuses on developing college and career readiness skills, including technology, civics and workplace experiences through contextualized speaking, listening, reading and writing instruction. ESL classes prepares students to live, work and continue their post-secondary education in the United States. Instructors assist students with workplace skills, cultural enrichment and professional and academic advancement. A variety of teacher-led, interactive online and seated class options are available, as well as Saturday, citizenship and integrated career classes.

Ref # C1514f

## **High School Equivalency Program (HEP)**

The High School Equivalency Program (HEP) is a five-year grant from the U.S. Department of Education's Office of Migrant Education to Wake Tech. The purpose of the HEP grant is to provide migratory and seasonal farm workers and their immediate families the instruction and support services necessary to earn a high school equivalency credential and, subsequently, gain upgraded employment, be placed in an institution of higher education or other post-secondary education/training or enter the military.

HEP operates in partnership with other community organizations throughout the state of North Carolina.

Ref # C1514g

## **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 North Carolina State University's Centennial Campus. 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.
- College/university and community college faculty

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

Ref # C1515

## Community and career education

### Real Estate

Are you looking for your first step toward real estate licensure? This pre-licensing real estate course meets North Carolina Real Estate Commission requirements for submitting a provisional broker application to the state. The course introduces students to real estate principles, with a strong emphasis on real estate law and practice.

### Substitute Effective Teacher Training

Are you a prospective substitute teacher who needs help developing instructional material? This course teaches the skills of time management and presentation skills, discipline strategies and hands-on activities for the classroom. Students will become familiar with North Carolina school laws and all levels of administrative expectations.

### Languages and Lifelong Learning

The Languages and Lifelong Learning 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. Examples of the languages that are offered include Spanish, Italian, Korean and American Sign Language. Examples of Lifelong Learning courses include Art, Pen and Ink, Investment, Basic Computer, Communication and Writing.

**Wake Tech's [Plus 50](#)** ([/programs-courses/non-credit/take-classes-for-fun/plus50](#)) 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.

### **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

### **Online Programs**

Wake Tech's Distance Learning programs enhance the learning experience and increase student success overall. The programs succeed by partnering with leading educational organizations, such as Ed2Go, CareerStep and other platforms, to deliver instruction online and by 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.

### **Commercial Craft Brewing**

Are you interested in a career in beer brewing? This course prepares students for entry-level work in the enormously popular and growing craft brewing industry. Students explore the science of fermentation and the commercial aspects of operating a brewery through lectures and hands-on training. Classmates will produce beer to demonstrate their understanding of the process.

### **Notary Public Education**

Become a notary public in North Carolina. Students discuss the legal, ethical and procedural requirements for notaries according to state laws. The Office of the Secretary of the State of North Carolina trains, tests, qualifies and commissions notaries. Also, Workforce Continuing Education offers an Electronic Notary course that allows a notary to affix an electronic signature and notary seal that are legally binding. Participants learn the electronic requirements to perform notary duties legally and ethically.

### **Auctioneering**

Do you want to become a licensed auctioneer in the state of North Carolina? This course provides a working knowledge of the auction business, including conducting auctions, ethics, contract drafting, bid calling, basic mathematical computations and percentages, advertising, settlement statements and laws and rules related to auctioneering. Upon completion, students can take the license exam offered by the North Carolina Auctioneer Board.

### **Motorcycle Safety**

Are you in need of a motorcycle safety course? This course is designed for new riders who have never ridden a motorcycle and for re-entry riders who have not ridden in a long time. This is a Motorcycle Safety Foundation course; successful students will receive endorsement cards and will not have to take the riding portion of the North Carolina Division of Motor Vehicles test.



## **Drones**

Are you interesting in learning how to operate a drone? This course is designed for those interested in using a drone for business purposes, have questions about commercial uses or are seeking more knowledge for recreational use. The course prepares the student for that test with classroom instruction and instructor feedback.

Ref # C1517

## **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 North Carolina 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.

Vocational training classes provide development in programs such as Electrical Wiring, HVAC, Apartment Maintenance, Automotive Detailing, Healthcare Facilities Manager and many others. Basic computer skills and software training classes are also taught in Spanish.

Programs and courses include the following:

- Automotive Repair
- Automotive Safety
- Building Trades
- Machine Trades and Welding
- On-Board Diagnostic Emission Certification
- Plumbing

Training for these Workforce Continuing Education programs can be completed in three months or less:

- Building Envelope Specialist
- Building Envelope Specialist Exam
- Residential Building Analysis
- Residential Building Analysis Exam
- Agribusiness and Sustainable Farming for the Family
- N.C. Barber Instructor Exam Prep
- Shampoo Technician Certification

Training for these Workforce Continuing Education programs can be completed in six months or less:

- Natural Hair Specialist
- Community Gardening/Intermediate Community Gardening/Advanced Gardening Concepts

Training for these Workforce Continuing Education programs can be completed in 12 months or less:

## **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, health care 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 health care and related institutions or retraining.

### **Fire service**

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 for law enforcement personnel is provided at the request of law enforcement agencies. Training emphasizes legal and technological law enforcement advancements. Programs include Criminal Investigation and the Police Law Institute, as well as those listed below:

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

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

This program is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county or municipal governments or with private enterprise. The program covers topics and uses instructional methods mandated by the North Carolina Criminal Justice Education and Training Standards Commission. Topics include criminal, juvenile, civil, motor vehicle and alcoholic 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 .011](#)

[.1](http://ncrules.state.nc.us/ncac/title%2012%20-%20justice/chapter%2009%20-%20criminal%20justice%20education%20and%20training%20standards/subchapter%20b/12%20ncac%2009b%20.0101.html)

and Admission of Trainees [12 NCAC 09B .0203 ADMISSION OF TRAINEES](#)

[.1](http://reports.oah.state.nc.us/ncac/title%2012%20-%20justice/chapter%2009%20-%20criminal%20justice%20education%20and%20training%20standards/subchapter%20b/12%20ncac%2009b%20.0203.html)

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**

In-service corrections and detention training is provided for North Carolina Department of Public Safety 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

Ref # C1519

## **Occupational Services**

The Occupational Services Division is comprised of departments that provide high-quality training to meet the workforce needs of the service industries in Wake County.

Workforce Allied Health: Training for entry-level employment in a health care setting, including courses to prepare students for higher-level nursing degree pathways. Training courses include Nurse Aide I (NAI), Nurse Aide II (NAII) and Nurse Aid Refresher. All courses are approved by the North Carolina Division of Health Service Regulation. The Medical Occupations service area prepares students to perform clerical and administrative

duties in medical settings. Courses include Medical Terminology, Healthcare Billing & Coding, Medical Office Assistance, Electronic Health Records and EKG Monitor Technician. Students can be prepared for certification testing in their respective areas.

The Hospitality Training Department trains 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. Courses include Barista & Café, Hospitality Certification Program, ServSafe, Start a Food Truck Business, Bartending, Housekeeping, Certified Pool Operator, Activity Coordinator for Long-Term Care Facility and Commercial Food Equipment Repair.

Corrections education is delivered to individuals confined in Wake County facilities operated by the North Carolina Department of Public Safety and the Wake County Sheriff's Office. The primary purpose of the program is to increase the safety of the general public by reducing recidivism via educational and vocational training.

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 job and for those interested in starting new careers.

The Career Pathways Program & Student Resources Department is a Workforce Continuing Education strategy designed to develop students' academic, technical and employability skills while offering services and resources to assist them in overcoming barriers that may impede their successful completion of the course and subsequent transition (back) into the workforce. Career coaches work closely with program coordinators and resource agencies to ensure program compliance and student success.

Ref # C1520

## **Workforce training**

Training provided by Wake Tech can range from highly technical skill-building programs to broader professional development sessions and can be delivered in a variety of formats.

### **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 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.

### **Custom training program**

Wake Tech's custom 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.

Ref # C1522

### **Entrepreneurship & Small Business Center**

Wake Tech's [Entrepreneurship & Small Business Center](https://www.waketech.edu/programs-courses/non-credit/build-business/launch-small-business/small-business-center/startup) helps people start and build their business.

Open to any resident within Wake County and free of charge, it offers the following services:

- Seminars, workshops and webinars that cover the basics of starting and expanding a business
- One-on-one, confidential business counseling with a plan customized for a business owner from startup to success
- A resource library to assist business owners
- Access to business planning and financial projections software and industry data reports
- Connections to lenders and sources of capital.

The center is part of the [Small Business Center Network of North Carolina](https://www.ncsbc.net/).

Ref # C1524

### **LaunchWakeCounty community-based economic development Program**

The mission of the [LaunchWakeCounty](https://www.waketech.edu/programs-courses/non-credit/build-business/launch-small-business/small-business-center/launchwakecounty) community-based economic development program is to support and develop entrepreneurs and small businesses in under-resourced communities in Wake County.

Participants in these no-fee programs are selected based on a competitive application and review process.

Each program includes the following elements:

- A 10-week training class that meets once a week for three hours.
- Hands-on mentoring
- Peer and community networking
- Assistance locating non-traditional sources of capital

Ref # C1523

# Programs of Study

Wake Technical Community College awards degrees, diplomas and certificates in dozens of fields. In the list below, the highest credential given in each area is listed first.

1. Click on the program name to go to a specific program's page on the site.
2. Programs may be offered during the day, evening, online or a combination. Students should refer to Self-Service (<https://selfserve.waketech.edu/Student/Courses>) for the availability of classes.

---

## Accounting and Finance (</programs-courses/credit/accounting>)

Credential	Program ID	CIP Code
<a href="/programs-courses/credit/accounting-and-finance/degrees-programs/a25800">Accounting and Finance AAS</a> ( <a href="/programs-courses/credit/accounting-and-finance/degrees-programs/a25800">/programs-courses/credit/accounting-and-finance/degrees-programs/a25800</a> )	A25800	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800a">Accounting Core Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800a">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800a</a> )	C25800A	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/d25800">Accounting Diploma</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/d25800">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/d25800</a> )	D25800	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800d">Accounting Software Applications Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800d">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800d</a> )	C25800D	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800g">Advanced Accounting Core Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800g">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800g</a> )	C25800G	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800s">Bookkeeping Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800s">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800s</a> )	C25800S	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800j">Fraud Examination Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800j">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800j</a> )	C25800J	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800b">Income Tax Preparer Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800b">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800b</a> )	C25800B	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800m">Management Accountant Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800m">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800m</a> )	C25800M	52.0301
<a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800c">Payroll Accounting Certificate</a> ( <a href="/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800c">/programs-courses/credit/credit-programs/accounting-and-finance/degrees-programs/c25800c</a> )	C25800C	52.0301

## Advertising and Graphic Design (</programs-courses/credit/advertising-and-graphic-design>)

Credential	Program ID	CIP Code
<a href="/programs-courses/credit/advertising-and-graphic-design/degrees-programs/a30100">Advertising &amp; Graphic Design AAS</a> ( <a href="/programs-courses/credit/advertising-and-graphic-design/degrees-programs/a30100">/programs-courses/credit/advertising-and-graphic-design/degrees-programs/a30100</a> )	A30100	50.0402

Credential	Program ID	CIP Code
Graphic Design Certificate ( <a href="/programs-courses/credit/credit-programs/advertising-and-graphic-design/degrees-programs/c30100a">/programs-courses/credit/credit-programs/advertising-and-graphic-design/degrees-programs/c30100a</a> )	C30100A	50.0402
Web & Graphic Design Certificate ( <a href="/programs-courses/credit/credit-programs/advertising-and-graphic-design/degrees-programs/c30100b">/programs-courses/credit/credit-programs/advertising-and-graphic-design/degrees-programs/c30100b</a> )	C30100B	50.0402

### **Agricultural Systems Technology** (</programs-courses/credit/agricultural-systems-technology>)

Credential	Program ID	CIP Code
Agricultural Systems Technology AAS ( <a href="/programs-courses/credit/credit-programs/agricultural-systems-technology/degrees-programs/a60410">/programs-courses/credit/credit-programs/agricultural-systems-technology/degrees-programs/a60410</a> )	A60410	01.0205
Agricultural Systems Technology Diploma ( <a href="/programs-courses/credit/credit-programs/agricultural-systems-technology/degrees-programs/d60410">/programs-courses/credit/credit-programs/agricultural-systems-technology/degrees-programs/d60410</a> )	D60410	01.0205

### **Air Conditioning, Heating, & Refrigeration Technology** (</programs-courses/credit/air-conditioning-heating-and-refrigeration>)

Credential	Program ID	CIP Code
AHR Technology AAS Degree – Building Automation Technology Track ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-4">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-4</a> )	A35100C	47.0201
AHR Technology AAS Degree – Commercial A/C Track ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-2">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-2</a> )	A35100B	47.0201
AHR Technology AAS Degree – Commercial Refrigeration Track ( <a href="/programs-courses/credit/air-conditioning-heating-and-refrigeration-technology/degrees-programs/A35100A">/programs-courses/credit/air-conditioning-heating-and-refrigeration-technology/degrees-programs/A35100A</a> )	A35100A	47.0201
AHR Technology Basic Certificate ( <a href="/programs-courses/credit/credit/air-conditioning-heating-and-refrigeration-technology/degrees-programs/C35100B">/programs-courses/credit/credit/air-conditioning-heating-and-refrigeration-technology/degrees-programs/C35100B</a> )	C35100B	47.0201
AHR Technology Commercial A/C Certificate ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-1">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-1</a> )	C35100G	47.0201
AHR Technology Commercial Refrigeration Certificate ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-0">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-0</a> )	C35100F	47.0201
AHR Technology Residential Advanced Certificate ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-5">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-5</a> )	C35100H	47.0201
Air Conditioning, Heating, & Refrigeration Technology Diploma ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-3">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees-3</a> )	D35100A	47.0201

Credential	Program ID	CIP Code
Building Automation Certificate ( <a href="/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees">/programs-courses/credit/credit-programs/air-conditioning-heating-refrigeration-technology/degrees</a> )	C35100E	47.0201

### Architectural Technology (</programs-courses/credit/architectural-technology>)

Credential	Program ID	CIP Code
Architectural Building Design Certificate ( <a href="/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100l">/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100l</a> )	C40100L	15.0101
Architectural CAD Certificate ( <a href="/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100a">/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100a</a> )	C40100A	15.0101
Architectural Construction Technology Certificate ( <a href="/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100k">/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100k</a> )	C40100K	15.0101
Architectural Graphics Certificate ( <a href="/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100j">/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/c40100j</a> )	C40100J	15.0101
Architectural Technology AAS ( <a href="/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/a40100">/programs-courses/credit/credit-programs/architectural-technology/degrees-programs/a40100</a> )	A40100	15.0101
Building Information Modeling Certificate ( <a href="/programs-courses/credit/architectural-technology/degrees-programs/c40100b">/programs-courses/credit/architectural-technology/degrees-programs/c40100b</a> )	C40100B	15.0101

### Associate in Arts (</programs-courses/credit/associate-in-arts>)

Credential	Program ID	CIP Code
Associate in Arts Degree ( <a href="/programs-courses/credit/associate-in-arts/degrees-programs/a10100">/programs-courses/credit/associate-in-arts/degrees-programs/a10100</a> )	A10100	24.0101

### Associate in Engineering (</programs-courses/credit/associate-in-engineering>)

Credential	Program ID	CIP Code
Associate in Engineering Degree ( <a href="/programs-courses/credit/associate-in-engineering/degrees-programs/a10500">/programs-courses/credit/associate-in-engineering/degrees-programs/a10500</a> )	A10500	14.0102

### Associate in Fine Arts: Visual Art (</programs-courses/credit/fine-arts>)

Credential	Program ID	CIP Code
Associate in Fine Arts - Visual Arts Degree ( <a href="/programs-courses/credit/credit-programs/associate-fine-arts%3A-visual-art/degrees-programs/a10600">/programs-courses/credit/credit-programs/associate-fine-arts%3A-visual-art/degrees-programs/a10600</a> )	A10600	24.0101

### Associate in Science (</programs-courses/credit/associate-in-science>)



Credential	Program ID	CIP Code
Associate in Science Degree ( <a href="/programs-courses/credit/credit-programs/associate-science/degrees-programs/a10400">/programs-courses/credit/credit-programs/associate-science/degrees-programs/a10400</a> )	A10400	24.0101

### Automotive Systems Technology (</programs-courses/credit/automotive-systems-technology>)

Credential	Program ID	CIP Code
Automotive Brakes and Suspension Certificate ( <a href="/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160c">/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160c</a> )	C60160C	47.0604
Automotive Introduction Certificate ( <a href="/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160d">/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160d</a> )	C60160D	47.0604
Automotive Powertrains Certificate ( <a href="/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160b">/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160b</a> )	C60160B	47.0604
Automotive Systems Technology AAS Degree ( <a href="/programs-courses/credit/automotive-systems-technology/degrees-programs/a60160">/programs-courses/credit/automotive-systems-technology/degrees-programs/a60160</a> )	A60160	47.0604
Introduction to Light Duty Diesel Certificate ( <a href="/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160a">/programs-courses/credit/credit-programs/automotive-systems-technology/degrees-programs/c60160a</a> )	C60160A	47.0604

### Baking and Pastry Arts (</programs-courses/credit/baking-and-pastry-arts>)

Credential	Program ID	CIP Code
Baking and Pastry Arts AAS ( <a href="/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/a55130">/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/a55130</a> )	A55130	12.0501
Baking and Pastry Arts Diploma ( <a href="/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/d55130">/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/d55130</a> )	D55130	12.0501
Baking Fundamentals Certificate ( <a href="/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130f">/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130f</a> )	C55130F	12.0501
Breads Certificate ( <a href="/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130b">/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130b</a> )	C55130B	12.0501
Cake Decorator's Certificate ( <a href="/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130d">/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130d</a> )	C55130D	12.0501
Confectioner's Certificate ( <a href="/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130c">/programs-courses/credit/credit-programs/baking-and-pastry-arts/degrees-programs/c55130c</a> )	C55130C	12.0501

### Biopharmaceutical Technology (</programs-courses/credit/biopharmaceutical-technology>)

Credential	Program ID	CIP Code
BioMaintenance Certificate ( <a href="/programs-courses/credit/credit-programs/biopharmaceutical-technology/degrees-programs/c20180f">/programs-courses/credit/credit-programs/biopharmaceutical-technology/degrees-programs/c20180f</a> )	C20180F	15.0612

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Biopharmaceutical Technology AAS ( <a href="/programs-courses/credit/credit-programs/biopharmaceutical-technology/degrees-programs/a20180">/programs-courses/credit/credit-programs/biopharmaceutical-technology/degrees-programs/a20180</a> )	A20180	15.0612
BioQuality Certificate ( <a href="/programs-courses/credit/credit-programs/biopharmaceutical-technology/degrees-programs/c20180g">/programs-courses/credit/credit-programs/biopharmaceutical-technology/degrees-programs/c20180g</a> )	C20180G	15.0612

### **Biotechnology** (</programs-courses/credit/biotechnology>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Biotechnician Level I Certificate ( <a href="/programs-courses/credit/biotechnology/degrees-programs/c20100a">/programs-courses/credit/biotechnology/degrees-programs/c20100a</a> )	C20100A	26.1201
Biotechnology AAS ( <a href="/programs-courses/credit/biotechnology/degrees-programs/a20100">/programs-courses/credit/biotechnology/degrees-programs/a20100</a> )	A20100	26.1201

### **Business Administration** (</programs-courses/credit/business-administration>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Advertising and Digital Media Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120dm">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120dm</a> )	C25120DM	52.0201
Business Administration: Business Core Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120d">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120d</a> )	C25120D	52.0201
Business Administration: Career Success Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120g">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120g</a> )	C25120G	52.0201
Business Administration: Entrepreneurship Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120c">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120c</a> )	C25120C	52.0201
Business Administration: General Business AAS ( <a href="/programs-courses/credit/business-administration/degrees-programs/a25120a">/programs-courses/credit/business-administration/degrees-programs/a25120a</a> )	A25120A	52.0201
Business Administration: Human Resources Administration Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120ha">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120ha</a> )	C25120HA	52.0201
Business Administration: Human Resources Management AAS ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/a25120h">/programs-courses/credit/credit-programs/business-administration/degrees-programs/a25120h</a> )	A25120H	52.0201
Business Administration: Human Resources Management Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120hb">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120hb</a> )	C25120HB	52.0201
Business Administration: Leadership Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120f">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120f</a> )	C25120F	52.0201

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Business Administration: Marketing AAS ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/a25120m">/programs-courses/credit/credit-programs/business-administration/degrees-programs/a25120m</a> )	A25120M	52.0201
Business Administration: Marketing and Sales Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120mm">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120mm</a> )	C25120MM	52.0201
Business Administration: Project Management AAS ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/a25120pm">/programs-courses/credit/credit-programs/business-administration/degrees-programs/a25120pm</a> )	A25120PM	52.0201
Business Administration: Project Management Certificate ( <a href="/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120pm">/programs-courses/credit/credit-programs/business-administration/degrees-programs/c25120pm</a> )	C25120PM	52.0201

### **Business Analytics (</programs-courses/credit/business-analytics>)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Business Analyst Certificate ( <a href="/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350b">/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350b</a> )	C25350B	52.1301
Business Analytics AAS ( <a href="/programs-courses/credit/credit-programs/business-analytics/degrees-programs/a25350">/programs-courses/credit/credit-programs/business-analytics/degrees-programs/a25350</a> )	A25350	52.1301
Business Intelligence Certificate ( <a href="/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350a">/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350a</a> )	C25350A	52.1301
Finance Analytics Certificate ( <a href="/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350f">/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350f</a> )	C25350F	52.1301
Logistics Analytics Certificate ( <a href="/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350e">/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350e</a> )	C25350E	52.1301
Marketing Analytics Certificate ( <a href="/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350c">/programs-courses/credit/credit-programs/business-analytics/degrees-programs/c25350c</a> )	C25350C	52.1301

### **Civil Engineering Technology (</programs-courses/credit/civil-engineering-technology>)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Civil Design Elements I Certificate ( <a href="/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/c40140e">/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/c40140e</a> )	C40140E	15.0201
Civil Design Elements II Certificate ( <a href="/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/c40140f">/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/c40140f</a> )	C40140F	15.0201
Civil Engineering Technology AAS Degree ( <a href="/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/a40140">/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/a40140</a> )	A40140	15.0201
Civil Tech I Certificate ( <a href="/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/c40140d">/programs-courses/credit/credit-programs/civil-engineering-technology/degrees-programs/c40140d</a> )	C40140D	15.0201

**Cloud Infrastructure (/programs-courses/credit/computer-technologies/cloud-infrastructure)**

Credential	Program ID	CIP Code
Cloud Infrastructure AAS (/programs-courses/credit/credit-programs/cloud-infrastructure/degrees-programs/a25590ci)	A25590CI	11.0103

**Collision Repair and Refinishing Technology (/programs-courses/credit/collision-repair)**

Credential	Program ID	CIP Code
Collision Repair and Refinishing Technology AAS Degree (/programs-courses/credit/automotive-systems-technology/degrees-programs/a60130)	A60130	47.0603
Collision Repair and Refinishing Technology Diploma (/programs-courses/credit/credit-programs/collision-repair-and-refinishing-technology/degrees)	D60130	47.0603
Collision Repair and Refinishing Technology: Fundamentals I Certificate (/programs-courses/credit/credit-programs/collision-repair-and-refinishing-technology/C60130A)	C60130A	47.0603
Collision Repair and Refinishing Technology: Fundamentals II Certificate (/programs-courses/credit/credit-programs/collision-repair-and-refinishing-technology/C60130B)	C60130B	47.0603

**Computed Tomography (/programs-courses/credit/computed-tomography)**

Credential	Program ID	CIP Code
Computed Tomography Certificate (/programs-courses/credit/credit-programs/computed-tomography/degrees-programs/c45200)	C45200	51.0999

**Computer Programming & Information Sciences (/programs-courses/credit/computer-programming)**

Credential	Program ID	CIP Code
C++ Programming Certificate (/programs-courses/credit/computer-programming/degrees-programs/certificates/c25590cc)	C25590CC	11.0103
Computer Programming & Information Sciences AAS (/programs-courses/credit/computer-programming/degrees-programs/a25590cp)	A25590CP	11.0103
Java Programming Certificate (/programs-courses/credit/computer-programming/degrees-programs/certificates/c25590jv)	C25590JV	11.0103
Programming Fundamentals Certificate (/programs-courses/credit/computer-programming/degrees-programs/certificates/c25590pf)	C25590PF	11.0103

**Construction Equipment Systems Technology (/programs-courses/credit/heavy-equipment-and-transport-technology/construction-equipment-systems-tech)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Construction Equipment Systems Technology AAS (/programs-courses/credit/construction-equipment-systems-technology/degrees-programs/a60450)	A60450	47.0302
Construction Equipment Systems Technology Diploma (/programs-courses/credit/construction-equipment-systems-technology/degrees-programs/d60450)	D60450	47.0302
Fuel Injection, Electrical and Electronics Certificate (/programs-courses/credit/construction-equipment-systems-technology/degrees-programs/c60450bc)	C60450BC	47.0302
Hydraulics, Engines and Transmissions Certificate (/programs-courses/credit/construction-equipment-systems-technology/degrees-programs/c60450bb)	C60450BB	47.0302

**Construction Management Technology** (/programs-courses/credit/construction-management-technology)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Basic Construction Estimating (/programs-courses/credit/credit-programs/construction-management-technology/degrees-programs/c35190d)	C35190D	46.0401
Construction Management Technology AAS (/programs-courses/credit/credit-programs/construction-management-technology/degrees-programs/a35190)	A35190	46.0401
Construction Management Technology Basic Certificate (/programs-courses/credit/credit-programs/construction-management-technology/degrees-programs/c35190c)	C35190C	46.0401
Construction Safety Management Certificate (/programs-courses/credit/credit-programs/construction-management-technology/degrees-programs/c35190e)	C35190E	46.0401

**Cosmetology** (/programs-courses/credit/cosmetology)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Cosmetology AAS Degree (/programs-courses/credit/credit-programs/cosmetology/degrees-programs/a55140)	A55140	12.0401
Cosmetology Diploma Program (/programs-courses/credit/credit-programs/cosmetology/degrees-programs/d55140a)	D55140A	12.0401

**Criminal Justice & Forensic Science Technologies** (/programs-courses/credit/criminal-justice)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Financial Crimes Specialist Certificate (/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees)	C55180F	43.0104

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Crime Scene Technician Certificate ( <a href="/programs-courses/credit/credit-programs/criminal-justice/forensic-science-technologies/degrees-3">/programs-courses/credit/credit-programs/criminal-justice/forensic-science-technologies/degrees-3</a> )	C5518C	43.0104
Criminal Justice Technology - Introduction Certificate ( <a href="/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-2">/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-2</a> )	C55180P	43.0104
Criminal Justice Technology AAS ( <a href="/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-1">/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-1</a> )	A55180	43.0104
Forensic Science AAS ( <a href="/programs-courses/credit/criminal-justice-technology/degrees-programs/a5518a">/programs-courses/credit/criminal-justice-technology/degrees-programs/a5518a</a> )	A5518C	43.0406
Police Records Specialist Certificate ( <a href="/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-0">/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-0</a> )	C55180R	43.0104
Security & Intelligence Analysis Certificate ( <a href="/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-3">/programs-courses/credit/credit-programs/criminal-justice-forensic-science-technologies/degrees-3</a> )	C55180S	43.0104

### **Culinary Arts** (</programs-courses/credit/culinary-arts>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Culinary Arts AAS ( <a href="/programs-courses/credit/credit-programs/culinary-arts/degrees-programs/a55150">/programs-courses/credit/credit-programs/culinary-arts/degrees-programs/a55150</a> )	A55150	12.0503
Culinary Arts Certificate ( <a href="/programs-courses/credit/credit-programs/culinary-arts/degrees-programs/c55150a">/programs-courses/credit/credit-programs/culinary-arts/degrees-programs/c55150a</a> )	C55150A	12.0503
Culinary Arts Diploma ( <a href="/programs-courses/credit/credit-programs/culinary-arts/degrees-programs/d55150">/programs-courses/credit/credit-programs/culinary-arts/degrees-programs/d55150</a> )	D55150	12.0503

### **Cybersecurity** (</programs-courses/credit/computer-technologies/cybersecurity>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Cyber Operations and Digital Forensics Certificate ( <a href="/programs-courses/credit/credit-programs/cybersecurity/degrees-programs/a25590cf">/programs-courses/credit/credit-programs/cybersecurity/degrees-programs/a25590cf</a> )	C25590CF	11.0103
Cybersecurity AAS ( <a href="/programs-courses/credit/credit-programs/cybersecurity/degrees-programs/a25590cs">/programs-courses/credit/credit-programs/cybersecurity/degrees-programs/a25590cs</a> )	A25590CS	11.0103
Penetration Testing & Ethical Hacking Certificate ( <a href="/programs-courses/credit/computer-technologies/cyber-security">/programs-courses/credit/computer-technologies/cyber-security</a> )	C25590PE	11.0103

### **Data Science and Programming Support Services** (</programs-courses/credit/computer-technologies/data-science>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
-------------------	-------------------	-----------------

Credential	Program ID	CIP Code
Data Science and Programming Support Services AAS (/programs-courses/credit/credit-programs/data-science-and-programming-support-services/degrees)	A25590DS	11.0103

### Dental Assisting (/programs-courses/credit/dental-assisting)

Credential	Program ID	CIP Code
Dental Assisting Diploma (/programs-courses/credit/credit-programs/dental-assisting/degrees-programs/d45240)	D45240	51.0601

### Dental Hygiene (/programs-courses/credit/dental-hygiene)

Credential	Program ID	CIP Code
Dental Hygiene AAS (/programs-courses/credit/credit-programs/dental-hygiene/degrees-programs/a45260)	A45260	51.0602

### Diesel and Heavy Equipment Technology (/programs-courses/credit/heavy-equipment-and-transport-technology/diesel-and-heavy-equipment-tech)

Credential	Program ID	CIP Code
Diesel and Heavy Equipment Technology - AAS Degree (/programs-courses/credit/credit-programs/diesel-and-heavy-equipment-technology/degrees-programs/A60460)	A60460	47.0613
Diesel and Heavy Equipment Technology Diploma (/programs-courses/credit/credit-programs/diesel-and-heavy-equipment-technology/degrees-programs/d60460)	D60460	47.0613

### Education (/programs-courses/credit/education)

Credential	Program ID	CIP Code
Early Childhood Education Career Track AAS (/programs-courses/credit/credit-programs/early-childhood-education/degrees-programs/a55220)	A55220C	13.1210
Associate in Arts in Teacher Preparation (/programs-courses/credit/credit-programs/education/degrees-programs/a1010t)	A1010T	24.0101
Associate in Science in Teacher Preparation (/programs-courses/credit/credit-programs/education/degrees-programs/a1040t)	A1040T	24.0101
Birth-Kindergarten Licensure Transfer AAS (/programs-courses/credit/credit-programs/education/degrees-programs/a55220b)	A55220B	13.1210
Early Childhood Education Certificate (/programs-courses/credit/credit-programs/degrees-programs/education/c55220d)	C55220D	13.1210

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Early Childhood Education Diploma (/programs-courses/credit/credit-programs/education/degrees-programs/d55220a)	D55220A	13.1210
Early Childhood Education Non-Licensure Track AAS (/programs-courses/credit/credit-programs/education/degrees-programs/a55220e)	A55220E	13.1210
Infant Toddler Care Certificate (/programs-courses/credit/credit-programs/degrees-programs/education/c55290)	C55290	19.0706
Preschool Foundation Certificate (/programs-courses/credit/credit-programs/degrees-programs/education/c55220g)	C55220G	13.1210
School Age Certificate (/programs-courses/credit/credit-programs/degrees-programs/education/c55220e)	C55220E	13.1210

### **Electrical Systems Technology (/programs-courses/credit/electrical-systems-technology)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Commercial Wiring Certificate (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/c35130b)	C35130B	46.0302
Electrical Systems Technology AAS Degree (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/a35130)	A35130	46.0302
Electrical Systems Technology Diploma (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/d35130)	D35130	46.0302
Industrial Wiring Certificate (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/c35130c)	C35130C	46.0302
Renewable Energy Certificate (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/c35130e)	C35130E	46.0302
Residential Wiring Certificate (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/c35130a)	C35130A	46.0302
Wiring Methods Certificate (/programs-courses/credit/credit-programs/electrical-systems-technology/degrees-programs/c35130d)	C35130D	46.0302

### **Electroneuro Diagnostic Technology (/programs-courses/credit/electroneurodiagnostic-technology)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Electroneurodiagnostic Technology AAS (/programs-courses/credit/credit-programs/electroneurodiagnostic-technology/degrees-programs/a45320)	A45320	51.0919

### **Electronics Engineering Technology (/programs-courses/credit/electronics-engineering-technology)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
-------------------	-------------------	-----------------



<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Advanced PLC Programming Certificate ( <a href="#">/programs-courses/credit/credit-programs/electronics-engineering-technology/degrees-programs/c40200i</a> )	C40200I	15.0303
Basic Electronics Certificate ( <a href="#">/programs-courses/credit/credit-programs/electronics-engineering-technology/degrees-programs/c40200a</a> )	C40200A	15.0303
Electronics Engineering Technology AAS Degree ( <a href="#">/programs-courses/credit/credit-programs/electronics-engineering-technology/degrees-programs/a40200</a> )	A40200	15.0303
Embedded Systems Certificate ( <a href="#">/programs-courses/credit/credit-programs/electronics-engineering-technology/degrees-programs/c40200g</a> )	C40200G	15.0303
PLC Programming Certificate ( <a href="#">/programs-courses/credit/credit-programs/electronics-engineering-technology/degrees-programs/c40200b</a> )	C40200B	15.0303
SCADA Systems Certificate ( <a href="#">/programs-courses/credit/credit-programs/electronics-engineering-technology/degrees-programs/c40200e</a> )	C40200E	15.0303

### **Emergency Medical Science** ([/programs-courses/credit/emergency-medical-science](#))

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Emergency Medical Science AAS ( <a href="#">/programs-courses/credit/credit-programs/emergency-medical-science/degrees-programs/a45340a</a> )	A45340A	51.0904
Emergency Medical Science Bridge AAS ( <a href="#">/programs-courses/credit/credit-programs/emergency-medical-science/degrees-programs/a45340b</a> )	A45340B	51.0904

### **Esthetics Technology** ([/programs-courses/credit/esthetics](#))

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Esthetics Technology Certificate ( <a href="#">/programs-courses/credit/credit-programs/esthetics-technology/degrees-programs/c55230</a> )	C55230	12.0409

### **Facility Maintenance Technology** ([/programs-courses/credit/facility-maintenance-technology](#))

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Basic Facilities Technology I Certificate ( <a href="#">/programs-courses/credit/credit-programs/facility-maintenance-technology/degrees-programs/c50190d</a> )	C50190D	46.0401
Basic Facilities Technology II Certificate ( <a href="#">/programs-courses/credit/credit-programs/facility-maintenance-technology/degrees-programs/c50190e</a> )	C50190E	46.0401
Electrical Systems Certificate ( <a href="#">/programs-courses/credit/credit-programs/facility-maintenance-technology/degrees-programs/c50190a</a> )	C50190A	46.0401

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Facility Maintenance Technology AAS (/programs-courses/credit/credit-programs/facility-maintenance-technology/degrees-programs/a50190)	A50190	46.0401
Facility Maintenance Technology Diploma (/programs-courses/credit/credit-programs/facility-maintenance-technology/degrees-programs/d50190)	D50190	46.0401
HVACR Certificate (/programs-courses/credit/credit-programs/facility-maintenance-technology/degrees-programs/c50190b)	C50190B	46.0401

### **Geomatics Technology (Surveying) (/programs-courses/credit/geomatics-technology)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Geomatics Field Technician Certificate (/programs-courses/credit/credit-programs/geomatics-technology-surveying/degrees-programs/c40420e)	C40420E	15.1102
Geomatics Tech I Certificate (/programs-courses/credit/credit-programs/geomatics-technology-surveying/degrees-programs/c40420d)	C40420D	15.1102
Geomatics Technology AAS Degree (/programs-courses/credit/credit-programs/geomatics-technology-surveying/degrees-programs/a40420)	A40420	15.1102
UAS Drone Tech Certificate (/programs-courses/credit/geomatics-technology/degrees-programs/c40420h)	C40420H	15.1102

### **Health and Fitness Science (/programs-courses/credit/health-and-fitness)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Health and Fitness Science AAS (/programs-courses/credit/credit-programs/health-and-fitness-science/degrees-programs/a45630)	A45630	31.0599
Health and Fitness Science Certificate (/programs-courses/credit/credit-programs/health-and-fitness-science/degrees-programs/c45630)	C45630	31.0599

### **Hospitality Management (/programs-courses/credit/hospitality-management)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Hospitality Event Coordinator Certificate (/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/c25110g)	C25110G	52.0909
Hospitality Hotel Operations Certificate (/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/c25110h)	C25110H	52.0909
Hospitality Management AAS (/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/a25110)	A25110	52.0909

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Hospitality Management Diploma ( <a href="/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/d25110">/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/d25110</a> )	D25110	52.0909
Hospitality Restaurant Management Certificate ( <a href="/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/c25110d">/programs-courses/credit/credit-programs/hospitality-management/degrees-programs/c25110d</a> )	C25110D	52.0909

### **Human Services Technology** (</programs-courses/credit/human-services-technology>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Human Services Technology AAS ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a45380">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a45380</a> )	A45380	51.1599
Human Services Technology: Addiction and Recovery Studies AAS ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a4538e">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a4538e</a> )	A4538E	51.1501
Human Services Technology: Addiction and Recovery Studies Counseling Certificate ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538eco">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538eco</a> )	C4538ECO	51.1501
Human Services Technology: Addiction and Recovery Studies Intervention Certificate ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538ei">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538ei</a> )	C4538EI	51.1501
Human Services Technology: Gerontology AAS ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a4538b">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a4538b</a> )	A4538B	19.0702
Human Services Technology: Gerontology Certificate ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538b">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538b</a> )	C4538B	19.0702
Human Services Technology: Mental Health AAS ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a4538c">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/a4538c</a> )	A4538C	51.1599
Human Services Technology: Mental Health Intervention Certificate ( <a href="/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538c">/programs-courses/credit/credit-programs/human-services-technology/degrees-programs/c4538c</a> )	C4538C	51.1599

### **Interior Design** (</programs-courses/credit/interior-design>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Commercial Interior Design Certificate ( <a href="/programs-courses/credit/credit-programs/interior-design/degrees-programs/c30220c">/programs-courses/credit/credit-programs/interior-design/degrees-programs/c30220c</a> )	C30220C	50.0408
Décor Focus Interior Design Certificate ( <a href="/programs-courses/credit/credit-programs/interior-design/degrees-programs/c30220b">/programs-courses/credit/credit-programs/interior-design/degrees-programs/c30220b</a> )	C30220B	50.0408
Interior Design - AAS Degree ( <a href="/programs-courses/credit/credit-programs/interior-design/degrees-programs/a30220">/programs-courses/credit/credit-programs/interior-design/degrees-programs/a30220</a> )	A30220	50.0408

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Kitchen and Bath Interior Design Certificate (/programs-courses/credit/interior-design/degrees-programs/c30220d)	C30220D	50.0408
Residential Interior Design Certificate (/programs-courses/credit/credit-programs/interior-design/degrees-programs/c30220a)	C30220A	50.0408

### **IT Service and Support (/programs-courses/credit/computer-technologies/it-service-support)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Hardware Support and Repair Certificate (/programs-courses/credit/credit-programs/it-service-and-support/degrees-programs/c25590hw)	C25590HW	11.0103
IT Foundations Certificate (/programs-courses/credit/credit-programs/it-service-and-support/degrees-programs/c25590fa)	C25590FA	11.0103
IT Project Management Certificate (/programs-courses/credit/credit-programs/it-service-and-support/degrees-programs/c25590pm)	C25590PM	11.0103
IT Service Technician Certificate (/programs-courses/credit/credit-programs/it-service-and-support/degrees-programs/c25590is)	C25590IS	11.0103
IT Services and Support AAS (/programs-courses/credit/credit-programs/it-service-and-support/degrees-programs/a25590is)	A25590IS	11.0103

### **Magnetic Resonance Imaging (/programs-courses/credit/magnetic-resonance-imaging)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
MRI Diploma (/programs-courses/credit/credit-programs/magnetic-resonance-imaging/degrees-programs/d45800)	D45800	51.0920

### **Mammography (/programs-courses/credit/mammography)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Mammography Certificate (/programs-courses/credit/credit-programs/mammography/degrees-programs/c45830)	C45830	51.0919

### **Mechanical Engineering Technology (/programs-courses/credit/mechanical-engineering-technology)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Electromechanical Analysis Certificate (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/c40320j)	C40320J	15.0805
Mechanical Analysis and Design Certificate (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/c40320k)	C40320K	15.0805

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Mechanical Analysis and Design II Certificate (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/c40320l)	C40320L	15.0805
Mechanical Design Certificate (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/c40320b)	C40320B	15.0805
Mechanical Engineering Technology - Mechatronics AAS (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/a40320b)	A40320B	15.0805
Mechanical Engineering Technology AAS (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/a40320a)	A40320A	15.0805
Mechanical Engineering Technology Diploma (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/d40320a)	D40320A	15.0805
Mechanical Technologies (/programs-courses/credit/credit-programs/mechanical-engineering-technology/degrees-programs/c40320m)	C40320M	15.0805
Mechatronics Certificate (/programs-courses/credit/mechanical-engineering-technology/degrees-programs/c40320s)	C40320S	15.0805

#### **Medical Assisting (/programs-courses/credit/medical-assisting)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Medical Assisting AAS Degree (/programs-courses/credit/credit-programs/medical-assisting/degrees-programs/a45400)	A45400	51.0801
Medical Assisting Diploma (/programs-courses/credit/credit-programs/medical-assisting/degrees-programs/d45400)	D45400	51.0801

#### **Medical Laboratory Technology (/programs-courses/credit/medical-laboratory-technology)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Medical Laboratory Technology AAS (/programs-courses/credit/credit-programs/medical-laboratory-technology/degrees-programs/a45420)	A45420	51.1004

#### **Medical Office Administration (/programs-courses/credit/medical-office-administration)**

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Healthcare Administration AAS (/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/a25310h)	A25310H	51.0705
Medical Billing and Coding AAS (/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/a25310b)	A25310B	51.0705

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Medical Office Professional AAS ( <a href="/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/a25310p">/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/a25310p</a> )	A25310P	51.0705
Medical Office Professional Certificate ( <a href="/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/c25310p">/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/c25310p</a> )	C25310P	51.0705
Medical Office Professional Diploma ( <a href="/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/d25310p">/programs-courses/credit/credit-programs/medical-office-administration/degrees-programs/d25310p</a> )	D25310P	51.0705

### **Networking Technology** (</programs-courses/credit/computer-technologies/network-management>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Cisco Network Associate Certificate ( <a href="/programs-courses/credit/credit-programs/network-management/degrees-programs/c25590ca">/programs-courses/credit/credit-programs/network-management/degrees-programs/c25590ca</a> )	C25590CA	11.0103
Cisco Network Professional Certificate ( <a href="/programs-courses/credit/credit-programs/network-management/degrees-programs/c25590cp">/programs-courses/credit/credit-programs/network-management/degrees-programs/c25590cp</a> )	C25590CP	11.0103
Networking Technology AAS ( <a href="/programs-courses/credit/credit-programs/network-management/degrees-programs/a25590nm">/programs-courses/credit/credit-programs/network-management/degrees-programs/a25590nm</a> )	A25590NM	11.0103
Wireless Network Certificate ( <a href="/programs-courses/credit/credit-programs/network-management/degrees-programs/c25590wn">/programs-courses/credit/credit-programs/network-management/degrees-programs/c25590wn</a> )	C25590WN	11.0103

### **Nursing** (</programs-courses/credit/nursing>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Associate Degree Nursing ( <a href="/programs-courses/credit/nursing/degrees-programs/a45110">/programs-courses/credit/nursing/degrees-programs/a45110</a> )	A45110A	51.3801
Associate Degree Nursing Advanced Placement ( <a href="/programs-courses/credit/nursing/degrees-programs/a45110a">/programs-courses/credit/nursing/degrees-programs/a45110a</a> )	A45110B	51.3801
Practical Nursing Diploma ( <a href="/programs-courses/credit/credit-programs/practical-nursing/degrees-programs/d45660">/programs-courses/credit/credit-programs/practical-nursing/degrees-programs/d45660</a> )	D45660	51.3901

### **Office Administration** (</programs-courses/credit/office-administration>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Office Professional Administration AAS ( <a href="/programs-courses/credit/credit-programs/office-administration/degrees-programs/a25370p">/programs-courses/credit/credit-programs/office-administration/degrees-programs/a25370p</a> )	A25370P	52.0204
Office Professional Certificate ( <a href="/programs-courses/credit/credit-programs/office-administration/degrees-programs/c25370p">/programs-courses/credit/credit-programs/office-administration/degrees-programs/c25370p</a> )	C25370P	52.0204
Office Professional Diploma ( <a href="/programs-courses/credit/credit-programs/office-administration/degrees-programs/d25370p">/programs-courses/credit/credit-programs/office-administration/degrees-programs/d25370p</a> )	D25370P	52.0204

Credential	Program ID	CIP Code
Office Software Certificate (/programs-courses/credit/credit-programs/office-administration/degrees-programs/c25370s)	C25370S	52.0204

### Paralegal Technology (/programs-courses/credit/paralegal-technology)

Credential	Program ID	CIP Code
Paralegal Technology AAS (/programs-courses/credit/paralegal-technology/degrees-programs/a25380)	A25380	22.0302
Paralegal Technology Diploma (Post-Baccalaureate) (/programs-courses/credit/paralegal-technology/degrees-programs/d25380)	D25380	22.0302

### Pharmacy Technology (/programs-courses/credit/pharmacy-technology)

Credential	Program ID	CIP Code
Pharmacy Technology AAS (/programs-courses/credit/credit-programs/pharmacy-technology/degrees-programs/a45580a)	A45580A	51.0805
Pharmacy Technology Bridge AAS (/programs-courses/credit/credit-programs/pharmacy-technology/degrees-programs/a45580b)	A45580B	51.0805
Pharmacy Technology Bridge Diploma (/programs-courses/credit/credit-programs/pharmacy-technology/degrees-programs/d45580b)	D45580B	51.0805
Pharmacy Technology Diploma (/programs-courses/credit/credit-programs/pharmacy-technology/degrees-programs/d45580a)	D45580A	51.0805

### Phlebotomy (/programs-courses/phlebotomy)

Credential	Program ID	CIP Code
Phlebotomy Certificate (/programs-courses/credit/credit-programs/phlebotomy/degrees-programs/c45600)	C45600	51.1009

### Plumbing (/programs-courses/credit/plumbing)

Credential	Program ID	CIP Code
Plumbing AHR Certificate (/programs-courses/credit/credit-programs/plumbing/degrees-programs/c35300g)	C35300G	46.0503
Plumbing Applications Certificate (/programs-courses/credit/credit-programs/plumbing/degrees-programs/c35300f)	C35300F	46.0503
Plumbing Concepts Certificate (/programs-courses/credit/credit-programs/plumbing/degrees-programs/c35300d)	C35300D	46.0503
Plumbing Diploma (/programs-courses/credit/credit-programs/plumbing/degrees-programs/d35300)	D35300	46.0503

**Public Safety Administration (/programs-courses/credit/public-safety)**

Credential	Program ID	CIP Code
Public Safety Administration AAS (/programs-courses/credit/credit-programs/public-safety-administration/degrees-programs/a55480)	A55480	43.999
Public Safety Administration Leadership Certificate (/programs-courses/credit/credit-programs/public-safety-administration/degrees-programs/c55480l)	C55480L	43.999

**Radiography (/programs-courses/credit/radiography)**

Credential	Program ID	CIP Code
Radiography AAS Degree (/programs-courses/credit/credit-programs/radiography/degrees-programs/a45700)	A45700	51.0911

**Simulation and Game Development (/programs-courses/credit/simulation-and-game-development)**

Credential	Program ID	CIP Code
Business for Simulation and Game Development Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450g)	C25450G	50.0411
Mobile Game Development Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450c)	C25450C	50.0411
Simulation and Game Development Fundamentals I Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450d)	C25450D	50.0411
Simulation and Game Development Fundamentals II Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450e)	C25450E	50.0411
Simulation and Game Development Level Design Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450i)	C25450I	50.0411
Simulation and Game Development Modeling and Animation Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450a)	C25450A	50.0411
Simulation and Game Development Production Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450b)	C25450B	50.0411
Simulation and Game Development Programming Certificate (/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450h)	C25450H	50.0411



<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Simulation and Game Development Quality Assurance Certificate ( <a href="/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450f">/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450f</a> )	C25450F	50.0411
Simulation and Game Development Tech Art Certificate ( <a href="/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450j">/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450j</a> )	C25450J	50.0411
Simulation and Game Development Technical Animation Certificate ( <a href="/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450k">/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/c25450k</a> )	C25450K	50.0411
Simulation and Game Development: Art & Modeling AAS ( <a href="/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/a25450a">/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/a25450a</a> )	A25450A	50.0411
Simulation and Game Development: Programming AAS ( <a href="/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/a25450p">/programs-courses/credit/credit-programs/simulation-and-game-development/degrees-programs/a25450p</a> )	A25450P	50.0411

### **Sonography** (</programs-courses/credit/sonography>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Medical Sonography AAS ( <a href="/programs-courses/credit/credit-programs/sonography/degrees-programs/a45440">/programs-courses/credit/credit-programs/sonography/degrees-programs/a45440</a> )	A45440	51.0910

### **Supply Chain Management** (</programs-courses/credit/supply-chain-management>)

<b>Credential</b>	<b>Program ID</b>	<b>CIP Code</b>
Distribution Management Core Certificate ( <a href="/programs-courses/credit/credit-programs/supply-chain-management/degrees-programs/c25620da">/programs-courses/credit/credit-programs/supply-chain-management/degrees-programs/c25620da</a> )	C25620DA	52.0203
International Logistics Certificate ( <a href="/programs-courses/credit/credit-programs/supply-chain-management/degrees-programs/c25620gb">/programs-courses/credit/credit-programs/supply-chain-management/degrees-programs/c25620gb</a> )	C25620GB	52.0203

# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### ACA-090: STUDENT SUCCESS STRATEGIES

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ACA-111: COLLEGE STUDENT SUCCESS

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.

