

# DIPLOMA AND CERTIFICATE PROGRAMS



**DIPLOMA AND CERTIFICATE  
PROGRAMS**

**COSMETOLOGY INSTRUCTOR  
ELECTRICAL/ELECTRONICS TECHNOLOGY  
GENERAL OCCUPATIONAL TECHNOLOGY  
INFANT/TODDLER CARE  
PRACTICAL NURSING  
WELDING TECHNOLOGY  
DUPLIN CORRECTIONAL CENTER PROGRAMS**



## **COSMETOLOGY INSTRUCTOR**

### **Certificate**

**C55160**

### **CURRICULUM DESCRIPTION**

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Students who do not score at least 36 on the English (writing) section and 36 on the reading section of the ASSET test will be required to take ENG 080 and/or RED 080 prior to being admitted into the program.

Students must have met JSCC admission requirements and hold a current North Carolina State Board of Cosmetic Art Examiners Cosmetologist License.

### **TYPICAL COURSE SEQUENCE COURSE AND HOUR REQUIREMENTS**

<b>Course Title</b>	<b>Semester</b>			
	<b>Hours Per Week</b>	<b>Class</b>	<b>Lab</b>	<b>Hours Credit</b>
<b>FIRST SEMESTER</b>				
COS 271 Instructor Concepts I	5	0		5
COS 272 Instructor Practicum I	0	21		7
	<b>5</b>	<b>21</b>		<b>12</b>
<b>SECOND SEMESTER</b>				
COS 273 Instructor Concepts II	5	0		5
COS 274 Instructor Practicum II	0	21		7
	<b>5</b>	<b>21</b>		<b>12</b>
<b>TOTAL SEMESTER HOURS CREDIT: 24</b>				

This program may be completed on a part-time basis by completing the following courses:

COS 271ABInstructor Concepts I	3	0		3
COS 271BBInstructor Concepts I	2	0		2
COS 272ABInstructor Practicum I	0	9		3
COS 272BBInstructor Practicum I	0	12		4
COS 273ABInstructor Concepts II	3	0		3
COS 273BBInstructor Concepts II	2	0		2

COS 274ABInstructor Practicum II	0	9	3
COS 274BBInstructor Practicum II	0	12	4

**TOTAL SEMESTER HOURS CREDIT: 24**



## ELECTRICAL/ELECTRONICS TECHNOLOGY

Diploma

D35220

### CURRICULUM DESCRIPTION

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

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, electronics, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronics systems.

### TYPICAL COURSE SEQUENCE

#### COURSE AND HOUR REQUIREMENTS

Course Title	Semester		
	Class	Lab	Credit
<b>FIRST SEMESTER</b>			
ELC 112 DC/AC Electricity	3	6	5
ELC 113 Basic Wiring I	2	6	4
ELC 118 National Electrical Code	1	2	2
ELC 132 Electrical Drawings	1	3	2
ENG 101 Applied Communications I	3	0	3
	<b>10</b>	<b>17</b>	<b>16</b>
<b>SECOND SEMESTER</b>			
ALT 120 Renewable Energy Technology	2	2	3
ELC 114 Basic Wiring II	2	6	4
ELC 117 Motors and Controls	2	6	4
ELC 119 NEC Calculations	1	2	2
ELC 233 Energy Management	2	2	3
MAT 101 Applied Mathematics I*	2	2	3
	<b>11</b>	<b>20</b>	<b>19</b>
<b>THIRD SEMESTER</b>			
ALT 220 Photovoltaic System Technician	2	2	3
CIS 113 Computer Basics**	0	2	1
ELC 128 Introduction to PLC	2	3	3
ELN 229 Industrial Electronics	3	3	4
	<b>7</b>	<b>10</b>	<b>11</b>

**TOTAL SEMESTER HOURS CREDIT: 46**

\*Students may substitute 3 hours from the following courses for the MAT 101 requirement:

PSY 101 - Applied Psychology                      PSY 150 - General Psychology  
 SOC 210 - Introduction to Sociology        SOC 220 - Social Problems

\*\*Co-op Option: Qualified students may elect to take one (1) credit hour of cooperative Work Experience (COE 111) in lieu of CIS 113.