#### Requisites:

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ACA-115: SUCCESS & STUDY SKILLS

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 study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking.

 **QUESTIONS? ASK TALON**

completion, students should be able to manage their learning experiences to successfully meet educational goals.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ACA-122: COLLEGE TRANSFER SUCCESS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ACA-220: PROFESSIONAL TRANSITION**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ACC-120: PRINCIPLES OF FINANCIAL ACCOUNTING**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ACC-121: PRINCIPLES OF MANAGERIAL ACCOUNTING**

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

**Requisites:**

Take ACC-120(S10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ACC-122: PRINCIPLES OF FINANCIAL ACCOUNTING II**

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.

**Requisites:**

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ACC-129: INDIVIDUAL INCOME TAXES**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**ACC-130: BUSINESS INCOME TAXES**

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.

**Requisites:**

Take ACC-129(S20283); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**ACC-131: FEDERAL INCOME TAXES**

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**ACC-132: NC BUSINESS TAXES**

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ACC-140: PAYROLL ACCOUNTING**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

**Requisites:**

Take ACC-115(S12924) or ACC-120(S10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ACC-149: INTRODUCTION TO ACCOUNTING SPREADSHEETS**

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**Requisites:**

Take ACC-115(S12924) or ACC-120(S10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ACC-150: ACCOUNTING SOFTWARE APPLICATIONS**

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.

**Requisites:**

Take ACC-115(S12924) or ACC-120(S10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ACC-151: ACCOUNTING SPREADSHEET APPLICATIONS**

This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**Requisites:**

Take ACC-149(S16200); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ACC-152: ADVANCED SOFTWARE APPLICATIONS**

This course provides continued exposure to commercial accounting software and the opportunity to refine accounting software skills. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

**Requisites:**

Take ACC-150(S20275); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ACC-175: HOTEL AND RESTAURANT ACCOUNTING**

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

**Requisites:**

Take MAT-110(S23926); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---



---

### **ACC-180: PRACTICES IN BOOKKEEPING**

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

**Requisites:**

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---



---

### **ACC-210: ENTERPRISE RISK MANAGEMENT**

This course introduces enterprise risk management as it applies to accounting and finance. Topics include risk recognition, assessment, risk analysis, internal controls, and risk management plans. Upon completion, students should be able to demonstrate the daily managerial and organizational requirements of enterprise risk management in written and oral format.

**Requisites:**

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---



---

### **ACC-215: ETHICS IN ACCOUNTING**

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussion of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

**Requisites:**

Take ACC-121(S20282); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---



Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **ACC-220: INTERMEDIATE ACCOUNTING I**

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**Requisites:**

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **ACC-221: INTERMEDIATE ACCOUNTING II**

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**Requisites:**

Take ACC-220(S10646); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **ACC-225: COST ACCOUNTING**

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**Requisites:**

Take ACC-121(S10328); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0

**ACC-226: ADVANCED MANAGERIAL ACCOUNTING**

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

**Requisites:**

Take ACC-121(S10328); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits:.....	0
Clinic.Credits: .....	0

**ACC-227: PRACTICES IN ACCOUNTING**

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

**Requisites:**

Take ACC-220(S10646); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits:.....	0
Clinic.Credits: .....	0

**ACC-240: GOV & NOT-FOR-PROFIT ACCT**

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**Requisites:**

Take ACC-121(S20282); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits:.....	0
Clinic.Credits: .....	0

---

---

## ACC-249: FORENSIC ACCOUNTING & CYBERSECURITY

This course introduces students to theoretical and practical applications of investigative and analytical skills for the purpose of resolving cybersecurity and financial crimes in a manner that meets standards required by a court of law. Emphasis is placed on investigative procedures used to detect, prevent and control fraud, defalcation and misrepresentation. Upon completion, students should be able to execute cybersecurity investigative procedures to assist businesses in detecting, investigating, documenting, and preventing fraud including the collection of evidence and preparation of documents for court proceedings.

### Requisites:

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## ACC-267: FRAUD EXAMINATION

This course is an introduction to the investigation techniques used to discover fraudulent activities. Emphasis is placed on the techniques for the detection, deterrence and prevention of the major types of occupational and management frauds. Upon completion, students should be able to examine relevant fraud cases and apply critical thinking and technology skills used in fraud examination.

### Requisites:

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## ACC-268: INFORMATION SYSTEMS & INTERNAL CONTROLS

This course covers the design and operation of accounting information systems, with emphasis placed upon transaction cycles and the necessary controls for reliable data. Topics include accounting procedures; authorizing, documentation, and monitoring; flowcharting, data flow diagrams, and scheduling; and some auditing concepts. Upon completion, students should be able to demonstrate an analytical problem-solving ability to communicate effectively their analysis in written and oral presentations.

### Requisites:

Take ACC-121(S20282); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0

**ACC-269: AUDITING & ASSURANCE SERVICES**

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

**Requisites:**

Take ACC-220(S10646); Take previously. Required.<br>

<b>Total.Credits:</b> .....	3
Class.Credits: .....	3
Lab.Credits: .....	0
Clinic.Credits: .....	0

**ACC-270: INTERNATIONAL ACCOUNTING**

This course includes identifying, recording, and interpreting financial information for accounting systems used in different countries. Topics include currency exchange rates, methods of setting and selecting transfer prices, practices used to account for rates of inflation, and major types of taxes. Upon completion, students should be able to describe accounting systems and their impacts on different currencies and demonstrate a basic knowledge of international accounting.

**Requisites:**

Take ACC-120(S20278); Take previously. Required.<br>

<b>Total.Credits:</b> .....	3
Class.Credits: .....	3
Lab.Credits: .....	0
Clinic.Credits: .....	0

**AHR-110: INTRODUCTION TO REFRIGERATION**

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

**Requisites:**

None

<b>Total.Credits:</b> .....	5
Class.Credits: .....	2
Lab.Credits: .....	6
Clinic.Credits: .....	0

---

---

## AHR-111: HVACR ELECTRICITY

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

## AHR-112: HEATING TECHNOLOGY

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

## AHR-113: COMFORT COOLING

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

## AHR-113C: COMFORT COOLING

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

## AHR-113L: COMFORT COOLING

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

---

## AHR-114: HEAT PUMP TECHNOLOGY

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**Requisites:**

Take AHR-110(S23419) or AHR-113(S23422); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

## AHR-115: REFRIGERATION SYSTEMS

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

**Requisites:**

Take AHR-110(S14098); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

## AHR-120: HVACR MAINTENANCE

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

## AHR-125: HVACR ELECTRONICS

This course introduces the common electronic control components in HVACR systems. Emphasis is placed on identifying electronic components and their functions in HVACR systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

**Requisites:**

Take AHR-111(S23420) ELC-111 or ELC-112(S21587); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

## AHR-133: HVAC SERVICING

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.

### Requisites:

Take AHR-112(S23421) or AHR-113(S23422); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

## AHR-140: ALL-WEATHER SYSTEMS

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

### Requisites:

Take AHR-112(S14102) or AHR-113(S14131); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

## AHR-151: HVAC DUCT SYSTEMS I

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.

### Requisites:

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

## AHR-160: REFRIGERANT CERTIFICATION

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **AHR-180: HVACR CUSTOMER RELATIONS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **AHR-211: RESIDENTIAL SYSTEM DESIGN**

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### **AHR-212: ADVANCED COMFORT SYSTEMS**

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be

able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

**Requisites:**

Take AHR-114(S14084); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

**AHR-213: HVACR BUILDING CODE**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**AHR-215: COMMERCIAL HVAC CONTROLS**

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.

**Requisites:**

Take AHR-111(S23420) ELC-111 or ELC-112(S23481); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**AHR-225: COMMERCIAL SYSTEM DESIGN**

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 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.

**Requisites:**

Take AHR-211(S10410); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AHR-235: REFRIGERATION DESIGN**

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.

**Requisites:**

Take AHR-110(S14098); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**AHR-240: HYDRONIC HEATING**

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.

**Requisites:**

Take AHR-112(S14102); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AHR-245: CHILLER SYSTEMS**

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.

**Requisites:**

Take AHR-110(S14098); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AHR-250: HEATING, VENTILATING, AND AIR CONDITIONING DIAGNOSTICS**

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.

**Requisites:**

Take AHR-133; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

**AHR-263: ENERGY MANAGEMENT**

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.

**Requisites:**

Take AHR-125(S13194) or AHR-215(S10409); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**ALT-120: RENEWABLE ENERGY TECHNOLOGIES**

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation

methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

**Requisites:**

Take ELC-112(S23481); Take previously. Required.<br>Take ELC-117(S23521); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ANT-210: GENERAL ANTHROPOLOGY**

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ANT-220: CULTURAL ANTHROPOLOGY**

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ANT-230: PHYSICAL ANTHROPOLOGY**

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ANT-240: ARCHAEOLOGY**

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ANT-245: WORLD PREHISTORY**

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ARC-111: INTRODUCTION TO ARCHITECTURAL TECHNOLOGY**

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing

techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**ARC-112: CONSTRUCTION MATERIALS & METHODS**

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

**Requisites:**

Take ARC-111; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ARC-113: RESIDENTIAL ARCHITECTURAL TECHNOLOGY**

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

**Requisites:**

Take ARC-111; Take previously. Required.<br>Take ARC-112(S11752); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**ARC-114: ARCHITECTURAL CAD**

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. This course is introduction to CAD using AutoCAD software. Course has a required co-requisite for ARC-111 or LAR-111.

**Requisites:**

Take ARC-114A; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ARC-114A: ARCHITECTURAL CAD LAB**

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

**Requisites:**

Take ARC-114(S10248); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ARC-131: BUILDING CODES**

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.

**Requisites:**

Take ARC-112(S23271) or CAR-111(S16248); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**ARC-132: SPECIFICATIONS & CONTRACTS**

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.

**Requisites:**

Take ARC-112(S11752); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2



Lab Credits:.....	0
Clinic.Credits:.....	0

### **ARC-141: ELEMENTARY STRUCTURES FOR ARCHITECTURE**

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.

**Requisites:**

Take 1 group; <br>Option: Take ARC-111 MAT-121(S23927); <br>Option: Take ARC-111 MAT-171(S23934); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class.Credits: .....	4
Lab Credits:.....	0
Clinic.Credits: .....	0

### **ARC-211: LIGHT CONSTRUCTION TECHNOLOGY**

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.

**Requisites:**

Take ARC-111; Take previously. Required.<br>Take ARC-112(S11752); Take either previously or concurrently. Required.<br>Take ARC-113 ARC-114(S10248) ARC-212(S10754); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	1
Lab Credits:.....	6
Clinic.Credits: .....	0

### **ARC-212: COMMERCIAL CONSTR TECH**

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.

**Requisites:**

Take ARC-111; Take previously. Required.<br>Take ARC-112(S11752); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	1
Lab Credits:.....	6

**ARC-213: DESIGN PROJECT**

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

**Requisites:**

Take ARC-111 ARC-112(S11752) ARC-114(S10248); Take previously. Required.<br>Take ARC-111 ARC-112(S11752) ARC-113 ARC-114(S10248) ARC-211; Take previously. Required.<br>Take ARC-264(S12557); Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

**ARC-220: ADVANCED ARCHITECTURAL CAD**

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands. This course is advanced CAD using AutoCAD software.

**Requisites:**

Take ARC-114(S10248); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

**ARC-225: ARCHITECTURAL BUILDING INFORMATION MODELING I**

This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include basic parametric modeling, creating new types and families of components, and using 3D models to create design drawings. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**Requisites:**

Take ARC-114(S10248) ARC-114A; Take previously. Required.<br>Take ARC-225A; Take concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3

**ARC-225A: ARCHITECTURAL BUILDING INFORMATION MODELING I LAB**

This course provides a laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling, creating new types and families of components. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**Requisites:**

Take ARC-225; Take either previously or concurrently. Required.<br>Take ARC-114(S10248) ARC-114A; Take previously. Required.<br>

<b>Total.Credits:</b> .....	1
Class.Credits: .....	0
Lab.Credits: .....	3
Clinic.Credits: .....	0

**ARC-226: ARCHITECTURAL BUILDING INFORMATION MODELING II**

This course covers advanced concepts of Building Information Modeling (BIM) including complex drawing generation and inter-disciplinary collaboration. Topics include advanced parametric modeling and model analysis, inter-disciplinary coordination, design web format models, material take-off, schedules, and rendering. Upon completion, students should be able to apply BIM software to create full 3D project models and convert them to scaled working or presentation drawings.

**Requisites:**

Take ARC-225; Take previously. Required.<br>Take ARC-212(S10754) ARC-225; Take previously. Required.<br>

<b>Total.Credits:</b> .....	2
Class.Credits: .....	1
Lab.Credits: .....	3
Clinic.Credits: .....	0

**ARC-226A: ARCHITECTURAL BUILDING INFORMATION MODELING II LAB**

This course provides a laboratory setting to enhance advanced architectural BIM skills. Emphasis is placed on further development of advanced parametric modeling and model analysis, inter-disciplinary coordination, design web format models, material take-off, schedules, and rendering. Upon completion, students should be able to apply BIM software to create full 3D project models and convert them to scaled working or presentation drawings.

**Requisites:**

Take ARC-225; Take previously. Required.<br>Take ARC-226; Take either previously or concurrently. Required.<br>Take ARC-212(S10754) ARC-225; Take previously. Required.<br>Take ARC-226; Take concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **ARC-230: ENVIRONMENTAL SYSTEMS**

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

**Requisites:**

Take 1 group; <br>Option: Take ARC-111 MAT-121(S23927); <br>Option: Take ARC-111 MAT-171(S23934); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **ARC-231: ARCHITECTURAL PRESENTATIONS**

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.

**Requisites:**

Take ARC-111; Take previously. Required.<br>Take ARC-112(S23271); Take previously. Required.<br>Take ARC-225 ARC-225A ARC-264(S22026); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

### **ARC-235: ARCHITECTURAL PORTFOLIO**

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

**Requisites:**

Take 1 group; <br>Option: Take ARC-113; <br>Option: Take LAR-113(S23293); <br>Option: Take DES-230(S10589); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **ARC-240: SITE PLANNING**

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.

**Requisites:**

Take ARC-111 or LAR-111(S10088); Take previously. Required.<br>Take ARC-111 or LAR-111(S23291); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **ARC-250: SURVEY OF ARCHITECTURE**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **ARC-261: SOLAR TECHNOLOGY**

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.

**Requisites:**

Take ARC-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

## ARC-264: DIGITAL ARCHITECTURE

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.

**Requisites:**

Take ARC-112(S23271) or DES-112; Take either previously or concurrently. Required.<br>Take ARC-114(S10248) ARC-114A; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

## ART-111: ART APPRECIATION

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

## ART-114: ART HISTORY SURVEY I

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## ART-115: ART HISTORY SURVEY II

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

## ART-116: SURVEY OF AMERICAN ART

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.

### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

## ART-117: NON-WESTERN ART HISTORY

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.

### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## ART-121: TWO-DIMENSIONAL DESIGN

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

## ART-122: THREE-DIMENSIONAL DESIGN

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

## ART-131: DRAWING I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---



## ART-132: DRAWING II

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.

### Requisites:

Take ART-131; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

## ART-135: FIGURE DRAWING I

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.

### Requisites:

Take ART-131; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

## ART-171: DIGITAL DESIGN I

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means.

### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

## ART-214: PORTFOLIO AND RESUME

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume.

### Requisites:

Take 1 group; <br>Option: Take ENG-070(S16349) RED-070(S10648); <br>Option: Take DRE-096(S23641); <br>Option: Take ENG-002; Take previously. Required.<br>Take 1 group; <br>Option: Take ART-121(S23014) ART-122(S23015); <br>Option: Take ART-121(S23014) ART-131; <br>Option: Take ART-122(S23015) ART-121(S23014); <br>Option: Take ART-122(S23015) ART-131; <br>Option: Take ART-131 ART-121(S23014); <br>Option: Take ART-131 ART-122(S23015); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

## ART-231: PRINTMAKING I

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.

### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

## ART-232: PRINTMAKING II

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.

### Requisites:

Take ART-231; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---



# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### ART-240: PAINTING I

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### ART-241: PAINTING II

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.

#### Requisites:

Take ART-240; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### ART-264: DIGITAL PHOTOGRAPHY I

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition.

#### Requisites:

Take ART-121(S23014); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### ART-275: INTRODUCTION TO GRAPHIC DESIGN

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience.

#### Requisites:

Take 1 group; <br>Option: Take ENG-080 RED-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### ART-281: SCULPTURE I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

### AST-151: GENERAL ASTRONOMY I

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system.

**Requisites:**

Take AST-151A; Take concurrently. Required.<br>Take 1 group; <br>Option: Take MAT-003; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171); <br>Option: Take MAT-143(S25430); Minimum grade C; <br>Option: Take MAT-171(S25432); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### AST-151A: GENERAL ASTRONOMY I LAB

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.

**Requisites:**

Take AST-151; Take either previously or concurrently. Required.<br>Take AST-151; Take concurrently. Required.<br>Take 1 group; <br>Option: Take MAT-003; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171); <br>Option: Take MAT-143(S25430); Minimum grade C; <br>Option: Take MAT-171(S25432); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### AST-152: GENERAL ASTRONOMY II

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.

**Requisites:**

Take AST-151; Take previously. Required.<br>Take AST-151 AST-151A; Minimum grade C; Take previously. Required.<br>Take AST-152A; Take concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### AST-152A: GENERAL ASTRONOMY II LAB

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.

**Requisites:**

Take AST-151; Take previously. Required.<br>Take AST-151 AST-151A; Minimum grade C; Take previously. Required.<br>Take AST-152; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### **ATR-115: INTRODUCTION TO MECHATRONICS**

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Topics include automation, advanced manufacturing, sensors, actuators, process control, circuits, robotics, electromechanical equipment, hydraulics, pneumatics, electrical drives, motors, and programmable logic controllers. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system.

**Requisites:**

Take MEC-130(S16429); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### **ATR-214: ADVANCED PLCS**

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.

**Requisites:**

Take ELC-128(S23522) or ELN-260(S21655); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### **ATR-215: SENSORS AND TRANSDUCERS**

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### **ATT-115: GREEN TRANS SAFETY AND SERVICE**

This course covers workplace safety, hazardous material and environmental regulation relevant to electric, hybrid and alternative fueled vehicles. Topics include safety of high voltage vehicle systems, gaseous fuel systems and alternative liquid fuels. Upon completion, students should be able to demonstrate safe work practices, utilize appropriate shop tools and explain government regulations associated with alternative transportation.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### ATT-125: HYBRID-ELECTRIC TRANSPORTATION

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

**Requisites:**

Take TRN-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

### ATT-140: EMERGING TRANSPORTATION TECHNOLOGY

This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### AUB-111: PAINTING & REFINISHING I

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### AUB-112: PAINTING & REFINISHING II

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**Requisites:**

Take AUB-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### AUB-114: SPECIAL FINISHES

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

**Requisites:**

Take AUB-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### AUB-121: NON-STRUCTURAL DAMAGE I

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### AUB-122: NON-STRUCTURAL DAMAGE II

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### AUB-131: STRUCTURAL DAMAGE I

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

### AUB-132: STRUCTURAL DAMAGE II

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**Requisites:**  
Take AUB-131; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---



### AUB-136: PLASTICS & ADHESIVES

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### AUB-150: AUTOMOTIVE DETAILING

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### AUB-162: AUTOBODY ESTIMATING

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### AUT-114: SAFETY AND EMISSIONS

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### AUT-116: ENGINE REPAIR

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**Requisites:**

None

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### AUT-116A: ENGINE REPAIR LAB

This course is an optional lab to be used as an alternative to co-op placement in meeting the ASE standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**Requisites:**

Take AUT-116(S21687); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### AUT-123: POWERTRAIN DIAGNOSIS & SERVICE

This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### AUT-141: SUSPENSION & STEERING SYSTEMS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### AUT-141A: SUSPENSION & STEERING LAB

This course is an optional lab to be used as an alternative to co-op placement in meeting the ASE 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.

**Requisites:**

Take AUT-141(S21690); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### AUT-151: BRAKE SYSTEMS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AUT-151A: BRAKES SYSTEMS LAB**

This course is an optional lab to be used as an alternative to co-op placement in meeting the ASE 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.

**Requisites:**

Take AUT-151(S21692); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AUT-181: ENGINE PERFORMANCE 1**

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AUT-181A: ENGINE PERFORMANCE 1 LAB**

This course is an optional lab to be used as an alternative to co-op placement in meeting the ASE standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

**Requisites:**

Take AUT-181(S21701); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**AUT-183: ENGINE PERFORMANCE 2**

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

**Requisites:**

Take AUT-181(S21701); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### **AUT-213: AUTOMOTIVE SERVICING 2**

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **AUT-221: AUTOMATIC TRANSMISSIONS/TRANSAXLES**

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **AUT-221A: AUTOMATIC TRANSMISSIONS/TRANSAXLES LAB**

This course is an optional lab to be used as an alternative to co-op placement in meeting the ASE standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

**Requisites:**  
Take AUT-221(S21707): Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **AUT-231: MANUAL TRANSMISSIONS/TRANSAXLES/DRIVE TRAINS**

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **AUT-281: ADVANCED ENGINE PERFORMANCE**

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**BAF-143: FINANCIAL PLANNING**

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**BAF-235: ANALYZING FINANCIAL STATEMENTS**

This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.

**Requisites:**

Take ACC-120(S10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**BAS-120: INTRODUCTION TO ANALYTICS**

This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642) DRE-098(S23643) DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171); <br>Option: Take ENG-002 MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

**BAS-121: DATA VISUALIZATION**

This course introduces key concepts in data visualization and reporting. Topics include concepts and methods used in graphical representation of data, exploration and reporting of data, and basic linear regression methods. Upon completion, students should be able to effectively use graphical tools to communicate insights about data.

**Requisites:**

Take BAS-120(S24318); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **BAS-150: INTRODUCTION TO ANALYTICAL PROGRAMMING**

This course introduces statistical software for analytics. Topics include utilization of analytical and statistical software packages for data management, data visualization, and exploratory data analysis. Upon completion, students should be able to use statistical programming tools to conduct descriptive analytics.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642) DRE-098(S23643) DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171); <br>Option: Take ENG-002 MAT-003; Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **BAS-220: APPLIED ANALYTICAL PROGRAMMING**

This course covers applications of statistical software for data management and reporting. Topics include data management, data preprocessing, and modeling including linear and logistic regression analysis using programming tools. Upon completion, students should be able to process data and generate reports that support business decision-making.

**Requisites:**

Take BAS-150(S24320); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **BAS-221: INTRODUCTION TO PREDICTIVE ANALYTICS**

This course introduces foundations of predictive analytics. Topics include basic predictive modeling methods for both classification and regression tasks. Upon completion, students should be able to build and validate predictive models.

**Requisites:**

Take BAS-121(S24319) BAS-220(S24321); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **BAS-230: APPLIED PREDICTIVE MODELING**

This course covers advanced applications of predictive models. Topics include the advanced use of classification and regression models in real-world scenarios. Upon completion, students should be able to utilize their knowledge and skills in predictive analytics to independently guide decision makers.

**Requisites:**

Take BAS-221(S24322); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **BAS-240: DATA STRUCTURES FOR ANALYTICS**

This course is designed to enhance student proficiency in data management skills for analytics applications. Topics include techniques and methods for identification, extraction, and preparation of data for processing with analytical software. Upon completion, students should be able to demonstrate the skills necessary to effectively organize and combine different data sources for analytic applications.

**Requisites:**

Take BAS-121(S24319) BAS-220(S24321); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### BAS-250: ANALYTICAL TOOLS AND METHODS

This course covers advanced statistical and analytic tools for use in decision-making. Topics include an overview of data mining, unsupervised machine learning techniques, analysis of semi-structured and unstructured data, and text analytics. Upon completion, students should be able to analyze complex data with modern analytical tools and methods.

**Requisites:**

Take BAS-240; Take previously. Required.<br>Take BAS-230(S24323); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### BAS-270: ADVANCED ANALYTICAL TOOLS AND METHODS

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.

**Requisites:**

Take BAS-221(S24322) BAS-240; Take previously. Required.<br>Take BAS-250(S24331); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### BAT-111: BUILDING AUTOMATION SYSTEMS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### BAT-117: PRINCIPLES OF HEAT AND FLUIDS IN BUILDING AUTOMATION TECHNOLOGY

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**BAT-212: BUILDING AUTOMATION TECHNOLOGY LOGIC AND PROGRAMMING**

This course covers the concepts of logic and programming as applied to building automation system technology. Topics include logic expressions, number systems, programming basics, program constructs, data types, programming languages, and programming principles. Upon completion, students should be able to modify and debug building automation system software at the introductory level.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**BAT-221: BUILDING AUTOMATION SYSTEMS NETWORKING**

This course covers the fundamentals of common building automation system (BAS) networks. Topics include the fundamentals, standards, protocols, topologies, and benefits of various BAS networks. Upon completion, students should be able to install network hardware and software and diagnose common BAS network problems.

**Requisites:**  
Take BAT-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**BAT-231: BUILDING AUTOMATION SYSTEMS INTEGRATION**

This course introduces control system integration practices, open protocols, and integration platforms. Topics include TCP/IP, BACnet, Modbus, Lonorks, Tridium Niagara, fieldbus devices, and wireless devices. Upon completion, students should be able to assist in the installation and configuration of different standards-based technologies used in building automation systems.

**Requisites:**  
Take BAT-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

**BAT-251: BUILDING AUTOMATION CONTROLS**

This course covers building automation control programming as currently used for systems monitoring and management. Topics include resource optimization, energy management, scheduling, design, installation and maintenance of automatic environmental controls. Upon completion, students should be able to write programs to monitor and manage building automation systems and select, install, and maintain controls for environmental systems

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**BIO-106: INTRO TO ANATOMY/PHYSIOLOGY/MICROBIOLOGY**

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.

**Requisites:**  
None



<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### BIO-110: PRINCIPLES OF BIOLOGY

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.

**Requisites:**

Take 1 group; <br>Option: Take MAT-003 ENG-002; <br>Option: Take MAT-003 ENG-111(S24022); <br>Option: Take MAT-003 DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) ENG-111(S24022); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) ENG-002; <br>Option: Take MAT-121(S24993) ENG-002; <br>Option: Take MAT-121(S24993) ENG-111(S24022); <br>Option: Take MAT-121(S24993) DRE-098(S23643); <br>Option: Take MAT-143(S24995) ENG-111(S24022); <br>Option: Take MAT-143(S24995) ENG-002; <br>Option: Take MAT-152(S24996) ENG-111(S24022); <br>Option: Take MAT-152(S24996) ENG-002; <br>Option: Take MAT-152(S24996) DRE-098(S23643); <br>Option: Take MAT-171(S24997) ENG-111(S24022); <br>Option: Take MAT-171(S24997) ENG-002; <br>Option: Take MAT-171(S24997) DRE-098(S23643); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

### BIO-111: GENERAL BIOLOGY I

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.

**Requisites:**

Take 1 group; <br>Option: Take MAT-003 ENG-002; <br>Option: Take MAT-003 ENG-111(S24022); <br>Option: Take MAT-003 DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) ENG-111(S24022); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) ENG-002; <br>Option: Take MAT-121(S24993) ENG-002; <br>Option: Take MAT-121(S24993) ENG-111(S24022); <br>Option: Take MAT-121(S24993) DRE-098(S23643); <br>Option: Take MAT-143(S24995) ENG-111(S24022); <br>Option: Take MAT-143(S24995) ENG-002; <br>Option: Take MAT-152(S24996) ENG-111(S24022); <br>Option: Take MAT-152(S24996) ENG-002; <br>Option: Take MAT-152(S24996) DRE-098(S23643); <br>Option: Take MAT-171(S24997) ENG-111(S24022); <br>Option: Take MAT-171(S24997) ENG-002; <br>Option: Take MAT-171(S24997) DRE-098(S23643); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

### BIO-112: GENERAL BIOLOGY II

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course is the second in a two-semester series intended for science majors.

**Requisites:**

Take BIO-111(S24020); Take previously. Required.<br>Take BIO-111(S24020); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

### BIO-140: ENVIRONMENTAL BIOLOGY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### BIO-140A: ENVIRONMENTAL BIOLOGY LAB

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.

**Requisites:**  
Take BIO-140; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### BIO-155: NUTRITION

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.

**Requisites:**  
Take 1 group; <br>Option: Take CHM-090; <br>Option: Take CHM-092; <br>Option: Take CHM-130; <br>Option: Take CHM-131; <br>Option: Take CHM-151; <br>Option: Take BIO-110(S24019); <br>Option: Take BIO-111(S24020); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### BIO-161: INTRODUCTION TO HUMAN BIOLOGY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### BIO-163: BASIC ANATOMY & PHYSIOLOGY

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

**Requisites:**

Take 1 group; <br>Option: Take CHM-090 ENG-002; <br>Option: Take CHM-130 ENG-002; <br>Option: Take CHM-090 ENG-111(S25433); <br>Option: Take CHM-130 ENG-111(S25433); <br>Option: Take CHM-090 DRE-098(S23643); <br>Option: Take CHM-130 DRE-098(S23643); <br>Option: Take CHM-131 ENG-002; <br>Option: Take CHM-151 ENG-002; <br>Option: Take CHM-131 ENG-111(S25433); <br>Option: Take CHM-151 ENG-111(S25433); <br>Option: Take CHM-131 DRE-098(S23643); <br>Option: Take CHM-151 DRE-098(S23643); <br>Option: Take BIO-110(S24019) ENG-002; <br>Option: Take BIO-111(S24020) ENG-002; <br>Option: Take BIO-110(S24019) ENG-111(S25433); <br>Option: Take BIO-111(S24020) ENG-111(S25433); <br>Option: Take BIO-110(S24019) DRE-098(S23643); <br>Option: Take BIO-111(S24020) DRE-098(S23643); Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	4
Lab Credits: .....	2
Clinic Credits: .....	0

**BIO-168: ANATOMY AND PHYSIOLOGY I**

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.

**Requisites:**

Take 1 group; <br>Option: Take CHM-090 ENG-002; <br>Option: Take BIO-110(S24019) ENG-002; <br>Option: Take BIO-111(S24020) ENG-002; <br>Option: Take CHM-090 ENG-111(S25433); <br>Option: Take BIO-110(S24019) ENG-111(S25433); <br>Option: Take BIO-111(S24020) ENG-111(S25433); <br>Option: Take CHM-090 DRE-098(S23643); <br>Option: Take BIO-110(S24019) DRE-098(S23643); <br>Option: Take BIO-111(S24020) DRE-098(S23643); <br>Option: Take CHM-130 ENG-002; <br>Option: Take CHM-131 ENG-002; <br>Option: Take CHM-151 ENG-002; <br>Option: Take CHM-130 ENG-111(S25433); <br>Option: Take CHM-131 ENG-111(S25433); <br>Option: Take CHM-151 ENG-111(S25433); <br>Option: Take CHM-130 DRE-098(S23643); <br>Option: Take CHM-131 DRE-098(S23643); <br>Option: Take CHM-151 DRE-098(S23643); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

**BIO-169: ANATOMY AND PHYSIOLOGY II**

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.

**Requisites:**

Take BIO-168(S11555); Take previously. Required.<br>Take BIO-168(S11555); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

**BIO-175: GENERAL MICROBIOLOGY**

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.

**Requisites:**

Take BIO-110(S13284) BIO-111(S13307) BIO-163 BIO-165 or BIO-168(S11555); Take previously. Required.<br>Take 1 group; <br>Option: Take BIO-110(S24019); Minimum grade C; <br>Option: Take BIO-111(S24020); Minimum grade C; <br>Option: Take BIO-163; Minimum grade C; <br>Option: Take BIO-165; Minimum grade C; <br>Option: Take BIO-168(S11555); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### BIO-250: GENETICS

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

**Requisites:**

Take BIO-112(S13261); Take previously. Required.<br>Take BIO-112(S24021); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### BIO-275: MICROBIOLOGY

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

**Requisites:**

Take 1 group; <br>Option: Take BIO-110(S24019); <br>Option: Take BIO-111(S13307); <br>Option: Take BIO-163; <br>Option: Take BIO-165; <br>Option: Take BIO-168(S11555); Take previously. Required.<br><br>Take 1 group; <br>Option: Take BIO-110(S24019); Minimum grade C; <br>Option: Take BIO-111(S24020); Minimum grade C; <br>Option: Take BIO-163; Minimum grade C; <br>Option: Take BIO-165; Minimum grade C; <br>Option: Take BIO-168(S11555); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### BPA-120: PETIT FOURS AND PASTRIES

This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### BPA-130: EUROPEAN CAKES AND TORTES

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847) CUL-260(S22857); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### **BPA-150: ARTISAN & SPECIALTY BREAD**

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

### **BPA-210: CAKE DESIGN AND DECORATING**

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.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### **BPA-220: CONFECTION ARTISTRY**

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.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

### **BPA-230: CHOCOLATE ARTISTRY**

This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.<br>Take BPA-230A; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### **BPA-230A: CHOCOLATE ARTISTRY LAB**

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.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take BPA-230(S20766); Take either previously or concurrently. Required.<br>Take BPA-230(S22831) CUL-110(S22835) CUL-160(S22847); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

**BPA-240: PLATED DESSERTS**

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.

**Requisites:**

Take CUL-110(S11030) CUL-160(S13015); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847) CUL-260(S22857); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**BPA-250: DESSERT AND BREAD PRODUCTION**

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.

**Requisites:**

Take BPA-150; Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847) CUL-260(S22857) BPA-150 BPA-210(S22830) BPA-260(S22834); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	1
Lab Credits: .....	8
Clinic Credits: .....	0

---

**BPA-260: PASTRY AND BAKING MARKETING**

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.

**Requisites:**

Take BPA-150 BPA-210(S22830); Take previously. Required.<br>Take BPA-250(S22833); Take either previously or concurrently. Required.<br>Take BPA-250(S23072) CUL-260(S22857); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**BPM-110: BIOPROCESS PRACTICES**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	4
Clinic Credits: .....	0

---

### **BPR-111: PRINT READING**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **BPR-130: PRINT READING-CONSTRUCTION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BPR-230: COMMERCIAL BLUEPRINTS**

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.

**Requisites:**  
Take BPR-130(S11505); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **BTC-150: BIOETHICS**

This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues.

**Requisites:**  
Take DRE-098(S23643) ENG-002 ENG-111(S25433) or BSP-4002; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BTC-181: BASIC LABORATORY TECHNIQUES**

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, sustainable lab practices, solution preparation, and equipment operation and maintenance following standard operating

procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**BTC-270: RECOMBINANT DNA TECHNOLOGY**

This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should be able to demonstrate an understanding of the theory, practice, and application of recombinant DNA techniques.

**Requisites:**

Take 1 group; <br>Option: Take BTC-250(S20616) BTC-181(S13895); <br>Option: Take BIO-250 BTC-181(S13895); Take previously, Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**BTC-275: INDUSTRIAL MICROBIOLOGY**

This course covers principles of microbiology and the impact microorganisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the structure and physiology of various classes of microorganisms, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of contamination in biomanufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring.

**Requisites:**

Take BIO-110(S13284) BIO-111(S13307) BIO-163 BIO-165 or BIO-168(S11555); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**BTC-281: BIOPROCESS TECHNIQUES**

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

**Requisites:**

Take BTC-181(S13895); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**BTC-285: CELL CULTURE**

This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

**Requisites:**

Take BIO-175(S20491) BIO-275(S22585) or BTC-275(S23358); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---



Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **BUS-110: INTRODUCTION TO BUSINESS**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BUS-115: BUSINESS LAW I**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BUS-116: BUSINESS LAW II**

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.

**Requisites:**  
Take BUS-115(S24153); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BUS-121: BUSINESS MATH**

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **BUS-125: PERSONAL FINANCE**

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**BUS-137: PRINCIPLES OF MANAGEMENT**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**BUS-139: ENTREPRENEURSHIP I**

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**BUS-151: PEOPLE SKILLS**

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### BUS-153: HUMAN RESOURCE MANAGEMENT

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### BUS-173: PROCUREMENT MANAGEMENT

This course examines purchasing and materials management including function, organization, quality and quantity considerations, pricing policies, supplier selection, and ethical and legal implications. Topics include purchasing procedures, value analysis, inventory control, logistics, capital equipment, budgets, and institutional and governmental purchasing practices. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques of purchasing and materials management.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### BUS-175: CONTRACT NEGOTIATIONS

This course covers theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for government, corporate or institutional procurements. Topics include preparation and conduct of negotiations and methods of dealing with situations under different types of negotiations. Upon completion, students should be able to effectively negotiate contracts.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### BUS-210: INVESTMENT ANALYSIS

This course examines the concepts related to financial investment and the fundamentals of managing investments. Emphasis is placed on the securities markets, stocks, bond, and mutual funds, as well as tax implications of investment alternatives. Upon completion, students should be able to analyze and interpret investment alternatives and report findings to users of financial information.

**Requisites:**  
Take ACC-111 or ACC-120(S10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **BUS-217: EMPLOYMENT LAW AND REGULATIONS**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BUS-225: BUSINESS FINANCE**

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**Requisites:**  
Take ACC-120(\$10290); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **BUS-228: BUSINESS STATISTICS**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **BUS-230: SMALL BUSINESS MANAGEMENT**

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **BUS-234: TRAINING AND DEVELOPMENT**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**BUS-240: BUSINESS ETHICS**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**BUS-245: ENTREPRENEURSHIP II**

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.

**Requisites:**  
Take BUS-139(S21145); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**BUS-255: ORGANIZATIONAL BEHAVIOR IN BUSINESS**

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**BUS-256: RECRUITING,SELECTION&PERSONNEL PLANNING**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**BUS-258: COMPENSATION AND BENEFITS**

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-

for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**BUS-259: HUMAN RESOURCE MANAGEMENT APPLICATIONS**

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.

**Requisites:**

Take BUS-217(S24154) or BUS-234(S24155); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**BUS-260: BUSINESS COMMUNICATION**

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.

**Requisites:**

Take ENG-110(S24002) or ENG-111(S24022); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**BUS-274: CONTRACT ADMINISTRATION**

This course covers the technical and fundamental procedures of contract management. Topics include contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, subcontract management, and audit. Upon completion, students should be able to apply the principles of administering contracts.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**BUS-285: BUSINESS MANAGEMENT ISSUES**

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

**Requisites:**

Take BUS-137(S12782); Take previously. Required.<br>Take BUS-110(S24149); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### **CAR-140: BASIC CARPENTRY**

This course covers the basic construction of wood structures, and installation, maintenance, and repair of the many components within these structures. Topics include safe use of tools, implementation of standard practices, appropriate use of materials, and installation/repair of components such as doors, windows, roofing, and siding. Upon completion, students should be able to construct, install/repair wooden structures and components using appropriate tools, materials and standard practices from the carpentry trade.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### **CAT-210: CT PHYSICS & EQUIPMENT**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **CAT-210A: CT PHYSICS & EQUIPMENT LAB**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **CAT-211: CT PROCEDURES**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **CAT-212: CT SECTIONAL-ANATOMY**

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.



**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CAT-214: CT PATHOLOGY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CAT-215: CT PROCEDURES**

This course designed to provide a thorough understanding of CT procedures that include patient care, patient assessment, basic pharmacology, medical ethics and law, and scanning procedures. Emphasis is placed on patient care and assessment as it relates to CT, contrast reaction protocols, proper use, and administration of both oral and intravenous contrast agents as used in CT. Upon completion, students should be able to understand and demonstrate proper CT procedures, patient care and assessment and proper use of CT contrast agents.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CAT-223: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9

---

**CAT-224: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

---

**CAT-225: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

**CAT-226: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	6
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	18

---

**CAT-227: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	7
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	21

---

**CAT-228: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	24

---

**CAT-231: CT CLINICAL PRACTICUM**

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.

**Requisites:**

None	
<b>Total Credits:</b> .....	11
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	33

---

### CAT-261: CT EXAM PREP

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CCT-121: COMPUTER CRIME INVESTIGATION

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.

**Requisites:**  
Take NOS-110(S20980) NET-125(S24501); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CCT-220: FORENSIC ACCOUNTING

This course introduces the basic principles and procedures of investigative accounting and analysis of financial evidence. Emphasis is placed on collecting data and evidence, evaluation of internal control systems, accounting systems, concealed income analysis and fraud detection. Upon completion, students should be able to apply generally accepted accounting standards and procedures for conducting a criminal investigation audit for financial information.

**Requisites:**  
Take ACC-267; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CCT-240: DATA RECOVERY TECHNIQUES

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.

**Requisites:**  
Take CCT-121; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CCT-250: NETWORK VULNERABILITIES I

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

**Requisites:**

Take NOS-120(S24396) NOS-130(S24397); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CCT-251: NETWORK VULNERABILITIES II

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.

**Requisites:**

Take CCT-250(S21749); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CEG-111: INTRODUCTION TO GIS AND GNSS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CEG-115: INTRO TO TECH & SUSTAINABILITY

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CEG-115A: TECHNOLOGY AND SUSTAINABILITY LAB

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.

**Requisites:**

Take CEG-115; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	1
-----------------------------	---

Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CEG-151: CAD FOR ENGINEERING TECHNOLOGY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CEG-210: CONSTRUCTION MATERIALS & METHODS

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.

**Requisites:**  
Take CEG-115 or EGR-115(S20666); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CEG-211: HYDROLOGY & EROSION CONTROL

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.

**Requisites:**  
Take 1 group; <br>Option: Take MAT-121(S25429); <br>Option: Take MAT-171(S25432); <br>Option: Take DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-065(S24986); <br>Option: Take MAT-003; From rule RMINP2M; <br>Option: Take BSP-4003; From rule BSPMINP2; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CEG-212: INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY

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.

**Requisites:**  
Take EGR-250(S23538) EGR-251 or MEC-210(S20669); Take previously. Required.<br>Take 1 group; <br>Option: Take EGR-250(S23987) CEG-115 or EGR-115(S20666); <br>Option: Take EGR-251 CEG-115 or EGR-115(S20666); <br>Option: Take MEC-210(S20669) CEG-115 or EGR-115(S20666); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CEG-230: SUBDIVISION PLANNING & DESIGN

This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

**Requisites:**

<br>Option: Take CEG-151 DFT-151 or EGR-120(S20678); <br>Option: Take 1 courses; From courses CEG-211(S23515); <br>Option: Take SRV-111 or CIV-215(S23476); Take previously. Required.<br>Take 1 group; <br>Option: Take CEG-151 CEG-211(S23951) CIV-125(S21521) SRV-111 CEG-115 or EGR-115(S20666); <br>Option: Take DFT-151 CEG-211(S23951) CIV-125(S21521) SRV-111 CEG-115 or EGR-115(S20666); <br>Option: Take EGR-120(S23536) CEG-211(S23951) CIV-125(S21521) SRV-111 CEG-115 or EGR-115(S20666); <br>Option: Take CEG-151 CEG-211(S23951) CIV-125(S21521) CIV-215(S23955) CEG-115 or EGR-115(S20666); <br>Option: Take DFT-151 CEG-211(S23951) CIV-125(S21521) CIV-215(S23955) CEG-115 or EGR-115(S20666); <br>Option: Take EGR-120(S23536) CEG-211(S23951) CIV-125(S21521) CIV-215(S23955) CEG-115 or EGR-115(S20666); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

### CEG-235: PROJECT MANAGEMENT AND ESTIMATING

This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules.

**Requisites:**

Take CIS-110(S21058) CIS-111(S21059) CEG-115 EGR-115(S20666) or EGR-125; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CHM-090: CHEMISTRY CONCEPTS

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

**Requisites:**

Take 1 group; <br>Option: Take ENG-002 MAT-003; <br>Option: Take ENG-111(S24022) MAT-003; <br>Option: Take DRE-098(S23643) DMA-010 DMA-020 DMA-030 DMA-040(S23170); <br>Option: Take DRE-098(S23643) MAT-003; <br>Option: Take DRE-098(S23643) MAT-110(S24992); <br>Option: Take DRE-098(S23643) MAT-121(S24993); <br>Option: Take ENG-002 DMA-010 DMA-020 DMA-030 DMA-040(S23170); <br>Option: Take ENG-111(S24022) DMA-010 DMA-020 DMA-030 DMA-040(S23170); <br>Option: Take ENG-002 MAT-110(S24992); <br>Option: Take ENG-111(S24022) MAT-110(S24992); <br>Option: Take ENG-111(S24022) MAT-121(S24993); <br>Option: Take ENG-002 MAT-121(S24993); <br>Option: Take ENG-111(S24022) MAT-143(S24995); <br>Option: Take ENG-002 MAT-143(S24995); <br>Option: Take ENG-111(S24022) MAT-152(S24996); <br>Option: Take ENG-002 MAT-152(S24996); <br>Option: Take ENG-111(S24022) MAT-171(S24997); <br>Option: Take ENG-002 MAT-171(S24997); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CHM-130: GENERAL, ORGANIC, & BIOCHEMISTRY

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-002 MAT-003; <br>Option: Take ENG-111(S24022) MAT-003;  
 <br>Option: Take DRE-098(S23643) DMA-010 DMA-020 DMA-030 DMA-040(S23170); <br>Option: Take  
 DRE-098(S23643) MAT-003; <br>Option: Take DRE-098(S23643) MAT-110(S24992); <br>Option: Take  
 DRE-098(S23643) MAT-121(S24993); <br>Option: Take ENG-002 DMA-010 DMA-020 DMA-030 DMA-  
 040(S23170); <br>Option: Take ENG-111(S24022) DMA-010 DMA-020 DMA-030 DMA-040(S23170);  
 <br>Option: Take ENG-002 MAT-110(S24992); <br>Option: Take ENG-111(S24022) MAT-110(S24992);  
 <br>Option: Take ENG-111(S24022) MAT-121(S24993); <br>Option: Take ENG-002 MAT-121(S24993);  
 <br>Option: Take ENG-111(S24022) MAT-143(S24995); <br>Option: Take ENG-002 MAT-143(S24995);  
 <br>Option: Take ENG-111(S24022) MAT-152(S24996); <br>Option: Take ENG-002 MAT-152(S24996);  
 <br>Option: Take ENG-111(S24022) MAT-171(S24997); <br>Option: Take ENG-002 MAT-171(S24997);  
 Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### CHM-131: INTRODUCTION TO CHEMISTRY

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### CHM-131A: INTRODUCTION TO CHEMISTRY LAB

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

**Requisites:**

Take CHM-131; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

### CHM-132: ORGANIC AND BIOCHEMISTRY

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.

**Requisites:**

Take 1 group; <br>Option: Take CHM-131 CHM-131A; <br>Option: Take CHM-151; Take previously, Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

### CHM-151: GENERAL CHEMISTRY I

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, 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.

**Requisites:**

Take CHM-090 MAT-171(S25432); Minimum grade C; Take previously, Required.<br>Take 1 group;

<br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; <br>Option: Take ENG-111(S25433);  
Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CHM-152: GENERAL CHEMISTRY II

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.

#### Requisites:

Take CHM-151; Take previously. Required.<br>Take CHM-151; Minimum grade C; Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CHM-251: ORGANIC CHEMISTRY I

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. Students will perform basic synthetic and analytic techniques on organic compounds.

#### Requisites:

Take CHM-152; Take previously. Required.<br>Take CHM-152; Minimum grade C; Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CHM-252: ORGANIC CHEMISTRY II

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. Students will conduct a multi-step synthetic scheme in the laboratory component.

#### Requisites:

Take CHM-251; Take previously. Required.<br>Take CHM-251; Minimum grade C; Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CIS-110: INTRODUCTION TO COMPUTERS

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

#### Requisites:

None



<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	2
Clinic Credits: .....	0

---

### CIS-115: INTRODUCTION TO PROGRAMMING AND LOGIC

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language.

**Requisites:**

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983); <br>Option: Take DMA-025 DMA-040(S24983); <br>Option: Take MAT-121(S25429); <br>Option: Take MAT-171(S25432); <br>Option: Take MAT-003; <br>Option: Take BSP-4003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	3
Clinic Credits: .....	0

---

### CIV-111: SOILS AND FOUNDATIONS

This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

**Requisites:**

Take EGR-250(S23987) EGR-251 or MEC-210(S20669); Take previously. Required.<br>Take 1 group; <br>Option: Take EGR-250(S23987) CEG-115; <br>Option: Take EGR-250(S23987) EGR-115(S20666); <br>Option: Take EGR-251 CEG-115; <br>Option: Take EGR-251 EGR-115(S20666); <br>Option: Take MEC-210(S20669) CEG-115; <br>Option: Take MEC-210(S20669) EGR-115(S20666); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits:.....	4
Clinic Credits: .....	0

---

### CIV-125: CIVIL/SURVEYING CAD

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software. This course utilizes Land Development Desktop Software.

**Requisites:**

Take CEG-151 DFT-151 or ARC-114(S10248); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits:.....	6
Clinic Credits: .....	0

---

### CIV-215: HIGHWAY TECHNOLOGY

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.

**Requisites:**

Take 1 group; <br>Option: Take CEG-115 MAT-121(S23927); <br>Option: Take CEG-115 MAT-171(S23934); <br>Option: Take EGR-115(S20666) MAT-121(S23927); <br>Option: Take EGR-115(S20666) MAT-171(S23934); Take previously. Required.<br>Take 1 group; <br>Option: Take CEG-115 MAT-121(S23927) CIV-125(S21521) SRV-111; <br>Option: Take CEG-115 MAT-171(S20807) CIV-125(S21521) SRV-111; <br>Option: Take EGR-115(S20666) MAT-121(S23927) CIV-125(S21521) SRV-111; <br>Option: Take EGR-115(S20666) MAT-171(S20807) CIV-125(S21521) SRV-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	3

**CIV-240: PROJECT MANAGEMENT**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

**CJC-111: INTRODUCTION TO CRIMINAL JUSTICE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**CJC-112: CRIMINOLOGY**

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**CJC-113: JUVENILE JUSTICE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**CJC-115: CRIME SCENE PHOTOGRAPHY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**CJC-120: INTERVIEWS/INTERROGATIONS**

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**CJC-121: LAW ENFORCEMENT OPERATIONS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CJC-122: COMMUNITY POLICING**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CJC-131: CRIMINAL LAW**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CJC-132: COURT PROCEDURE & EVIDENCE

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CJC-141: CORRECTIONS

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CJC-144: CRIME SCENE PROCESSING

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CJC-146: TRACE EVIDENCE

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CJC-161: INTRODUCTION TO HOMELAND SECURITY

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential

characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CJC-162: INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT**

This course examines intelligence analysis and its relationship to the security management of terrorist attacks and other threats to national security of the United States. Topics include a historic overview, definitions and concepts, intelligence evolution-politicization-operations-strategies, surveillance, analysis perspectives, covert action, and ethics. Upon completion, students should be able to outline intelligence policies, evaluate source information, implement intelligence techniques and analysis, identify threats, and apply ethical behaviors.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CJC-163: TRANSPORTATION AND BORDER SECURITY**

This course provides an in-depth view of modern border and transportation security including the technologies used for detecting potential threats from terrorists and weapons. Topics include an overview of security challenges, detection devices and equipment, transportation systems, facilities, threats and counter-measures, and security procedures, policies and agencies. Upon completion, students should be able to describe border security, the technologies used to enforce it, and the considerations and strategies of border security agencies.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CJC-170: CRITICAL INCIDENT MGMT FOR PUBLIC SAFETY**

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CJC-211: COUNSELING**

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CJC-212: ETHICS & COMMUNITY RELATIONS

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CJC-213: SUBSTANCE ABUSE

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CJC-214: VICTIMOLOGY

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CJC-215: ORGANIZATION & ADMINISTRATION

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CJC-221: INVESTIGATIVE PRINCIPLES

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.

**Requisites:**

None	
<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**CJC-222: CRIMINALISTICS**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CJC-225: CRISIS INTERVENTION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CJC-231: CONSTITUTIONAL LAW**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CJC-232: CIVIL LIABILITY**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CJC-233: CORRECTIONAL LAW**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CJC-240: LAW ENFORCEMENT MGMT & SUPERVISION & SUPERVISION**

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CJC-244: FOOTWEAR AND TIRE IMPRINT**

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**CJC-245: FRICTION RIDGE ANALYSIS**

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**CJC-246: ADVANCED FRICTION RIDGE ANALYSIS**

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

**Requisites:**

Take CJC-245; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0



---

---

### CJC-250: FORENSIC BIOLOGY I

This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### CJC-251: FORENSIC CHEMISTRY I

This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### CJC-255: ISSUES IN CRIMINAL JUSTICE APPLICATION

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

**Requisites:**  
Take CJC-111 CJC-221 CJC-231; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

### CMT-112: CONSTRUCTION MGT I

This course introduces students to the field of construction management technology. Topics include job planning, work methods, materials, equipment, and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods, materials, equipment, and the logical sequence of a construction project.

**Requisites:**  
None

<b>Total Credits:</b> .....	6
Class Credits: .....	4
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

---

### CMT-112AB: CONSTRUCTION MGT I

This course introduces students to the field of construction management technology. Topics include job planning, work methods, materials, equipment, and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods, materials, equipment, and the logical sequence of a construction project.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CMT-112BB: CONSTRUCTION MGT I

This course introduces students to the field of construction management technology. Topics include job planning, work methods, materials, equipment, and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods, materials, equipment, and the logical sequence of a construction project.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CMT-120: CODES AND INSPECTIONS

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfservice.waketech.edu/Student/Courses\)](https://selfservice.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### CMT-193A: SELECTED TOPICS IN CONSTRUCTION MGMT

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CMT-210: CONSTRUCTION MANAGEMENT FUNDAMENTALS

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CMT-212: TOTAL SAFETY PERFORMANCE

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.

#### Requisites:

Take CMT-210(S13450); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CMT-214: PLANNING AND SCHEDULING

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.

#### Requisites:

Take CMT-210(S13450) BPR-130(S11505); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### CMT-216: COSTS AND PRODUCTIVITY

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.

**Requisites:**

Take CMT-210(S13450); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

### CMT-218: HUMAN RELATIONS ISSUES

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.

**Requisites:**

Take CMT-210(S13450); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

### CMT-226: APPLICATIONS PROJECT

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.

**Requisites:**

Take BPR-130(S23275) BPR-230 CMT-210(S23270) CMT-112 CST-241(S23984) CMT-214; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### COM-110: INTRODUCTION TO COMMUNICATION

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-080 RED-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

### COM-120: INTRO TO INTERPERSONAL COMMUNICATION

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-080 RED-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**COM-140: INTRODUCTION TO INTERCULTURAL COMMUNICATION**

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture.

**Requisites:**

Take 1 group; <br>Option: Take ENG-080 RED-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**COM-231: PUBLIC SPEAKING**

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.

**Requisites:**

Take ENG-111(S13673); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**COS-111: COSMETOLOGY CONCEPTS I**

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.

**Requisites:**

Take COS-112; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

**COS-111AB: COSMETOLOGY CONCEPTS I**

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.

**Requisites:**

Take COS-112; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0

---

---

**COS-111BB: COSMETOLOGY CONCEPTS I**

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.

**Requisites:**

Take COS-112; Take either previously or concurrently. Required.<br>Take COS-111AB; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**COS-112: SALON I**

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.

**Requisites:**

Take COS-111; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	24
Clinic Credits: .....	0

---

---

**COS-112AB: SALON I**

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.

**Requisites:**

Take COS-111; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	12
Clinic Credits: .....	0

---

---

**COS-112BB: SALON I**

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.

**Requisites:**

Take COS-111; Take either previously or concurrently. Required.<br>Take COS-112AB; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	12
Clinic Credits: .....	0

---

---

**COS-113: COSMETOLOGY CONCEPTS II**

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.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-113AB: COSMETOLOGY CONCEPTS II**

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.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-113BB: COSMETOLOGY CONCEPTS II**

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.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>Take COS-113AB; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-114: SALON II**

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.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	24
Clinic Credits: .....	0

---

**COS-114AB: SALON II**

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.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	12
Clinic Credits: .....	0

---

**COS-114BB: SALON II**

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.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>Take COS-114AB; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	12
Clinic Credits: .....	0

---

**COS-115: COSMETOLOGY CONCEPTS III**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-115AB: COSMETOLOGY CONCEPTS III**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-115BB: COSMETOLOGY CONCEPTS III**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-116: SALON III**

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>



<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	12
Clinic Credits: .....	0

---

**COS-116AB: SALON III**

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

**COS-116BB: SALON III**

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

**COS-117: COSMETOLOGY CONCEPTS IV**

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**COS-118: SALON IV**

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	7
Class Credits: .....	0
Lab Credits: .....	21
Clinic Credits: .....	0

---

**COS-119: ESTHETICS CONCEPTS I**

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon

completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**COS-120: ESTHETICS SALON I**

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

**Requisites:**

None

<b>Total Credits:</b> .....	6
Class Credits: .....	0
Lab Credits: .....	18
Clinic Credits: .....	0

---

---

**COS-125: ESTHETICS CONCEPTS II**

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**COS-126: ESTHETICS SALON II**

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

**Requisites:**

None

<b>Total Credits:</b> .....	6
Class Credits: .....	0
Lab Credits: .....	18
Clinic Credits: .....	0

---

---

**COS-223: CONTEMP HAIR COLORING**

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems.

**Requisites:**

Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### COS-224: TRICHOLOGY & CHEMISTRY

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### COS-225: ADVANCED CONTEMPORARY HAIR COLORING

This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color, replacing pigment and re-coloring, removing coatings, covering grey and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem solving techniques in hair coloring situations.

**Requisites:**  
Take COS-223; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### COS-240: CONTEMPORARY DESIGN

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

**Requisites:**  
Take COS-111 COS-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CSC-118: SWIFT PROGRAMMING I

This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CSC-120: COMPUTING FUNDAMENTALS I

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.

**Requisites:**  
Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(\$24983) DMA-050(\$24984); <br>Option: Take MAT-121(\$25429); <br>Option: Take MAT-171(\$25432); <br>Option: Take DMA-025 DMA-040(\$24983) DMA-050(\$24984); <br>Option: Take DMA-025 DMA-045; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045; <br>Option: Take MAT-003; <br>Option: Take BSP-4003; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
-----------------------------	---

Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CSC-121: PYTHON PROGRAMMING

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.

**Requisites:**

Take CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CSC-122: PYTHON APPLICATION DEVELOPMENT

This course introduces the use of frameworks to build web-enabled applications. Emphasis is placed on URL routing, output format templating, database manipulation and security. Upon completion, students should be able to create simple web-enabled applications with a graphical user interface using the Python language.

**Requisites:**

Take CSC-121 CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CSC-124: INTRODUCTION TO DATA SCIENCE PROGRAMMING

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CSC-130: COMPUTING FUNDAMENTALS II

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. This course is taught in Python.

**Requisites:**

Take CSC-120(S11470); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CSC-133: C PROGRAMMING

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. The focus of this course is C programming for microcontrollers and embedded systems.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**CSC-134: C++ PROGRAMMING**

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

**Requisites:**

Take MAT-121(S25429) MAT-143(S25430) MAT-152(S25431) MAT-171(S25432) MAT-271(S23939) or MAT-252(S25063); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**CSC-151: JAVA PROGRAMMING**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs.

**Requisites:**

Take MAT-121(S25429) MAT-143(S25430) MAT-152(S25431) MAT-171(S25432) MAT-271(S23939) or MAT-252(S25063); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**CSC-154: SOFTWARE DEVELOPMENT**

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.

**Requisites:**

Take DBA-120; Take previously. Required.<br>Take CSC-134(S21066) CSC-139(S21071) CSC-151 or CSC-221; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**CSC-218: SWIFT PROGRAMMING II**

This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language.

**Requisites:**

Take CSC-118; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### CSC-221: ADVANCED PYTHON PROGRAMMING

This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

**Requisites:**

Take CSC-121; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CSC-227: CLOUD APPLICATION DEVELOPMENT

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.

**Requisites:**

Take CSC-121 CSC-134(S21066) or CSC-151; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CSC-234: ADVANCED C++ PROGRAMMING

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

**Requisites:**

Take CSC-134(S21066); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CSC-251: ADVANCED JAVA PROGRAMMING

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

**Requisites:**

Take CSC-151; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CSC-253: ADVANCED C# PROGRAMMING

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.

**Requisites:**

Take CSC-153; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**CSC-256: SOFTWARE QUALITY ASSURANCE**

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.

**Requisites:**

Take CSC-121; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**CSC-289: PROGRAMMING CAPSTONE PROJECT**

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.

**Requisites:**

Take CTS-115(S20996) CTI-110(S22510) CTI-120(S22511); Take previously. Required.<br>Take CSC-154; Take previously. Required.<br>Take CSC-122 CSC-234(S21079) CSC-239(S21083) CSC-251 CSC-253 or CSC-221; Take previously. Required.<br>Take CSC-256 or DBA-240; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

**CSC-293A: SELECTED TOPICS IN**

This course introduces the basic concepts and key use cases of distributed ledger technology for business networks.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**CST-131: OSHA/SAFETY/CERTIFICATION**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### CST-150: BUILDING SCIENCE

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### CST-241: PLANNING/ESTIMATING I

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.

**Requisites:**  
Take BPR-130(S23275) MAT-121(S23927) or MAT-171(S23934); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### CST-242: PLANNING/ESTIMATING II

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.

**Requisites:**  
Take CST-241(S16266); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### CTI-110: WEB, PROGRAMMING, AND DATABASE FOUNDATION

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### CTI-120: NETWORK AND SECURITY FOUNDATION

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

**Requisites:**  
None



<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CTI-130: OPERATING SYSTEMS AND DEVICE FOUNDATION

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	6
Class Credits: .....	4
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CTI-140: VIRTUALIZATION CONCEPTS

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.

**Requisites:**  
Take CTI-130(S22512) or NOS-110(S20980); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CTI-141: CLOUD AND STORAGE CONCEPTS

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.

**Requisites:**  
Take CTI-130(S22512) or CTS-120(S23679); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CTI-240: VIRTUALIZATION ADMINISTRATION I

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.

**Requisites:**  
Take CTI-140; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CTI-241: VIRTUALIZATION ADMINISTRATION II

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.

**Requisites:**

Take CTI-240; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**CTI-260: DATA CENTER TROUBLESHOOTING**

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.

**Requisites:**

Take CTI-240 NET-126(S24383); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**CTS-115: INFORMATION SYSTEMS BUSINESS CONCEPTS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CTS-118: IS PROFESSIONAL COMMUNICATIONS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CTS-120: HARDWARE/SOFTWARE SUPPORT**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CTS-130: SPREADSHEET

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CTS-135: INTEGRATED SOFTWARE INTRO

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.

**Requisites:**  
Take CTI-120(S22511) or CIS-110(S21058); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CTS-155: TECH SUPPORT FUNCTIONS

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### CTS-220: ADVANCED HARDWARE/SOFTWARE SUPPORT

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.

**Requisites:**  
Take CTS-120(S23679); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CTS-230: ADVANCED SPREADSHEET

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.

**Requisites:**

Take CTS-130(S21000); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**CTS-255: ADVANCED TECH SUPPORT FUNCTIONS**

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.

**Requisites:**

Take CTS-155; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**CTS-272: DESKTOP SUPPORT: APPLICATIONS**

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.

**Requisites:**

Take NOS-130(S24397); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**CTS-285: SYSTEMS ANALYSIS & DESIGN**

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.

**Requisites:**

Take 1 group; <br>Option: Take CTI-110(S22510) CTS-115(S20996); <br>Option: Take CIS-115(S24352) CTS-115(S20996); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**CTS-288: PROFESSIONAL PRACTICES IN IT**

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### CTS-289: SYSTEM SUPPORT PROJECT

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

**Requisites:**

Take CTI-110(S22510) CTI-120(S22511) CTS-115(S20996); Take previously. Required.<br>Take CTI-110(S22510) CTI-120(S22511) NOS-120(S24396) NOS-130(S24397) CTS-115(S20996); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### CUL-110: SANITATION AND SAFETY

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CUL-112: NUTRITION FOR FOODSERVICE

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

**Requisites:**

Take CUL-110(S22835) CUL-140(S22844) or CUL-142(S22845); Take previously. Required.<br>Take CUL-112A; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### CUL-112A: NUTRITION FOR FOODSERVICE LAB

This course provides a laboratory experience for enhancing student skills in the principles of nutrition and its relationship to the foodservice industry. Emphasis is placed on personal nutrition fundamentals, weight management/exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

**Requisites:**

Take CUL-112(S10923); Take either previously or concurrently. Required.<br>Take CUL-110(S22835) CUL-140(S22844) or CUL-142(S22845); Take previously. Required.<br>Take CUL-112(S22837); Take concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### CUL-130: MENU DESIGN

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers

and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CUL-135: FOOD AND BEVERAGE SERVICE**

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. Concepts and skills studied in this course will be applied in CUL 135A, Food and Beverage Service Lab.

**Requisites:**

Take CUL-110(S22835); Take previously. Required.<br>Take CUL-135A(S22843); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**CUL-135A: FOOD AND BEVERAGE SERVICE LAB**

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

**Requisites:**

Take CUL-135(S10202); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**CUL-140: CULINARY SKILLS I**

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

**Requisites:**

Take CUL-110(S22835); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**CUL-142: FUNDAMENTALS OF FOOD**

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.

**Requisites:**

Take CUL-110(S22835); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	2

Lab Credits:.....	6
Clinic Credits:.....	0

### CUL-150: FOOD SCIENCE

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

**Requisites:**

Take CUL-110(S22835) CUL-142(S22845) or CUL-140(S22844); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits:.....	2
Clinic Credits: .....	0

### CUL-160: BAKING I

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.

**Requisites:**

Take CUL-110(S22835); Take either previously or concurrently. Required.<br>Take CUL-140(S22844) or CUL-142(S22845); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits:.....	4
Clinic Credits: .....	0

### CUL-170: GARDE MANGER I

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.

**Requisites:**

Take CUL-110(S22835); Take either previously or concurrently. Required.<br>Take CUL-140(S22844); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits:.....	4
Clinic Credits: .....	0

### CUL-214: WINE APPRECIATION

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits:.....	2
Clinic Credits: .....	0

### CUL-230: GLOBAL CUISINES

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.

**Requisites:**

Take CUL-110(S11030) CUL-140(S12163); Take previously. Required.<br>Take CUL-160(S22847) CUL-170(S22849) CUL-240(S24960) WBL-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	1
Lab Credits: .....	8
Clinic Credits: .....	0

---

**CUL-240: CULINARY SKILLS II**

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.

**Requisites:**

Take 1 group; <br>Option: Take CUL-110(S22835) CUL-140(S22844); <br>Option: Take CUL-110(S22835) CUL-142(S22845) CUL-170(S22849); Take previously. Required.<br>Take CUL-110(S22835) CUL-140(S22844); Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	1
Lab Credits: .....	8
Clinic Credits: .....	0

---

**CUL-250: CLASSICAL CUISINE**

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

**Requisites:**

Take CUL-110(S22835) CUL-140(S22844) CUL-240(S22853); Take previously. Required.<br>Take CUL-110(S22835) CUL-140(S22844) CUL-160(S22847) CUL-170(S22849) CUL-240(S22853); Take previously. Required.<br>Take WBL-112; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	1
Lab Credits: .....	8
Clinic Credits: .....	0

---

**CUL-260: BAKING II**

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

**Requisites:**

Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.<br>Take CUL-110(S22835) CUL-160(S22847); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**CUL-270: GARDE MANGER II**

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.





# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### CUL-287: CULTURAL EXPERIENCE

This course is designed to provide the background cultural information necessary for students to maximize a cultural experience. Emphasis is placed on language skills, culture, culinary traditions and cuisines, and an appreciation of the local history. Upon completion, students should exhibit an understanding of the unique character of the studied culture, specifically those relating to culinary arts.

#### Requisites:

Take CUL-110(S11030) CUL-140(S12163) CUL-240(S13191); Take previously. Required.<br>Take CUL-110(S22835) CUL-140(S22844) CUL-240(S22853); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### DBA-120: DATABASE PROGRAMMING I

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### DBA-130: INTRODUCTION TO NOSQL DATABASES

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.

#### Requisites:

Take CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### DBA-220: ORACLE DATABASE PROGRAMMING II

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.

#### Requisites:

Take DBA-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### DBA-221: SQL SERVER DATABASE PROGRAMMING II

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.

**Requisites:**

Take DBA-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### DBA-240: DATABASE ANALYSIS AND DESIGN

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.

**Requisites:**

Take DBA-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### DEN-100: BASIC OROFACIAL ANATOMY

This course provides a basic introduction to 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 demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### DEN-101: PRECLINICAL PROCEDURES

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

**Requisites:**

None

<b>Total Credits:</b> .....	7
Class Credits: .....	4
Lab Credits: .....	6
Clinic Credits: .....	0

---

### DEN-102: DENTAL MATERIALS

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

**Requisites:**

None

<b>Total Credits:</b> .....	4
-----------------------------	---

Class.Credits: .....	2
Lab Credits:.....	4
Clinic.Credits: .....	0

---

**DEN-103: DENTAL SCIENCES**

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class.Credits: .....	2
Lab Credits:.....	0
Clinic.Credits: .....	0

---

**DEN-104: DENTAL HEALTH EDUCATION**

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits:.....	2
Clinic.Credits: .....	0

---

**DEN-105: PRACTICE MANAGEMENT**

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class.Credits: .....	2
Lab Credits:.....	0
Clinic.Credits: .....	0

---

**DEN-106: CLINICAL PRACTICE I**

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.

**Requisites:**  
Take DEN-101(S20496); Take previously. Required.<br>

<b>Total Credits:</b> .....	6
Class.Credits: .....	2
Lab Credits:.....	0
Clinic.Credits: .....	12

---

**DEN-107: CLINICAL PRACTICE II**

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.

**Requisites:**

Take DEN-106(S14145); Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	12

---

**DEN-110: OROFACIAL ANATOMY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**DEN-111: INFECTION/HAZARD CONTROL**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DEN-112: DENTAL RADIOGRAPHY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**DEN-120: DENTAL HYGIENE PRECLINIC LECTURE**

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.

**Requisites:**

Take DEN-121; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**DEN-121: DENTAL HYGIENE PRECLINICAL LAB**

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.

**Requisites:**

Take DEN-120; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

**DEN-123: NUTRITION/DENTAL HEALTH**

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DEN-124: PERIODONTOLOGY**

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.

**Requisites:**

Take DEN-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DEN-125: DENTAL OFFICE EMERGENCIES**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

**DEN-130: DENTAL HYGIENE THEORY I**

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.

**Requisites:**

Take DEN-120; Take previously. Required.<br>Take DEN-131; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### DEN-131: DENTAL HYGIENE CLINIC I

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.

**Requisites:**

Take DEN-121; Take previously. Required.<br>Take DEN-130; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9

---

### DEN-140: DENTAL HYGIENE THEORY II

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. null null

**Requisites:**

Take DEN-130; Take previously. Required.<br>Take DEN-141; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

### DEN-141: DENTAL HYGIENE CLINIC II

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.

**Requisites:**

Take DEN-131; Take previously. Required.<br>Take DEN-140(S14315); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	6

---

### DEN-220: DENTAL HYGIENE THEORY III

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.

**Requisites:**

Take DEN-140(S14315); Take previously. Required.<br>Take DEN-221; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### DEN-221: DENTAL HYGIENE CLINIC III

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients 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.

**Requisites:**

Take DEN-141; Take previously. Required.<br>Take DEN-220(S11191); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

---

### DEN-222: GENERAL & ORAL PATHOLOGY

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

**Requisites:**

Take BIO-163 BIO-165 or BIO-168(S11555); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### DEN-223: DENTAL PHARMACOLOGY

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.

**Requisites:**

Take BIO-163 BIO-165 or BIO-168(S11555); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### DEN-224: MATERIALS AND PROCEDURES

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.

**Requisites:**

Take DEN-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### DEN-230: DENTAL HYGIENE THEORY IV

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.

**Requisites:**

Take DEN-220(S11191); Take previously. Required.<br>Take DEN-231; Take either previously or concurrently. Required.<br>



<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

### DEN-231: DENTAL HYGIENE CLINIC IV

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.

**Requisites:**

Take DEN-221; Take previously. Required.<br>Take DEN-230(S12882); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

### DEN-232: COMMUNITY DENTAL HEALTH

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### DEN-233: PROFESSIONAL DEVELOPMENT

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### DES-112: BUILDING AND CONSTRUCTION SYSTEMS

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 completion, students should be able to demonstrate effective communication required for effective collaboration with architects, engineers, and building contractors.

**Requisites:**

Take ARC-111 ARC-114(S10248); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DES-125: VISUAL PRESENTATION I**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

**DES-135: PRINCIPLES AND ELEMENTS OF DESIGN I**

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through 2D and 3D exploration.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

**DES-138: SPACE PLANNING**

This course covers the topics of space planning in both residential and commercial interiors. Emphasis placed on designing for the functionality of interiors through space planning. Upon completion, students should be able to graphically communicate space plans for a variety of interior types.

**Requisites:**  
Take ARC-111 ARC-114(S10248); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**DES-210: PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

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.

**Requisites:**  
Take DES-125(S24222) or DES-135(S24225); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DES-220: INTERIOR DESIGN FUNDAMENTALS**

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.

**Requisites:**  
Take 1 group; <br>Option: Take DES-135(S10718) ARC-111; <br>Option: Take DES-110(S10337); <br>Option: Take DFT-115; Take previously. Required.<br>Take ARC-114(S10248); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6

**DES-225: TEXTILES FOR INTERIORS**

This course includes the study of textiles and their applications for a variety of interiors. Emphasis is placed on history, manufacturing processes, fiber characteristics, and residential and non-residential applications. Upon completion, students should be able to specify appropriate textiles.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**DES-230: RESIDENTIAL DESIGN I**

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to present scaled floor plans, elevations, specifications, color schemes finishes and furniture selection.

**Requisites:**  
Take DES-220(S24228); Take either previously or concurrently. Required.<br>Take DES-125(S24222) ARC-264(S22026) or GRD-151; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

**DES-235: PRODUCTS**

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.

**Requisites:**  
Take DES-220(S24228); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**DES-240: COMMERCIAL AND CONTRACT DESIGN I**

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.

**Requisites:**  
Take DES-220(S21676); Take previously. Required.<br>Take DES-138; Take previously. Required.<br>Take DES-280(S24237) or ARC-131(S23274); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

**DES-255: HISTORY OF INTERIORS AND FURNISHINGS I**

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.

**Requisites:**

None	
<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DES-256: HISTORY OF INTERIORS AND FURNISHINGS II**

This course continues the study of architecture, interiors, and furnishings from a variety of historic styles from Colonial to Contemporary. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and exteriors.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DES-265: LIGHTING/INTERIOR DESIGN**

This course introduces theory and contemporary concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use and application in interior design. Upon completion, students should be able to visually communicate light concepts and requirements based on national standards and select solutions for specific lighting scenarios.

**Requisites:**  
Take DES-135(S24225) ARC-111 ARC-114(S10248); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**DES-280: CODES AND STANDARDS/INTERIOR DESIGN**

This course introduces standard building codes as they relate to interior design. Topics include state and federal codes and standards related to accessibility, fire codes, egress, occupancy, and plumbing requirements. Upon completion, students should be able to research and interpret and apply applicable codes.

**Requisites:**  
Take DES-220(S24228); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**DES-285: CAPSTONE/INTERIOR DESIGN**

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project.

**Requisites:**  
Take DES-230(S24230) DES-240(S24233); Take previously. Required.<br>Take DES-210(S24227); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

**DFT-151: CAD I**

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. This course uses AutoCAD software.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**DFT-152: CAD II**

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. This course uses AutoCAD software.

**Requisites:**

Take ARC-114(S10248) or DFT-151; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**DFT-153: CAD III**

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data. This course uses Creo software.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**DFT-154: INTRO TO SOLID MODELING**

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. This course uses Solidwork software.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**DFT-170: ENGINEERING GRAPHICS**

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course utilizes Solidworks software.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### DFT-254: INTERMEDIATE SOLID MODELING & RENDERING

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly. This course uses Solidworks software.

**Requisites:**

Take DFT-154(S20155); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits: .....	3
Clinic.Credits: .....	0

---

---

### DME-110: INTRODUCTION TO DIGITAL MEDIA

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits: .....	2
Clinic.Credits: .....	0

---

---

### DME-115: GRAPHIC DESIGN TOOLS

This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits: .....	2
Clinic.Credits: .....	0

---

---

### DME-140: INTRODUCTION TO AUDIO/VIDEO MEDIA

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.

**Requisites:**

Take 1 group; <br>Option: Take GRD-152; <br>Option: Take WEB-111(S22416); <br>Option: Take DME-115; <br>Option: Take DME-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits: .....	2
Clinic.Credits: .....	0

---

---

### DME-215: ADVANCED GRAPHIC DESIGN TOOLS

This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles.

**Requisites:**

Take DME-115; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### DRA-111: THEATRE APPRECIATION

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### DRA-112: LITERATURE OF THE THEATRE

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate orally and in writing, their appreciation and understanding of dramatic works.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### DRA-126: STORYTELLING

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### DRA-130: ACTING I

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.

**Requisites:**

Take 1 group; <br>Option: Take ENG-080 RED-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

### ECO-151: SURVEY OF ECONOMICS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ECO-251: PRINCIPLES OF MICROECONOMICS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ECO-252: PRINCIPLES OF MACROECONOMICS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**EDT-110: NEUROSCIENCE/PATHOLOGICAL CONDITIONS**

This course covers the anatomy and physiology of the nervous system as well as those disease processes which affect nervous system components. Topics include anatomy, physiology, and pathology of the neuron, brain, spinal cord, peripheral nerves, and the special senses. Upon completion, students should be able to understand the structure and function of the nervous system and how this structure/function is affected by specific diseases.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**EDT-111: LABORATORY MANAGEMENT**

This course provides the skills and knowledge necessary to effectively manage and/or function as a team player in an electroneurodiagnostics department. Topics include the role of an effective manager, the role of a team player, techniques for scheduling, record keeping/storage, and creation/implementation of department policies. Upon completion, students should be able to understand those skills necessary to manage an electroneurodiagnostics department, both independently and as a team worker.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0



**EDT-112: INSTRUMENTATION/RECORDING METHODS**

This course covers theories of electrode placement, various instrumentation components used in neurological testing, and optimal recording techniques based on patient status. Topics include the International 10-20 System of electrode placement, electrode types/applications, electronics applicable to neurological testing, instrument controls, montages, and polarity/localization. Upon completion, students should be able to understand the theories underlying optimal utilization of electrodes and instrumentation for neurological testing.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**EDT-113: CLINICAL CORRELATES**

This course covers normal and abnormal neurological test findings associated with the anatomy/physiology/pathology covered in EDT 110. Topics include normal and abnormal neurological test results, artifacts, and activation procedures utilizing teaching records from affiliated laboratories. Upon completion, students should be able to identify patterns and artifacts on neurological tests in order that optimal recording strategies may be utilized.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

**EDT-114: SPECIAL PROCEDURES**

This course provides a basic understanding of special testing procedures used in neurological diagnosis. Topics include foundations of evoked potentials, nerve conduction studies, operating room monitoring, ambulatory EEGs, long-term video monitoring, polysomnography, and various radiological procedures. Upon completion, students should be able to demonstrate an understanding of the principles of various special procedures used in neurological diagnosis.

**Requisites:**  
Take EDT-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**EDT-115: EDT LABORATORY PRACTICE**

This course provides a practical application of theories covered in previous EDT courses. Emphasis is placed on practical skill development in neurological testing, appropriate patient rapport, infection control, and electrical safety guidelines, using mock situations. Upon completion, students should be able to conduct optimal neurological testing in mock situations.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

**EDT-116: ELECTRONEURODIAGNOSTIC TECHNOLOGY CLINIC AL EXPERIENCE**

This course provides clinical experience in a hospital, outpatient clinic or physician's office setting, under the supervision of a qualified technologist or qualified physician. Emphasis is placed on qualified interaction between patients/family and hospital personnel and optimal skill level development in electroneurodiagnostic procedures. Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal electroneurodiagnostic procedures as ordered by physicians.

**Requisites:**

Take EDT-118; Take previously. Required.<br>

<b>Total Credits:</b> .....	12
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	36

**EDT-118: EDT LABORATORY PRAC. II**

This course is a continuation of EDT 115. Emphasis is placed on practical skills developed in neurological testing, to include the basic EEG along with special testing procedures. Upon completion, students should be able to conduct neurological testing in mock situations.

**Requisites:**

Take EDT-115(S16313); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	9
Clinic Credits: .....	0

**EDT-120: INTRA-OPERATIVE NEURO MONITORING AND EVOKED POTENTIALS**

This course provides additional knowledge and skills in the special testing procedure of Intra-Operative Neuro-Monitoring (IONM). Emphasis is placed on the application of skills associated with neurological testing procedures with special focus on Intra-Operative Neuro Monitoring and Evoked Potentials (EP). Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal IONM and EP procedures as ordered by physicians.

**Requisites:**

Take EDT-114(S16312); Take previously. Required.<br>

<b>Total Credits:</b> .....	7
Class Credits: .....	2
Lab Credits: .....	15
Clinic Credits: .....	0

**EDU-119: INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

**EDU-131: CHILD, FAMILY, AND COMMUNITY**

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate

use of technology to support every child. This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, and supporting, respectful, relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**EDU-144: CHILD DEVELOPMENT I**

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**EDU-145: CHILD DEVELOPMENT II**

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**EDU-146: CHILD GUIDANCE**

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**EDU-151: CREATIVE ACTIVITIES**

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**EDU-153: HEALTH, SAFETY AND NUTRITION**

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**EDU-157: ACTIVE PLAY**

This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**EDU-162: OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD EDUCATION**

This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-163: CLASSROOM MANAGEMENT AND INSTRUCTION

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EDU-184: EARLY CHILDHOOD INTRODUCTORY PRACTICUM

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.