**Certificate**

**C35220**

Course Title	Semester			
	Hours Per Week	Class	Lab	Hours Credit
<b>FIRST SEMESTER</b>				
ELC 112 DC/AC Electricity	3	6		5
ELC 113 Basic Wiring I	2	6		4
	<b>5</b>	<b>12</b>		<b>9</b>
<b>SECOND SEMESTER</b>				
CIS 113 Computer Basics*	0	2		1
ELC 114 Basic Wiring II	2	6		4
ELC 117 Motors and Controls	2	6		4
	<b>4</b>	<b>14</b>		<b>9</b>

\*Co-op Option: Qualified students may elect to take one (1) credit hour of Cooperative Work Experience (COE 111) in lieu of CIS 113.

**TOTAL SEMESTER HOURS CREDIT: 18**

## GENERAL OCCUPATIONAL TECHNOLOGY

### Diploma D55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the college.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

To be eligible for the Diploma, students must complete the following:

	<b>Sem. Hrs.</b>
ENG-111 Expository Writing	3
General Education (Humanities/Fine Arts or Behavioral/Social Sciences)	3
Electives	30

**TOTAL SEMESTER HOURS CREDIT: 36\***

## INFANT/TODDLER CARE

### Certificate

C55290

### CURRICULUM DESCRIPTION

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

### TYPICAL COURSE SEQUENCE COURSE AND HOUR REQUIREMENTS

				Semester	
	Course Title	Hours Class	Per Lab	Week Clinical	Hours Credit
EDU 119	Intro to Early Child Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
					<b>17</b>

**TOTAL SEMESTER HOURS REQUIRED: 17**

**PRACTICAL NURSING**  
**Diploma**  
**D45660**  
**CURRICULUM DESCRIPTION**

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long-term care/home health facilities, clinics, and physicians' offices.

**PRACTICAL NURSING EDUCATION ADMISSION REQUIREMENTS**

**In order to be considered for admission into the Practical Nursing program, the applicant must have the application on file and all admission criteria met by February 1st of spring semester for consideration for admission into the following fall semester.** Twenty students are accepted into the program ranked according to scores on selection criteria. Applications submitted after the deadline may be considered if space is available.

Students must reapply through the Admissions Office by February 1st of spring semester to be placed in the applicant pool for the next year if they are not selected and wish to be reconsidered for the following year. Students may apply for only one of the Health Education Programs (ADN, MA, or PN).

The academic admission requirements for the Practical Nursing Program will be as follows:

1. Applicants to the Practical Nursing Program must take the Test of Essential Academic Skills (TEAS) admissions test and score the current national average for science, reading comprehension, and essential math skills. The TEAS test may be taken only two times in a twelve month period. Test dates must be at least two months apart. Scores older than 5 years will not be accepted. (Contact Student Services for testing information.)
2. High school graduate or equivalent. Submit a copy of high school transcript and/or GED scores and college transcripts if applicable. High School seniors may apply for provisional acceptance pending completion of high school requirements and graduation. High School students should contact the Health Education Department for information.
3. Meet the pre-admission procedures and general admission requirements of the college.

4. Have a 2.0 or higher grade point average on all required general education courses taken prior to admission to the Practical Nursing Program, a 2.0 or higher grade point average in high school classes, or the equivalent on the GED scores.
5. Completion of high school biology within ten (10) years of the program start date with a grade of "C" or better or its equivalent. Equivalent means: (1) a college-level biology course; (2) BIO 090 at James Sprunt Community College; or (3) a comparable biology course at any other accredited educational institution.
6. Take the ASSET test in reading, English (writing), math and algebra. Competency will be demonstrated by a score of 41 or better on each of the four sections. If the applicant scores less than 41 on the algebra section, he/she must complete MAT 070 with a grade of "C" or better in order to meet the prerequisite requirement for the Practical Nursing Program. Upon completion of the basic studies course(s), the student will have satisfied the ASSET admissions criteria. Students may only transfer placement scores from another college if they have taken courses at that college and if the scores are not over five years old. **Only the ASSET, SAT or ACT placement test scores will be accepted for transfer. All basic studies courses must be completed in order to be eligible for admission consideration.**
7. Beginning with the Fall 2012 consideration, satisfactory completion (with a grade of "C" or better) within ten (10) years of the program start date, of high school computer applications course or its equivalent is required for entry into Practical Nursing Program. "Equivalent" means: (1) a college level computer course, (2) OST 080 at James Sprunt Community College, or (3) a comparable computer course at any other accredited educational institution
8. Beginning with Fall 2012 consideration, NA I certification will be required for entry into Practical Nursing Program.
9. Students will be notified of their selection and given provisional acceptance. Full acceptance will be given upon completion of the following:
  - A. Evidence of a physical examination completed on the institutional form and dated within one year of acceptance. Evidence of sound physical and mental health must be validated on the form provided. Immunizations must be completed and documented as recommended on the medical form and based on the clinical agency requirements for the PNE program.
  - B. Completion of current American Heart Association Health Care Provider level of CPR certification with AED.
  - C. Completion of required criminal background check and drug screening required for clinical agencies. NOTE: If a clinical

agency denies student placement based on review on results, the student would be unable to progress in the program. (Information provided upon provisional acceptance.)

### **TRANSFER STUDENTS**

Students who wish to transfer from another institution to James Sprunt Community College Practical Nursing Education program must:

1. Transfer from a state approved program;
2. Meet all the admission criteria as generic students;
3. Schedule a meeting with the Department Head at least two semesters in advance of desired transfer date;
4. Complete and submit Transfer Application to JSCC Nursing Program (this will be provided at time of scheduled meeting with Department Head);
5. Submit copies of course syllabi/outlines to Department Head for review;
6. Have letter of recommendation from clinical nursing faculty who taught student in last nursing course.
7. Demonstrate competency at the level of desired entry.

All decisions regarding transfer will be made by the Health Education Admissions Committee after all required documents are submitted.

### **ADVANCED PLACEMENT**

Students will be considered for advanced placement or transfer into the Practical Nursing program when the following criteria are met:

1. Admission requirements are fully met.
2. Coursework in required courses in the Practical Nursing curriculum sequence up to the time of admission has been completed.
3. The progression policy is met at the time of admission.

Students considered for advanced placement will be ones who:

1. are transferring from another Practical Nursing program.
2. have completed course work in an Associate Degree Nursing curriculum that is equivalent to course work required in the Practical Nursing curriculum at the time of admission.

Students wishing to be considered for advanced placement will be selected on a space-available basis only. Selection will be made based on

review of transcripts and related information and upon the recommendation of the Health Education Admissions Committee.

#### **PROGRESSION POLICY**

1. Students must be enrolled in BIO 163, ACA 115 and NUR 117 concurrently with NUR 101 unless they have completed these courses previously.
2. Students must be enrolled in ENG 111 and PSY 150 concurrently with NUR 102 unless they have completed these courses previously.
3. A student must maintain a 2.0 ("C") average or better in the general education courses in order to progress and graduate in the Practical Nursing Program. A grade of "C" or better must be obtained in BIO 163 and NUR 117 in order for the student to progress to NUR 102.
4. A grade of "C" or better is required in each nursing course in order for the student to progress and graduate from the Practical Nursing Program. A grade of "C" or better is required in NUR 101, NUR 102, and NUR 103.
5. All nursing courses must be taken in the sequence as outlined in the Practical Nursing curriculum.
6. A student may repeat a nursing course only once and only upon the approval of the Health Education Admissions Committee.
7. Any student who is interrupting his/her nursing courses must have an exit interview with the Department Head of the Health Education Department.