**Requisites:**  
Take EDU-119(S24238); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### EDU-187: TEACHING AND LEARNING FOR ALL

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. null Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. null Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### EDU-216: FOUNDATIONS OF EDUCATION

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EDU-221: CHILDREN WITH EXCEPTIONALITIES

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

**Requisites:**

Take 1 group; <br>Option: Take EDU-144(S25341) EDU-145(S25342); <br>Option: Take PSY-244(S12069) PSY-245(S11997); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-234: INFANTS, TODDLERS, AND TWOS

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

**Requisites:**

Take EDU-119(S24238); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-235: SCHOOL-AGE DEVELOPMENT AND PROGRAMS

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-250: TEACHER LICENSURE PREPARATION

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

**Requisites:**

Take 1 group; <br>Option: Take ENG-111(S25433) MAT-143(S24995); <br>Option: Take ENG-111(S25433) MAT-152(S24996); <br>Option: Take ENG-111(S25433) MAT-171(S25432); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EDU-251: EXPLORATION ACTIVITIES

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-261: EARLY CHILDHOOD ADMINISTRATION I

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

**Requisites:**

Take EDU-119(S24238); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-262: EARLY CHILDHOOD ADMINISTRATION II

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

**Requisites:**

Take EDU-119(S24238) EDU-261(S25391); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-263: SCHOOL-AGE PROGRAM ADMINISTRATION

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EDU-279: LITERACY DEVELOPMENT AND INSTRUCTION





...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### EDU-284: EARLY CHILDHOOD CAPSTONE PRACTICUM

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

#### Requisites:

Take 1 group; <br>Option: Take EDU-119(S24238) EDU-144(S24559) EDU-145(S24560) EDU-146(S24561) EDU-151(S24562); <br>Option: Take EDU-119(S24238) PSY-244(S12069) PSY-245(S11997) EDU-146(S24561) EDU-151(S24562); <br>Option: Take EDU-119(S24238) EDU-144(S24559) PSY-245(S11997) EDU-146(S24561) EDU-151(S24562); <br>Option: Take EDU-119(S24238) PSY-244(S12069) EDU-145(S24560) EDU-146(S24561) EDU-151(S24562); Take previously. Required.<br>Take EDU-184(S25363); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	1
Lab Credits: .....	9
Clinic Credits: .....	0

### EFL-055: ENGLISH FOR SPECIAL PURPO

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### EFL-061: LISTENING/SPEAKING I

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.

#### Requisites:

None

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

### EFL-062: LISTENING/SPEAKING II

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.

#### Requisites:

Take EFL-061; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EFL-063: LISTENING/SPEAKING III

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.

**Requisites:**  
Take EFL-062; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EFL-064: LISTENING-SPEAKING IV

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.

**Requisites:**  
Take EFL-063; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EFL-071: READING I

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EFL-072: READING II

This course provides preparation in academic and general purpose reading in order to achieve reading fluency at the low-intermediate level. Emphasis is placed on expanding academic and cultural vocabulary and developing effective reading strategies to improve comprehension and speed. Upon completion, students should be able to read and comprehend narrative and expository texts at the low-intermediate instructional level.

**Requisites:**  
Take EFL-071; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EFL-073: READING III

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.

**Requisites:**

Take EFL-072; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EFL-074: READING IV

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.

**Requisites:**

Take EFL-073; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EFL-081: GRAMMAR I

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.

**Requisites:**

Take EFL-091; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EFL-082: GRAMMAR II

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

**Requisites:**

Take EFL-081; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### EFL-083: GRAMMAR III

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.

**Requisites:**

Take EFL-082; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

#### **EFL-084: GRAMMAR IV**

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.

**Requisites:**

Take EFL-083; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

#### **EFL-091: COMPOSITION I**

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. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.

**Requisites:**

Take EFL-081; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

#### **EFL-092: COMPOSITION II**

This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and use the major elements of the writing process, sentence, paragraph, and essay.

**Requisites:**

Take EFL-091; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

#### **EFL-093: COMPOSITION III**

This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes.

**Requisites:**

Take EFL-092; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

#### **EFL-094: COMPOSITION IV**

This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, the writing process, and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.

**Requisites:**

Take EFL-093; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

**EFL-095: COMPOSITION V**

This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and peer compositions and apply basic research principles.

**Requisites:**

Take EFL-094; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	5
Lab Credits: .....	0
Clinic Credits: .....	0

**EGR-115: INTRO TO TECHNOLOGY**

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator. This course is an introduction to CAD using AutoCAD software.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

**EGR-115A: INTRO TO TECHNOLOGY LAB**

This course provides a laboratory setting for EGR 111. Emphasis is placed on developing skills in dimensional analysis, measurement systems, engineering graphics, and calculator applications. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in EGR 115.

**Requisites:**

Take EGR-115(S20666); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

**EGR-131: INTRODUCTION TO ELECTRONICS TECHNOLOGY**

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

**Requisites:**

None

<b>Total Credits:</b> .....	2
-----------------------------	---

Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### EGR-150: INTRO TO ENGINEERING

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals.

**Requisites:**

Take 1 group; <br>Option: Take MAT-003; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983); <br>Option: Take MAT-121(S24993); <br>Option: Take MAT-143(S24995); <br>Option: Take MAT-152(S24996); <br>Option: Take MAT-171(S24997); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### EGR-212: LOGIC SYSTEM DESIGN I

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.

**Requisites:**

Take MAT-271(S13631) PHY-251; Take previously. Required.<br>Take PHY-251; Minimum grade C; Take previously. Required.<br>Take MAT-272(S23940); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EGR-215: NETWORK THEORY I

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.

**Requisites:**

Take PHY-251 MAT-272(S13612); Take previously. Required.<br>Take PHY-252 MAT-273(S13616); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EGR-216: LOGIC AND NETWORK LAB

This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques.

**Requisites:**

Take PHY-251 MAT-272(S13612); Take previously. Required.<br>Take EGR-215; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EGR-220: ENGINEERING STATICS

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.

**Requisites:**

Take PHY-251; Take previously. Required.<br>Take MAT-272(S13612); Take either previously or concurrently. Required.<br>Take PHY-251; Minimum grade C; Take previously. Required.<br>Take MAT-273(S23941); Take either previously or concurrently. Required.<br>Take MAT-272(S23940); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EGR-225: ENGINEERING DYNAMICS

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.

**Requisites:**

Take EGR-220; Take previously. Required.<br>Take MAT-273(S13616); Take either previously or concurrently. Required.<br>Take EGR-220; Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EGR-228: INTRO TO SOLID MECHANICS

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.

**Requisites:**

Take EGR-220; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EGR-251: STATICS

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.

**Requisites:**

Take MAT-121(S23927) MAT-171(S23934) or MAT-271(S23939); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### EGR-252: STRENGTH OF MATERIALS

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.

**Requisites:**

Take EGR-251; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---



Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**EGR-285: DESIGN PROJECT**

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.

**Requisites:**  
Take EGR-251 ELN-260(S21655); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	4
Clinic Credits: .....	0

---

**ELC-111: INTRODUCTION TO ELECTRICITY**

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**ELC-112: DC/AC ELECTRICITY**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	6
Clinic Credits: .....	0

---

**ELC-113: RESIDENTIAL WIRING**

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.

**Requisites:**  
Take ELC-118; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

**ELC-114: COMMERCIAL WIRING**

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.

**Requisites:**

Take ELC-118; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**ELC-114C: COMMERCIAL WIRING**

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.

**Requisites:**

Take ELC-113(S23518); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ELC-114L: COMMERCIAL WIRING**

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.

**Requisites:**

Take ELC-113(S23518); Take previously. Required.<br>Take ELC-114C; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**ELC-115: INDUSTRIAL WIRING**

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**Requisites:**

Take ELC-114(S23519); Take previously. Required.<br>Take ELC-121(S21591); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**ELC-117: MOTORS AND CONTROLS**

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**Requisites:**

Take 1 group; <br>Option: Take ELC-112(S23481); <br>Option: Take ELC-131(S23482); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### ELC-117C: MOTORS AND CONTROLS

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**Requisites:**

Take 1 group; <br>Option: Take ELC-111; <br>Option: Take ELC-112(S23481); <br>Option: Take ELC-131(S23482); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### ELC-117L: MOTORS AND CONTROLS

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**Requisites:**

Take 1 group; <br>Option: Take ELC-111; <br>Option: Take ELC-112(S23481); <br>Option: Take ELC-131(S23482); Take previously. Required.<br>Take ELC-117C; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

### ELC-118: NATIONAL ELECTRICAL CODE

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### ELC-119: NEC CALCULATIONS

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### ELC-121: ELECTRICAL ESTIMATING

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

**Requisites:**

None

<b>Total Credits:</b> .....	2
-----------------------------	---

Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**ELC-126: ELECTRICAL COMPUTATIONS**

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**ELC-127: SOFTWARE FOR TECHNICIANS**

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics- related applications.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ELC-128: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLER**

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.

**Requisites:**  
Take ELC-117(S23521); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**ELC-128C: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLER**

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.

**Requisites:**  
Take ELC-117(S23521) or ELC-131(S23482); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**ELC-128L: INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLER**

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.

**Requisites:**

Take ELC-117(S23521) or ELC-131(S23482); Take previously. Required.<br>Take ELC-128C; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**ELC-131: CIRCUIT ANALYSIS I**

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**Requisites:**

Take ELC-131A(S23483); Take concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**ELC-131A: CIRCUIT ANALYSIS I LAB**

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.

**Requisites:**

Take ELC-131(S13459); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**ELC-134: TRANSFORMER APPLICATIONS**

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.

**Requisites:**

Take ELC-117(S23521); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ELC-220: PHOTOVOLTAIC SYSTEM TECHNOLOGY**

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.

**Requisites:**

Take ALT-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

---

### ELC-221: ADVANCED PHOTOVOLTAIC SYSTEM DESIGNS

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.

**Requisites:**

Take ELC-220; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-110: SURVEY OF ELECTRONICS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### ELN-112: DIESEL ELECTRONICS SYSTEM

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### ELN-113: ELECTRONIC FUEL INJECTION

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### ELN-131: ANALOG ELECTRONICS I

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

**Requisites:**

Take ELC-131(S23482) or ELC-112(S23481); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-132: ANALOG ELECTRONICS II

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

**Requisites:**

Take ELN-131(S23487); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-133: DIGITAL ELECTRONICS

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**Requisites:**

Take 1 group; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br><br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S23170) DMA-050(S23171) DMA-060(S23172); <br>Option: Take MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-150: COMPUTER-AIDED DRAFTING FOR ELECTRONICS

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-152: FABRICATION TECHNIQUES

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-231: INDUSTRIAL CONTROLS

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**Requisites:**

Take ELC-131(S23482) or ELC-112(S23481); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-232: INTRODUCTION TO MICROPROCESSORS

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

**Requisites:**

Take ELN-133(S23488); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-233: MICROPROCESSOR SYSTEMS

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**Requisites:**

Take CSC-133(S21065) ELN-232(S21640); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-234: COMMUNICATION SYSTEMS

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

**Requisites:**

Take ELN-131(S23487); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-235: DATA COMMUNICATION SYSTEMS

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

**Requisites:**

Take ELC-112(S23481) or ELC-131(S23482); Take previously. Required.<br>



<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-260: PROG LOGIC CONTROLLERS

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ELN-275: TROUBLESHOOTING

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

**Requisites:**  
Take ELN-131(S23487); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-110: EMT

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	9
Class Credits: .....	6
Lab Credits: .....	6
Clinic Credits: .....	3

---

### EMS-110AB: EMT

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-110BB: EMT

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.

**Requisites:**

Take EMS-110AB(L56659); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	3

---

**EMS-120: ADVANCED EMT**

This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level.

**Requisites:**

Take EMS-110(S25182); Take previously. Required.<br>Take EMS-121(S25184); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	6
Class Credits: .....	4
Lab Credits: .....	6
Clinic Credits: .....	0

---

**EMS-121: AEMT CLINICAL PRACTICUM**

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level.

**Requisites:**

Take EMS-110(S25182); Take previously. Required.<br>Take EMS-120(S25183); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	6

---

**EMS-122: EMS CLINICAL PRACTICUM I**

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

**Requisites:**

Take EMS-110(S25182); Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	3

---

**EMS-125: EMS INSTRUCTOR METHODOLOGY**

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology. Students must be admitted into the Emergency Medical Science program to be able to register for this course.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### EMS-130: PHARMACOLOGY

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.

**Requisites:**

Take EMS-110(S25182); Take previously, Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-131: ADVANCED AIRWAY MANAGEMENT

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

**Requisites:**

Take EMS-110(S25182); Take previously, Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### EMS-140: RESCUE SCENE MANAGEMENT

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-150: EMERGENCY VEHICLES AND EMS COMMUNICATION

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-160: CARDIOLOGY I

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

**Requisites:**

Take EMS-110(S25182); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**EMS-210: ADVANCED PATIENT ASSESSMENT**

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

**Requisites:**

Take EMS-110(S25182); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**EMS-220: CARDIOLOGY II**

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

**Requisites:**

Take EMS-122(S25185) EMS-130(S25187) EMS-160(S25189); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**EMS-221: EMS CLINICAL PRACTICUM II**

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.

**Requisites:**

Take EMS-121(S25184) or EMS-122(S25185); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	6

---

**EMS-231: EMS CLINICAL PRACTICUM III**

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.

**Requisites:**

Take EMS-221(S25191); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9

---

**EMS-235: EMS MANAGEMENT**

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

**EMS-240: PATIENTS WITH SPECIAL CHALLENGES**

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.

**Requisites:**

Take EMS-122(S23872) EMS-130(S23874); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

**EMS-241: EMS CLINICAL PRACTICUM IV**

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.

**Requisites:**

Take EMS-231(S25192); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

**EMS-250: MEDICAL EMERGENCIES**

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

**Requisites:**

Take EMS-122(S23872) EMS-130(S23874); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

**EMS-260: TRAUMA EMERGENCIES**

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

**Requisites:**

Take EMS-122(S23872) EMS-130(S23874); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-270: LIFE SPAN EMERGENCIES

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

**Requisites:**

Take EMS-122(S25185) EMS-130(S25187); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### EMS-280: EMS BRIDGING COURSE

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### EMS-285: EMS CAPSTONE

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

**Requisites:**

Take EMS-220(S16342) EMS-250(S11267) EMS-260(S10208); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### ENG-002: TRANSITION ENGLISH

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

### ENG-011: WRITING AND INQUIRY SUPPORT

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

### ENG-110: FRESHMAN COMPOSITION

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

**Requisites:**  
Take DRE-097(S23642) ENG-002 or BSP-4002; Take previously. Required.<br>Take DRE-097(S23642) ENG-002 BSP-4002 or ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### ENG-111: WRITING AND INQUIRY

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course will also introduce students to the skills needed to produce a college-level research essay.

**Requisites:**  
Take 1 group; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; <br>Option: Take BSP-4002; Take previously. Required.<br>Take 1 group; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; From rule RMINP2; <br>Option: Take BSP-4002; From rule BSPMINP2; <br>Option: Take ENG-011; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### ENG-112: WRITING AND RESEARCH IN THE DISCIPLINES

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

**Requisites:**  
Take ENG-111(S25433); Take previously. Required.<br>Take ENG-111(S24022); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### ENG-114: PROFESSIONAL RESEARCH & REPORTING

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.

**Requisites:**

Take ENG-111(S13673); Take previously. Required.<br>Take ENG-111(S13673); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
<b>Class Credits:</b> .....	3
<b>Lab Credits:</b> .....	0
<b>Clinic Credits:</b> .....	0



viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda



# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### ENG-125: CREATIVE WRITING I

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.

#### Requisites:

Take ENG-111(S13673); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### ENG-231: AMERICAN LITERATURE I

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

#### Requisites:

Take ENG-112(S24024) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### ENG-232: AMERICAN LITERATURE II

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.

#### Requisites:

Take ENG-112(S24024) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### ENG-241: BRITISH LITERATURE I

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

#### Requisites:

Take ENG-112(S24024) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### ENG-242: BRITISH LITERATURE II

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

**Requisites:**

Take ENG-112(S13681) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ENG-261: WORLD LITERATURE I**

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

**Requisites:**

Take ENG-112(S13681) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ENG-262: WORLD LITERATURE II**

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

**Requisites:**

Take ENG-112(S13681) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ENG-273: AFRICAN-AMERICAN LITERATURE**

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

**Requisites:**

Take ENG-112(S13681) ENG-113 or ENG-114(S13706); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ENV-212: INSTRUMENTATION**

This course introduces analytical techniques used in quantitative analysis of chemical samples. Emphasis is placed on both classical wet techniques of chemical analysis and modern instrumental techniques. Upon completion, students should be able to use the methodologies and technologies involved in chemical analysis.

**Requisites:**

Take 1 group; <br>Option: Take ENV-110(S13454); <br>Option: Take BIO-140 BIO-140A; <br>Option: Take PTC-110; Take previously. Required.<br>Take CHM-132(S12618); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

---

### EPT-124: EM SERVICES LAW & ETHICS

This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EPT-140: EMERGENCY MANAGEMENT

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EPT-150: INCIDENT MANAGEMENT

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EPT-210: RESPONSE & RECOVERY

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### EPT-230: EMERGENCY PLANNING

This course covers the rationale for and methods related to a comprehensive approach to emergency planning. Topics include the emergency planning process, command arrangement, coordination, budgetary issues, environmental contamination issues, and public policy concerns. Upon completion, students should be able to develop an emergency plan for a community.

**Requisites:**

None	
<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-120: INTRODUCTION TO FIRE PROTECTION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-124: FIRE PREVENTION & PUBLIC EDUCATION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-128: DETECTION AND INVESTIGATION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-132: BUILDING CONSTRUCTION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-136: INSPECTIONS AND CODES**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-152: FIRE PROTECTION LAW**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-162: FIREFIGHTER SAFETY AND WELLNESS**

The purpose of this course is to reduce firefighter injuries and fatalities by discussing topics that impact firefighter safety. Emphasis is placed on national standards, the 16 Life Safety Initiatives, and current events to identify changes needed to create a culture of safety. Upon completion, students should be able to define and describe the need for cultural and behavioral changes within the emergency services.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-164: OSHA STANDARDS**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-176: HAZMAT: OPERATIONS**

This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
-----------------------------	---

Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-220: FIRE FIGHTING STRATEGIES**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-221: ADVANCED FIRE FIGHTING STRATEGIES**

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.

**Requisites:**  
Take FIP-220(\$23898); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-228: LOCAL GOVERNMENT FINANCE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-229: FIRE DYNAMICS AND COMBUSTION**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-232: HYDRAULICS AND WATER DISTRIBUTION**

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**FIP-240: FIRE SERVICE SUPERVISION**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-244: FIRE PROTECTION PROJECT**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-256: MUNICIPAL PUBLIC RELATIONS**

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**FIP-260: FIRE PROTECTION PLANNING**

This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

**Requisites:**

Take FIP-228(S23902) FIP-240(S23908); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-276: MANAGING FIRE SERVICES**

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FIP-277: FIRE AND SOCIAL BEHAVIOR**

This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FRE-111: ELEMENTARY FRENCH I**

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.

**Requisites:**  
Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>Take FRE-181; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**FRE-112: ELEMENTARY FRENCH II**

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness.

**Requisites:**  
Take FRE-111; Take previously. Required.<br>Take FRE-111; Minimum grade C; Take previously. Required.<br>Take FRE-182; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---



### FRE-181: FRENCH LAB 1

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>Take FRE-111; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### FRE-182: FRENCH LAB 2

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.

**Requisites:**

Take FRE-181; Take previously. Required.<br>Take FRE-181; Minimum grade C; Take previously. Required.<br>Take FRE-112; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### FRE-211: INTERMEDIATE FRENCH I

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.

**Requisites:**

Take FRE-112; Take previously. Required.<br>Take FRE-112; Minimum grade C; Take previously. Required.<br>Take FRE-281; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### FRE-281: FRENCH LAB 3

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 of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

**Requisites:**

Take FRE-182; Take previously. Required.<br>Take FRE-182; Minimum grade C; Take previously. Required.<br>Take FRE-211; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### GEL-111: GEOLOGY

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-002 MAT-003; <br>Option: Take ENG-111(S24022) MAT-003;  
 <br>Option: Take DRE-098(S23643) DMA-010 DMA-020 DMA-030 DMA-040(S24983); <br>Option: Take  
 DRE-098(S23643) MAT-003; <br>Option: Take DRE-098(S23643) MAT-110(S24992); <br>Option: Take  
 DRE-098(S23643) MAT-121(S24993); <br>Option: Take ENG-002 DMA-010 DMA-020 DMA-030 DMA-  
 040(S24983); <br>Option: Take ENG-111(S24022) DMA-010 DMA-020 DMA-030 DMA-040(S24983);  
 <br>Option: Take ENG-002 MAT-110(S24992); <br>Option: Take ENG-111(S24022) MAT-110(S24992);  
 <br>Option: Take ENG-111(S24022) MAT-121(S24993); <br>Option: Take ENG-002 MAT-121(S24993);  
 <br>Option: Take ENG-111(S24022) MAT-143(S24995); <br>Option: Take ENG-002 MAT-143(S24995);  
 <br>Option: Take ENG-111(S24022) MAT-152(S24996); <br>Option: Take ENG-002 MAT-152(S24996);  
 <br>Option: Take ENG-111(S24022) MAT-171(S24997); <br>Option: Take ENG-002 MAT-171(S24997);  
 Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**GEL-113: HISTORICAL GEOLOGY**

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations.

**Requisites:**

Take GEL-111(S12347) or GEL-120; Take previously. Required.<br>Take GEL-111(S12347) or GEL-120;  
 Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**GEL-230: ENVIRONMENTAL GEOLOGY**

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence.

**Requisites:**

Take GEL-111(S12347) GEL-120 or PHS-130; Take previously. Required.<br>Take GEL-111(S12347) GEL-  
 120 or PHS-130; Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**GIS-111: INTRODUCTION TO GIS**

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

**GIS-112: INTRODUCTION TO GPS**

This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

**Requisites:**

None	
<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**GIS-121: GEOREFERENCING & MAPPING**

This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

**Requisites:**  
Take GIS-111 or CEG-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**GIS-246: PRINCIPLES OF PROPERTY MAPPING**

This course covers interpreting and understanding land records, updating parcel data, and utilizing the data for information retrieval and spatial analysis. Topics include the use and development of parcel information, parcel boundaries, and legal land descriptions. Upon completion, students should be able to demonstrate an understanding of the fundamentals of parcel mapping.

**Requisites:**  
Take CEG-111 or GIS-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**GRD-110: TYPOGRAPHY I**

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

**Requisites:**  
Take 1 group; <br>Option: Take DRE-097(S23642) DMA-010 DMA-020 DMA-030; <br>Option: Take ENG-002 MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**GRD-121: DRAWING FUNDAMENTALS I**

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. Students should process basic drawing ability to successfully complete drawing at the college level.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**GRD-141: GRAPHIC DESIGN I**

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.

**Requisites:**

Take DRE-097(S23642) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

**GRD-142: GRAPHIC DESIGN II**

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.

**Requisites:**

Take ART-121(S12130) DES-135(S10718) or GRD-141; Take previously. Required.<br>Take GRD-110; Take previously. Required.<br>Take GRD-152; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

**GRD-145: DESIGN APPLICATIONS I**

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.

**Requisites:**

Take GRD-141; Take either previously or concurrently. Required.<br>Take GRD-151; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

**GRD-146: DESIGN APPLICATIONS II**

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.

**Requisites:**

Take GRD-142; Take either previously or concurrently. Required.<br>Take GRD-152; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

**GRD-151: COMPUTER DESIGN BASICS**

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

**Requisites:**

Take DRE-097(S23642) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### GRD-152: COMPUTER DESIGN TECHNIQUES I

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.

**Requisites:**

Take GRD-151; Take previously. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030; <br>Option: Take MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### GRD-167: PHOTOGRAPHIC IMAGING I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### GRD-230: TECHNICAL ILLUSTRATION

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.

**Requisites:**

Take ART-131 DES-125(S11944) or GRD-121; Take previously. Required.<br>Take 1 group; <br>Option: Take GRD-152 ART-131; <br>Option: Take GRD-152 DES-125(S11944); <br>Option: Take GRD-152 GRD-121; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### GRD-240: USER INTERFACE AND USER EXPERIENCE

This course introduces a design-centric approach to user interface and user experience design, and offers practical, skill-based instruction centered around a visual communications perspective. Emphasis is placed on demonstrating the stages of the UI/UX development process, including user research and analysis, choosing methodologies, defining a project's strategy, scope, and information architecture, developing sitemaps and wireframes, performing user testing, and producing prototypes. Upon completion, students should be able to demonstrate current best practices and conventions in UX design and apply them to create effective and compelling digital screen-based experiences.

**Requisites:**

Take WEB-140(S21133); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### GRD-241: GRAPHIC DESIGN III

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.

**Requisites:**

Take DES-136(S10746) or GRD-142; Take previously. Required.<br>Take 1 group; <br>Option: Take DES-136(S10746) GRD-110 GRD-152; <br>Option: Take GRD-142 GRD-110 GRD-152; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

**GRD-246: DESIGN APPLICATIONS III**

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.

**Requisites:**

Take GRD-241; Take either previously or concurrently. Required.<br>Take GRD-110 GRD-152; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**GRD-263: ILLUSTRATIVE IMAGING**

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.

**Requisites:**

Take GRD-151 or GRA-151; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**GRD-265: DIGITAL PRINT PRODUCTION**

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions. Topics include sustainable and eco-friendly printing solutions including Forest Stewardship Council certification.

**Requisites:**

Take GRD-151 or GRA-151; Take previously. Required.<br>Take 1 group; <br>Option: Take GRD-151 GRD-152; <br>Option: Take GRA-151 GRD-152; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**GRD-271: MULTIMEDIA DESIGN I**

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.

**Requisites:**

Take GRD-151 or GRA-151; Take previously. Required.<br>Take GRD-151 or GRA-151; Take previously. Required.<br>Take GRD-152; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3

**GRD-280: PORTFOLIO DESIGN**

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.

**Requisites:**

Take 1 group; <br>Option: Take GRD-142 GRD-152; <br>Option: Take GRD-142 GRA-152; Take previously. Required.<br>Take WEB-140(S21133) GRD-146; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

**GRD-282: ADVERTISING COPYWRITING**

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.

**Requisites:**

Take ENG-110(S20133) or ENG-111(S13673); Take previously. Required.<br>Take GRD-142; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

**GRD-285: CLIENT/MEDIA RELATIONS**

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.

**Requisites:**

Take 1 group; <br>Option: Take GRD-142 GRA-121; <br>Option: Take GRD-142 GRA-152; <br>Option: Take GRD-142 GRD-152; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

**GRO-120: GERONTOLOGY**

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**GRO-220: PSYCHOLOGICAL & SOCIAL ASPECTS OF AGING**

This course introduces the individual and social aspects of the aging process. Topics include psychological and social factors of aging; roles of older adults within families, work, and

community; and adjustments to aging and retirement.

**Requisites:**

Take PSY-150; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**GRO-230: HEALTH, WELLNESS, & NUTRITION**

This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of well-being. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**GRO-250: AGING POLICIES PROGRAMS AND SERVICES**

This course covers the development of state and federal policies, programs, and services for an aging population as a result of demographic shifts. Topics include initial federal programs addressing aging issues, emerging challenges and trends, the role of needs assessment and outcome measures that shape policies, and contemporary issues. Upon completion, students should be able to articulate about initial federal programs; assess emerging challenges and trends; demonstrate the value of needs assessments; and identify contemporary issues.

**Requisites:**

Take GRO-120(S22966); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**HBI-113: SURVEY OF MEDICAL INSURANCE**

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.

**Requisites:**

Take HBI-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**HEA-110: PERSONAL HEALTH/WELLNESS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---



---

### HEA-112: FIRST AID & CPR

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HEO-111: HEAVY EQUIPMENT OPERATIONS I

This course covers the beginning processes of heavy equipment operations. Topics include heavy equipment operator employment options, heavy equipment safety, identification of heavy equipment, equipment systems and maintenance, and basic operational techniques. Upon completion, students should be able to demonstrate a basic understanding of heavy equipment operations utilized in the construction field.

**Requisites:**

None

<b>Total Credits:</b> .....	12
Class Credits: .....	8
Lab Credits: .....	8
Clinic Credits: .....	0

---

### HEO-112: HEAVY EQUIPMENT OPERATIONS II

This course provides instruction regarding advanced operations of various construction equipment. Topics include purpose, function, design features, controls, manipulation, limitations, and safe operation of popular mobile heavy equipment. Upon completion, students should be able to demonstrate advanced operations of various heavy equipment found in the construction field.

**Requisites:**

Take HEO-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	12
Class Credits: .....	8
Lab Credits: .....	8
Clinic Credits: .....	0

---

### HEO-113: GRADES AND DRAWINGS

This course is designed to develop the knowledge and skills required to interpret construction drawings, civil blueprints, and grades. Topics include basic terms for construction drawings, dimensions, setting grades, interpreting grade stakes, reading site plans, safety, and legal issues. Upon completion, students should be able to demonstrate a general knowledge of civil blueprints, construction drawings and the theory behind finish grade selection.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HEO-114: EROSION CONTROL AND REGULATIONS

This course introduces erosion control and environmental regulations for heavy equipment operators. Topics include erosion control using site plans for retention ponds, detention ponds, slit fence, matting, and other means of controlling erosion and water run off on construction sites. Upon completion, a student should be able to understand erosion control and water run off regulations and how to achieve compliance using means that are indicated on site plans.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HEO-116: SOIL EXCAVATION AND GROUNDWORK

This course introduces the concepts associated with soil characteristics as they relate to excavation and groundwork on construction sites. Topics include identification of soil sites, compaction needs of soils for various applications, safety concerns of soils and effects of the addition of organic or non-organic material to soil. Upon completion, students should be able to identify soil types, describe the properties of soils, determine the compaction requirements for various applications, and explain the effects of addition of water, organic and non-organic materials upon soils.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HEO-150: MINE SAFETY HEALTH ADMINISTRATION FOR EQUIPMENT TECHNICIANS AND OPERATORS

This course introduces Mine Safety and Health Administration (MSHA) rules and regulations needed for heavy equipment technicians and operators working in a quarry or mining operation. Emphasis is placed on personal and equipment safety using the topics of MSHA standards, first aide, work site hazards, welding hazards, lifting hazards, following proper procedures and required documentation as they relate to quarry and mining operations. Upon completion, students should be able to demonstrate an understanding of how to identify and implement safe repairs and operation of equipment used in quarry or mining operations.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HEO-192A: SELECTED TOPICS IN HEAVY EQUIPMENT

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HET-110: DIESEL ENGINES

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is laced on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

**Requisites:**  
None

<b>Total Credits:</b> .....	6
Class Credits: .....	3
Lab Credits: .....	9
Clinic Credits: .....	0

---

---

### HET-114: POWER TRAINS

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

**Requisites:**  
None

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

---

### HET-115: ELECTRONIC ENGINES

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

---

### HET-125: PREVENTIVE MAINTENANCE

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

---

### HET-128: MEDIUM/HEAVY DUTY TUNE UP

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### HET-134: DIESEL FUEL AND POWER SYSTEM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	3
Clinic Credits: .....	0

### HET-231: MEDIUM/HEAVY DUTY BRAKE SYSTEMS

This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy-duty vehicles.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits:.....	3
Clinic Credits: .....	0

### HET-232: MEDIUM/HEAVY DUTY BRAKE SYSTEMS LAB

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.

**Requisites:**  
Take HET-231; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits:.....	3
Clinic Credits: .....	0

### HET-233: SUSPENSION AND STEERING

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits:.....	4
Clinic Credits: .....	0

### HFS-110: EXERCISE SCIENCE

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits:.....	0
Clinic Credits: .....	0

### HFS-111: FITNESS & EXER TESTING I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**HFS-116: PVNT & CARE EXER INJURIES**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**HFS-118: FITNESS FACILITY MANAGEMENT**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**HFS-120: GROUP EXERCISE INSTRUCTION**

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.

**Requisites:**

Take HFS-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**HFS-210: PERSONAL TRAINING**

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.

**Requisites:**

Take HFS-110 HFS-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### HFS-212: EXERCISE PROGRAMMING

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.

**Requisites:**

Take HFS-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HFS-218: LIFESTYLE CHNG & WELLNESS

This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HIS-111: WORLD CIVILIZATIONS I

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HIS-112: WORLD CIVILIZATIONS II

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HIS-121: WESTERN CIVILIZATION I

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3



# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### HIS-122: WESTERN CIVILIZATION II

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.

#### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### HIS-131: AMERICAN HISTORY I

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.

#### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### HIS-132: AMERICAN HISTORY II

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.

#### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### HMT-110: INTRODUCTION TO HEALTHCARE MANAGEMENT

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

#### Requisites:

Take DRE-097(S23642) ENG-002 or ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0



### HMT-211: LONG-TERM CARE ADMINISTRATION

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.

**Requisites:**

Take HMT-110(S20232); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### HMT-212: MANAGEMENT OF HEALTHCARE ORGANIZATIONS

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.

**Requisites:**

Take HMT-110(S20232); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### HOR-114: LANDSCAPE CONSTRUCTION

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### HOR-160: PLANT MATERIALS I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### HOR-161: PLANT MATERIALS II

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **HOR-162: APPLIED PLANT SCIENCE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **HRM-110: INTRODUCTION TO HOSPITALITY AND TOURISM**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **HRM-120: FRONT OFFICE PROCEDURES**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **HRM-125: ETIQUETTE FOR HOSPITALITY**

This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **HRM-140: LEGAL ISSUES-HOSPITALITY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**HRM-210: MEETINGS AND EVENT PLANNING**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**HRM-215: RESTAURANT MANAGEMENT**

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

**Requisites:**

Take CUL-135(S22842) or HRM-124(S22904); Take previously. Required.<br>Take CUL-135(S10202) CUL-135A(S11193); <br>Option: Take HRM-124(S21353); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**HRM-220: COST CONTROL-FOOD AND BEVERAGE**

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.

**Requisites:**

Take MAT-110(S23926); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**HRM-225: BEVERAGE MANAGEMENT**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### HRM-235: QUALITY MANAGEMENT-HOSPITALITY

This course introduces the various schools of thought in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HRM-240: MARKETING FOR HOSPITALITY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HRM-245: HUMAN RESOURCE MANAGEMENT-HOSPITALITY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HRM-260: PROCUREMENT FOR HOSPITALITY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HRM-275: LEADERSHIP-HOSPITALITY

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**HRM-280: MANAGEMENT PROBLEMS-HOSPITALITY**

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.

**Requisites:**

Take HRM-110(S10998); Take previously. Required.<br>Take HRM-110(S22898); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**HSE-110: INTRODUCTION TO HUMAN SERVICES**

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

**Requisites:**

Take HSE-135; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**HSE-112: GROUP PROCESS I**

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**HSE-123: INTERVIEWING TECHNIQUES**

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>Take HSE-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### HSE-125: COUNSELING

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>Take HSE-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HSE-127: CONFLICT RESOLUTION

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HSE-135: ORIENTATION LAB I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HSE-145: CHILD ABUSE & NEGLECT

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HSE-210: HUMAN SERVICES ISSUES

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.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HSE-212: GROUP PROCESS II

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.

**Requisites:**

Take HSE-112; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HSE-220: CASE MANAGEMENT

This course covers the variety of tasks associated with professional case management. 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 initial contact through termination of services.

**Requisites:**

Take HSE-110; Take previously. Required.<br>Take HSE-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### HSE-225: CRISIS INTERVENTION

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.

**Requisites:**

Take 1 group; <br>Option: Take DRE-098(S23643); <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S24022); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HSE-226: INTELLECTUAL DISABILITIES

This course covers intellectual disabilities and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of intellectual disabilities. Upon completion, students should be able to demonstrate a general knowledge of individuals with intellectual disabilities.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### HSE-227: CHILDREN & ADOLESCENTS IN CRISIS

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and

violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**HSE-245: STRESS MANAGEMENT**

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**HSE-251: ACTIVITIES PLANNING**

This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational activities. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals to maintain quality of life.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**HUM-110: TECHNOLOGY AND SOCIETY**

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**HUM-115: CRITICAL THINKING**

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. Students will also explore the parameters of selected ethical issues.

**Requisites:**

Take DRE-098(S23643) ENG-002 BSP-4002 or ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---



### HUM-121: THE NATURE OF AMERICA

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### HUM-130: MYTH IN HUMAN CULTURE

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture.

**Requisites:**  
Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### HUM-160: INTRODUCTION TO FILM

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

**Requisites:**  
Take ENG-111(S13673); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### HUM-161: ADVANCED FILM STUDIES

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production.

**Requisites:**  
Take HUM-160(S16395); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### HYD-110: HYDRAULICS/PNEUMATICS I

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2

Lab Credits:.....	3
Clinic Credits:.....	0

**HYD-112: HYDRAULICS-MEDIUM AND HEAVY DUTY**

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits:.....	1
Lab Credits:.....	2
Clinic Credits:.....	0

**HYD-134: HYDRAULIC/HYDROSTATIC CONSTRUCTION**

This course covers the hydraulic/hydrostatic components of construction equipment hydraulics and power trains. Topics include testing, adjusting, repair, and replacement of components that are applied to construction equipment hydraulics and transmissions along with other related topics. Upon completion, students should be able to use proper diagnostic procedures and identify, repair, and replace hydraulic and hydrostatic systems on construction equipment.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits:.....	2
Lab Credits:.....	4
Clinic Credits:.....	0

**HYD-180: FLUID POWER IN AUTOMATION**

This course introduces the basic components and functions of hydraulic and pneumatic systems and their application to automated machinery. Topics include standard symbols, compressors, control valves, control circuits, actuators, maintenance procedures, switching and control devices as applied to automated machinery. Upon completion, students should be able to demonstrate an understanding of the operation of hydraulic fluid and compressed air and vacuum systems including design, troubleshooting, and applications.

**Requisites:**  
Take MAT-121(S25429) MAT-171(S25432) or MAT-271(S23939); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	2
Lab Credits:.....	3
Clinic Credits:.....	0

**HYD-191A: SELECTED TOPICS IN FLUID POWER LAB**

This course provides a hands-on component for HYD-180. Students will build and analyze pneumatic circuits. Upon completion, students should be able to demonstrate an understanding of the function of pneumatic components and pneumatic circuits.

**Requisites:**  
Take HYD-180(S23491); Take concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits:.....	0
Lab Credits:.....	2
Clinic Credits:.....	0

**IMG-110: FUNDAMENTALS OF IMAGING I**

This course provides an overview of the principles of imaging for radiography, nuclear medicine, ultrasound, and radiation therapy. Emphasis is placed on image production and anatomical relationships in radiography, nuclear medicine, ultrasound, and radiation therapy. Upon

completion, students should be able to identify basic anatomy on, and differentiate between, radiography, nuclear medicine, radiation therapy, and ultrasound images.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	6

---

---

**IMG-111: FUNDAMENTALS OF IMAGING II**

This course provides an overview of the principles of imaging for CT, PET, CT/PET and MRI. Emphasis is placed on image production and anatomical relationships in CT, PET, CT/PET, and MRI. Upon completion, students should be able to identify basic anatomy on, and differentiate between, CT, PET, CT/PET, and MRI images.

**Requisites:**

Take IMG-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	6

---

---

**IMG-120: PATIENT CARE MEDICAL IMAGING**

This course is designed to provide the basic concepts of patient care in a healthcare facility. Topics include routine and emergent patient care procedures, infection control procedures, and usage of universal precautions. Upon completion, students should be able to demonstrate competence in these areas.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**IMG-130: IMAGING ETHICS & LAW**

This course covers the legalities of relationships between health care workers and patients. Emphasis is placed on professional malpractice, patient rights, legal and professional standards, and ethical considerations. Upon completion, students should be able to demonstrate the legal and ethical responsibilities of a diagnostic imaging professional.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**INT-110: INTERNATIONAL BUSINESS**

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### INT-210: INTERNATIONAL TRADE

This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### INT-220: INTERNATIONAL ECONOMICS

This course introduces the forces and criteria for the development of a new international economic order. Emphasis is placed on balance of payments, foreign exchange rates and their determination, International Monetary System, and arguments for and against free trade and protectionism. Upon completion, students should be able to describe economic principles and concepts of international trade.

**Requisites:**  
Take ECO-151 ECO-251 or ECO-252; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### INT-230: INTERNATIONAL LAW

This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas, and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions.

**Requisites:**  
Take BUS-115(S11427); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ISC-112: INDUSTRIAL SAFETY

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ISC-115: CONSTRUCTION SAFETY

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0

---

---

### ISC-121: ENVIRONMENTAL HEALTH & SAFETY

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ISC-131: QUALITY MANAGEMENT

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ISC-135: PRINCIPLES OF INDUSTRIAL MANAGEMENT

This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ISC-210: OPERATION AND PRODUCTION PLANNING

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### ISC-222: PROJECT PLANNING/CONTROL

This course covers how to plan, schedule and control projects typical in manufacturing and service industries. Topics include fundamental project management concepts and hands-on computer application experience with process flow charting and PERT/CPM project managers. Upon

completion, students should be able to plan, schedule and control projects using state-of-the-art computer application programs.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**ISC-278: CGMP QUALITY SYSTEMS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**ISC-280: VALIDATION FUNDAMENTALS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**LAR-113: RESIDENTIAL LANDSCAPE DESIGN**

The course covers the creation of residential landscape design working drawings. Topics include residential plans, elevation, sections, plant selection/lists, and other related topics. Upon completion, students should be able to prepare a set of residential landscape working drawings which are within accepted architectural standards.

**Requisites:**

Take LAR-111(S10088); Take previously. Required.<br>Take LAR-111(S23291) or ARC-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**LAR-120: SUSTAINABLE DEVELOPMENT**

This course introduces students to sustainable practices in site design and land development. Topics include conservation subdivision design, transportation issues, urban planning, water conservation, rain gardens, alternative technologies, permaculture design, low impact design, and grey water systems. Upon completion, students should be able to demonstrate techniques and procedures used for mitigating the impact of development on the environment.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

---

### LAR-211: COMMERCIAL SITE DESIGN

This course covers commercial landscape design techniques. Topics include creation of site analysis drawings, commercial landscape architectural plans, and other related topics. Upon completion, students should be able to perform a site analysis, design a commercial landscape, and generate scaled drawings within landscape architectural standards.

**Requisites:**

Take LAR-113(S10075); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

### LAR-231: PRINCIPLES OF INTERIOR PLANTING

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### LAR-235: LANDSCAPE ARCHITECTURAL PRESENTATION TECHNIQUES

This course covers landscape architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered landscape architecture plans, and other related topics. Upon completion, students should be able to present ideas graphically and render landscape presentation drawings.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### LAR-241: ADVANCED SITE PLANNING

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.

**Requisites:**

Take ARC-240(S21519); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### LAR-242: PLANNING & ENVIRONMENT

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2

Lab Credits:.....	2
Clinic Credits:.....	0

**LAR-250: SURVEY OF LAR**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits:.....	3
Lab Credits:.....	0
Clinic Credits:.....	0

**LOG-110: INTRODUCTION TO LOGISTICS**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits:.....	3
Lab Credits:.....	0
Clinic Credits:.....	0

**LOG-120: GLOBAL LOGISTICS**

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.

**Requisites:**  
Take LOG-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	3
Lab Credits:.....	0
Clinic Credits:.....	0

**LOG-125: TRANSPORTATION LOGISTICS**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits:.....	3
Lab Credits:.....	0
Clinic Credits:.....	0

**LOG-210: FLEET MANAGEMENT**

This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT safety regulations in the hiring, training, and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.



**Requisites:**

Take LOG-110; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**LOG-211: DISTRIBUTION MANAGEMENT**

This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

**Requisites:**

Take LOG-110; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**LOG-215: SUPPLY CHAIN MANAGEMENT**

This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units and describe the materials management processes.

**Requisites:**

Take LOG-110; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**LOG-220: LOGISTICS MANAGEMENT**

This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing, and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods, and apply inventory control procedures.

**Requisites:**

Take LOG-110; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**LOG-225: LOGISTICS SYSTEMS**

This course covers the design, implementation, and application of logistics software systems utilized by businesses to improve accountability, and capabilities of their logistics processes. Emphasis is placed on an in-depth understanding of logistical software applications, optimization models, automated data collection, electronic data interchange, and other logistics software tools. Upon completion, students should be able to identify the various logistics software applications and explain how they are utilized to improve business and logistics processes.

**Requisites:**

Take LOG-215(\$13965); Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### LOG-230: TRANSPORTATION MANAGEMENT

This course covers the function of shippers and carriers in the transportation industry. Emphasis is placed on negotiating price and service requirements in the movement of goods, identifying areas of carrier liability, and the methods for processing claims. Upon completion, students should be able to compare common carriers and company operated transportation for service and cost, interpret pricing structures, and determine carrier liability.

**Requisites:**

Take LOG-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### LOG-235: IMPORT/EXPORT MANAGEMENT

This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain.

**Requisites:**

Take LOG-125(S21720); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### LOG-240: PURCHASING LOGISTICS

This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.

**Requisites:**

Take LOG-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### LOG-245: LOGISTICS SECURITY

This course covers the role and importance of securing the domestic and global transportation and supply chain networks. Emphasis is placed on Customs and Border Protection, Department of Homeland Security, the Transportation Security Agency and how they affect businesses, logistics and transportation processes. Upon completion, students should be able to apply the principles and terminologies used in securing the logistics and transportation networks and identify potential threats.

**Requisites:**

Take LOG-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### LOG-250: ADVANCED GLOBAL LOGISTICS

This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment.

Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.

**Requisites:**

Take LOG-125(S13306); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MAM-101: MAMMOGRAPHY PROCEDURES AND IMAGE ANALYSIS**

This course provides the fundamentals of mammography positioning, patient care, and image analysis. Topics include breast anatomy/physiology, pathology and treatment of breast disease, patient preparation/education, mammographic procedures, and interventional procedures. Upon completion, students should be able to demonstrate competence in these areas.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

**MAM-102: MAMMOGRAPHY INSTRUMENTATION AND QUALITY ASSURANCE**

This course is a comprehensive study of physics, instrumentation, quality assurance, and quality control for digital mammography imaging systems. Topics include system components, imaging principles, and guidelines for selecting exposure factors. Upon completion, students should be able to demonstrate an understanding of mammographic equipment, quality assurance, and quality control.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MAM-103: DIGITAL MAMMOGRAPHY**

This course is a comprehensive study of digital mammography. Topics include producing digital mammograms, understanding image processing, display, archive, and communication techniques, and determining proper image quality, radiation dose, and quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital imaging, the process to produce digital mammograms, and the establishment of QC procedures.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MAM-104: DIGITAL BREAST TOMOSYNTHESIS**

This course is a comprehensive study of digital breast tomosynthesis (DBT). Topics include the technology of DBT, application of DBT in the clinic setting, digital detector technology, the role of DBT in detecting breast cancer, and performing quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital breast tomosynthesis, understand the application and role of DBT in the clinic setting, and perform quality control procedures.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### MAM-105: MAMMOGRAPHY CLINICAL EDUCATION

This course provides the opportunity to apply knowledge gained from classroom instruction to the mammography clinical setting. Emphasis is placed on patient care and positioning, mammographic procedures, interventional/special examinations, image analysis, and quality control testing. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Requisites:**

Take MAM-101 MAM-102(S24285) MAM-103 MAM-104; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class.Credits: .....	0
Lab Credits: .....	0
Clinic.Credits: .....	15

---

### MAM-109: MAMMOGRAPHY CAPSTONE

This course provides an overview of mammographic topics as practiced in the didactic and clinical settings. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an entry-level mammographer.

**Requisites:**

Take MAM-101 MAM-102(S24285) MAM-103 MAM-104; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits: .....	0
Clinic.Credits: .....	0

---

### MAS-140: INTRODUCTION TO MASONRY

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class.Credits: .....	1
Lab Credits: .....	2
Clinic.Credits: .....	0

---

### MAT-003: TRANSITION MATH

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class.Credits: .....	0
Lab Credits: .....	6
Clinic.Credits: .....	0

---

### MAT-010: MATH MEASUREMENT & LITERACY SU

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by

obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**MAT-021: ALGEBRA/TRIGONOMETRY I SUPPORT**

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**MAT-043: QUANTITATIVE LITERACY SUPPORT CLASS**

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**MAT-052: STATISTICAL METHODS I SUPPORT**

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### MAT-071: 071 PRECALCULUS ALGEBRA SUPPORT

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

#### Requisites:

None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	4
Clinic Credits: .....	0

### MAT-110: MATHEMATICAL MEASUREMENT AND LITERACY

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.

#### Requisites:

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030; <br>Option: Take DMA-025; <br>Option: Take MAT-003; <br>Option: Take BSP-4003; Take previously. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030; <br>Option: Take DMA-025; <br>Option: Take MAT-003; From rule RMINP1; <br>Option: Take BSP-4003; From rule BSPMINP1; <br>Option: Take MAT-010; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### MAT-121: ALGEBRA/TRIGONOMETRY I

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.

#### Requisites:

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-025 DMA-045; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045; <br>Option: Take MAT-003; From rule RMINP2M; <br>Option: Take BSP-4003; From rule BSPMINP2; Take previously. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 DMA-060(S24985); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985); <br>Option: Take DMA-025 DMA-045 DMA-060(S24985); <br>Option: Take 1 courses; From rule RMINP3; <br>Option: Take BSP-4003; From rule BSPMINP3; <br>Option: Take MAT-071(S25141); <br>Option: Take MAT-021; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

## MAT-143: QUANTITATIVE LITERACY

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

### Requisites:

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 ENG-002; <br>Option: Take DMA-010 DMA-020 DMA-030 BSP-4002; <br>Option: Take DMA-025 DRE-098(S23643); <br>Option: Take DMA-025 ENG-002; <br>Option: Take DMA-025 BSP-4002; <br>Option: Take MAT-003 DRE-098(S23643); <br>Option: Take MAT-003 ENG-002; <br>Option: Take MAT-003 BSP-4002; <br>Option: Take BSP-4003 DRE-098(S23643); <br>Option: Take BSP-4003 ENG-002; <br>Option: Take BSP-4003 BSP-4002; Take previously. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-025 DMA-045; <br>Option: Take MAT-003; From rule RMINP2; <br>Option: Take BSP-4003; From rule BSPMINP2; <br>Option: Take MAT-043; <br>Option: Take MAT-052; Take either previously or concurrently. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 ENG-002; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DRE-098(S23643); <br>Option: Take DMA-025 DMA-045 DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) ENG-002; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) ENG-002; <br>Option: Take DMA-025 DMA-045 ENG-002; <br>Option: Take BSP-4003 ENG-111(S25433); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 BSP-4002; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) BSP-4002; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 DRE-098(S23643); <br>Option: Take MAT-003 ENG-111(S25433); <br>Option: Take MAT-003 ENG-002; <br>Option: Take MAT-003 BSP-4002; <br>Option: Take MAT-003 DRE-098(S23643); <br>Option: Take BSP-4003 DRE-098(S23643); <br>Option: Take BSP-4003 ENG-002; <br>Option: Take BSP-4002 BSP-4003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

## MAT-152: STATISTICAL METHODS I

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.

### Requisites:

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 ENG-002; <br>Option: Take DMA-010 DMA-020 DMA-030 BSP-4002; <br>Option: Take DMA-025 DRE-098(S23643); <br>Option: Take DMA-025 ENG-002; <br>Option: Take DMA-025 BSP-4002; <br>Option: Take MAT-003 DRE-098(S23643); <br>Option: Take MAT-003 ENG-002; <br>Option: Take MAT-003 BSP-4002; <br>Option: Take BSP-4003 DRE-098(S23643); <br>Option: Take BSP-4003 ENG-002; <br>Option: Take BSP-4003 BSP-4002; Take previously. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-025 DMA-045; <br>Option: Take MAT-003; From rule RMINP2; <br>Option: Take BSP-4003; From rule BSPMINP2; <br>Option: Take MAT-043; <br>Option: Take MAT-052; Take either previously or concurrently. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 DRE-098(S23643); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DRE-098(S23643); <br>Option: Take DMA-025 DMA-045 DRE-098(S23643); <br>Option: Take MAT-003 ENG-002; <br>Option: Take MAT-003 ENG-111(S25433); <br>Option: Take MAT-003 DRE-098(S23643); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) ENG-002; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 ENG-002; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) ENG-002; <br>Option: Take DMA-025 DMA-045 ENG-002; <br>Option: Take BSP-4003 BSP-4002; <br>Option: Take BSP-4003 ENG-111(S25433); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) BSP-4002; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) BSP-4002; <br>Option: Take MAT-003 BSP-4002; <br>Option: Take BSP-4003 DRE-098(S23643); <br>Option: Take BSP-4003 ENG-002; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 ENG-002; <br>Option: Take DRE-098(S23643) ENG-002 or ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

## MAT-171: PRECALCULUS ALGEBRA



This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.

**Requisites:**

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045; <br>Option: Take DMA-025 DMA-045; <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984); <br>Option: Take MAT-121(S25429); <br>Option: Take MAT-003; From rule RMINP2M; <br>Option: Take BSP-4003; From rule BSPMINP2; Take previously. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-065(S25064); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-065(S25064); <br>Option: Take DMA-025 DMA-045 DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-025 DMA-045 DMA-065(S25064); <br>Option: Take 1 courses; From rule RMINP3; <br>Option: Take BSP-4003; From rule BSPMINP3; <br>Option: Take MAT-021; <br>Option: Take MAT-071(S25141); Take either previously or concurrently. Required.<br>Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take MAT-121(S25429); Minimum grade C; <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-065(S25064); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-025 DMA-045 DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-065(S25064); <br>Option: Take DMA-010 DMA-020 DMA-030 DMA-045 DMA-065(S25064); <br>Option: Take DMA-025 DMA-045 DMA-065(S25064); <br>Option: Take MAT-003; <br>Option: Take MAT-121(S25429); Minimum grade C; <br>Option: Take BSP-4003; Take previously. Required.<br>Take DRE-098(S23643) ENG-002 or ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**MAT-172: PRECALCULUS TRIGONOMETRY**

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.

**Requisites:**

Take MAT-171(S25432); Take previously. Required.<br>Take MAT-171(S25432); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**MAT-252: STATISTICAL METHODS II**

This course is designed to provide a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences and communicate results on multiple sample data taken from business and health, social, natural, and applied sciences.

**Requisites:**

Take MAT-152(S24996); Take previously. Required.<br>Take MAT-152(S25431); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**MAT-263: BRIEF CALCULUS**

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

**Requisites:**

Take MAT-171(S23934); Take previously. Required.<br>Take MAT-171(S25432); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MAT-271: CALCULUS I**

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

**Requisites:**

Take MAT-172(S23935); Take previously. Required.<br>Take MAT-172(S23935); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MAT-272: CALCULUS II**

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.

**Requisites:**

Take MAT-271(S23939); Take previously. Required.<br>Take MAT-271(S23939); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MAT-273: CALCULUS III**

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology.

**Requisites:**

Take MAT-272(S23940); Take previously. Required.<br>Take MAT-272(S23940); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MAT-280: LINEAR ALGEBRA**

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology.

**Requisites:**

Take MAT-271(S23939); Take previously. Required.<br>Take MAT-271(S23939); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **MAT-285: DIFFERENTIAL EQUATIONS**

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology.

**Requisites:**

Take MAT-272(S13612); Take previously. Required.<br>Take MAT-272(S23940); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **MCO-110: INTRODUCTION TO MISSION CRITICAL OPERATIONS**

This course introduces the fundamental aspects of mission critical operations and describes the skills that technicians perform on the job and the environments in which they work. Topics include terminology, challenges in maintaining mission critical operations, mission critical operations technology, mission critical information technology, technology management and the mission critical mindset. Upon completion, students should be able to distinguish between mission critical and non-mission critical scenarios, describe mission critical applications in both operations technology and information technology, demonstrate an awareness of the threats to mission critical operations, and define key mission critical operations terminology.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **MEC-130: MECHANISMS**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### **MEC-161: MANUFACTURING PROCESSES I**

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MEC-161A: MANUFACTURING PROCESSES I LAB

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

**Requisites:**

Take MEC-161(S12894); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### MEC-180: ENGINEERING MATERIALS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### MEC-265: FLUID MECHANICS

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.

**Requisites:**

Take MAT-121(S23927) or MAT-171(S23934); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### MEC-267: THERMAL SYSTEMS

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.

**Requisites:**

Take PHY-131(S13319) or PHY-151(S16517); Take previously. Required.<br>Take 1 group; <br>Option: Take MAT-121(S20804) PHY-131(S20809); <br>Option: Take MAT-121(S20804) PHY-151(S20924); <br>Option: Take MAT-161(S20916) PHY-131(S20809); <br>Option: Take MAT-161(S20916) PHY-151(S20924); <br>Option: Take MAT-171(S20807) PHY-131(S20809); <br>Option: Take MAT-171(S20807) PHY-151(S20924); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### MED-110: ORIENTATION TO MEDICAL ASSISTING

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).

**Requisites:**

None

<b>Total Credits:</b> .....	1
-----------------------------	---

Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MED-116: INTRODUCTION TO ANATOMY & PHYSIOLOGY

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### MED-118: MEDICAL LAW AND ETHICS

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MED-120: SURVEY OF MEDICAL TERMINOLOGY

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MED-121: MEDICAL TERMINOLOGY I

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MED-122: MEDICAL TERMINOLOGY II

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.

**Requisites:**

Take MED-121; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MED-130: ADMINISTRATIVE OFFICE PROCEDURES I**

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MED-131: ADMINISTRATIVE OFFICE PROCEDURES II**

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.

**Requisites:**

Take MED-130; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MED-138: INFECTION/HAZARD CONTROL**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MED-140: EXAMINING ROOM PROCEDURES I**

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.

**Requisites:**

Take MAT-110(S25428) MED-110 MED-121 MED-130 MED-138; Take previously. Required.&lt;br&gt;Take MED-150; Take either previously or concurrently. Required.&lt;br&gt;

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	4
Clinic Credits: .....	0

---

### MED-150: LABORATORY PROCEDURES I

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.

**Requisites:**

Take MED-110 MED-121 MED-130 MED-138; Take previously. Required.<br>Take MED-140; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	4
Clinic Credits: .....	0

---

### MED-232: MEDICAL INSURANCE CODING

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.

**Requisites:**

Take MED-130 MED-131(S16431); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MED-260: MED CLINICAL PRACTICUM

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.

**Requisites:**

Take MED-122 MED-140 MED-150; Take either previously or concurrently. Required.<br>Take MED-264; Take concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

### MED-264: MEDICAL ASSISTING OVERVIEW

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**Requisites:**

Take MED-122 MED-140 MED-150; Take either previously or concurrently. Required.<br>Take MED-260(S22977); Take concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MED-270: SYMPTOMATOLOGY

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.

**Requisites:**

Take BIO-161 or MED-116; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**MED-272: DRUG THERAPY**

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.

**Requisites:**

Take MED-140 MED-150; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MED-274: DIET THERAPY/NUTRITION**

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.

**Requisites:**

Take MED-122; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MHA-150: MENTAL HEALTH SYSTEMS**

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.

**Requisites:**

Take HSE-110; Take previously. Required.<br>Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MHA-155: PSYCHOLOGICAL ASSESSMENT**

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.

**Requisites:**

Take PSY-150; Take previously. Required.<br>Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>Take DMA-010 DMA-020 DMA-030 or MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MHA-240: ADVOCACY**

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.



**Requisites:**

Take HSE-110; Take previously. Required.<br>Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>Take DMA-010 DMA-020 DMA-030 or MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MKT-120: PRINCIPLES OF MARKETING**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MKT-123: FUNDAMENTALS OF SELLING**

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MKT-220: ADVERTISING AND SALES PROMOTION**

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**Requisites:**

Take MKT-120(S24159); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MKT-221: CONSUMER BEHAVIOR**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**MKT-223: CUSTOMER SERVICE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**MKT-225: MARKETING RESEARCH**

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.

**Requisites:**  
Take MKT-120(S24159); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**MKT-227: MARKETING APPLICATIONS**

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

**Requisites:**  
Take MKT-120(S24159); Take previously. Required.<br>Take MKT-225(S24162); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**MKT-228: SERVICE MARKETING**

This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

**MKT-232: SOCIAL MEDIA MARKETING**

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
-----------------------------	---

Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

---

### MLT-110: INTRODUCTION TO MLT

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MLT-111: URINALYSIS & BODY FLUIDS

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MLT-115: LABORATORY CALCULATIONS

This course is designed to present mathematical operations used in the medical laboratory. Topics include use of basic math processes, systems of measurement, conversion factors, solutions, and dilutions. Upon completion, students should be able to solve practical problems in the context of the medical laboratory.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MLT-118: MEDICAL LAB CHEMISTRY

This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function.

**Requisites:**

Take CHM-090; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MLT-120: HEMATOLOGY/HEMOSTASIS I

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

**Requisites:**

Take BIO-163 MLT-110 MLT-111 MLT-115 MLT-118 MLT-140; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

**MLT-125: IMMUNOHEMATOLOGY I**

This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.

**Requisites:**

Take BIO-163 MLT-110 MLT-111 MLT-115 MLT-118 MLT-140; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	5
Class Credits: .....	4
Lab Credits: .....	3
Clinic Credits: .....	0

---

**MLT-130: CLINICAL CHEMISTRY I**

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

**Requisites:**

Take BIO-163 MLT-110 MLT-111 MLT-115 MLT-118 MLT-140; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

**MLT-140: INTRODUCTION TO MICROBIOLOGY**

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**MLT-217: PROFESSIONAL ISSUES**

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

**Requisites:**

Take MLT-230 MLT-266 MLT-280; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MLT-220: HEMATOLOGY/HEMOSTASIS II

This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

**Requisites:**

Take MLT-120 MLT-125 MLT-130 MLT-240; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MLT-230: CLINICAL CHEMISTRY II

This course is designed to supplement the biochemical and physiologic theory presented in MLT 130. Emphasis is placed on special chemistry techniques and methodologies. Upon completion, students should be able to recognize and differentiate technical and physiological causes of unexpected test results.

**Requisites:**

Take MLT-130; Take previously. Required.<br>Take MLT-220 MLT-254 MLT-130; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MLT-240: SPECIAL CLINICAL MICROBIOLOGY

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

**Requisites:**

Take MLT-140; Take previously. Required.<br>Take BIO-163 MLT-110 MLT-111 MLT-115 MLT-118 MLT-140; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MLT-254: MLT PRACTICUM I

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

**Requisites:**

Take MLT-120 MLT-125 MLT-130 MLT-240; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

### MLT-266: MLT PRACTICUM II

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

**Requisites:**

Take MLT-220 MLT-254; Take previously. Required.<br>

<b>Total Credits:</b> .....	6
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	18

---

---

### MLT-276: MLT PRACTICUM III

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

**Requisites:**

Take MLT-230 MLT-266 MLT-280; Take previously. Required.<br>

<b>Total Credits:</b> .....	6
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	18

---

### MLT-280: SPECIAL PRACTICE LAB

This course provides additional medical laboratory experience. Emphasis is placed on laboratory skills and techniques. Upon completion, students should be able to demonstrate proficiency in laboratory skills and techniques.

**Requisites:**

Take MLT-220 MLT-254; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MNT-110: INTRODUCTION TO MAINTENANCE PROCEDURES

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### MNT-222: INDUSTRIAL SYSTEMS SCHEMATICS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### MNT-270: BIOPROCESS EQUIPMENT MAINTENANCE

This course covers the equipment used in a bioprocess manufacturing facility and the techniques used to maintain and troubleshoot it. Topics include types of equipment, the role of equipment in the bioprocess manufacturing facility, troubleshooting bioprocess equipment, and the role of a bioprocess maintenance technician. Upon completion, students should be able to maintain and troubleshoot bioprocess equipment in a biotechnology manufacturing facility using work techniques appropriate for the biotechnology industry.

**Requisites:**

Take MNT-110(S10522); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **MRI-210: MRI PHYSICS AND EQUIPMENT**

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **MRI-211: MRI PROCEDURES**

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **MRI-213: MR PATIENT CARE & SAFETY**

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.

**Requisites:**  
Take MRI-216 MRI-250; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **MRI-214: MRI PROCEDURES I**

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.

**Requisites:**  
Take MRI-217 MRI-241 MRI-260; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **MRI-215: MRI PROCEDURES II**

This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.

**Requisites:**

Take MRI-214; Take previously. Required.<br>Take MRI-218 MRI-242 MRI-270; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**MRI-216: MRI INSTRUMENTATION**

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.

**Requisites:**

Take MRI-213 MRI-250; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**MRI-217: MRI PHYSICS I**

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.

**Requisites:**

Take MRI-216; Take previously. Required.<br>Take MRI-214 MRI-241 MRI-260; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**MRI-218: MRI PHYSICS II**

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.

**Requisites:**

Take MRI-217; Take previously. Required.<br>Take MRI-215 MRI-242 MRI-270; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**MRI-223: MRI CLINICAL PRACTICUM**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9



---

---

### MRI-224: MRI CLINICAL PRACTICUM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

---

### MRI-225: MRI CLINICAL PRACTICUM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

---

### MRI-226: MRI CLINICAL PRACTICUM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	6
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	18

---

---

### MRI-227: MRI CLINICAL PRACTICUM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	7
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	21

---

---

### MRI-228: MRI CLINICAL PRACTICUM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	24

---

### MRI-231: MRI CLINICAL PRACTICUM

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	11
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	33

---

### MRI-241: MRI ANATOMY & PATHOLOGY I

This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.

**Requisites:**  
Take MRI-214 MRI-217 MRI-260; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MRI-242: MRI ANATOMY & PATHOLOGY II

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.

**Requisites:**  
Take MRI-241; Take previously. Required.<br>Take MRI-215 MRI-218 MRI-270; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MRI-250: MRI CLINICAL ED I

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.

**Requisites:**  
Take MRI-213 MRI-216; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

### MRI-260: MRI CLINICAL ED II

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 central nervous and musculoskeletal system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques as they relate to the central nervous system and musculoskeletal imaging.

**Requisites:**

Take MRI-250; Take previously. Required.<br>Take MRI-214 MRI-217 MRI-241; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	7
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	21

**MRI-270: MRI CLINICAL ED III**

This course provides additional advanced experience in the MR clinical setting with attention to neck, chest, abdomen, and pelvic system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to neck, chest, abdomen, and pelvic system imaging. Upon completion, students should be able to selected MR procedures/techniques that are used in neck, chest, abdomen, and pelvic system imaging.

**Requisites:**

Take MRI-260; Take previously. Required.<br>Take MRI-215 MRI-218 MRI-242; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	24

**MRI-271: MRI CAPSTONE**

This course provides experience using problem solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate knowledge required of any entry level MR technologist.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

**MSI-210: MILITARY SCIENCE III**

This course emphasizes basic concepts in leadership, team building, and management. Topics include land navigational skills, basic first aid, oral communication, military briefings and personal management skills. Upon completion, students should be able to manage and communicate effectively in a small team environment.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

**MTH-110: FUNDAMENTALS OF MASSAGE**

This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

**Requisites:**

Take BIO-163 ACA-111; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	10
Class Credits: .....	6
Lab Credits: .....	9
Clinic Credits: .....	3

---

---

### MTH-120: THERAPEUTIC MASSAGE APPLICATIONS

This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

**Requisites:**

Take MTH-110(S22033); Take previously. Required.<br>Take BIO-163 MTH-110(S22033); Take previously. Required.<br>

<b>Total Credits:</b> .....	10
Class Credits: .....	6
Lab Credits: .....	9
Clinic Credits: .....	3

---

### MTH-121: CLINICAL SUPPLEMENT I

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.

**Requisites:**

Take MTH-110(S22033) MTH-120(S22036) MTH-125(S20862) MTH-210(S22034) or MTH-220(S22035); Take either previously or concurrently. Required.<br>Take MTH-125(S20862) MTH-210(S22034) MTH-220(S22035) MTH-110(S22033) or MTH-120(S22036); Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	3

---

### MTH-125: ETHICS OF MASSAGE

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.

**Requisites:**

Take MTH-120(S20861); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MTH-130: THERAPEUTIC MASSAGE MANAGEMENT

This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.

**Requisites:**

Take MTH-110(S22033); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### MTH-210: ADVANCED SKILLS OF MASSAGE

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.

**Requisites:**

Take MTH-120(S22036) or MTH-121; Take previously. Required.<br>

<b>Total Credits:</b> .....	8
Class Credits: .....	4
Lab Credits: .....	9
Clinic Credits: .....	3

**MTH-220: OUTCOME-BASED MASSAGE**

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.

**Requisites:**

Take MTH-120(S22036) MTH-121 or MTH-221; Take previously. Required.<br>

<b>Total Credits:</b> .....	7
Class Credits: .....	4
Lab Credits: .....	6
Clinic Credits: .....	3

**MTH-221: CLINICAL SUPPLEMENT II**

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

**Requisites:**

Take MTH-110(S22033); Take previously. Required.<br>Take MTH-120(S22036) MTH-125(S20862) MTH-210(S22034) or MTH-220(S22035); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	6

**MUS-110: MUSIC APPRECIATION**

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.

**Requisites:**

Take 1 group; <br>Option: Take RED-080 ENG-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

...

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

viewsreference%5Bdata%5D%5Bargument%5D=&viewsreference%5Bdata%5D%5Blimit%5D=&viewsreference%5Bdata%5D%5Boffset%5D=&viewsreference%5Bdata%5D%5Bpager%5D=&viewsreference%5Bda

# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### MUS-112: INTRODUCTION TO JAZZ

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.

#### Requisites:

Take 1 group; <br>Option: Take RED-080 ENG-080; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### MUS-131: CHORUS I

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

#### Requisites:

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

### MUS-132: CHORUS II

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.

#### Requisites:

Take MUS-131; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

### MUS-231: CHORUS III

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.

#### Requisites:

Take MUS-132; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

### MUS-232: CHORUS IV

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.

**Requisites:**

Take MUS-231; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### NAS-101: NURSE AIDE I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	6
Class Credits: .....	3
Lab Credits: .....	4
Clinic Credits: .....	3

---

---

### NAS-102: NURSE AIDE II

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.

**Requisites:**

Take NAS-101(S24247); Take previously. Required.<br>

<b>Total Credits:</b> .....	6
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	6

---

---

### NET-110: NETWORKING CONCEPTS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### NET-115: TELECOMMUNICATION FOR INFORMATION TECHNOLOGY PROFESSIONALS

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.

**Requisites:**

Take CTI-120(S22511); Take previously. Required.<br>



<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	2
Clinic Credits: .....	0

---

### NET-125: INTRODUCTION TO NETWORKS

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. 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.

**Requisites:**

Take CTI-120(S22511) or NET-110(S21056); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits:.....	4
Clinic Credits: .....	0

---

### NET-126: ROUTING BASICS

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.

**Requisites:**

Take NET-125(S24501); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits:.....	4
Clinic Credits: .....	0

---

### NET-135: DATA CENTER NETWORKING

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.

**Requisites:**

Take NET-126(S24383); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	2
Clinic Credits: .....	0

---

### NET-175: WIRELESS TECHNOLOGY

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.

**Requisites:**

Take CTI-120(S22511); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits:.....	2
Clinic Credits: .....	0

---

---

### NET-225: ROUTING & SWITCHING I

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.

**Requisites:**

Take NET-126(S24383); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### NET-226: ROUTING AND SWITCHING II

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.

**Requisites:**

Take NET-225(S24385); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### NET-240: NETWORK DESIGN

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.

**Requisites:**

Take NET-126(S24383); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### NET-270: BUILDING SCALABLE 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. 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).

**Requisites:**

Take NET-225(S24385); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### NET-272: MULTI-LAYER NETWORKS

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.

**Requisites:**

Take NET-270(S24391); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**NET-273: INTERNETWORKING SUPPORT**

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.

**Requisites:**

Take NET-270(S24391); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**NET-289: NETWORKING PROJECT**

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.

**Requisites:**

Take CTI-110(S22510) CTI-120(S22511) CTS-115(S20996); Take previously. Required.<br>Take NET-225(S24385); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**NOS-110: OPERATING SYSTEMS CONCEPTS**

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place 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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**NOS-120: LINUX/UNIX SINGLE USER**

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.

**Requisites:**

Take CTI-130(S22512) NOS-110(S20980) or CTS-120(S23679); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### NOS-125: LINUX AND UNIX SCRIPTING

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.

**Requisites:**

Take NOS-120(S24396); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### NOS-130: WINDOWS SINGLE USER

This course introduces operating system concepts for single-user Microsoft Windows-based 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 currently taught using an interactive learning environment and is structured to align with the Microsoft MD-100 certification exam objectives.

**Requisites:**

Take CTI-130(S22512) NOS-110(S20980) or CET-111(S21574); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### NOS-220: LINUX/UNIX ADMINISTRATION I

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.

**Requisites:**

Take NOS-120(S24396); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### NOS-221: LINUX/UNIX ADMINISTRATION II

This course includes skill building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.

**Requisites:**

Take NOS-220(S20986); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### NOS-222: LINUX/UNIX ADMINISTRATION III

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.

**Requisites:**

Take NOS-221; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**NOS-230: WINDOWS ADMINISTRATION I**

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. This course is taught within the Microsoft IT Academy as a Microsoft Official Academic Course (MOAC).

**Requisites:**

Take NOS-130(S24049); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**NOS-231: WINDOWS ADMINISTRATION II**

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

**Requisites:**

Take NOS-230(S24041); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**NOS-232: WINDOWS ADMINISTRATION III**

This course covers management and configuration of a highly available Windows Server operating system. Emphasis is placed on the implementation of business continuity and disaster recovery procedures for network services and access controls. Upon completion, students should be able to manage and configure a highly available Windows Server operating system.

**Requisites:**

Take NOS-230(S24041); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**NUR-101: PRACTICAL NURSING I**

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

**Requisites:**

None

<b>Total Credits:</b> .....	11
Class Credits: .....	7

Lab Credits:.....	6
Clinic Credits:.....	6

---



---

### NUR-102: PRACTICAL NURSING II

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

**Requisites:**

Take NUR-101(S24252); Take previously. Required.<br>

<b>Total Credits:</b> .....	10
Class Credits:.....	7
Lab Credits:.....	0
Clinic Credits:.....	9

---



---

### NUR-103: PRACTICAL NURSING III

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

**Requisites:**

Take NUR-101(S24252); Take previously. Required.<br>Take NUR-102(S24253); Take previously. Required.<br><br>

<b>Total Credits:</b> .....	9
Class Credits:.....	6
Lab Credits:.....	0
Clinic Credits:.....	9

---



---

### NUR-111: INTRODUCTION TO HEALTH CONCEPTS

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

None

<b>Total Credits:</b> .....	8
Class Credits:.....	4
Lab Credits:.....	6
Clinic Credits:.....	6

---



---

### NUR-112: HEALTH-ILLNESS CONCEPTS

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

Take NUR-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits:.....	3
Lab Credits:.....	0
Clinic Credits:.....	6

---



---

### NUR-113: FAMILY HEALTH CONCEPTS

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

Take NUR-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	6

---

### NUR-114: HOLISTIC HEALTH CONCEPTS

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

Take NUR-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	6

---

### NUR-211: HEALTH CARE CONCEPTS

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

Take NUR-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	6

---

### NUR-212: HEALTH SYSTEM CONCEPTS

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

Take NUR-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	6

---

### NUR-213: COMPLEX HEALTH CONCEPTS

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion,

students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

**Requisites:**

Take NUR-111; Take previously. Required.<br>Take NUR-112 NUR-113 NUR-114 NUR-211 NUR-212;  
Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	10
Class Credits: .....	4
Lab Credits: .....	3
Clinic Credits: .....	15

---

---

**NUR-214: NSG TRANSITION CONCEPTS**

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Requisites:**

Take ENG-111(S13673) PSY-150 PSY-241 BIO-168(S11555) BIO-169(S11629); Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	3

---

---

**OMT-112: MATERIALS MANAGEMENT**

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**OMT-154: CUSTOMER SATISFACTION**

This course is a study of quality issues relating to customer satisfaction and long-term customer support. Topics include quality through the eyes of the customer, clarifying customer expectations, resolving customer dissatisfaction, and building individual and long-term commitment to quality. Upon completion, students should be able to understand quality issues related to enhancing customer satisfaction (both internal and external) to ensure long-term customer loyalty.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**OMT-222: PROJECT MANAGEMENT**

This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0



---

---

### OST-080: KEYBOARDING LITERACY

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### OST-122: OFFICE COMPUTATIONS

This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### OST-134: TEXT ENTRY & FORMATTING

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

**Requisites:**  
Take OST-080(S12295) OST-130 OST-131 or OST-132(S22141); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### OST-135: ADVANCED TEXT ENTRY AND FORMATTING

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

**Requisites:**  
Take OST-134(S22142); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### OST-136: WORD PROCESSING

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-137: OFFICE APPLICATIONS I

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-138: OFFICE APPLICATIONS II

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.

**Requisites:**

Take CIS-110(S21058) CIS-111(S21059) or OST-137(S24689); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-141: MEDICAL OFFICE TERMS I

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.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; <br>Option: Take ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### OST-142: MEDICAL OFFICE TERMS II

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.

**Requisites:**

Take MED-121 or OST-141(S24691); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### OST-145: SOCIAL MEDIA FOR OFFICE PROFESSIONALS

This course is designed to introduce the office professional to the concepts of social media. Topics include goal setting and strategies, identifying target audiences, rules of engagement, blogs,

podcasts and webinars, sharing videos, pictures, and images, social networks, mobile computing, and social media monitoring. Upon completion, students should be able to create and utilize social media tools in the workplace setting.

**Requisites:**

Take CIS-110(S21058) CIS-111(S21059) or OST-137(S24689); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**OST-148: MEDICAL INSURANCE AND BILLING**

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; <br>Option: Take ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**OST-149: MEDICAL LEGAL ISSUES**

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.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; <br>Option: Take ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**OST-153: OFFICE FINANCE SOLUTIONS**

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.

**Requisites:**

Take CIS-110(S21058) CIS-111(S21059) or OST-137(S24689); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**OST-155: LEGAL TERMINOLOGY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### OST-156: LEGAL OFFICE PROCEDURES

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.

**Requisites:**

Take OST-134(S13818); Take previously. Required.<br>Take OST-136(S22144) OST-155(S22150); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-164: OFFICE EDITING

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.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; <br>Option: Take ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### OST-165: ADVANCED OFFICE EDITING

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.

**Requisites:**

Take OST-164(S24696); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-181: OFFICE PROCEDURES

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-184: RECORDS MANAGEMENT

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.

**Requisites:**

None	
<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-236: ADVANCED WORD PROCESSING

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.

**Requisites:**  
Take OST-136(S22144); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-243: MED OFFICE SIMULATION

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.

**Requisites:**  
Take OST-148(S11620); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-247: PROCEDURE CODING

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.

**Requisites:**  
Take MED-121 or OST-141(S24691); Take previously. Required.<br>Take 1 group; <br>Option: Take OST-141(S24691) OST-148(S24693); <br>Option: Take MED-121 OST-148(S24693); <br>Option: Take OST-141(S24691) HMT-210(S24675); <br>Option: Take MED-121 HMT-210(S24675); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-248: DIAGNOSTIC CODING

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.

**Requisites:**  
Take MED-121 or OST-141(S24691); Take previously. Required.<br>Take 1 group; <br>Option: Take OST-141(S24691) OST-148(S24693); <br>Option: Take MED-121 OST-148(S24693); <br>Option: Take OST-141(S24691) HMT-210(S24675); <br>Option: Take MED-121 HMT-210(S24675); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-249: MEDICAL CODING CERTIFICATION PREPARATION

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

**Requisites:**

Take OST-247(S24704) OST-248(S24705); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### OST-260: ADVANCED CODING METHODOLOGIES

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

**Requisites:**

Take OST-247(S24704) OST-248(S24705); Take previously. Required.<br>Take OST-247(S24704) OST-248(S24705); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-286: PROFESSIONAL DEVELOPMENT

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

**Requisites:**

Take OST-134(S22142) or OST-136(S22144); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### OST-288: MEDICAL OFFICE ADMINISTRATION CAPSTONE

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

**Requisites:**

Take OST-148(S24693) or HMT-210(S24675); Take previously. Required.<br>Take 1 group; <br>Option: Take OST-137(S24689) OST-148(S24693) OST-164(S24696); <br>Option: Take OST-137(S24689) HMT-210(S24675) OST-164(S24696); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### OST-289: OFFICE ADMINISTRATION CAPSTONE

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

**Requisites:**

Take 1 group; <br>Option: Take OST-134(S22142) OST-164(S24696); <br>Option: Take OST-136(S22144) OST-164(S24696); Take previously. Required.<br>Take 1 group; <br>Option: Take OST-134(S22142) OST-164(S24696) OST-138(S24690) CTS-130(S24366); <br>Option: Take OST-136(S22144) OST-164(S24696) OST-138(S24690) CTS-130(S24366); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PAD-151: INTRODUCTION TO PUBLIC ADMINISTRATION**

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PAD-152: ETHICS IN GOVERNMENT**

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PAD-251: PUBLIC FINANCE & BUDGETING**

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PAD-252: PUBLIC POLICY ANALYSIS**

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### PAD-254: GRANT WRITING

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### PBT-100: PHLEBOTOMY TECHNOLOGY

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.

**Requisites:**  
Take PBT-101; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	6
Class Credits: .....	5
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### PBT-101: PHLEBOTOMY PRACTICUM

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

**Requisites:**  
Take PBT-100; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9

---

---

### PCI-170: DAQ AND CONTROL

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. The LabVIEW programming package is the vehicle used to teach these concepts.

**Requisites:**  
Take ELC-112(S23481) or ELC-131(S23482); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### PCI-172: SCADA SYSTEMS

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
-----------------------------	---



Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PCI-262: INTRO TO PROCESS CONTROL**

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.

**Requisites:**  
Take PCI-170; Take previously, Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-110: FIT AND WELL FOR LIFE**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. Classes will be individually structured to accommodate and enhance various levels of fitness.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PED-111: PHYSICAL FITNESS I**

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-113: AEROBICS I**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-117: WEIGHT TRAINING I**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-118: WEIGHT TRAINING II**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

**Requisites:**

Take PED-117; Take previously. Required.&lt;br&gt;

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-119: CIRCUIT TRAINING**

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-121: WALK, JOG, RUN**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PED-122: YOGA I**

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PED-123: YOGA II**

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be

able to demonstrate advanced procedures of yoga.

**Requisites:**

Take PED-122; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**PED-125: SELF-DEFENSE: BEGINNING**

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**PED-128: GOLF-BEGINNING**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. Individualized corrections of fundamental skills is stressed along with their use during course play.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**PED-130: TENNIS-BEGINNING**

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. Individualized instruction along with group drills promote stroke development and basic strategy for in class play.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**PED-143: VOLLEYBALL-BEGINNING**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**PED-145: BASKETBALL-BEGINNING**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PED-186: DANCING FOR FITNESS**

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PED-217: PILATES I**

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PHI-215: PHILOSOPHICAL ISSUES**

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

**Requisites:**  
Take ENG-111(S25433); Take previously. Required.<br>Take ENG-111(S24022); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PHI-240: INTRODUCTION TO ETHICS**

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

**Requisites:**  
Take ENG-111(S25433); Take previously. Required.<br>Take ENG-111(S24022); Minimum grade C; Take previously. Required.<br>



# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### PHM-110: INTRODUCTION TO PHARMACY

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### PHM-111: PHARMACY PRACTICE I

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.

#### Requisites:

Take PHM-110(S12770) PHM-115(S12800); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### PHM-115: PHARMACY CALCULATIONS

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.

#### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### PHM-115A: PHARMACY CALCULATIONS LAB

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.

#### Requisites:

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**PHM-118: STERILE PRODUCTS**

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.

**Requisites:**

Take PHM-110(S12770) PHM-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**PHM-120: PHARMACOLOGY I**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**PHM-125: PHARMACOLOGY II**

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

**Requisites:**

Take PHM-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**PHM-132: PHARMACY CLINICAL**

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	6

---

---

**PHM-133: PHARMACY CLINICAL**

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to

demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9

---

---

**PHM-134: PHARMACY CLINICAL**

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	12

---

---

**PHM-135: PHARMACY CLINICAL**

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

**Requisites:**

None

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

---

**PHM-140: TRENDS IN PHARMACY**

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**PHM-150: HOSPITAL PHARMACY**

This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---



---

**PHM-155: COMMUNITY PHARMACY**

This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PHM-160: PHARM DOSAGE FORMS**

This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include 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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PHM-165: PHARMACY PROF PRACTICE**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PHY-110: CONCEPTUAL PHYSICS**

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PHY-110A: CONCEPTUAL PHYSICS LAB**

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.

**Requisites:**

Take PHY-110; Take either previously or concurrently. Required.&lt;br&gt;

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2

**PHY-121: APPLIED PHYSICS I**

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.

**Requisites:**

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030; <br>Option: Take MAT-003; From rule RMINP1; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**PHY-131: PHYSICS-MECHANICS**

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.

**Requisites:**

Take MAT-121(S23927) or MAT-171(S23934); Take previously. Required.<br>Take MAT-121(S24993) or MAT-171(S24997); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**PHY-151: COLLEGE PHYSICS I**

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.

**Requisites:**

Take MAT-171(S25432) or MAT-271(S23939); Take previously. Required.<br>Take MAT-171(S24997) or MAT-271(S23939); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

**PHY-152: COLLEGE PHYSICS II**

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.

**Requisites:**

Take PHY-151(S16517); Take previously. Required.<br>Take PHY-151(S20924); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	2
Clinic Credits: .....	0

### PHY-251: GENERAL PHYSICS I

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**Requisites:**

Take MAT-271(S13631); Take previously. Required.<br>Take MAT-272(S13612); Take either previously or concurrently. Required.<br>Take MAT-271(S13631); Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### PHY-252: GENERAL PHYSICS II

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**Requisites:**

Take MAT-272(S13612) PHY-251; Take previously. Required.<br>Take MAT-272(S13612) PHY-251; Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### PLU-110: MODERN PLUMBING

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

**Requisites:**

None

<b>Total Credits:</b> .....	9
Class Credits: .....	4
Lab Credits: .....	15
Clinic Credits: .....	0

---

### PLU-110AB: MODERN PLUMBING

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

**Requisites:**

None

<b>Total Credits:</b> .....	5
Class Credits: .....	2
Lab Credits: .....	8
Clinic Credits: .....	0

---

### PLU-110BB: MODERN PLUMBING

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

**Requisites:**

Take PLU-110AB(L56878); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	7
Clinic Credits: .....	0

---

**PLU-111: INTRO TO BASIC PLUMBING**

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PLU-115: BASIC PLUMBING**

This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

**PLU-120: PLUMBING APPLICATIONS**

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

**Requisites:**  
None

<b>Total Credits:</b> .....	9
Class Credits: .....	4
Lab Credits: .....	15
Clinic Credits: .....	0

---

**PLU-120AB: PLUMBING APPLICATIONS**

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

**Requisites:**  
None

<b>Total Credits:</b> .....	5
Class Credits: .....	2
Lab Credits: .....	8
Clinic Credits: .....	0

---

**PLU-120BB: PLUMBING APPLICATIONS**

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other

related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

**Requisites:**

Take PLU-120AB(L56880); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	7
Clinic Credits: .....	0

---

---

**PLU-124: PLUMBING BUSINESS OPERATIONS**

This course introduces plumbing contractor and plumbing business regulations and success strategies. Topics include plumbing business organization, structure, operations, bonds and insurance, municipal and state licensure requirements, state examinations, ethical and legal issues, and best practices for ensuring successful plumbing business operations. Upon completion, students should be able to demonstrate how to develop and sustain a successful plumbing business. null

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**PLU-130: PLUMBING SYSTEMS**

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

**Requisites:**

None

<b>Total Credits:</b> .....	6
Class Credits: .....	3
Lab Credits: .....	9
Clinic Credits: .....	0

---

---

**PLU-130AB: PLUMBING SYSTEMS**

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

**PLU-130BB: PLUMBING SYSTEMS**

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

**Requisites:**

Take PLU-130AB; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	5
Clinic Credits: .....	0

---

---

### PLU-140: INTRO TO PLUMBING CODES

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### PLU-145: PLUMBING MEASUREMENT AND CALCULATIONS

This course is designed to contextualize installation and layout measurements, conversions, and pipe slope calculations, that are common to the plumbing industry. Topics include measurement, calculating and converting fractions and whole numbers, transferring print measurements to the worksite, and calculating pipe slopes for various industry layout requirements. Upon completion, students should be able to demonstrate an understanding of plumbing measurements, calculations, and pipe slope determination, unique to the plumbing industry.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### PLU-150: PLUMBING DIAGRAMS

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### PLU-160: PLUMBING ESTIMATES

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

**Requisites:**  
Take PLU-140; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### PLU-211: COMMERCIAL/IND PLUMBING

This course covers the installation of various commercial and industrial piping. Topics include piping in steam, gas, air, fire sprinklers, and other related topics. Upon completion, students should be able to select and install various piping systems for a variety of applications.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### PLU-212: ADVANCED COMMERCIAL AND INDUSTRIAL PLUMBING

This course expands upon commercial water and gas lines that meet specific requirements for commercial and industrial plumbing applications. Topics include plumbing code, galvanized, copper, black steel, cast, and schedule 80 pipe, appropriate industry-accepted rough-in assembly procedures, and sweating and brazing of common fittings and pipes. Upon completion, students should be able to demonstrate an understanding of rough-in procedures for commercial and industrial water and gas piping in accordance with plumbing schematics and state plumbing codes. null null

**Requisites:**  
Take PLU-211; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### PLU-214: BACKFLOW PREVENTER INSTALLATION

This course introduces various type of backflow devices commonly used in the plumbing industry along with the associated installation documentation required by local municipalities. Topics include dual check valves, double check valve assemblies, vacuum breakers and reduced principal assemblies, and the associated installation documentation. Upon completion, students should be able to demonstrate how to properly install, test, and repair backflow devices, and complete the associated installation documentation required by local municipalities.

**Requisites:**  
Take PLU-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### PLU-220: COMMERCIAL ROUGH-IN PLUMBING

This course introduces industry-acceptable rough-in procedures for commercial piping installations. Topics include acceptable commercial plumbing rough-in installation procedures involving cast iron, polyvinyl chloride (PVC), galvanized, steel, and other popular piping materials, in conjunction with various plumbing fixtures commonly used in commercial facilities. Upon completion, students should be able to demonstrate an understanding of the proper procedures for properly installing pipes and fittings following layout plans on a commercial plumbing project. null null

**Requisites:**  
Take PLU-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### PLU-225: COMMERCIAL TRIM-OUT PROCEDURES

This course introduces industry-acceptable trim-out procedures associated with commercial plumbing applications. Topics include setting of commercial fixtures including water closets, urinals, water coolers, three compartment sinks, and other fixtures commonly used in commercial facilities. Upon completion, students should be able to demonstrate an understanding of how to properly install plumbing fixtures utilizing plumbing plans on commercial projects. null null

**Requisites:**  
Take PLU-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

### PLU-230: CONCRETE SLAB PLUMBING ROUGH-IN

This course introduces concrete slab plumbing rough-in utilizing commercial fixtures. Topics include concrete slab rough-in utilizing commercial fixtures, pipes, and fixtures commonly found on commercial facility sites. Upon completion, students should be able to demonstrate an understanding of how to properly perform a concrete slab rough-in using commercial fixtures following layout plans for a commercial plumbing project.

**Requisites:**

Take PLU-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class.Credits: .....	2
Lab Credits:.....	6
Clinic.Credits: .....	0

**PME-111: HARVEST AND SPRAYING EQUIPMENT**

This course covers the theory, design principles of operation, adjustments, troubleshooting and repair of harvesting and spraying equipment. Emphasis is placed on set-up, troubleshooting and repair of systems. Upon completion, students should be able to diagnose, adjust or repair new and used harvesters and sprayers in accordance with manufacturer's specifications.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class.Credits: .....	2
Lab Credits:.....	6
Clinic.Credits: .....	0

**PME-112: CONSUMER PRODUCTS**

This course introduces compact utility, lawn and garden tractors, and other related equipment and attachments. Topics include set-up, adjustments and general servicing of equipment. Upon completion, students should be able to set-up, adjust, service and repair equipment.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class.Credits: .....	1
Lab Credits:.....	2
Clinic.Credits: .....	0

**PME-117: EQUIPMENT BRAKING SYSTEMS**

This course covers fundamental theory, adjustments, and repair of hydraulic and pneumatic braking systems used primarily in mobile construction equipment. Emphasis is placed on braking systems used in construction equipment including pneumatic, hydraulic, dynamic, and inboard brakes. Upon completion, students should be able to use proper diagnostic procedures to identify, repair, or replace components.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits:.....	3
Clinic.Credits: .....	0

**PME-118: UNDERCARRIAGE COMPONENTS**

This course covers the fundamentals, function, repair, adjustments, and safety requirements of undercarriage components on track-equipped machines. Topics include identification, measurement, wear points, adjustments, and operation of components on track-equipped machines. Upon completion, students should be able to properly measure, adjust, rebuild or replace undercarriage components.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class.Credits: .....	1
Lab Credits:.....	2
Clinic.Credits: .....	0



---

---

**PME-121: COMPONENT CONTROLS**

This course covers specific operating controls used on modern equipment. Emphasis is placed on the mechanical, hydraulic, and electronic controls in powertrains, guidance controls, and implements used on agricultural equipment. Upon completion, students should be able to identify, diagnose, adjust, and repair control systems used on modern equipment.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PME-122: AGRICULTURAL TELEMATICS**

This course covers the set-up, activation, and programming for computerized and guidance controls for agricultural harvesting and planting equipment. Emphasis is placed on set-up, troubleshooting and repair of system. Upon completion, students should be able to install, program, and troubleshoot the system.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**PME-211: ADV EQUIPMENT REPAIR**

This course provides advanced training in equipment repair through hands-on training along with additional training aids. Emphasis is placed on systems and components found on construction equipment. Upon completion, students should be able to adjust, troubleshoot, and repair most construction equipment systems.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

**PME-221: CONST EQUIP SERVICING**

This course covers the servicing requirements for construction equipment. Topics include pre-delivery, after-sales check, routine servicing, and thousand-hour service. Upon completion, students should be able to locate service points, make minor service adjustments, and perform other routine servicing.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PMT-111: PROJECT MANAGEMENT ASSESSING RISK**

This course provides various ways to identify, analyze, and mitigate the full range of project risks. Topics include risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, as well as risk monitoring and control. Upon completion, students should be able to demonstrate knowledge of risk management processes and application of risk management techniques to case study problems.

**Requisites:**

None

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**PMT-210: PROJECT MANAGEMENT ISSUES**

This course is designed to explore various development and management techniques and tools of integrated project schedules and plans. Emphasis is placed on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**PMT-215: PROJECT MANAGEMENT LEADERSHIP**

This course provides an overview of the importance of project teams and human resource management in the planning, scheduling, and controlling of multi-project programs. Topics include the role of projects in organizations; alternative organizational systems; program management methodologies; team management and leadership; legal/ethical issues; and conflict identification/resolution. Upon completion, students should be able to identify and exhibit the behaviors needed for effective project management and team leadership.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**POL-120: AMERICAN GOVERNMENT**

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.

**Requisites:**  
Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S25433); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**POL-130: STATE & LOCAL GOVERNMENT**

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.

**Requisites:**  
Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S25433); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

## POL-220: INTERNATIONAL RELATIONS

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.

### Requisites:

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S24022); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## PSY-118: INTERPERSONAL PSYCHOLOGY

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## PSY-150: GENERAL PSYCHOLOGY

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

### Requisites:

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## PSY-237: SOCIAL PSYCHOLOGY

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior.

### Requisites:

Take PSY-150 or SOC-210; Take previously. Required.<br>Take PSY-150 or SOC-210; Minimum grade C; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## PSY-239: PSYCHOLOGY OF PERSONALITY

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior.

### Requisites:

Take PSY-150; Take previously. Required.<br>Take PSY-150; Minimum grade C; Take previously. Required.  
<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **PSY-241: DEVELOPMENTAL PSYCHOLOGY**

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

**Requisites:**

Take PSY-150; Take previously. Required.<br>Take PSY-150; Minimum grade C; Take previously. Required.  
<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **PSY-259: HUMAN SEXUALITY**

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality.

**Requisites:**

Take PSY-150; Take previously. Required.<br>Take PSY-150; Minimum grade C; Take previously. Required.  
<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **PSY-263: EDUCATIONAL PSYCHOLOGY**

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

**Requisites:**

Take PSY-150; Take previously. Required.<br>Take PSY-150; Minimum grade C; Take previously. Required.  
<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### **PSY-265: BEHAVIORAL MODIFICATION**

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.

**Requisites:**

Take PSY-150; Take previously. Required.<br>Take PSY-150; Minimum grade C; Take previously. Required.  
<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

### PSY-281: ABNORMAL PSYCHOLOGY

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.

**Requisites:**

Take PSY-150; Take previously. Required.<br>Take PSY-150; Minimum grade C; Take previously. Required.<br><br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits: .....	0
Clinic.Credits: .....	0

---

### PTC-110: INDUSTRIAL ENVIRONMENT

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits: .....	0
Clinic.Credits: .....	0

---

### PTC-120: PHARMACEUTICAL QUALITY CONTROL

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.

**Requisites:**

Take PTC-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class.Credits: .....	3
Lab Credits: .....	2
Clinic.Credits: .....	0

---

### PTC-210: PHARMACEUTICAL INDUSTRIAL PROCESSES

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class.Credits: .....	3
Lab Credits: .....	2
Clinic.Credits: .....	0

---

### PTC-212: APPLIED MICROBIOLOGY

This course covers microbiology as it applies to the pharmaceutical industry. Emphasis is placed on types of microorganisms and identification, culture, sterilization, and contamination control. Upon completion, students should be able to explain how microbiology and microbiological control are important to the pharmaceutical industry.

**Requisites:**

Take BIO-110(S13284) or BIO-111(S13307); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class.Credits: .....	3
Lab Credits: .....	2
Clinic.Credits: .....	0

---

---

### PTC-214: PARENTERAL PROCESSES

This course covers quality assurance for injectable products. Emphasis is placed on environmental monitoring and sterility, pyrogen, particulate, and package integrity testing. Upon completion, students should be able to demonstrate competence in these test procedures.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class.Credits: .....	3
Lab Credits: .....	2
Clinic.Credits: .....	0

---

---

### PTC-222: PHARMACEUTICAL PROCESS CONTROL

This course provides a systematic study of the control of all processes within the pharmaceutical industry. Topics include production economics, plant layout, computer-integrated manufacturing, planning and controls, materials management, routing and scheduling, progress reports, and relationship with quality control. Upon completion, students should be able to demonstrate an understanding of process flow controls, economic considerations, and materials management in modern pharmaceutical manufacturing.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class.Credits: .....	2
Lab Credits: .....	2
Clinic.Credits: .....	0

---

---

### PTC-226: VALIDATION

This course covers the methods used in pharmaceutical process and product validation. Emphasis is placed on manufacturing processes, specific dosage forms, FDA rationale, and documentation requirements. Upon completion, students should be able to write a validation protocol and perform validation studies for a variety of pharmaceutical applications.

**Requisites:**

Take PTC-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	3
Lab Credits: .....	0
Clinic.Credits: .....	0

---

---

### PTC-228: PHARMACEUTICAL ISSUES

This course provides a forum for discussion of current pharmaceutical topics. Emphasis is placed on events, news, regulations, and technology in pharmaceutical manufacturing. Upon completion, students should be able to demonstrate an understanding of the dynamic nature of the pharmaceutical industry.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class.Credits: .....	1
Lab Credits: .....	0
Clinic.Credits: .....	0

---

---

### RAD-110: RAD INTRO & PATIENT CARE

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

**Requisites:**

Take RAD-111(S13029) RAD-151(S12925); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**RAD-111: RAD PROCEDURES I**

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**RAD-112: RAD PROCEDURES II**

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

**Requisites:**

Take RAD-110(S13079) RAD-111(S24943) RAD-151(S12925); Take previously. Required.<br>Take RAD-121(S24945) RAD-161(S13703); Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**RAD-121: IMAGE PRODUCTION I**

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

**Requisites:**

Take RAD-110(S13079) RAD-111(S24943) RAD-151(S12925); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**RAD-122: IMAGE PRODUCTION II**

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

**Requisites:**

Take RAD-112(S13039) RAD-121(S22447) RAD-161(S13703); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### **RAD-141: RADIATION SAFETY**

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

**Requisites:**

Take RAD-121(S24945) RAD-112(S24944) RAD-161(S13703); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **RAD-151: RAD CLINICAL ED I**

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Requisites:**

Take RAD-110(S13079) RAD-111(S13029); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	6

---

### **RAD-161: RAD CLINICAL ED II**

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Requisites:**

Take RAD-110(S13079) RAD-111(S24943) RAD-151(S12925); Take previously. Required.<br>Take RAD-112(S13039) RAD-121(S13711); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

### **RAD-171: RAD CLINICAL ED III**

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Requisites:**

Take RAD-112(S13039) RAD-121(S13711) RAD-161(S13703); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	9

---

### **RAD-181: RAD CLINICAL ELECTIVE**

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	3



---

---

### **RAD-211: RADIOGRAPHIC PROCEDURES III**

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

**Requisites:**

Take RAD-122(S24946) RAD-141(S24950) RAD-171(S24947); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **RAD-231: IMAGE PRODUCTION III**

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

**Requisites:**

Take RAD-122(S24946) RAD-141(S24950) RAD-171(S24947); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **RAD-251: RAD CLINICAL ED IV**

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Requisites:**

Take RAD-122(S24946) RAD-171(S24947); Take previously. Required.<br>Take RAD-211(S24948) RAD-231(S24949); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	7
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	21

---

### **RAD-261: RADIOGRAPHIC CLINICAL EDUCATION V**

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Requisites:**

Take RAD-251(S25000); Take previously. Required.<br>Take RAD-271(S24951); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	7
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	21

---

### **RAD-271: RADIOGRAPHY CAPSTONE**

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.

**Requisites:**

Take RAD-211(S24948) RAD-231(S24949) RAD-251(S11897); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### REF-116: COMMERCIAL SYSTEMS I

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.

**Requisites:**  
Take AHR-115; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### REF-117: REFRIGERATION CONTROLS

This course covers the design, operation, function, and schematics of basic control systems used in the refrigeration industry. Topics include proper control application, selection, and use of test instruments; simple control wiring; and the use of schematics as a troubleshooting tool. Upon completion, students should be able to identify, diagnose, and repair electrical and mechanical malfunctioning components.

**Requisites:**  
Take AHR-110(S14098) AHR-111(S14148) or ELC-111; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### REL-110: WORLD RELIGIONS

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.

**Requisites:**  
Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### REL-211: INTRODUCTION TO OLD TESTAMENT

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.

**Requisites:**  
Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## REL-212: INTRODUCTION TO NEW TESTAMENT

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.

### Requisites:

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## SAB-110: SUBSTANCE ABUSE OVERVIEW

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.

### Requisites:

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## SAB-120: INTAKE AND ASSESSMENT

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.

### Requisites:

Take DRE-098(S23643) or ENG-002; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

## SAB-125: SA CASE MANAGEMENT

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.

### Requisites:

Take DRE-098(S23643) or ENG-002; Take previously, Required.<br>Take DMA-010 DMA-020 DMA-030 or MAT-003; Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---



# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### SAB-135: ADDICTIVE PROCESS

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

#### Requisites:

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

### SAB-210: SUB ABUSE COUNSELING

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.

#### Requisites:

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### SAB-220: GROUP TECHNIQUES/THERAPY

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.

#### Requisites:

Take HSE-112; Take previously. Required.<br>Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

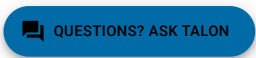
### SAB-240: SAB ISSUES IN CLIENT SERV

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.

#### Requisites:

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0



---

---

### SEC-110: SECURITY CONCEPTS

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### SEC-150: SECURE COMMUNICATIONS

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

**Requisites:**  
Take NET-126(S24383); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### SEC-160: SECURITY ADMINISTRATION I

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

**Requisites:**  
Take SEC-110(S23204) NET-126(S24383); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### SEC-193A: SELECTED TOPICS IN SECURITY CONCEPTS

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

---

### SEC-210: INTRUSION DETECTION

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

**Requisites:**  
Take SEC-110(S23204) NOS-120(S24396) NOS-130(S24397); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**SEC-285: SYSTEMS SECURITY PROJECT**

This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures 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.

**Requisites:**

Take CTS-115(\$20996) CTI-110(\$22510) CTI-120(\$22511); Take previously. Required.<br>Take CCT-240 CCT-251 SEC-160(\$24399); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

**SEL-191: SELECTED TOPICS IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SEL-192: SELECTED TOPICS IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

**SEL-193: SELECTED TOPICS IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	9
Clinic Credits: .....	0

---

**SEL-291: SELECTED TOPICS IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SEL-292: SELECTED TOPICS IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

**SEL-293: SELECTED TOPICS IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	9
Clinic Credits: .....	0

---

---

**SEM-196: SEMINAR IN \_\_\_\_\_**

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the developmental of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SEM-197: SEMINAR IN \_\_\_\_\_**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---



**SEM-198: SEMINAR IN \_\_\_\_\_**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	9
Clinic Credits: .....	0

---



---

**SEM-296: SEMINAR IN \_\_\_\_\_**

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, student should be able to analyze issues and establish informed opinions.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---



---

**SEM-297: SEMINAR IN \_\_\_\_\_**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---



---

**SEM-298: SEMINAR IN \_\_\_\_\_**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	9
Clinic Credits: .....	0

---



---

**SGD-111: INTRODUCTION TO SIMULATION AND GAME DEVELOPMENT**

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---



---

### SGD-112: SIMULATION AND GAME DEVELOPMENT DESIGN

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.

**Requisites:**

Take SGD-113(S21242); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-113: SIMULATION AND GAME DEVELOPMENT PROGRAMMING

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.

**Requisites:**

Take 1 group; <br>Option: Take DRE-097(S23642) DMA-050(S24984); <br>Option: Take RED-090 MAT-060; <br>Option: Take ENG-002 MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-114: 3D MODELING

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.

**Requisites:**

Take SGD-116(S22247); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-116: GRAPHIC DESIGN TOOLS

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.

**Requisites:**

Take DRE-097(S23642) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### SGD-117: ART FOR GAMES

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.

**Requisites:**

Take SGD-116(S22247); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### SGD-134: SG QUALITY ASSURANCE

This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry.

**Requisites:**

Take SGD-112(S21241); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### SGD-135: SERIOUS GAMES

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.

**Requisites:**

Take ENG-111(S24022) SGD-112(S21241) SGD-116(S22247); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SGD-158: SGD BUSINESS MANAGEMENT

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.

**Requisites:**

Take ENG-111(S13673) SGD-111(S21240) SGD-112(S21241); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SGD-159: SGD PRODUCTION MANAGEMENT

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.

**Requisites:**

Take SGD-111(S21240); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SGD-162: SIMULATION AND GAME 3-D ANIMATION

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.

**Requisites:**

Take SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2

Lab Credits:.....	3
Clinic Credits:.....	0

**SGD-163: SIMULATION AND GAME DOCUMENTATION**

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.

**Requisites:**  
Take ENG-002 SGD-111(S21240); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	2
Lab Credits:.....	3
Clinic Credits:.....	0

**SGD-164: SIMULATION AND GAME AUDIO AND VIDEO**

This course introduces various aspects of audio and video and their application in simulations and games. Topics 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.

**Requisites:**  
Take SGD-111(S21240) SGD-174(S21264); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	2
Lab Credits:.....	3
Clinic Credits:.....	0

**SGD-165: SIMULATION AND GAME CHARACTER DEVELOPMENT**

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.

**Requisites:**  
Take SGD-162(S21250); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	2
Lab Credits:.....	3
Clinic Credits:.....	0

**SGD-166: SIMULATION AND GAME PHYSIOLOGY AND KINESIOLOGY**

This course introduces the principles of simulation and game development. Topics include analysis of the human form and other living organisms. Upon completion, students should be able to demonstrate an understanding of the physiology and kinesiology concepts related to simulation and game development.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits:.....	3
Lab Credits:.....	0
Clinic Credits:.....	0

**SGD-167: SIMULATION AND GAME ETHICS**

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.

**Requisites:**  
Take ENG-111(S13673) SGD-111(S21240); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SGD-168: MOBILE SIMULATION AND GAME PROGRAMMING I

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.

**Requisites:**

Take SGD-113(S21242); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-172: VIRTUAL SIMULATION AND GAME ENVIRONMENTS

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.

**Requisites:**

Take SGD-113(S21242) SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-174: SIMULATION AND GAME LEVEL DESIGN

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.

**Requisites:**

Take SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-180: SIMULATION AND GAME DEVELOPMENT HYPERTEXT MARKUP LANGUAGE PROGRAMMING I

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.

**Requisites:**

Take SGD-113(S21242); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-210: 3D DATA CAPTURE

This course introduces students to the tools used to capture data in a 3D environment. Emphasis is placed on capturing data from motion capture and/or 3D scanning devices for use in 3D models

and animations. Upon completion, students should be able to capture data from a 3D environment and import for use in 3D models, simulations, and animations.

**Requisites:**

Take SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SGD-212: SIMULATION AND GAME DEVELOPMENT DESIGN II**

This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

**Requisites:**

Take SGD-112(S21241); Take previously. Required.<br>Take SGD-116(S22247); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SGD-213: SIMULATION GAME DEVELOPMENT PROGRAMMING II**

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.

**Requisites:**

Take SGD-113(S21242) CSC-134(S21066) CSC-151 or CSC-153; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SGD-214: 3D MODELING II**

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.

**Requisites:**

Take SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SGD-237: RIGGING 3D MODELS**

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.

**Requisites:**

Take SGD-114(S21243); Take previously. Required.<br>Take SGD-162(S21250); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SGD-239: SIMULATION AND GAME DEVELOPMENT TECH ART**

This course is designed to connect the disciplines of art and programming in Simulation and Game Development. Emphasis is placed on the creation and integration of game assets into the simulation or game development pipeline. Upon completion, students should be able to create art and customize art tools using scripting languages for development of simulations and video games.

**Requisites:**

Take SGD-113(S21242) SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SGD-242: SIMULATION AND GAME DEVELOPMENT PHOTOGRAMMETRY**

This course introduces the use of photogrammetry for simulations and game development. Emphasis is placed on the process of pulling visual data from an array of photographs to generate fully textured, high-poly models. Upon completion, students should be able to translate photogrammetry creations into industry-standard game and simulation models for use in real-time engines and surfaces in physics-based materials.

**Requisites:**

Take SGD-114(S21243); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SGD-244: 3D MODELING III**

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.

**Requisites:**

Take SGD-214(S21263); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SGD-262: SIMULATION AND GAME DEVELOPMENT 3D ANIMATION II**

This course is designed to further a student's knowledge of 3D animation used in simulation and game development. Emphasis is placed on advanced character, weapons, vehicles, prop and effects animations for video game design. Upon completion, students should be able to develop industry caliber animations for simulation or video game integration.

**Requisites:**

Take SGD-162(S21250); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SGD-268: MOBILE SIMULATION AND GAME PROGRAMMING II**

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.

**Requisites:**

Take SGD-168(S23058); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### SGD-274: SIMULATION AND GAME LEVEL DESIGN II

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.

**Requisites:**

Take SGD-174(S21264); Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-285: SIMULATION AND GAME SOFTWARE ENGINEERING

This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games.

**Requisites:**

Take SGD-212 SGD-213(S21266) or SGD-214(S21263); Take previously, Required.<br>Take SGD-213(S23019); Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SGD-289: SIMULATION AND GAME DEVELOPMENT PROJECT

This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

**Requisites:**

Take SGD-212 SGD-213(S21266) SGD-214(S21263) or SGD-285(S22374); Take previously, Required.<br><br>Take 1 group; <br>Option: Take SGD-212 SGD-163(S21251) SGD-174(S21264) SGD-134 SGD-165(S21253); <br>Option: Take SGD-212 SGD-163(S21251) SGD-174(S21264) SGD-134 SGD-285(S22374); <br>Option: Take SGD-212 SGD-163(S21251) SGD-174(S21264) SGD-134 SGD-172(S21261); Take previously, Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SIM-110: OVERVIEW OF SIMULATION IN HEALTHCARE TECHNOLOGY

This course introduces history, trends, and applications of healthcare simulation. Topics include the origins of simulation, legal and ethical issues, types of simulation, and the application of simulation methodology in education. Upon completion, students should be able to have a foundational understanding of the depth and breadth of simulation in healthcare.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SIM-120: SIMULATION BASIC REPAIR

This course covers maintenance, troubleshooting, and basic repair of simulation equipment. Topics include preventative and corrective maintenance, safety, and use of operator manuals. Upon completion, students should be able to maintain and repair simulation equipment in accordance with safety standards and manufacturer recommendations.



**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SIM-130: SIMULATION PHARMACOLOGY**

This course provides a foundation of pharmacology principles and medication effects in the simulated patient. Topics include drug classes, pharmacodynamics, pharmacotherapeutics, and administration routes of medications commonly used in a simulation environment. Upon completion, students should be able to accurately model medication effects in the simulated patient.

**Requisites:**

Take SIM-140(S25459); Take either previously or concurrently. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SIM-140: STUDY OF DISEASE PROCESSES**

This course provides an introduction of human pathophysiology. Emphasis is placed on patient presentations, signs and symptoms, disease progression, and diagnostic and treatment interventions. Upon completion, students should be able to simulate disease processes and patient responses to medical interventions.

**Requisites:**

Take SIM-130(S25458); Take either previously or concurrently. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SIM-150: SIMULATION ACROSS HEALTH PROFESSIONS**

This course is designed to explore interdisciplinary simulation across the healthcare spectrum. Topics include industry standards, continuing education, preparation and presentation of qualifications, and discipline-specific organizations and certifications. Upon completion, students should be able to conceptualize their role in the healthcare simulation profession.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SIM-160: SCENARIO DESIGN**

This course covers basic scenario design and programming. Topics include scenario construction, progression, and execution. Upon completion, students should be able to utilize technological strategies for case-based scenario development.

**Requisites:**

Take SIM-130(S25458) SIM-140(S25459); Take either previously or concurrently. Required.&lt;br&gt;

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SIM-210: ADJUNCTIVE SIMULATION TECHNIQUES**

This course introduces complementary approaches in simulation. Topics include virtual reality, gaming in simulation, scene staging, moulage, and utilization of standardized patients. Upon completion, students should be able to deploy alternative strategies to augment the simulation experience.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **SIM-220: SIMULATION PROGRAMMING**

This course provides a project-based application of scenario development and simulation programming. Emphasis is placed on software interface, defined variables, patient states and transitions, and scenario progression. Upon completion, students should be able to program scenarios using various simulator platforms.

**Requisites:**  
Take SIM-160(S25461); Take previously. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **SIM-230: ADULT PATIENT SIMULATION SCENARIOS**

This course is designed to integrate fundamental simulation competencies into the development of case-based adult and geriatric patient scenarios. Topics include cardiovascular, respiratory, endocrine, neurologic, trauma, hematologic, gastrointestinal, genitourinary, toxicologic, psychiatric, immunologic, and infectious disease pathologies. Upon completion, students should be able to construct a portfolio of scenarios for medical and trauma patients of varying levels of acuity.

**Requisites:**  
Take SIM-220(S25463); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### **SIM-235: RESEARCH IN SIMULATION**

This course provides an introduction to research for simulation-based education and healthcare quality improvement. This course provides an introduction to research for simulation-based education and healthcare quality improvement. Topics include a review of the current literature and emerging trends. Upon completion, students should be able to critically evaluate health information and summarize evidence-based practice in healthcare simulation.

**Requisites:**  
None

<b>Total Credits:</b> .....	4
Class Credits: .....	4
Lab Credits: .....	0
Clinic Credits: .....	0

---

### **SIM-240: MATERNAL/CHILD SIMULATION SCENARIOS**

This course is designed to integrate fundamental simulation competencies into the development of case-based patient scenarios related to childbirth and childhood. Topics include obstetric, gynecologic, pediatric, and neonatal pathologies. Upon completion, students should be able to construct a portfolio of scenarios for maternal and pediatric patients of varying levels of acuity.

**Requisites:**  
Take SIM-220(S25463); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

### SIM-250: MANAGEMENT SYSTEMS FOR SIMULATION

This course introduces the principles of simulation center management and operations. Topics include budgeting, policy and procedure development, logistics, strategic planning of infrastructure, inventory, maintenance agreements, and equipment specifications. Upon completion, students should be able to plan, organize, direct, and control the daily operations of a simulation center.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SIM-260: SIMULATION DEBRIEFING AND ASSESSMENT

This course provides a comprehensive review and application of current debriefing and assessment theories in the healthcare simulation profession. Emphasis is placed on selecting effective debriefing and assessment models for the level of the learner. Upon completion, students should be able to utilize appropriate debriefing frameworks and evaluation techniques.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SIM-270: SIMULATION CAPSTONE

This course is designed to leverage acquired skills and knowledge to produce a capstone project. Emphasis is placed on creation of a practical project with focused peer review. Upon completion, students should be able to synthesize psychological, environmental, and equipment fidelity to produce a culminating interdisciplinary simulation with appropriate assessment and debriefing activities.

**Requisites:**  
Take SIM-230(S25464) SIM-240(S25465); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SOC-210: INTRODUCTION TO SOCIOLOGY

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

**Requisites:**  
Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SOC-213: SOCIOLOGY OF THE FAMILY

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SOC-220: SOCIAL PROBLEMS**

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SOC-225: SOCIAL DIVERSITY**

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SOC-230: RACE AND ETHNIC RELATIONS**

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SOC-242: SOCIOLOGY OF DEVIANCE**

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-111(S24022); <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

### SON-110: INTRO TO SONOGRAPHY

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	3

---

### SON-111: SONOGRAPHIC PHYSICS

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class Credits: .....	3
Lab Credits: .....	3
Clinic Credits: .....	0

---

### SON-120: SON CLINICAL ED I

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**Requisites:**

Take SON-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

### SON-121: SON CLINICAL ED II

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**Requisites:**

Take SON-120; Take previously. Required.<br>

<b>Total Credits:</b> .....	5
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	15

---

### SON-130: ABDOMINAL SONOGRAPHY I

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3

**SON-131: ABDOMINAL SONOGRAPHY II**

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

**Requisites:**  
Take SON-130; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

**SON-140: GYNECOLOGICAL SONOGRAPHY**

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

**Requisites:**  
Take SON-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

**SON-220: SON CLINICAL ED III**

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**Requisites:**  
Take SON-121; Take previously. Required.<br>

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	24

**SON-221: SON CLINICAL ED IV**

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**Requisites:**  
Take SON-220; Take previously. Required.<br>

<b>Total Credits:</b> .....	8
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	24

**SON-225: CASE STUDIES**

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

**Requisites:**  
Take SON-110 or CVS-163; Take previously. Required.<br>

<b>Total Credits:</b> .....	1
-----------------------------	---

Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SON-241: OBSTETRICAL SONOGRAPHY I**

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

**Requisites:**  
Take SON-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SON-242: OBSTETRICAL SONOGRAPHY II**

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

**Requisites:**  
Take SON-241; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SON-250: VASCULAR SONOGRAPHY**

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SON-271: DOPPLER SONOGRAPHY TOPICS**

This course covers Doppler principles and instrumentation. Topics include basic Doppler principles, CW Doppler, pulsed-wave Doppler, color Doppler, and power Doppler. Upon completion, students be able to demonstrate knowledge of Doppler principles and instrumentation.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**SON-289: SONOGRAPHIC TOPICS**

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

**Requisites:**

Take SON-110; Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	2
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SPA-111: ELEMENTARY SPANISH I**

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>Take SPA-181; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SPA-112: ELEMENTARY SPANISH II**

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

**Requisites:**

Take SPA-111; Take previously. Required.<br>Take SPA-111; Minimum grade C; Take previously. Required.<br>Take SPA-182(S13968); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SPA-120: SPANISH FOR THE WORKPLACE**

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Emphasis will be on cultural awareness and cultural context issues.

**Requisites:**

Take 1 group; <br>Option: Take RED-090 ENG-090; <br>Option: Take ENG-110(S22173); <br>Option: Take ENG-111(S13673); <br>Option: Take DRE-097(S23642); <br>Option: Take ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

**SPA-181: SPANISH LAB 1**

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.

**Requisites:**

Take 1 group; <br>Option: Take ENG-090 RED-090; <br>Option: Take DRE-098(S23643); <br>Option: Take ENG-111(S13673); <br>Option: Take ENG-002; Take previously. Required.<br>Take SPA-111; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
-----------------------------	---



Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### SPA-182: SPANISH LAB 2

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.

**Requisites:**

Take SPA-111; Take previously. Required.<br>Take SPA-181; Minimum grade C; Take previously. Required.<br>Take SPA-112; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### SPA-211: INTERMEDIATE SPANISH I

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.

**Requisites:**

Take SPA-112; Take previously. Required.<br>Take SPA-112; Minimum grade C; Take previously. Required.<br>Take SPA-281(S13831); Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

### SPA-281: SPANISH LAB 3

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.

**Requisites:**

Take SPA-182(S13968); Take previously. Required.<br>Take SPA-182(S13968); Minimum grade C; Take previously. Required.<br>Take SPA-211; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	2
Clinic Credits: .....	0

---

### SRV-110: SURVEYING I

This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.

**Requisites:**

Take 1 group; <br>Option: Take MAT-121(S25429); <br>Option: Take MAT-171(S25432); <br>Option: Take DMA-060(S24985) DMA-070(S24987) DMA-080(S24988); <br>Option: Take DMA-065(S24986); <br>Option: Take MAT-003; From rule RMINP2M; <br>Option: Take BSP-4003; From rule BSPMINP2; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---



# Course Descriptions

Classes may be offered during the day, evening, online, or a combination. Students should refer to [Self Service \(https://selfserve.waketech.edu/Student/Courses\)](https://selfserve.waketech.edu/Student/Courses) for the availability of classes.

## Filter by Subject Area

ALL SUBJECTS

### SRV-220: SURVEYING LAW

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

#### Requisites:

Take SRV-110(S12339); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

### SRV-240: TOPO/SITE SURVEYING

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

#### Requisites:

Take SRV-110(S12339); Take previously. Required.<br>Take CIV-125(S21521) SRV-110(S22362); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

### SRV-250: ADVANCED SURVEYING

This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

#### Requisites:

Take SRV-111; Take previously. Required.<br>Take SRV-111 CIV-125(S21521); Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

### SRV-260: FIELD & OFFICE PRACTICES

This course covers surveying project management, estimating, and responsibilities of surveying personnel. Topics include record-keeping, starting and operating a surveying business, contracts, regulations, taxes, personnel management, and professional ethics. Upon completion, students should be able to understand the requirements of operating a professional land surveying business.

#### Requisites:

Take SRV-110(S23990) CEG-115 or EGR-115(S20666); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**SST-140: GREEN BUILDING AND DESIGN CONCEPTS**

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

**SWK-110: INTRO TO SOCIAL WORK**

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

**SWK-113: WORKING WITH DIVERSITY**

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

---

**TDP-110: INTRODUCTION TO THREE DIMENSIONAL PRINTING**

This course covers the historical, social and ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

---

**TRN-110: INTRODUCTION TO TRANSPORT TECHNOLOGY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**TRN-120: BASIC TRANSPORTATION ELECTRICITY**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	5
Class Credits: .....	4
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**TRN-120A: BASIC TRANSPORTATION ELECTRICAL LAB**

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.

**Requisites:**

Take TRN-120; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**TRN-130: INTRO TO SUSTAINABLE TRANSPORTATION**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**TRN-140: TRANSPORTATION CLIMATE CONTROL**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### TRN-140A: TRANSPORTATION CLIMATE CONTROL LAB

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.

**Requisites:**

Take TRN-140; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### TRN-170: PC SKILLS FOR TRANSPORTATION

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### TRN-180: BASIC WELDING FOR TRANSPORTATION

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

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### TRN-180A: BASIC WELDING FOR TRANSPORTATION LAB

This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

**Requisites:**

Take TRN-180; Take either previously or concurrently. Recommended.<br>

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	3
Clinic Credits: .....	0

---

### UAS-111: UNMANNED AIRCRAFT SYSTEMS

This course provides students with the various products and technologies commonly associated with unmanned aircraft systems utilized by hobbyists, government, industry, and the military. Topics include data acquisition, operations and the various technologies associated with

unmanned flight. Upon completion, students should be able to demonstrate an understanding of flight control operations including programming telemetry and data acquisition.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	3
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**UAS-150: UNMANNED AIRCRAFT SYSTEMS FLIGHT SIMULATION**

This course introduces learners to a flight simulator to help them build and develop knowledge in flight dynamics, the proper manipulation of aircraft controls, and the ability to accurately monitor sensor functions. Emphasis is placed on developing the learner's flight and control skills that will be utilized to operate an unmanned ground control station which is dependent upon piloting and control skills. Upon completion, students should be able to demonstrate the proper use of flight controls required to maintain a non-eventful simulated or actual UAS flight as well as one requiring emergency corrections.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

---

**UAS-230: UNMANNED AIRCRAFT SYSTEMS AERIAL PHOTOGRAPHY AND SURVEYS**

This course introduces students to some of the popular unmanned aerial photographic applications commonly utilized in commercial unmanned aircraft systems (UAS) operations involving aerial surveys and photography. Topics include aerial photography and equipment, aerial vehicles, examples of successful UAS survey and photographic business models, and Federal Aviation Regulations governing airspace applications. Upon completion, students should be able to plan, implement and conduct a successful photo aerial survey mission.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

**WBL-111: WORK-BASED LEARNING I**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

---

**WBL-111R: WORK-BASED LEARNING I: HUMAN SERVICES**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**

None

<b>Total Credits:</b> .....	1
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

**WBL-112: WORK-BASED LEARNING I**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

**WBL-113: WORK-BASED LEARNING I**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

**WBL-115: WORK-BASED LEARNING SEMINAR I**

This course description may be written by the individual colleges.

**Requisites:**

Take WBL-111 WBL-112 WBL-113 or WBL-114; Take either previously or concurrently. Required.&lt;br&gt;

<b>Total Credits:</b> .....	1
Class Credits: .....	1
Lab Credits: .....	0
Clinic Credits: .....	0

---

**WBL-120: CAREER READINESS, EXPLORATION, AND EMPLOYABILITY**

This course is designed to familiarize individuals with fundamental skill sets that are critical for successful employment including locating and using workplace information, conveying professionalism, communicating effectively, promoting teamwork, thinking critically, and providing individuals with career exploration experiences. Topics include career readiness credential preparation, career exploration, and employability skillsets. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, apply mathematics to work-related situations, use key employability skills, and match education with careers in business and industry. null null

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---



**WBL-121: WORK-BASED LEARNING II**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class.Credits: .....	0
Lab Credits:.....	0
Clinic.Credits: .....	0

---

**WBL-122: WORK-BASED LEARNING II**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class.Credits: .....	0
Lab Credits:.....	0
Clinic.Credits: .....	0

---

**WBL-123: WORK-BASED LEARNING II**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class.Credits: .....	0
Lab Credits:.....	0
Clinic.Credits: .....	0

---

**WBL-131: WORK-BASED LEARNING III**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	1
Class.Credits: .....	0
Lab Credits:.....	0
Clinic.Credits: .....	0

---

**WBL-132: WORK-BASED LEARNING III**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

### WBL-133: WORK-BASED LEARNING III

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

### WBL-212: WORK-BASED LEARNING IV

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

### WBL-222: WORK-BASED LEARNING V

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	0
Clinic Credits: .....	0

---

### WEB-110: INTERNET/WEB FUNDAMENTALS

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. Topics include HTML, XHTML.

**Requisites:**  
Take ENG-002 MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-111: INTRODUCTION TO WEB GRAPHICS

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

**Requisites:**

Take DRE-098(S23643) or ENG-002; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-115: WEB MARKUP AND SCRIPTING

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. Students will also be exposed to industry standard development tools and practices with these technologies.

**Requisites:**

Take WEB-110(S22058) or CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-125: MOBILE WEB DESIGN

This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

**Requisites:**

Take WEB-140(S21133); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-140: WEB DEVELOPMENT TOOLS

This course provides an introduction to web development tools. Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server.

**Requisites:**

Take 1 group; <br>Option: Take DRE-098(S23643) DMA-010 DMA-020 DMA-030; <br>Option: Take ENG-002 MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

### WEB-141: MOBILE INTERFACE DESIGN

This course covers current design standards and emerging approaches related to the design and development of user interfaces for mobile devices. Emphasis is placed on research and evaluation of standard and emerging practices for effective interface and user experience design. Upon completion, students should be able to design effective and usable interfaces for mobile devices.

**Requisites:**

Take 1 group; <br>Option: Take DMA-010 DMA-020 DMA-030; <br>Option: Take MAT-003; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
-----------------------------	---

Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-151: MOBILE APPLICATION DEVELOPMENT I

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

**Requisites:**

Take CSC-151; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-180: ACTIVE SERVER PAGES

This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website. Current trends in ASP, to include ASP.Net will be taught.

**Requisites:**

<br>Option: Take CIS-115(S24979) or CSC-153; <br>Option: Take WEB-110(S22058) or CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-182: PHP PROGRAMMING

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

**Requisites:**

Take WEB-110(S22058) or CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-210: WEB DESIGN

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.

**Requisites:**

Take WEB-140(S21133); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-213: INTERNET MARKETING AND ANALYTICS

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email

marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

**Requisites:**

Take WEB-140(S21133); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**WEB-214: SOCIAL MEDIA**

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.

**Requisites:**

Take ENG-111(S25433); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**WEB-215: ADVANCED MARKUP AND SCRIPTING**

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.

**Requisites:**

Take WEB-115(S22059); Take previously. Required.<br>Take WEB-115(S22059); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**WEB-225: CONTENT MANAGEMENT SYSTEMS**

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.

**Requisites:**

Take WEB-140(S25584); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

**WEB-250: DATABASE DRIVEN WEBSITES**

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.

**Requisites:**

Take DBA-110 or DBA-120; Take previously. Required.<br>Take WEB-110(S22058) or CTI-110(S22510); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### WEB-251: MOBILE APPLICATION DEVELOPMENT II

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.

**Requisites:**

Take WEB-151(S23076); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-260: E-COMMERCE INFRASTRUCTURE

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.

**Requisites:**

Take WEB-250(S24410); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-287: WEB E-PORTFOLIO

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.

**Requisites:**

Take WEB-210(S22061) WEB-125(S24401); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	2
Clinic Credits: .....	0

---

### WEB-289: INTERNET TECHNOLOGIES PROJECT

This course provides an opportunity to complete a significant Web technologies 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 an Internet project from the definition phase through implementation.

**Requisites:**

Take CTI-110(S22510) CTI-120(S22511) CTS-115(S20996); Take previously. Required.<br>Take WEB-151(S23076) or CSC-118; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	4
Clinic Credits: .....	0

---

### WLD-110: CUTTING PROCESSES

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.

**Requisites:**

None	
<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**WLD-112: BASIC WELDING PROCESSES**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	2
Class Credits: .....	1
Lab Credits: .....	3
Clinic Credits: .....	0

---

**WLD-115: SMAW (STICK) PLATE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	5
Class Credits: .....	2
Lab Credits: .....	9
Clinic Credits: .....	0

---

**WLD-115AB: SMAW (STICK) PLATE**

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.

**Requisites:**  
None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	3
Clinic Credits: .....	0

---

**WLD-115BB: SMAW (STICK) PLATE**

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.

**Requisites:**  
Take WLD-115AB; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits: .....	0
Lab Credits: .....	6
Clinic Credits: .....	0

---

**WLD-116: SMAW (STICK) PLATE/PIPE**

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint

geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

**Requisites:**

Take WLD-115(S23304); Take previously. Required.<br>Take WLD-110(S23303) WLD-141(S23307);  
Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class.Credits: .....	1
Lab Credits: .....	9
Clinic.Credits: .....	0

---

---

**WLD-121: GMAW (MIG) FCAW/PLATE**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	4
Class.Credits: .....	2
Lab Credits: .....	6
Clinic.Credits: .....	0

---

---

**WLD-121C: GMAW (MIG) FCAW/PLATE**

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.

**Requisites:**

None

<b>Total Credits:</b> .....	2
Class.Credits: .....	2
Lab Credits: .....	0
Clinic.Credits: .....	0

---

---

**WLD-121L: GMAW (MIG) FCAW/PLATE**

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.

**Requisites:**

Take WLD-121C; Take either previously or concurrently. Required.<br>

<b>Total Credits:</b> .....	2
Class.Credits: .....	0
Lab Credits: .....	6
Clinic.Credits: .....	0

---

---

**WLD-122: GMAW (MIG) PLATE/PIPE**

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.

**Requisites:**

Take WLD-121(S23305); Take previously. Required.<br>Take WLD-110(S23303) WLD-115(S23304)  
WLD-141(S23307); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class.Credits: .....	1
Lab Credits: .....	6
Clinic.Credits: .....	0

---

---



### WLD-131: GTAW (TIG) PLATE

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.

**Requisites:**

Take WLD-110(S23303) WLD-115(S23304) WLD-121(S23305) WLD-141(S23307); Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### WLD-132: GTAW (TIG) PLATE/PIPE

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.

**Requisites:**

Take WLD-131(S23306); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits: .....	1
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### WLD-141: SYMBOLS AND SPECIFICATIONS

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.

**Requisites:**

None

<b>Total Credits:</b> .....	3
Class Credits: .....	2
Lab Credits: .....	2
Clinic Credits: .....	0

---

---

### WLD-151: FABRICATION I

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.

**Requisites:**

Take WLD-115(S10891) WLD-141(S11462) WLD-110(S10913) WLD-121(S23305); Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	2
Lab Credits: .....	6
Clinic Credits: .....	0

---

---

### WLD-215: SMAW (STICK) PIPE

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

**Requisites:**

Take WLD-115(S23304) or WLD-116; Take previously. Required.<br>Take WLD-116; Take previously.  
Required.<br>

<b>Total Credits:</b> .....	4
Class Credits: .....	1

Lab Credits:.....	9
Clinic Credits:.....	0

**WLD-231: GTAW (TIG) PIPE**

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

**Requisites:**

Take WLD-132; Take previously. Required.<br>Take WLD-215; Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	1
Lab Credits:.....	6
Clinic Credits:.....	0

**WLD-261: CERTIFICATION PRACTICES**

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.

**Requisites:**

Take WLD-115(S23304) WLD-121(S23305) WLD-131(S23306); Take previously. Required.<br>

<b>Total Credits:</b> .....	2
Class Credits:.....	1
Lab Credits:.....	3
Clinic Credits:.....	0

**WLD-262: INSPECTION & TESTING**

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.

**Requisites:**

Take WLD-116 WLD-131(S23306) WLD-122 WLD-141(S23307); Take previously. Required.<br>

<b>Total Credits:</b> .....	3
Class Credits:.....	2
Lab Credits:.....	2
Clinic Credits:.....	0

**WLD-265: AUTOMATED WELDING/CUTTING**

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

**Requisites:**

Take WLD-110(S10913) WLD-121(S13138); Take previously. Required.<br>Take WLD-122 WLD-132; Take previously. Required.<br>

<b>Total Credits:</b> .....	4
Class Credits:.....	2
Lab Credits:.....	6
Clinic Credits:.....	0



# Campus Locations & Contact Info

## Campuses and centers

Courses are offered at Wake Tech locations throughout Wake County.

All college policies – academic, student services and administrative – apply to all students, regardless of campus and center locations or mode of instructional delivery, unless expressly defined by the college.

### **Southern Wake Campus** (</about-wake-tech/campuses-centers/southern-wake>)

9101 Fayetteville Road  
Raleigh, NC 27603  
[919-866-5000](tel:919-866-5000) (<tel:919-866-5000>)

The 139-acre Southern Wake Campus is where the college first opened its doors in 1963. It offers Associate in Arts, Associate in Science and Associate in Engineering degrees for university transfer, as well as Associate in Applied Science degrees in construction and skilled technologies, business and public services technologies and information technology. The campus also offers short-term, non-degree courses for workforce licensures and certifications. It is home to college administration, including the President's Office and the Wake Tech Foundation. It houses a gymnasium and specialized training labs for culinary arts, cosmetology, heavy equipment and skilled trades.

### **Scott Northern Wake Campus** (</about-wake-tech/campuses-centers/northern>)

6600 Louisburg Road  
Raleigh, NC 27616  
[919-532-5502](tel:919-532-5502) (<tel:919-532-5502>)

The 125-acre Scott Northern Wake Campus offers Associate in Arts, Associate in Science and Associate in Fine Arts degrees for university transfer. It also includes programs in automotive, baking, business, information technology and skilled trades, as well as a variety of short-term, non-degree courses for workforce licensures and certifications. It is home to the Hendrick Center for Automotive Excellence, a state-of-the-art STEM lab, a Lecture and Performance Hall and a gymnasium. It also houses classes for students in the Wake Early College of Health and Sciences. Scott Northern Wake Campus has the distinction of being the first college campus in the nation to have all buildings LEED<sup>®</sup> certified by the U.S. Green Building Council.

### **Western Wake Campus** (</about-wake-tech/campuses-centers/western-wake-campus>)

Millpond Village  
3434 Kildaire Farm Road  
Cary, NC 27518  
[919-335-1000](tel:919-335-1000) (<tel:919-335-1000>)

The Western Wake Campus offers the Associate in Arts degree for university transfer. It is home to Wake Tech's Entrepreneurship & Small Business Center, providing seminars, workshops and other resources for entrepreneurs and small-business owners. This campus also offers short-term, non-degree courses for workforce licensures and certification.

**Perry Health Sciences Campus** (</about-wake-tech/campuses-centers/health-sciences-campus>).

2901 Holston Lane  
Raleigh, NC 27610  
919-747-0400 (tel:919-747-0400)

Wake Tech's Perry Health Sciences Campus, adjacent to WakeMed, prepares students for careers in nursing, radiography, dental hygiene, emergency medical science and other high-demand health care professions. Wake Tech partners with WakeMed and other local health care 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 of Health and Sciences, a partnership with the Wake County Public School System.

**Public Safety Education Campus** (</about-wake-tech/campuses-centers/public-safety-education-campus>).

321 Chapanoke Road  
Raleigh, NC 27603  
919-866-6100 (tel:919-866-6100)

Wake Tech's Public Safety Education Campus is a CALEA<sup>®</sup> Accredited Training Academy offering a state-of-the-art forensics lab, an incident command center, simulation and defensive tactics rooms and a mock courtroom and jail. The campus offers Associate in Applied Science degrees in Criminal Justice and Public Safety Administration, plus Basic Law Enforcement Training and in-service training for law enforcement and corrections officers, fire and rescue personnel, EMS technicians and State Bureau of Investigations and U.S. Department of Homeland Security personnel. This campus also offers short-term, non-degree courses for workforce licensures and certifications.

**RTP Campus** (</rtp>).

10908 Chapel Hill Road  
Morrisville, NC 27560  
919-866-5000 (tel:919-866-5000)

The RTP Campus is a next-generation learning environment dedicated to the needs of individuals and corporations in Western Wake County and Research Triangle Park. It offers Associate in Arts and Associate in Science degrees for university transfer and a robust array of Associate in Applied Science degrees in information technology and biotechnology. The RTP Campus is home to the Lilly Center for Science and Technology; RTP Bio, a collaboration with Durham Tech; and the Wake Early College of Information and Biotechnologies, a partnership with the Wake County Public School System. This campus also offers short-term, non-degree courses for workforce licensures and certifications, including BioWork.

**Beltline Education Center** (</about-wake-tech/campuses-centers/beltline-education-center>).

3200 Bush St.  
Raleigh, NC 27609  
919-334-1500 (tel:919-334-1500)

The Beltline Education Center is the hub of operations for Wake Tech's non-degree Workforce Continuing Education division. It houses Wake Tech's College & Career Readiness programs: High School Equivalency Preparation (HSEP), Adult High School (AHS), English as a Second Language (ESL) and Adult Basic Education (ABE). It is home to

the WakeWorks<sup>®</sup> Apprenticeship Center and the WakeWorks<sup>®</sup> Mechatronics and Robotics Lab. A School of Cosmetology offers a streamlined non-degree alternative for cosmetology training and certification and an on-site salon staffed by students and open to the public.

**Eastern Wake Education Center** ([/about-wake-tech/campuses-centers/eastern-wake-education-center](#)).

519 Industrial Drive  
Zebulon, NC 27597  
919-866-5300 (tel:919-866-5300)

The Eastern Wake Education Center provides non-degree training for residents living in the eastern part of Wake County. The center offers workforce training classes in HVAC, carpentry, apartment maintenance and electrical wiring in both English and Spanish.

**Wake Early College of Health and Sciences** (<https://www.wcpss.net/northwakecca>).

2901 Holston Lane  
Raleigh, NC 27610  
919-212-5800 (tel:919-212-5800)

Wake Early College of Health and Sciences is a partnership with the Wake County Public School System. It offers students the opportunity to earn a high school diploma while pursuing an associate degree. Students take rigorous honors classes for two years on the Perry Health Sciences Campus and then take their remaining classes on the Scott Northern Wake Campus.

**Wake Early College of Information and Biotechnologies** (<https://www.wcpss.net/northwakecca>).

10908 Chapel Hill Road  
Morrisville, NC 27560  
919-335-1350 (tel:919-335-1350)

Wake Early College of Information and Biotechnologies is a partnership with the Wake County Public School System. It offers students the opportunity to earn a high school diploma while pursuing an associate degree. The high school is located in the Lilly Science and Technology Center on the RTP Campus and focuses on four program areas: Network Management, Computer Programming, Cybersecurity and Biotechnology.

**Vernon Malone College and Career Academy** (<https://www.wcpss.net/vernonmalonecca>).

2200 S. Wilmington St.  
Raleigh, NC 27603  
919-856-8119 (tel:919-856-8119)

Vernon Malone College and Career Academy is a Career and Technical Education (CTE) High School – a collaboration between Wake Tech, the Wake County Public School System and Wake County Government. The academy provides a strong academic foundation and training in six career programs: Biopharmaceutical Technology, Cosmetology, Facility Maintenance Technology, Nurse Aide, Simulation & Game Development and Welding Technology. Students complete the requirements for high school graduation while earning college credits that can be applied toward an associate degree, diploma or certificate at Wake Tech.

**North Wake College and Career Academy** (<https://www.wcpss.net/northwakecca>).

931 Durham Road  
Wake Forest, NC 27587  
919-694-8650 (tel:919-694-8650)

The North Wake College and Career Academy is a Career and Technical Education (CTE) High School – a collaboration between Wake Tech, the Wake County Public School System and Wake County Government. The academy provides a strong academic foundation and education and training in five career programs: Business Administration, Culinary Arts, Early Childhood Education, Emergency Medical Science and Information Technology - Tech Support. Students complete the requirements for high school graduation while earning college credits that can be applied toward an associate degree, diploma or certificate at Wake Tech.

**BioNetwork Capstone Center** (</about-wake-tech/locations/capstone-center>)

NC State University  
 850 Oval Drive  
 Raleigh, NC 27695  
919-515-0232 (<tel:919-515-0232>)

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 [BioNetwork Capstone Center](https://www.ncbionetwork.org/educational-resources/videos/capstone-center) (<https://www.ncbionetwork.org/educational-resources/videos/capstone-center>), is part of the statewide BioNetwork program.

Ref # C1111

**Contact information**

Service	Phone
Calendars/deadlines ( <a href="/calendar/month">/calendar/month</a> )	919-866-5500 ( <a href="tel:919-866-5500">tel:919-866-5500</a> )
Admissions ( <a href="/admissions-aid/admissions/credit/new-student">/admissions-aid/admissions/credit/new-student</a> )	919-866-5000 ( <a href="tel:919-866-5000">tel:919-866-5000</a> )
Advising ( <a href="/student-services/advising">/student-services/advising</a> )	919-866-5000 ( <a href="tel:919-866-5000">tel:919-866-5000</a> )
College Police ( <a href="/about-wake-tech/administrative-offices/campus-police">/about-wake-tech/administrative-offices/campus-police</a> )	919-866-5911 (emergency) ( <a href="tel:919-866-5911">tel:919-866-5911</a> ) 919-866-5943 (non-emergency) ( <a href="tel:919-866-5943">tel:919-866-5943</a> )
College & Career Readiness (ESL, high school equivalency, etc.) ( <a href="/programs-courses/non-credit/strengthen-basic-skills">/programs-courses/non-credit/strengthen-basic-skills</a> )	919-866-5280 ( <a href="tel:919-866-5280">tel:919-866-5280</a> ) or 919-334-1500 ( <a href="tel:919-334-1500">tel:919-334-1500</a> )
Workforce Continuing Education (non-credit programs) ( <a href="/programs-courses/non-credit">/programs-courses/non-credit</a> )	919-866-5800 ( <a href="tel:919-866-5800">tel:919-866-5800</a> )
Credit programs ( <a href="/programs-courses/credit">/programs-courses/credit</a> )	919-866-5000 ( <a href="tel:919-866-5000">tel:919-866-5000</a> )
eLearning ( <a href="/online-learning">/online-learning</a> )	919-866-5618 ( <a href="tel:919-866-5618">tel:919-866-5618</a> )
Career Services ( <a href="/careerservices">/careerservices</a> )	919-866-5695 ( <a href="tel:919-866-5695">tel:919-866-5695</a> )
Wake Tech Foundation ( <a href="/wake-tech-foundation">/wake-tech-foundation</a> )	919-866-5924 ( <a href="tel:919-866-5924">tel:919-866-5924</a> )

ITS support  
(email, WebAdvisor, portal, etc.) (/help-center/its/topics)

919-866-7000 (tel:919-866-7000)

## Southern Wake Campus

Service	Location	Phone
Admissions (/admissions-aid/admissions/credit/new-student)	Student Services, Room 121	919-866-5420 (tel:919-866-5420)
Advising (/student-services/advising)	Student Services, Room 121	919-866-5474 (tel:919-866-5474)
College Police (/about-wake-tech/administrative-offices/campus-police)	Holding Hall, Room 148	919-866-5911 (emergency) (tel:919-866-5911) 919-866-5943 (non emergency) (tel:)
Career Services (/careerservices)	Holding Hall, Suite 150	919-866-5695 (tel:919-866-5695)
Cashier's Office (/about-wake-tech/administrative-offices/financial-services/cashiers-office)	Montague Hall, first floor	919-866-5900 (tel:919-866-5900)
College bookstore (https://waketech.bncollege.com/)	Beside Student Services Building	919-772-4204 (tel:919-772-4204)
Open computer labs (student ID required) (/student-services/computer-labs)	ILC 124 (Additional computer resources available in library)	919-866-5119 (tel:919-866-5119)
Workforce Continuing Education (non-credit registration) (/programs-courses/non-credit/about-wfce/register-online)	Student Services Building	919-866-5800 (tel:919-866-5800)
Work-Based Learning (/programs-courses/credit/work-based-learning)	Holding Hall, Room 108C	919-866-5693 (tel:919-866-5693)
Disability Support Services (/student-services/disability-support-services/current-dss-students)	Holding Hall, Room 124	919-866-5670 (tel:919-866-5670)
Financial Aid (/financial-aid)	Student Services, Room 15	919-866-5417 (tel:919-866-5417)
Individualized Learning Center (ILC) (reading, writing, math, science and study skills tutoring) (/student-services/individualized-learning-center)	ILC Building (student ID required)	919-866-5276 (tel:919-866-5276)
Library (computers available) (/student-services/libraries)	Library Education Building (student ID required)	919-866-5644 (tel:919-866-5644)
Photo IDs and parking decals (/about-wake-	Holding Hall, Room 102	919-866-5493 (tel:919-866-5493)



tech/administrative-offices/campus-police/ids-and-parking)		
Registration and Student Records (/student-services/registration-student-records)	Student Services, Room 254	919-866-5700 (tel:919-866-5700)
Student Government Association (/student-life/student-government-association) Student Activities (/student-life/student-activities)	Student Services, Room 128	919-866-5407 (tel:919-866-5407)
Veterans Services (/student-services/veterans-affairs)	Student Services Building, Room 143	919-866-5417 (tel:919-866-5417)

## Scott Northern Wake Campus

Service	Location	Phone
Admissions (/admissions-aid/admissions/credit/new-student)	Building B, Room 225	919-532-5502 (tel:919-532-5502)
Advising (/student-services/advising)	Building B, Room 239	919-532-5502 (tel:919-532-5502)
College Police (/about-wake-tech/administrative-offices/campus-police)	Building B, Room 234	919-866-5911 (emergency) (tel:919-866-5911) 919-866-5943 (non emergency) (tel:)
Career Services (/careerservices)	Building B, Room 137B	919-866-5695 (tel:919-866-5695)
Cashier's Office (/about-wake-tech/administrative-offices/financial-services/cashiers-office)	Building C, Room 236D	919-532-5507 (tel:919-532-5507)
College bookstore ( <a href="https://waketech.bncollege.com/">https://waketech.bncollege.com/</a> )	Building B, Room 225	919-790-9306 (tel:919-790-9306)
Open computer labs (student ID required) (/student-services/computer-labs)	Building B, Room 216 (Additional computer resources available in library)	919-532-5584 (tel:919-532-5584)
Workforce Continuing Education (non-credit registration) (/programs-courses/non-credit/about-wce/register-online)	Building C, Lobby and Room 315	919-532-5502 (tel:919-532-5502)
eLearning Testing Center (/online-learning)	Building E, Room 250	919-532-5830 (tel:919-532-5830)
Disability Support Services (/student-services/disability-support-services/current-dss-students)	Building A, Room 218D	919-532-5505 (tel:919-532-5505)
Financial Aid (/financial-aid)	Building C, Room 218	919-532-5504 (tel:919-532-5504)
Individualized Learning Center (ILC)	Building B, Room 213 (student ID required)	919-532-5548 (tel:919-532-5548)

(reading, writing, math, science and study skills tutoring) (/student-services/individualized-learning-center)		
Library (computers available) (/student-services/libraries)	Building B, Room 239 (student ID required)	919-532-5550 (tel:919-532-5550)
Photo IDs and parking decals (/about-wake-tech/administrative-offices/campus-police/ids-and-parking)	Building D, Room 103	919-866-5493 (tel:919-866-5493)
Registration and Student Records (/student-services/registration-student-records)	Building B, Room 216	919-532-5574 (tel:919-532-5574)
Student Government Association (/student-life/student-government-association) Student Activities (/student-life/student-activities)	Building B, Room 156	919-532-5654 (tel:919-532-5654)
Veterans Services (/student-services/veterans-affairs)	Building C, Room 217	919-866-5099 (tel:919-866-5099)
Online classes ( <a href="https://www.ed2go.com/waketech/">https://www.ed2go.com/waketech/</a> )	Building B, Room 417	919-532-5581 (tel:919-532-5581)

## RTP Campus

Service	Location	Phone
Admissions (/admissions-aid/admissions/credit/new-student)	Building 1, Room 105	919-866-5416 (tel:919-866-5416)
Advising (/student-services/advising)	Building 1, Room 105	919-335-1212 (tel:919-335-1212)
College Police (/about-wake-tech/administrative-offices/campus-police)	Building 1, Room 109	919-866-5911 (emergency) (tel:919-866-5911) 919-866-5943 (non emergency) (tel:)
Career Services (/careerservices)	Building 1, Room 103	919-335-1333 (tel:919-335-1333)
Cashier's Office (/about-wake-tech/administrative-offices/financial-services/cashiers-office)	Building 1, Room 113	919-335-1200 (tel:919-335-1200)
College bookstore ( <a href="https://waketech.bncollege.com/">https://waketech.bncollege.com/</a> )		919-388-8218 (tel:919-388-8218)
Open computer labs (student ID required) (/student-services/computer-labs)	Building 1, Room 131 (Additional computer resources available in library)	919-866-5119 (tel:919-866-5119)
Disability Support Services (/student-services/disability-support-services/current-dss-students)	Building 1, Room 211	919-866-5665 (tel:919-866-5665)

Financial Aid (/financial-aid)	Building 1, Room 105	919-335-1245 (tel:919-335-1245)
Individualized Learning Center (ILC) (reading, writing, math, science and study skills tutoring) (/student-services/individualized-learning-center)	Building 1, Room 209 (student ID required)	919-866-6880 (tel:919-866-6880)
Library (computers available) (/student-services/libraries)	Building 1, Room 206 (student ID required)	919-335-1270 (tel:919-335-1270)
Photo IDs and parking decals (/about-wake-tech/administrative-offices/campus-police/ids-and-parking)	Building 1, Room 109	919-866-5493 (tel:919-866-5493)
Registration and Student Records (/student-services/registration-student-records)	Building 1, Room 105	919-335-1400 (tel:919-335-1400)
Student Activities (/student-life/student-activities)	Building 1, Room 105	919-335-1400 (tel:919-335-1400)
Veterans Services (/student-services/veterans-affairs)	Building 1, Room 326S First and third Tuesdays 9 a.m.-1 p.m.	919-866-5099 (tel:919-866-5099)
eLearning Testing Center (/online-learning)	Building 2, Room 103	919-335-1231 (tel:919-335-1231)

## Perry Health Sciences Campus

Service	Location	Phone
Advising and Admissions (/admissions-aid/admissions/credit/new-student)	Building B, Room 225	919-866-5420 (tel:919-866-5420)
Career Services (/careerservices)	Building 2, Room 347	919-866-6160 (tel:919-866-6160)
College Police (/about-wake-tech/administrative-offices/campus-police)	Building 2, Room 135	919-866-5911 (emergency) (tel:919-866-5911) 919-866-5943 (non emergency) (tel:)
Cashier's Office (/about-wake-tech/administrative-offices/financial-services/cashiers-office)	Building 2, Room 131	919-747-0010 (tel:919-747-0010)
College bookstore ( <a href="https://waketech.bncollege.com/">https://waketech.bncollege.com/</a> )	Building 2, Room 2	919-890-5520 (tel:919-890-5520)
Disability Support Services (/student-services/disability-support-services/current-dss-students)	Building 2, Room 111	919-334-1510 (tel:919-334-1510)
eLearning Testing Center (/online-learning)	Health Science Building, Room 428	919-747-0100 (tel:919-747-0100)

Financial Aid (/financial-aid)	Building 2, Room 104	919-747-0047 (tel:919-747-0047)
Individualized Learning Center (ILC) (reading, writing, math, science and study skills tutoring) (/student-services/individualized-learning-center)	Health Sciences Skills Lab (student ID required)	919-747-0233 (tel:919-747-0233)
Library (computers available) (/student-services/libraries)	Health Education Building, Room 123 (student ID required)	919-747-0002 (tel:919-747-0002)
Photo IDs and parking decals (/about-wake-tech/administrative-offices/campus-police/ids-and-parking)	Allied Health Building, Room 303/304	919-866-5493 (tel:919-866-5493)
Registration and Student Records (/student-services/registration-student-records)	Building 2, Room 102 (limited services)	919-747-0402 (tel:919-747-0402)
Student Government Association (/student-life/student-government-association) Student Activities (/student-life/student-activities)	Building 2, Room 157	919-747-0092 (tel:919-747-0092)
Open computer labs (student ID required) (/student-services/computer-labs)	ILC Building, Room 14 (Additional computer resources available in library)	919-747-0042 (tel:919-747-0042)
Workforce Continuing Education (non-credit registration) (/programs-courses/non-credit/about-wce/register-online)	Allied Health Building, Room 312	919-747-0077 (tel:919-747-0077)

## Western Wake Campus

Service	Location	Phone
Admissions/Advising/Student Success Counseling (/admissions-aid/admissions/credit/new-student)	Room 255	919-335-1059 (tel:919-335-1059)
College Police (/about-wake-tech/administrative-offices/campus-police)	Building 2, Room 135	919-866-5911 (emergency) (tel:919-866-5911) 919-866-5943 (non emergency) (tel:)
Career Services (/careerservices)	Office Suite 255, Office A	919-866-5695 (tel:919-866-5695)
Cashier's Office (/about-wake-tech/administrative-offices/financial-services/cashiers-office)	Room 100A	919-335-1049 (tel:919-335-1049)
Financial Aid (/financial-aid)	Room 255	919-335-1040 (tel:919-335-1040)

Individualized Learning Center (ILC) (reading, writing, math, science and study skills tutoring) (/student-services/individualized-learning-center)	Learning Resource Center, Suite 200 (student ID required)	919-335-1028 (tel:919-335-1028)
Library (computers available) (/student-services/libraries)	Learning Resource Center, Suite 200 (student ID required)	919-335-1029 (tel:919-335-1029)
Photo IDs and parking decals (/about-wake-tech/administrative-offices/campus-police/ids-and-parking)	Room 254	919-335-1045 (tel:919-335-1045)
Open computer labs (student ID required) (/student-services/computer-labs)	Room 254 (Additional computer resources available in library)	919-335-1045 (tel:919-335-1045)
Workforce Continuing Education (non-credit registration) (/programs-courses/non-credit/about-wce/register-online)	Suites 100 and 200	919-335-1000 (tel:919-335-1000) 919-335-1001 (tel:919-335-1001)
Business and Industry Center	Suite 200	919-335-1001 (tel:919-335-1001)

## Public Safety Education Campus

Service	Location	Phone
Admissions/Advising/Student Success Counseling (/admissions-aid/admissions/credit/new-student)	Room 1716 Wednesday and Thursday, 8 a.m.-5 p.m.	919-866-5468 (tel:919-866-5468)
College Police (/about-wake-tech/administrative-offices/campus-police)	Room 1428	919-866-5911 (emergency) (tel:919-866-5911) 919-866-5943 (non emergency) (tel:)
Cashier's Office (/about-wake-tech/administrative-offices/financial-services/cashiers-office)	Room 1718	919-866-6108 (tel:919-866-6108)
Disability Support Services (/student-services/disability-support-services/current-dss-students)	Room 1714	919-866-5670 (tel:919-866-5670)
Financial Aid (/financial-aid)	Room 1714 Monday, 1-3 p.m.	919-866-6137 (tel:919-866-6137)
Individualized Learning Center (ILC) (reading, writing, math, science and study skills tutoring) (/student-services/individualized-learning-center)	Room 1611 (student ID required)	919-866-6123 (tel:919-866-6123)
Library (computers available) (/student-	Room 1615 Monday-Friday, 9 a.m.-3	919-866-6107 (tel:919-866-6107)

services/libraries)	p.m. (student ID required)	
Photo IDs and parking decals ( <a href="#">/about-wake-tech/administrative-offices/campus-police/ids-and-parking</a> )	Front desk Monday-Friday, 8 a.m.-4:30 p.m.	919-866-6100 (tel:919-866-6100)

*\*Information subject to change*

All Wake Tech policies – academic, student services and administrative – apply to all students, regardless of campus and center locations or mode of instructional delivery, unless expressly defined by the college.

Ref # C1903

# Credentials Directory

## Board of Trustees and Administrative Staff

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 Board of Commissioners and four are appointed by the Wake County Board of Education. These trustees are appointed to four-year terms, 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.

## 2023-24 Board of Trustees

- ◆ Jamie M. Thomas, Chair
- ◆ Kellie J. Falk, Vice Chair
- ◆ John G. Boswell
- ◆ Linda D. Coleman
- ◆ Walter C. Davenport
- ◆ Esther H. Delaney
- ◆ Jeanene R. Martin
- ◆ Louis Martin-Vega
- ◆ Sheila H. Ogle
- ◆ Edward D. Paradise
- ◆ Juan L. Torres
- ◆ Sandra W. Williams
- ◆ Vacant, SGA President

## Office of the President

- ◆ R. Scott Ralls, Ph.D. – President
- ◆ Rosmery Hahn, MA – Executive Assistant to the President

## Office of the Executive Vice President of Operations

- D. Gayle Greene, Ed.D. – Executive Vice President of Operations
- Kelley Paynter Deal, MA – Strategic Projects Coordinator/Executive Assistant to the Executive Vice President of Operations

## Office of the Executive Vice President of Programs

- Nicole Reaves, Ed.D. – Executive Vice President of Programs
- Vacant – Strategic Projects Coordinator/Executive Assistant to the Executive Vice President of Programs

## President's Staff

- Anthony M. Caison, MBA – Vice President of Workforce Continuing Education
- Benita I. Clark, MA – Vice President of Human Resources and College Safety
- Laurie C. Clowers, BA – Vice President of Communications and Marketing
- Sandra L. Dietrich, MS – Vice President of Curriculum Education and Chief Academic Officer
- Jeffrey J. Carter, MCE, PE – Vice President of Facilities
- Brian Gann, MA – Vice President of Enrollment & Student Services
- Bryan K. Ryan, MA – Senior Vice President of Effectiveness and Innovation
- Ryan L. Schwiebert, CGCIO, Ed.D. – Vice President of Information Technology Services
- Matthew B. Smith, BA – Vice President of Development and Strategic Partnerships
- Marla L. Tart, AAS, CPA – Vice President of Finance and Business Services

Ref # 1901a

## Provosts

- Babuszcak, Keith E., Ph.D. – Information Technology and Chief Campus Officer
- Ballentine, Angela R., Ph.D. – Health Science Division and Chief Campus Officer
- Martin, Walter E., MBA – Career Programs and Chief Campus Officer
- McCutchen, Gabrielle B., Ed.D. – Arts and Sciences and Scott Northern Wake Campus
- Wicker, Jamie, Ed.D. – Public Safety Education and Chief Campus Officer

Ref # 1901b

## Deans, Directors and Department Heads

- Aguirre-Rabon, Melania, MA – Department Head, Foreign Languages and Fine Arts
- Alford, Latisha, Ed.D. – Senior Director, IT Workforce Readiness
- Allen, Amanda C., M.Ed. – Director, Student Success
- Allen, Terri A., MS – Dean, Educational Pathways and Partnerships
- Allmond, Jacinta H., MA – Director, Academic Advising
- Anderson, Crystal C., M.Ed. – Dean, Student Transition Services
- Anweiler, Brian C., MS – Dean, Student Activities and Athletics
- Ashley, Traci D., MA – Senior Director, Communications
- Ashton, Kasey J., Ed.D. – Director, Wake Invests in Women



- Askew, Paula, AS – Department Head, Cosmetology
- Bachi, Andrea E., BS – Senior Professor/ Program Director, Interior Design
- Bakken, John R., Ed.D. – Dean, Mathematics and Sciences
- Barco, Shanae E., MBA – Director, College and Career Readiness Testing Services
- Bartek, Carrie, Ed.D. – Executive Director, Institutional Effectiveness and Research
- Beasley, Nancy, BS – Director, Financial Aid Information and Reporting
- Beaudry, Gina, MA – Director, Career and Technical Education Partnership
- Bell, Shemika, MA – Director, Staff Professional Development and Event Management
- Benitez, Juan A., AAS – Assistant Professor/Program Director, Electrical Systems Technology
- Berry, Matthew W., BS – Instructor/Hendrick Program Director, Automotive Systems Technology
- Best, Constance L., MHA – Associate Dean, Health Science
- Bethea, Laura C., Ed.D. – Senior Director, Title IX and Diversity, Equity and Inclusive Excellence
- Blanchard Smith, Korrie L., M.Ed. – Associate Dean, Career Services
- Bosch, Kara H., MBA – Director, Data Analytics/Chief Data Officer
- Bradley, Manon N., BA – Director, Campus Services, RTP Campus
- Brennan, Terence D., Ph.D. – Director, Accreditation and Compliance
- Brewer, Albert S., MIMSE – Department Head, Advanced Engineering and Manufacturing Technology
- Brown, Kevin A., MS – Associate Vice President, Student Services
- Brown, Nathan A., BS – Director, Cyber Security and Chief Information Security
- Budihardjo, Maya, BA – Director, Campus Services, Health Sciences
- Bullock, Benita, BA – Director, Financial Aid - Satellite Campuses
- Butler-Natale, Brandi S. (), MPA – Department Head, Pharmacy Technology
- Caison, Santrell, MS – Dean, Admissions and Outreach
- Cardamone, Diane S., MSN – Department Head, Health Sciences Non-Degree Programs
- Carter, Tina, BS – Associate Dean, Admissions
- Ceciliano, Lisa M., BA – Associate Director, ESL
- Clark, Trudy S., BS – Department Head, Dental Assisting
- Coleman, Michael C., MS, Ed.S. – Dean, Student Support
- Consol, Alison J., MS – Senior Professor/Program Director, Web Tech and Advertising and Graphic Design
- Cook, Wendy E., MS – Dean, Enrollment and Student Services, RTP Campus
- Cooper, David D., MA – Dean, Accessibility Services
- Corbett, Benjamin L., MA – Associate Dean, Liberal Arts
- Correll, Douglas C., AAS – Instructor/Hendrick Program Director, Collision Repair & Refinishing Technology
- Covington, Kathryn M., M.Ed. – Director, High School Equivalency Program
- Curry, Joy D., MS – Director, WCE Financial Resources & Student Success
- Davis, Carenado, Ph.D. – Dean, Library Services
- Deal, Kelly P., BS – Director, Employee Relations and Talent Management
- Drust, Andrea J., AAS – Assistant Professor/Program Director, Magnetic Resonance Imaging
- Eaton, Kimberly L., Ph.D. – Senior Dean, Liberal Arts
- Eddington, Lora M., MS, MBA – Dean, Applied Engineering and Technology

- Edwards, Scarlet T., MA – Associate Vice President, Military, Veteran and Special Programs
- Ellis, Michael E., Ph.D. – Dean, College and Career Readiness
- Evans, Darrin A., MA – Director, Virtual Learning Center
- Favre, David L., MSA – Dean, Transportation Technology & Director, Hendrick Center for Auto Excellence
- Fishback, Kimberly A., Ph.D. – Department Head, Life Sciences
- Fowler, Steven V., BS – Director, Fire Services
- Frederick, Kathryn, MA – Director, Student Work Experience and Employer/University Advisory Partnerships
- Freeman, James E., AAS – Senior Professor/Program Director, Air Conditioning, Heating and Refrigeration
- Garner, Edward P., MS – Assistant Professor/Program Director, Biopharmaceutical Technology
- Garnes, Anthony, MBA – Director, College Access and Outreach
- Gemperlein, Monica P., M.Ed. – Associate Vice President, Operations and Assessment/Chief Center Officer
- Ghassemi, Hessam, Ph.D. – Assistant Professor/Program Director, Engineering
- Glover Smith, Garla A., MS – Director, Career Team
- Graham, Angela, M.Ed. – Director, College and School Relations
- Graham, William K. – Director, Barbering
- Greene, Tonya J., M.Ed. – Director, Center for Excellence in Teaching and Learning
- Gregory, Jonathan W., MS – Dean, Public Safety Education and Training
- Guevremont, Martha A., MS – Dean, Financial Aid
- Hadley, James J., BA – Department Head, Culinary Arts
- Haigler, Diane E., Ph.D. – Department Head, First Year Academy
- Hardin, Stephen R. – Director, Facilities Management
- Harrell, Nancy E. Sills, MA – Instructor/Program Director, Therapeutic Massage
- Harris, Rebecca J., MSN, RN – Associate Dean/Clinical Coordinator, Nursing
- Harris, Vertricia L., Ed.D. – Director, Adult Basic Education
- Harvel, Dawn F., MA – Department Head, Human Services Technology
- Henderson, Melody C., M.Ed. – Director, Student Support Programs
- Holding-Jordan, Karen, Ph.D. – Dean, Records and Registration
- House, Caralyn M., BS – Senior Professor/Program Director, Baking and Pastry Arts
- Hudnut, Steven W., JD – Associate Professor/Program Director, Mechanical Engineering Technology
- Hummer, Douglas A., Ph.D. – Director, College Initiatives
- Ihnatolya, Charlotte E., MBA – Associate Professor/Program Director, Civil Engineering Technology
- Irwin, Christopher T., MS – Instructor/Program Director, Electronics Engineering Technology
- Isenhour, Leslie A., MS – Dean, Biotechnologies and NC BioNetwork Capstone Center
- Jackson, Michelle A., Ph.D. – Dean, Liberal Arts
- James, Elvin L., BA – Associate Dean, Outreach
- Jefferies, Maribel, AAS – Director, Cosmetology and Natural Hair
- Jefferson, Phillip H., M.Arch. – Associate Professor/Program Director, Architectural Technology
- Jenkins, Paul F., MS – Associate Dean, Community and Career Education

- Johnson, Crystal N., BS – Director, Financial Aid - Appeals
- Johnson, Jannai C., MIS – Director, CCR Program Performance & Accountability
- Johnson, Laveshia C., MSN, RN – Program Director/Instructor, Practical Nursing
- Johnson, Wanda M., BSRT – Professor/Program Director, Mammography
- Johnson, William D., BA – Director, Technology and Training
- Jones-Sutton, Anne M., MS – Dean, Nursing
- Joyner, Kobie, M.Ed. – Department Head, Network and Computer Technology
- Kacyon, Christopher J., MS – Department Head, Health and Fitness Science and Physical Education
- Kavcsak, Lynn E., MS – Dean, Career Services
- Kearns, Jon P., AAS – Professor/Program Director, Heavy Equipment and Transport Technology
- Kincy, William C., MA – Director, Career & Technical Education Partnership
- Lake, Stephanie S., BA – Chief Operating Officer, Wake Tech Foundation
- Langer, Michael J., MA – Director, Community and Career Education
- Lassiter, Catherine B., JD – Dean, Business and Public Services Technologies
- Lawrence, Cynthia L., Ph.D. – Director, Biotechnology, WCE
- Lawson, Tamaria M., BBA – Director, Campus Services, Southern Wake Campus
- Leonard, Nicole M., M.Ed. – Department Head, Education
- Lewis, Michael E., Ph.D. – Associate Dean, Academic Advising
- Little, Pamela M., MS – Dean, Professional Services and Vocational Training/Chief Center Officer
- Littlefield, Laura A., M.Ed. – Director, Care Team
- Luttrell, Cindy L., MS – Dean, Information Technology
- Lyden, Todd E., MPA – Director, Vocational Training
- MacDonald, Amy J., MS – Dean, Sponsored Programs
- Mace, Andrea V., BS – Director, Workforce Education Initiatives, Planning and Assessment
- Madera Garcia, Maribel B. – Director, Hispanic Community Outreach and Partnerships
- Maddox, Brenda P., MS – Department Head, Dental Hygiene
- Madsen, Rachel, S. Ph.D. – Senior Director, Assessment, Research and Evaluation
- Majernik, John L., BS – Director, Energy, Sustainability and Transportation
- Malone, Barry F., Ph.D. – Department Head, Humanities
- Maldonado, Janine R., MA – Director, English as a Second Language
- McAdams, Anna, MA.Ed. – Director, Perkins Grant Administration
- McCormick, Carlos R., Ed.D. – Director, Media Production and Learning Support Services
- McLamb, Michael, MA.Ed. – Director, Military and Veteran Services
- McLaurin, Cassandra W, MA – Department Head, Social Sciences
- McMullen, Carla M., MA – Director, Grants Administration
- McNally, David M., BS – Director, Financial Services
- McNeill, Sherica S., BS – Instructor/Program Director, Medical Sonography
- McNiff, Rustin C., MS – Director, Facilities Operations
- Merritt, Jeffrey L., Ph.D. – Dean, Technology Training and Career Development
- Mikulecky, Jill C., MS – Senior Professor/Program Director, Biotechnology
- Miller, Kimberly K., MA – Instructor/Program Director, Emergency Medical Science
- Millsaps, Cherise, M.Ed. – Department Head, Academic Foundations
- Mims, Lonette E., BA – Dean, Occupational Services and Chief Campus Officer

- Mir Shah Ghassemi, Seyyed H., Ph.D. – Instructor/Program Director, Mechanical Engineering Technology
- Mitchell, Glenn T., MS – Director, Law Enforcement Training
- Monteiro, Kathy G., M.Arch. – Director, Design and Construction
- Moore, Emily C., M.Ed. – Department Head, Communications and Theatre
- Morris, Sidney L., MHA – Program Director/Instructor, Radiography
- Narin, Sheri, Ed.D. – Associate Department Head, Social Sciences
- Nichols, Bernita M., MA – Senior Director, Customized Training
- Nunnally, William H., MBA – Director, Care Team
- Olds, Kim, M.Ed. – Department Head, Office and Medical Administration
- Ostrova, Dasha A., MLS – Director, Campus Services, Western Wake Campus
- Palmer, Faith, MA – Senior Director, Operations and Student Success
- Parker, Charmaine A., MS – Department Head, Medical Assisting
- Pate, Robin E., BS – Director, Athletics
- Pattison, Katie C., BA – Director, Grants Development and Planning
- Pawa, Sameer S., BS – Director, Hospitality Training Programs
- Pfeifer, Keith P., MA – Instructor/Program Director, Supply Chain Management
- Phinazee, Karen Beatty, MA – Senior Dean, Student Conduct and Community Standards/Title IX Deputy Coordinator
- Ragland, Angelita M., MS – Director, Disability Support Services
- Rendahl, Rebecca L, BS – Instructor/Program Director, Electroneurodiagnostic Technology
- Rhodes, Marny J., MBA – Department Head, Business Administration
- Robbins, Joshua D., MCE – Instructor/Program Director, Construction Management Technology
- Romer, Joan I., MA – Department Head, Mathematics and Physics
- Ross, Kris C., MA – Director, Benefits
- Rowland, Justin D., MS – Interim Department Head, Programming and Information Science
- Russ, Erik M., MA – Director, College and Career Readiness Advising and Student Success
- Ruth, Kay B., MA – Department Head, ILC and Tutorial Services
- Sanders, James R., MA – Director, Career and Technical Education Partnership
- Sanders, Tracy T., BA – Senior Director, Development
- Sanderson, Frances W., AAS – Director, Communications Operations & Brand Management
- Schneider, Michael R., M.Ed. – Director of Center Services, Beltline Education Center
- Seybold, Eugene C., BAS – Instructor/Program Director, Technology and Automation
- Smith, Davis B., Ed.D. – Dean, Academic Advising
- Smith, James R., Ed.D. – Senior Director, Teaching and Learningt
- Smith, Rebecca A., Ph.D. – Assistant Professor/AFA Program Director, Foreign Language and Fine Arts
- St. Aubin, Shelley J., MA – Dean, Enrollment and Student Services, Perry Health Sciences Campus
- Solomon, Princess, MS – Director, International Services and Admissions Records
- Stanley, Laura M., BS – Director, Compensation
- Stone, Douglas, BA – Director, Marketing
- Stradling, Margaret W., BA – Chief Financial Officer, Wake Tech Foundation

- Suarez, Catalina, BA – Director, Human Resources Development
- Swanik, Jackie T., Ph.D. – Associate Dean, Mathematics and Sciences
- Swart, Holly, MA – Senior Dean, Curriculum Registrar, Registration and Records
- Thomas, Barbara J., MA – Director, Campus Services, PSEC
- Thomas, Melanie A., MBA – Department Head, Accounting
- Thompson, Tara L., Ph.D. – Department Head, English
- Trammel, Ming S., Ph.D. – Director, Grants Development and Partnerships
- Tucker, Michael D., MA – Department Head, Criminal Justice
- Turner, Ken, MBA – Department Head, Simulation and Game Design
- Turpin, Blair L., MA – Director, Care Team
- Vestal, Muffy Y., M.Eng. – Department Head, Design and Construction Technologies
- Vester, Jonathan, Ed.D. – Director, End User Support and Office of the Chief Information Officer
- Walton, Mary G., MA – Director, eLearning Support and Instructional Design
- Warren, Maria C., JD – Instructor/Program Director, Paralegal Technology
- Washington, Angela E., Ph.D., RT (R)(CT)(MRI) (ARRT) – Dean, Health Sciences
- Weaver, Christie L., MBA – Senior Director, NC BioNetwork Capstone Center
- Weeks, Christopher, MA.Ed. – Director, Entrepreneurship
- Weigand, Heather E., MS – Director, Care Team
- West, Nicole L., BS – Director, Enterprise Solutions
- Wetsch, John R., Ph.D. – Instructor/Program Director, Cloud Infrastructure
- White, Gary T., BS – Director, Infrastructure and Operations
- Whitehead, Jason R., MS – Department Head, Physical Sciences
- Williams, Annette, BA – Director, Financial Aid - Loan Processing
- Williams, Darrell L., BA – Director, Business Services
- Wilson, Ashlyn P., MS – Director, Care Team
- Wilson, John C., MS – Department Head, EMS and Healthcare Simulation
- Wilson, Megan L., MBA – Department Head, Imaging Programs
- Wirt, Jonathan, Ed.D. – Dean, Student Conduct and Compliance
- Wojcik, John M., MBA – Senior Director, WakeWorks Apprenticeship Training

Ref # 1901c

### **Associate Department Heads and Faculty**

- Albright, Tammy, AAS, CMA (AAMA) – Associate Professor, Medical Assisting
- Ali, Dominick L., MS – Assistant Professor, Chemistry
- Allen, Benjamin T., MA – Assistant Professor, Philosophy
- Allen, DeeDee A., Ph.D. – Senior Professor, Natural Sciences, Chemistry
- Allen, John T., MS – Assistant Professor, Criminal Justice
- Allen, Kelli D., MFA – Assistant Professor, Pre-Curriculum
- Alston, Estelle M., BS, RT (R) (CT) (ARRT) – Associate Professor, Radiography
- Anastes, Jessica G., M.Arch. – Instructor, Architectural Technology
- Anderson, Wendy A, MS – Professor, Mathematics
- Annis, John G., MPA – Senior Professor, Criminal Justice
- Applebaum, Lee – Instructor, Automotive Systems Technology

- Arias, Hugo, BS – Instructor/Coordinator HEP
- Arias, Sophia, MA – Assistant Professor, Philosophy
- Armke, Jonathan E., MS – Instructor, Cyber Security
- Arnette, Robyn M., MA – Assistant Professor, Psychology
- Assi, Fadi I., MS – Instructor, Electronics Engineering Technology
- Athavale, Amy V., MSN – Assistant Professor, Nursing
- Atkinson, Kevin D., BA – Assistant Professor, Pre-Curriculum Mathematics
- Atkinson, Kimberly A., BS – Assistant Professor, Office Administration
- Attanas, Melissa R., AAS – Assistant Professor, Baking and Pastry Arts
- Austin, Sue A., M.Ed. – Associate Professor, Pre-Curriculum Mathematics
- Ayangma, Alain, Ed.D. – Associate Professor, Mathematics
- Aycok, Shannon T., M.Ed. – Assistant Professor/Center Coordinator, ILC Math
- Aydlott, Thomas, MS – Associate Professor, Mathematics
- Baggett, Vickie W., M.Ed., MS, RN – Associate Professor, Psychology, Mental Health
- Baldwin, Toriano A., BS – Instructor, IT Technical Support
- Bales, Philip, AA – Assistant Professor, Culinary Arts
- Banham, Jeffrey K., BS – Instructor, Cloud Technologies
- Barbour, Angela W., AAS – Assistant Professor, Esthetics Technology
- Barnes, Donna K., BS – Assistant Professor, Medical Laboratory Technology
- Barnes, Stacy M., MS – Assistant Professor, Academic Success
- Bartholomew, Beverly G., M.Ed. – Assistant Professor, Medical Office Administration
- Bartlett, Eugene R., Ph.D. – Associate Professor, Biology
- Barton, Denise H., Ph.D. – Senior Professor, Business Administration
- Beaman, Thomas E., MA – Associate Professor, Anthropology
- Beaver, Jay T., BA – Instructor, Culinary Arts
- Bell, Megan Nichols, MA – Associate Professor, Communications
- Benter, Amanda M., MA – Assistant Professor, History
- Benton, Holly K., AA – Instructor Clinical Manager, Dental Assisting
- Berry, Rebecca, Ed.D. – Senior Professor, History
- Best, Mariah C., MBA – Associate Professor, Business Administration
- Bishop, Valerie, MA – Assistant Professor, Cosmetology
- Blanchard, Brandi, MS – Assistant Professor, Office Administration
- Blatchford, Deanna C., MS – Associate Professor, Academic Success
- Bonner, Diane S, Ph.D. – Instructor, Biopharmaceutical Technology
- Boone, Haley M., BA – Instructor, ESL
- Bossing, William, Ph.D. – Instructor, English
- Bouknight, Ivory S., MPH – Instructor, Adult Basic Education
- Bowden, Nicholas, MA – Assistant Professor, English
- Bowers, Joshua M., MA – Associate Professor, Mathematics
- Boyd, Charlotte A., AAS – Assistant Professor, Cosmetology
- Brackett, Holly F., MGIST – Professor, Surveying Technology
- Branch, Sandra D., AS – Assistant Professor, Cosmetology
- Breivogel, Kimberly B., MS, MA – Professor, Psychology
- Breneman, Reed M., MA – Assistant Professor, Pre-Curriculum Integrated Reading and Writing
- Broadhead, Eric J., Ph.D. – Instructor, Chemistry

- Broden, Jane A., BA – Professor, Hospitality Management
- Brodeur, John, M.Ed. – Instructor, Pre-Curriculum English
- Brousseau, Laurie E., BS – Instructor, Medical Office Administration
- Browder, Ela K., M.Ed. – Associate Professor, English
- Brown, Frieda E., MSN – Instructor, Nursing
- Brown, Ian C., MS – Associate Department Head, Physical Sciences
- Bruce, Kaite R., EdSpec – Instructor, Pre-Curriculum Math
- Brust, Jason K., MM – Assistant Professor, Music
- Bryant, Phillip Michael P., MA – Instructor, Pre-Curriculum English
- Bryant, Samuel T., BS – Instructor, Mechanical Engineering Technology
- Buchanan, Debra L., MA – Assistant Professor, Communications
- Buck, Jocelyn W., MA – Associate Professor, Health and Fitness Science
- Bullock, Zachary B., AAS – Instructor, Welding Technology
- Burden, William L., BS – Instructor/Trainer, Industrial Automation/Mechatronics
- Burford, Brandon S., MA – Assistant Professor, English
- Burk, Cheryl A., M.Ed. – Senior Professor, Pre-Curriculum Integrated Reading and Writing
- Burnette Kimberly L., Ph.D. – Instructor, English
- Burtico, Michael, MA – Instructor, Music
- Byrd, Steven T., MFA – Assistant Professor, English
- Cade, Christine, Ph.D. – Assistant Professor, Chemistry
- Cahoon, Elizabeth R., MS – Assistant Professor, Health and Fitness Science
- Cain, Jason E., MA – Instructor, Political Science
- Caldwell, Tara N., MA – Instructor, Cosmetology
- Calvente, Elizabeth J., MS – Instructor, Biology
- Carbon, Jennifer, BAS – Instructor, Dental Hygiene & Dental Assisting
- Card, David O., M.Arch. – Associate Professor, Architectural Technology
- Caro, Danielle D. – Instructor, Welding Technology
- Carreno-Zingaro, Carrie, Ph.D. – Student Experience Program Instructor/Site Coordinator, ILC
- Castellow, Elizabeth S., MA – Professor, Spanish
- Celcer, Chad D. – Instructor, Welding Technology
- Chambers, William F., BS – Instructor, Networking Technology
- Chandler, Cynthia D., RN, MSN – Assistant Professor, Nursing
- Chaney, Haley E., MSN – Instructor, Nursing
- Chao, Frank G., Ph.D. – Professor, Database Administration
- Chapman, James J., JD – Assistant Professor, Criminal Justice Technology
- Cheatham, Tracy M., MS – Senior Professor, Chemistry
- Cheek, Kimberly M., Ph.D. – Associate Department Head, Humanities
- Chen, Chen-Pi Peter, MA – Associate Professor, Database Administration
- Chhatrala, Bansi., MCS – Instructor, Computer Programming
- Chilton, Jimmie H., Ph.D. – Professor, Physics
- Choi, Timothy, MA – Instructor, Business Administration
- Christie, Mary E., MS – Assistant Professor, Biology
- Church, Elizabeth M., MA – Associate Professor, Spanish
- Clark, Jody L., AAS (ARRT) – Clinical Instructor, Radiography

- Clarke, Kimberley E., MSN – Assistant Professor, Nursing
- Coles, Barbara A., Ph.D. – Associate Professor, Biology
- Collins, Robert F., MS – Instructor, Medical Laboratory Technology
- Congdon, Elisabeth R., Ph.D. – Instructor, Mathematics
- Cook, Joseph P., AST – Instructor, Air Conditioning, Heating and Refrigeration
- Cooper, Melody H., MA – Instructor, Pre-Curriculum English
- Copperthwaite, Joan A., MS – Instructor, Cloud Technologies
- Corbett, Donna E., AA – Instructor, Correction Education
- Corley, Bethany P., M.Ed. – Associate Professor, Mathematics
- Cornell, Kimberley, MA – Associate Professor, Accounting
- Cox, Catherine E., BS – Instructor, Sonography
- Cox, Crystal B., AS – Instructor, Emergency Medical Science
- Cox, George, MA – Associate Professor, Simulation and Game Development
- Cox, Sarah C., MA – Instructor, History
- Craig, Rosalyn C., MA – Instructor, Business Administration
- Cruz, Omayra, MA – Associate Professor, English
- Cui, Hong, MS – Professor, Computer Programming/Database
- Cunningham, Maureen G., M.Ed. – Associate Professor, Pre-Curriculum Integrated Reading and Writing
- D'Agata, Nicolas, MS – Associate Professor, Web Technologies
- Daniels, Cindy M., M.Ed. – Assistant Professor, Dental Assisting
- Daniels, John, MA – Instructor, Human Services Technology
- Darvish, Ali, MS – Instructor, Cloud Technologies
- Davis, Arthur P., MA – Instructor, Emergency Medical Science
- Davis, Elizabeth (Liza), Ph.D. – Assistant Professor, Psychology
- Davis, Howard, MA – Assistant Professor, Humanities
- Davis, Joseph K., MA – Instructor, English as a Foreign Language
- Davis, Scott K., MA – Lead Assistant Professor, Criminal Justice
- Dees, Lori A., M.Ed. – Senior Professor, English
- DeGiralamo, Susan M., BS – Instructor/Coordinator, Student Transitional Programs
- DeMarco, Leslie, AAS – Associate Professor, Baking and Pastry Arts
- Denning, Nicklaus C., MA – Assistant Professor, English
- Dennis, Phillip S., Ph.D. – Assistant Professor, English
- Diamond, Ian R., BS – Instructor, ESL
- Diaz, Bianca N., MFA – Instructor/Coordinator, ILC Writing/Study Skill Center
- DiDonato, Cathleen C., M.Ed. – Associate Professor, Academic Success
- Dietrich, Mathew M., AAS – Instructor, Collision Repair and Refinishing Technology
- Difilippo, Sherry R., MFA – Instructor, Art
- Dinglasan, Arianna M., AAS – Clinical Instructor, Radiography
- Dixon, Cocoa T., Ph.D. – Associate Department Head, Life Sciences
- Dixon, John F., M.Econ. – Instructor, Business Administration
- Dockery, Tyler, MA – Professor, Advertising and Graphic Design
- Donaldson, William C., MS – Instructor, Electronics Engineering Technology
- Doria, Alexandra A., MA – Instructor, English
- Doughney, Erin P., MS – Assistant Professor, Biology
- Duarte, Ricardo V., AAS – Instructor, Air Conditioning, Heating and Refrigeration



- Duncan, Tanya M., Ph.D. – Assistant Professor, Biology
- Dunevant, Ronald F., AAS – Instructor, Automotive Systems Technology
- Dunn, Sherry J., BS – Instructor/Clinical Coordinator, Medical Assisting
- Dunoyer, Luc A., Ph.D. – Assistant Professor, Biology
- Early, Stephanie B., JD – Instructor, Business Administration
- Eatmon, Justin L., MFA – Assistant Professor, English
- Echeopar, German, Ph.D. – Instructor, Business Administration
- Edgerton, Yolanda M., MSW – Assistant Professor, Human Services Technology
- Ellis, Charlotte D., BA – Instructor, IT Technical Support
- Emadi, Shahrzad D., MS – Professor/Center Coordinator, ILC Mathematics
- Ershadi, Phillip A., BS – Virtual Instructor, Mathematics
- Eskandari, Aisha, BS – Assistant Professor, Simulation and Game Development
- Etheridge, John R., MA – Professor, English
- Evans, Julie C., BFA – Associate Professor, Web Technologies
- Faircloth, Kimberly, BS – Associate Professor, Office Administration
- Farrell, Scott E., AOS – Instructor, Automotive Systems Technology
- Fecht, Brandon A., BS – Virtual Instructor, Mathematics
- Felden, Jonathan, MS – Assistant Professor, Sociology
- Fergus, Erin E., MS – Assistant Professor/Associate Department Head, Health and Fitness
- Finch, Dwan H., MSN – Assistant Professor, Nursing
- Fisher, Julie C., MSN – Instructor, Nursing
- Flaherty, Kevin J., MBA – Instructor, Business Administration
- Fleggas, Elena, MA – Associate Professor, English
- Fleming, Rhoderick E., M.Ed. – Associate Department Head, Pre-Curriculum
- Floyd, Charles K., Ph.D. – Assistant Professor, Philosophy
- Foley, Meghan B., BS – Clinical Instructor, Radiography
- Ford, Leighton C., MA – Assistant Professor, Mathematics
- Foster, Brandon L., MS – Associate Professor, Biology
- Foster, Farah S., AAS – Instructor/Clinical Coordinator, Medical Sonography
- Foster, Patricia, M.Ed. – Associate Professor, Psychology
- Fowle, Margaret C., BS – Instructor, ESL
- Fox, Allison, Ph.D. – Associate Professor, Art
- Fox, Sarah, MA – Assistant Professor, Spanish
- Fraites, Melanie Jp., Ph.D. – Instructor, Biology
- Franklin, Veronica D., MFA – Instructor, Advertising & Graphic Design
- Fryar, Mara F., MA – Assistant Professor, Sociology
- Fullwood, William R., JD – Pre-Curriculum Mathematics
- Fussell, Karen H., MS – Associate Professor, Pre-Curriculum Mathematics
- Galeyeva, Lyudmila, MA – Assistant Professor, Mathematics
- Gandy, Christopher N., MA – Assistant Professor, Philosophy
- Gantt, Nicole L., M.Ed. – Assistant Professor, Academic Success
- Gentry, Shamber R., MAFM – Instructor, Accounting
- Georgie, Alicia A., Ph.D. – Instructor, Computer information Technology
- Getty, Emily K., MS – Instructor, Biology
- Ghanbari, Maryam, Ph.D. – Instructor, Pre-Curriculum

- Gibbs, Melinda M., MS – Assistant Professor, Biology
- Gilbert, Stuart C., BS – Instructor, Air Conditioning, Heating and Refrigeration
- Gilleland, Katherine B., Ph.D. – Associate Professor, Music
- Gomez, Joel I., MS – Instructor/Center Coordinator, ILC Computer/Mathematics
- Goodale, Alana M., MSN – Instructor, Nursing
- Goodson, Mary, M.Ed. – Instructor, Service Occupations
- Goodson, Mattie D., BS – Assistant Professor, Medical Laboratory Technology
- Grady, Ryan E., MA – Assistant Professor, Simulation Game and Development
- Graham, Rasheed A., MS – Instructor, Networking Technology
- Granholm, John, BS – Instructor/Trainer, Industrial Automation/Mechatronics
- Granholm, Lydia F., MS – Instructor, Simulation and Game Development
- Gray, Keith L. BS – Instructor, Construction Management Technology
- Greenberg Gattis, Julie A., MFA – Associate Professor, Art
- Grieb, Susan L., MA – Assistant Professor, Psychology
- Grimshaw, Katherine M., MS – Instructor, Business Analytics
- Grovenstein, Tiffany N., MS – Associate Professor, Psychology
- Gruver, Allen A., BS – Instructor, Non-Credit Computer Education
- Guellich, Joseph D. MS – Instructor, Mathematics
- Habek, George., MS – Instructor, Business Analytics
- Haddow-Green, Jacqueline H., M.Ed. – Assistant Professor, Pre-Curriculum Mathematics
- Haigler, Joseph H., M.Div. – Assistant Professor, Religion
- Hairston, Donald L., MS – Associate Professor/Center Coordinator, ILC Computer
- Hall, Erin N., MA – Assistant Professor, Accounting
- Hallett, James L., AAS – Assistant Professor, Culinary Arts
- Halliday, Cindy L., MBA – Instructor, Computer Programming/Database Administration
- Hanthorn, Christy K., MA – Senior Professor, English
- Harlow, Stacey, MS – Associate Professor, Mathematics
- Harrell, Laura A., MA – Associate Professor, English
- Harris, Geoffrey S., MA – Professor, History
- Harris, Monique K., MA – Assistant Professor, English
- Harrison, April, Ph.D. – Assistant Professor, Mathematics
- Haskins, Jason L., MS – Virtual Instructor, ILC
- Hatley, Edward L., AAS – Instructor, Correction Education
- Hawkins, Donna P., Ph.D. – Associate Department Head, Business Administration
- Hawkins, Steven R. – Instructor, Electrical Systems Technology
- Hawley, Chantel R., AAS – Instructor, Heavy Equipment Transport Technology
- Hayes, Jackson A., MBA – Instructor, Business Administration
- Haynes, Kevin A., MBA – Instructor, Business Administration
- Head, Julia D., MS – Associate Professor, Mathematics
- Hedges, James P., M.Ed. – Senior Professor, Mathematics
- Heffner, Peter E., MS – Associate Professor, Chemistry
- Hennis, Danielle R., BA, BFA – Instructor, Advertising & Graphic Design
- Herbert, Josephine C., AAS – Instructor, Baking and Pastry Arts
- Herbon, Julia E., MA – Instructor/Coordinator, CCR
- Herman Drauss, Staci G., MS – Assistant Professor, Early Childhood Education
- Hesman, Paul R., Ph.D. – Assistant Professor, Communications

- High, Stephanie S., MA – Instructor, English
- Hill, Steven J., MA – Professor, History
- Hochstaetter, Brittany W., MA – Professor, Communications
- Hoffman, Carolyn, MS – Associate Professor, Mathematics
- Hogsett, Miranda L., Ph.D. – Instructor, English as a Foreign Language
- Holland, Joshua M., AAS – Instructor, Automotive Systems Technology
- Holmes, Kristen L., BSN – Instructor, Nursing Assistant
- Holmes, Susan R., MA – Instructor, Pre-Curriculum Mathematics
- Holste, Randall W., M.Div. – Associate Professor, Religion
- Hood, Dina J., MSN – Instructor, Practical Nursing
- Hoover, Harriett, MFA – Assistant Professor/Associate Department Head, Foreign Languages & Fine Arts
- Hopper, Janice D., MSN – Assistant Professor, Early Childhood Education
- Horne, Ellen O., M.Ed., CMA – Professor, Medical Assisting
- Horsley, Kimberly K., MA – Instructor, English as a Foreign Language
- Horstman, Sarah C., MS – Associate Professor, Mathematics
- Hosinski, Amara E., MA – Instructor, Adult Basic Education
- Houston, Walter J., BBA – Instructor, Biotechnology
- Howard, James T., AAS – Instructor, Welding Technology
- Howard, Jason D., Ph.D. – Instructor, Physics
- Hu, Wei, Ph.D. – Instructor, Civil Engineering Technology
- Hubble, Michael W., Ph.D. – Assistant Professor, Emergency Medical Science
- Hull, Kaitlyn C., MS – Associate Professor, Biology
- Humphrey, Jeffrey D., M.Div. – Senior Professor, Pre-Curriculum Mathematics
- Hunter, Sandy L., Ph.D. – Assistant Professor, Emergency Medical Science
- Hutchinson, Valorie M., AAS – Assistant Professor, Cosmetology
- Hutto, Raven, AAS – Instructor, Emergency Medical Science
- Ibrahim, Tamer, MS, MBA – Instructor, Networking Technology
- Ingram, Laura W., MA – Assistant Professor, English
- James, Christopher T., MS – Associate Professor, Information Security
- Jetton, Karen B., MBA – Assistant Professor, Business Administration
- Jewell, Kenneth M., Ph.D. – Associate Professor, Mathematics
- Johnson, Amber M., BS – Associate Professor, Simulation and Game Development
- Johnson, Gregory A., MA – Assistant Professor, Biology
- Johnson, Leslie N., MSN, RN – Associate Professor, Nursing
- Johnson, Mia M., MS – Assistant Professor, Health and Fitness Sciences
- Johnson, Nicole M., MS – Assistant Professor, Accounting
- Johnson, Scott T., MBA, MS – Senior Professor, Biology
- Jones, Amy L., MA – Instructor/Coordinator, Adult Basic Education
- Jones, Austin H., MA – Assistant Professor, Mathematics
- Jones, Brenda M., MA – Assistant Professor, Psychology
- Jones, Kathryn C., MA – Associate Professor, Communications
- Jones, Michael T., MA – Associate Department Head, English as a Foreign Language
- Jones, Sara H., MA – Assistant Professor, Academic Success
- Jones-Hooker, Christa, Ph.D. – Instructor, Nursing
- Jordan, Catherine A., MS – Associate Department Head, Mathematics and Physics

- Joyner, Betsy A., M.Ed. – Instructor, Pre-Curriculum Mathematics
- Kaiser, John J., Ph.D. – Associate Professor, History
- Kamuabo, Jean-Pierre, D.Min. – Associate Professor, Religion
- Kanas, Phillip A., AAS – Instructor, Automotive Systems Technology
- Kanwar, Kalpana, Ph.D. – Instructor, Mathematics
- Kasten, Mark F., M.Ed. – Instructor, Academic Success
- Kauba, Sandellyo A., AAS – Instructor, Networking Technology
- Kearns, Andrew W., BA – Instructor, Pre-Curriculum English
- Keeler, Christopher F., AAS – Instructor, Heavy Equipment Transport Technology
- Keeley, Sarah E., MA – Professor, English
- Keen, Constance G., Ph.D. – Assistant Professor, Electronics Engineering Technology
- Kelley, Jessica B., Ph.D. – Assistant Professor, Geology
- Kelly, Mandy, MA – Professor, English
- Keltz, Kelli, MA – Associate Department Head, English
- Kennedy, Ann M., MFA – Associate Professor, Art
- Kiec, Kathryn S., MA – Associate Professor, Spanish
- King, Hamid A., AAS – Instructor, Plumbing Technology
- King, John S., MS – Instructor, Health and Fitness Science
- Kirby, Anna, MA – Instructor, English
- Kittrell, Corey, Ph.D. – Assistant Professor, Philosophy
- Klein, Karen L., MS – Instructor, Mathematics
- Klein, Richard P., MA – Instructor, English
- Knapp, Martin J., M.Ed. – Instructor, Pre-Curriculum Mathematics
- Knox, Robert, Ph.D. – Associate Professor, Chemistry
- Kochis, Tracy M., MS – Instructor, Pre-Curriculum Mathematics
- Kovacs, Laura A., Ph.D. – Instructor, Biology
- Kumar, Priyanka, MA – Assistant Professor, Business Administration
- La May, Lauren H., Ph.D. – Assistant Professor, Drama
- Lamb, Christopher S., BS – Instructor, English as a Foreign Language
- Lane, Queen, MBA – Assistant Professor, Academic Success
- Lapeze, Jason, MFA – Assistant Professor, English
- Latil, Byron J., AAS – Professor, Geomatics Technology
- Lechner, Kirsten H., MA – Assistant Professor, Communications
- Leckman, Sarah A., M.Ed. – Instructor, Networking and Cloud Computing
- Lee, Jennifer A., MS – Instructor, Web Technologies
- Lee, Nykiya D., MS – Instructor, Nursing
- Leinbach, Adrienne A., MS – Senior Professor, Geology
- Leung, Man C., Ph.D. – Associate Professor, Computer Programming
- Leverton, Laura, Ph.D. – Associate Professor, Biology
- Levins-Malone, Latesha S., M.Ed. – Instructor, Early Childhood Education
- Lewis, Amanda D., MSN – Assistant Professor, Nursing
- Lewis, Elizabeth A., MA – Assistant Professor, English
- Lewis, Jetta K., MA – Assistant Professor, Academic Success
- Lewis, Nicklaus R., MA – Instructor, Psychology
- Little, Donald B., MA, LCAS – Assistant Professor, Human Services Technology
- Little, Keith B., MS, MBA – Instructor, Computer Information Technology

- 🕒 Littlefield, Brandie, Ph.D. – Professor, Biology
- 🕒 Locklear, Aurore, MS – Assistant Professor, Simulation and Game Development
- 🕒 Locus, Shawnta, MSN – Instructor, Nursing
- 🕒 Lofton, Delia L., MS, RT (R) (ARRT), CNMT – Associate Professor, Radiography
- 🕒 Lofton, Glenn M., AAS – Assistant Professor, Air Conditioning, Heating and Refrigeration
- 🕒 Lora, Michael J., MA – Associate Professor, Psychology
- 🕒 Love, Jennifer J., MFA – Assistant Professor, Arts
- 🕒 Lovett, Gerald T., MA – Associate Professor, English
- 🕒 Lovett, Penny R., MA – Assistant Professor, Spanish
- 🕒 Lovin, Kathleen I., Ph.D. – Assistant Professor, Mathematics
- 🕒 Maasch, Karen M., BS – Assistant Professor, Dental Hygiene
- 🕒 MacDonald, Jessica L., MA – Assistant Professor, Sociology
- 🕒 Mackin, Debra A., BS – Instructor, Medical Laboratory Technology
- 🕒 Magliocca, Joseph W., Ph.D. – Virtual Instructor, ILC
- 🕒 Magnuson, Anne, MS – Associate Department Head, Mathematics, Science
- 🕒 Mahajan, Vandana, Ph.D. – Assistant Professor, Business Administration
- 🕒 Maness, Deborah S., M.Ed. – Professor, English
- 🕒 Mangum, Michael H., AAS – Instructor, Heavy Equipment Transport Technology
- 🕒 Marand, Mark, H., MS – Assistant Professor, Computer Information Technology
- 🕒 Marcin, James R., MS – Instructor, Business Administration
- 🕒 Markson, Kelly H., Ph.D. – Senior Professor, Business Administration
- 🕒 Marohl, Joseph W., Ph.D. – Associate Professor, English
- 🕒 Marshall, Emily J., MA – Virtual Instructor, ILC
- 🕒 Marshall, Richard S., MA – Assistant Professor, Simulation and Game Development
- 🕒 Martin, James E., M.Ed. – Senior Professor, Mathematics
- 🕒 Martin, Lisa, MA – Associate Professor, English
- 🕒 Martinez Hayes, Julia K., MPA – Associate Professor, Cloud Technologies
- 🕒 Mathews, La'eeqa F., MA – Assistant Professor, Communications
- 🕒 Matlock, James L., MCS – Instructor, Computer Programming
- 🕒 Matthiesen, Mary M., Ph.D. – Instructor/Coordinator, ILC
- 🕒 Mayhew, Robert A., Ph.D. – Associate Professor, Art
- 🕒 McCarter, Walter C., MS – Associate Professor, Mathematics
- 🕒 McCrimmon, Eric C., MA – Instructor, Pre-Curriculum English
- 🕒 McElvaney, Claire, Ph.D. – Professor, Psychology
- 🕒 McElvaney, Seth H., MS, M.Ed. – Senior Professor, Mathematics
- 🕒 McGowan, Eamon J., M.Ed. – Instructor, ESL
- 🕒 McIntyre, Meghan A., MS – Senior Professor, Mathematics
- 🕒 McKee-Schwenke, Analemma, MS – Professor, Mathematics
- 🕒 McKenzie, Chad B., MBA – Associate Professor, Office Administration
- 🕒 McManus, Lisa, Ph.D. – Instructor, Sociology
- 🕒 McMiller, Beniah C., MBA – Instructor, Computer Programming
- 🕒 McNairy, William W., Ph.D. – Instructor, Physics
- 🕒 McNary, John R., BS – Instructor, Automotive Systems Technology
- 🕒 McQuade, Joanna M., Ph.D. – Instructor, English
- 🕒 Mennear, Catherine D., MA – Associate Professor, French
- 🕒 Mercer, Kerri A., Ed.D. – Associate Professor, Communications

- Mercer-Bourne, Laura M., MA – Virtual Instructor, ILC
- Metro, Allison Q., MA – Instructor, English
- Migielicz, Christina C., M.Ed. – Associate Professor, Academic Success
- Miles, Eleanor, MA – Professor/Coordinator, Individualized Learning Center
- Millar, Anna J., MBA – Instructor, Business Administration
- Miller, C. Brent, M.Div., MA – Assistant Professor, Philosophy
- Miller, Gretchen L., MA – Senior Professor, Geology
- Miller, Lindsay K., MA – Instructor, Communications
- Miller, Ronda S., MSN, RN – Senior Professor, Nursing
- Miller-Kittrell, Mindy L., Ph.D. – Associate Professor, Biology
- Mills, Deborah W., MS – Associate Professor, Mathematics
- Minor, Amy C., MA – Associate Professor, Psychology
- Minster, Joy B., MA – Professor, Mathematics
- Mistic, Susanne V., AAS – Instructor/Coordinator, Distance Learning, ILC
- Mitchell, Mia K., MT – Instructor, English
- Mitrovich, Ksenija, MA – Assistant Professor, English as a Foreign Language
- Moats, Mervin., BS – Instructor/Trainer, Technology and Automation
- Moore, Samantha E., MBA – Assistant Professor, Dental Hygiene
- Morgan, Melanie L., MA – Associate Professor, English
- Morris, Emily R., MA – Assistant Professor, English
- Mullen, Brenda, M.Ed. – Assistant Professor, Early Childhood Education
- Murphy, Samantha L., MS – Instructor, Health and Fitness
- Murray, Kelly S., MFA – Professor, Art
- Musasa, Blanchard B., AAS – Instructor, Electrical Systems Technology
- Mutlu, Asli, MS – Assistant Professor, Mathematics
- Myers, Jeff, MBA – Associate Professor, Business Administration
- Nagel, Sarah B., Ph.D. – Virtual Instructor, ILC
- Nantz, Derrick P., MA, MBA – Associate Professor, Philosophy/Humanities
- Neagle, Edwin Y., MA – Professor, English
- Neagle, Janice, BS – Instructor/Coordinator, Correction Education
- Neal, Demar A., Ph.D. – Associate Professor, Music
- Neighbors, Cynthia B., MA – Professor, English
- Nichols, Cam L., M.Ed. – Instructor, Pre-Curriculum Mathematics
- Nikolic, Stephanie F., BA – Assistant Professor, Culinary Arts
- Niles, Beau, Ph.D. – Instructor, Sociology
- Norton, Gillian Anne, MS – Associate Professor, Psychology
- Nunez, Brian, Ph.D. – Assistant Professor, Biology
- O'Brien Anderson, Erin Catherine, MA – Assistant Professor, Spanish
- Odjaghian, Isabelle M., BFA – Instructor, Interior Design
- Osborne, Carla R., MA – Associate Professor, Advertising and Graphic Design
- O'Sullivan, Rebecca C., MA – Instructor, Pre-Curriculum Integrated Reading and Writing
- Outlaw, Brooke A. MA – Assistant Professor, Mathematics
- Outlaw, Nolan L., MS – Associate Professor, Mathematics
- Owens, Melody A., MA – Assistant Professor, English
- Parker, Richard R., M – Instructor, English
- Parks, William C., MS – Instructor, Accounting

- Parris, Erin M., MSN – Instructor, Nursing
- Parrish, Andrea M., MS – Instructor, Networking Technology
- Parrott, Ashley S., M.Ed. – Professor, Pre-Curriculum Mathematics
- Patterson, Marsha S., MA – Associate Professor, Communications
- Paul, Andras G., Ph.D. – Assistant Professor, Mathematics
- Paul, Kathrynne H., MA – Assistant Professor, Pre-Curriculum Integrated Reading and Writing
- Peace, Lisa M., BA – Instructor, Dental Hygiene
- Peace, Stephanie D., MA – Assistant Professor, English
- Pegues, De'Lyncia M., MHA – Instructor/Clinical Coordinator, Electroneurodiagnostic Technology
- Peiris, Prangige K., Ph.D. – Instructor, Chemistry
- Perry, Courtney, MS – Assistant Professor, Psychology
- Pescosolido, Kimberly, Ph.D. – Assistant Professor, Biology
- Pescosolido, Ryan C., MS – Associate Professor, Mathematics
- Peters, Nicole J., MBA – Instructor, Business Administration
- Peterson, Heather M., MA – Assistant Professor, Communications
- Petty, Anthony C., MA – Associate Professor, Political Science
- Phillips, David C., Ph.D. – Instructor, English
- Polglase, Steven, AAS – Instructor, Air Conditioning, Heating and Refrigeration
- Polischak, Jonathan M., AAS – Instructor, Electrical Systems Technology
- Politte, Paul E., Ph.D. – Assistant Professor, Spanish
- Popio, Ashley, MA – Instructor/Coordinator, ILC
- Popp, Jacqueline R., MA – Professor, Sociology
- Porch, Dennis M., MS – Professor, Communications
- Potter, Cynthia S., MA – Assistant Professor, English
- Powell, Anthony D., MS – Instructor, Mathematics
- Powers, Lorraine D., Ph.D. – Associate Professor, Business Administration
- Price-O'Neil, Justine E., MA – Virtual Instructor, ILC
- Quinn, Beverly Y., AAS – Instructor, Dental Hygiene
- Quirk, Elizabeth A., MA – Assistant Professor, English
- Ramey, Richard K., BS – Assistant Professor, Electrical Systems Technology
- Rathbone, Malinda M., MA – Instructor, Early Childhood Education
- Raymond, Monitra C., BS – Instructor, Pharmacy Technology
- Reed, Patrick M., MA – Assistant Professor, History
- Reel, Jessica L., MS – Assistant Professor, Chemistry
- Regalado, Jovy G., MS – Assistant Professor, Physics
- Reppert, Michael L., BS – Instructor, Radiography
- Richardson, Robert L., Ph.D. – Assistant Professor, History
- Riehl, Jonathan, Ph.D. – Assistant Professor, Communications
- Riker, Amy K., MBA – Assistant Professor, Business Administration
- Riley, Thomas M., M.Div. – Professor, Humanities
- Ritchie, Kathy S., MS – Instructor, ABE
- Robbins, Amanda E., AAS – Lead Instructor, Computed Tomography
- Roberts, Candice M., Ph.D. – Professor, Biology
- Roberts, Daniel F., MA – Instructor, English as a Foreign Language/Advisor

- Robertson, Rochelle R., Ph.D. – Instructor, Communications
- Robinson, LaTonya S., MBA – Instructor, Adult Basic Education
- Roddenberry, Christopher A., Ph.D. – Associate Professor, Psychology
- Rollins, Stephanie L., MS – Senior Professor, Natural Sciences - Geology
- Roseman, Paige L., MA – Assistant Professor, Psychology
- Roush, Corey A., BS – Clinical Instructor, Radiography
- Rowe, Traci R., MS – Professor, Communications
- Royall, Kaelan R., M.Ed. – Instructor, English
- Rufener, Bryan, MA – Associate Professor, Communications
- Russo, Robert M., BA – Instructor/Advisor, Adult Basic Education
- Rutzky, Sara M., Ph.D. – Professor, Natural Sciences - Geology
- Sa, Gustavo, MA – Assistant Professor, Mathematics
- Sacco, Cristina, MS – Associate Professor, Chemistry
- Sack, Francine M., BS, CDA – Associate Professor, Dental Assisting
- Salamone, Theresa K., BS – Instructor, Radiography
- Salazar, Hilda Y., Ph.D. – Assistant Professor, Spanish
- Samieva, Aziza, MA – Assistant Professor, Sociology
- Samuels, Roslyn R., BS – Instructor, Web Technologies
- Sands, Torry E., AAS – Instructor, Biopharmaceutical
- Sayers, Rebecca I., MS – Instructor, Computer Information Technology
- Schlieper, Mary A., MBA, MA – Professor, Mathematics
- Sedlacek, Kristopher M., AAS – Instructor, Welding Technology
- Shalkowski, Kristin E., MA – Instructor, Communications
- Shallcross, Judy L., MA – Instructor, Psychology
- Shaver, Larry C., BS – Instructor, Heavy Equipment Transport Technology
- Sheppa, Lara J., DNP – Senior Professor, Nursing
- Shoier, Hesham G., M.Ed. – Instructor, Mathematics
- Shurtleff, Emily, MA – Assistant Professor, Sociology
- Sinodis, Amanda, MA – Professor/Site Coordinator, ILC
- Sivayogan, Thusheeta, MA – Associate Professor, Physics
- Skibinski, Jr., Thomas D., AS – Instructor, Automotive Systems Technology
- Smeal, Jennifer L., M.Ed. – Assistant Professor, Pre-Curriculum Mathematics
- Smedley, Angela M., MS – Assistant Professor/Associate Department Head, Communication & Theatre
- Smith, Jerry R. – Instructor, Automotive Systems Technology
- Smith, Julia H., MS – Professor, Mathematics
- Smith, Kelly Elizabeth, MA – Instructor, ESL
- Smith, Linda F., MA – Instructor, History
- Smith, Tonisha M., Ph.D. – Associate Professor, English
- Smith, Tory Roti, MA – Instructor, Psychology
- Smith-Baldwin, Michelle L., AAS – Instructor, Cosmetology
- Sneed, Ersula C., BS – Instructor, Medical Laboratory Technology
- Snoke, Amber B., MA – Instructor, English
- Soliman, Hanan S., MD – Instructor, Biology
- Sommerfeldt, Donnie, MS – Instructor, Computer Programming
- Sonnenberg, Yasmine, MA – Associate Professor, French



- Soto, Jessica, MA – Associate Professor, Communications
- Sousa, Karrie, BS – Instructor, Imaging
- Spade, F. Katherine, MS, RN – Senior Professor/Nursing Lab Coordinator
- Spalding, Elizabeth A., MSN – Instructor, Nursing
- Spevacek, John A., Ph.D. – Assistant Professor, Engineering
- Squire, Leon H., MS – Assistant Professor, Cloud Technology
- Stagg, Robert H., MS – Assistant Professor, Public Safety Administration
- Stall, Faye V., MA – Professor, English
- Staton, Mary C., Ph.D. – Professor, Biology
- Stebnicki, Leigh M., MSN – Instructor, Nursing
- Steffes, Ryan B., MA – Instructor, Computer Programming
- Stephens, Jeremiah D., AAS – Assistant Professor, Air Conditioning, Heating and Refrigeration
- Stewart, Stephen M., Ph.D. – Assistant Professor, Chemistry
- Stidham, Neal A., Ph.D. – Assistant Professor, English
- Stopka, Eric C., BS – Assistant Professor, Baking and Pastry Arts
- Stormer, Eric W., BS – Assistant Professor, Correction Education
- Story, Joshua Tyler M., AAS – Instructor, Electrical Systems Technology
- Stoudenmire, Maureen, AAS – Instructor, Sonography
- Strickland, James H., Ph.D. – Assistant Professor/Site Coordinator, ILC
- Stumb, Aaron W., AAS, AA – Instructor, Culinary Arts
- Stutz, Carl J. – Instructor, Automotive Systems Technology
- Suggs, Tyler E., MA – Assistant Professor, Philosophy
- Suitte, Keva M., MSN – Instructor, Nursing Assistant
- Sujatha, Narasimhan, Ph.D. – Professor, Physics
- Suse, Daniel C., M.Ed. – Instructor/Center Coordinator, ILC
- Sutton, Kelly A., Ph.D. – Assistant Professor, Psychology
- Swanson, Martha, MA – Associate Professor, English as a Foreign Language
- Swearingen, Brad J., MBA – Professor, Simulation and Game Development
- Sweeney, Eileen T., MA – Professor, English
- Tabron, Ashley A., MA – Virtual Instructor, ILC
- Tang, Sin Bao, AAS – Instructor, Automotive Systems Technology
- Taylor, Logan L., MA – Instructor, Pre-Curriculum Integrated Reading and Writing
- Taylor, Zachary L., BS – Instructor, Electrical Systems Technology
- Teander, Paula A., Ph.D. – Associate Professor, Sociology
- Thomas, Michael J., AAS – Instructor, Air Conditioning, Heating and Refrigeration
- Thompson, Donald D., MA – Associate Professor, Psychology
- Thompson, Florianna J., M.Ed. – Professor/Evening Coordinator, Early Childhood Education
- Thurman, Carrie B., MA – Assistant Professor, Medical Office Administration
- Todd, Melessia L., MS – Assistant Professor, Biology
- Tomek, Lorrie A., Ph.D. – Instructor, Computer Programming
- Tracey, Barry J., MA – Instructor, Hospitality Management
- Tracey, Stephen, J. BS – Instructor, Air Conditioning, Heating & Refrigeration
- Traylor, Michael J., M.Ed. – Associate Professor, Mathematics
- Trent, Judith D., M.Div. – Assistant Professor, Humanities

- Trent, Natasha O., MA – Assistant Professor, Medical Office Administration
- Tsai, George C., BA – Instructor, Advertising and Graphic Design
- Tsai, Mary B., MS – Senior Professor, Mathematics
- Tucker, Jessica M., MS – Assistant Professor, Health and Fitness Science
- Turner, Heather L., MBA – Assistant Professor, Medical Office Administration
- Turner, Jerry D., MS.Ed. – Assistant Professor/Site Coordinator
- Turner, Rudolph M., MS – Instructor, Mathematics
- Tuttle, Devin C., MA – Instructor, Mathematics
- Ughetta, Ashley E., M.Ed. – Assistant Professor/Site Coordinator, ILC
- Valentine, Gina M., MS, RN – Associate Professor, Nursing
- Van Brunt, Patricia K., Ph.D. – Associate Professor, Mathematics
- VanSchaick, Dayla J., M.Ed. – Instructor, Early Childhood Education
- Vetter, Kelly D., M.Ed. – Assistant Professor, Mathematics
- Vinal, Andrew C., Ph.D. – Associate Professor, Biotechnology
- Vinson, Carolyn B., AS – Instructor/Coordinator, Correction Education
- Vinson, Shannon K., MS – Assistant Professor, Pre-Curriculum Mathematics
- Vitacco, Mark D., AAS – Assistant Professor, Mechanical Drafting Technology
- Vohwinkel, Dawn R., MA – Instructor, Pre-Curriculum Mathematics
- Volstad, Gabrielle S., MA – Instructor, English
- Wagstaff, Jessica L., MS – Assistant Professor, Mathematics
- Wahrman, Russell A., AAS – Instructor, Welding Technology
- Wainaina, Martin, Ph.D. – Instructor, Business Administration
- Walaski, Kimberly G., BS – Associate Professor, Pre-Curriculum Mathematics
- Waldner, Jennifer C., Ph.D. – Instructor, Chemistry
- Wallingford, Kristen M., Ph.D. – Assistant Professor, Sociology
- Walsh, Rachael K., Ph.D. – Associate Professor, Biology
- Wang, Jing, DS – Instructor, Computer Programming
- Ward, Richard B., MA – Instructor, English
- Warner, Barbara J., BS – Assistant Professor, Information Security
- Warren, Anthony W., Ph.D. – Assistant Professor, Chemistry
- Webster, Bradley L., MBA – Instructor, Pre-Curriculum Mathematics
- Webster, Minnie A., MS – Instructor, Biology
- Wedehase, Erin H., Ph.D. – Assistant Professor, English
- Wells, John J., MA – Associate Professor, English
- Wetli, Denise M., MA – Senior Professor, Physics
- Whisnant, Charles S., Ph.D. – Instructor, Biology
- Whittle, Howard H., MS – Virtual Instructor, ILC
- Whitworth, Robert E. – Instructor, Correction Education
- Wiggins, Jackie M., M.Ed. – Instructor, Office Administration
- Wilcox, Tamara L., MS – Associate Professor, Office Administration
- Williams, Holly L., BA – Instructor/Coordinator, ESL
- Williams, Patrick B., MA – Professor, English
- Williams, Paula G., BS – Assistant Professor, Pharmacy Technology
- Williford, Lorrie G., M.Ed. – Assistant Professor, Pre-Curriculum Mathematics
- Wilmoth, Emily C., MFA – Instructor, Advertising and Graphic Design
- Wils, James R., Ph.D. – Assistant Professor, History

- Wilson, Baxter A., M.Arch. – Instructor, Architectural Technology
- Wingate, Marvin J., Ph.D. – Assistant Professor, Biology
- Winkler, Craig M., AAS – Instructor, Automotive Systems Technology
- Winsett, Katherine E., Ph.D. – Assistant Professor, Biology
- Winston, Andreas, BA – Instructor, Construction Management
- Wolkowski, Jenifer L., Ph.D. – Associate Professor, English
- Wolverton, Mary, MA – Assistant Professor, English
- Wood, Kristen, MSN – Instructor, Nursing
- Wooten, Roger B., MA – Associate Professor, English
- Wooten-Quade, Jenna, Ph.D. – Assistant Professor, Biology
- Worsdale, Kathleen, MA – Lead Instructor/Assistant Professor, Teacher Preparation
- Yates, Amanda L., Ph.D. – Assistant Professor, Biology
- Young, Natalie K., MA – Assistant Professor, Accounting
- Zettervall, Jeremy, MA – Instructor, English as a Foreign Language

Ref # 1901d