#### **GRADING**

A minimum grade of "C" in each nursing course is required prior to entering the next nursing course, and a grade of "C" is required in NUR 103 prior to graduation.

#### **READMISSION POLICY**

A student who wishes to be considered for readmission to the Practical Nursing Program must complete the application for readmission to the PN program (provided during the exit interview). This request for consideration of readmission must be received by the end of the next semester following the interruption of studies. Readmission to the nursing program will be limited to a maximum of one (1) time.

The student requesting readmission must complete the following readmission requirements:

1. Meet current admission criteria.

2. Meet all requirements of the Progression Policy listed above.
3. Submit a letter of recommendation from a faculty member for the clinical components of the course in which the student was not successful. Letter must be requested prior to the end of the next semester following the interruption of studies.
4. Pass a comprehensive exam from the content of the course prior to the one to which the student is requesting readmission with a minimum grade of 80 and demonstrate competency of skills.
5. After provisional acceptance is granted, the student must complete the following before enrollment in the program:
  - \* Submit updated physical statement showing evidence of sound physical and mental health, including any required testing and immunizations required by clinical agencies.
  - \* Submit evidence of current American Heart Association Health Care Provider Level CPR certification.
  - \* Submit completion of current Criminal Background Check and Drug Screening required by clinical agencies.

Failure to complete any of these requirements will jeopardize readmission to the PN program.

#### **INVOLUNTARY WITHDRAWAL FROM HEALTH EDUCATION PROGRAMS**

In the event that a health education student's behavior represents a potential hazard to patient care in the clinical area and/or the student demonstrates unsafe practice in the clinical area, the student will be withdrawn by the faculty from the course. This may occur at any time during the semester. The student may be readmitted only on the recommendation of the faculty.

**See section on Academic Standards for Health Education Department DISMISSAL POLICY and PROBATION POLICY.**

#### **TYPICAL COURSE SEQUENCE COURSE AND HOUR REQUIREMENTS**

	Course Title	Hours Per Week			Semester
		Class	Lab	Clin	Hours Credit
<b>FIRST SEMESTER</b>					
ACA 115	Success & Study Skills	0	2	0	1
BIO 163	Basic Anat & Physiology	4	2	0	5
NUR 101	Practical Nursing I	7	6	6	11
NUR 117	Pharmacology	1	3	0	2
		<b>12</b>	<b>13</b>	<b>6</b>	<b>19</b>
<b>SECOND SEMESTER</b>					
ENG 111	Expository Writing	3	0	0	3

NUR 102	Practical Nursing II	8	0	12	12
PSY 150	General Psychology	3	0	0	3
		<b>14</b>	<b>0</b>	<b>12</b>	<b>18</b>

**THIRD SEMESTER**

NUR 103	Practical Nursing III	6	0	12	10
		<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**TOTAL SEMESTER HOURSE CREDIT: 47**



## WELDING TECHNOLOGY

### Diploma

### D50420

#### CURRICULUM DESCRIPTION

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

#### TYPICAL COURSE SEQUENCE COURSE AND HOUR REQUIREMENTS

Course Title	Semester			
	Hours Per Week	Class	Lab	Credit
<b>FIRST SEMESTER</b>				
ENG 101 Applied Communications I	3	0		3
WLD 110 Cutting Processes	1	3		2
WLD 112 Basic Welding Processes	1	3		2
WLD 115 SMAW (Stick) Plate	2	9		5
	<b>7</b>	<b>15</b>		<b>12</b>
<b>SECOND SEMESTER</b>				
WLD 116 SMAW (Stick) Plate/Pipe	1	9		4
WLD 121 GMAW (MIG) FCAW/Plate	2	6		4
WLD 131 GTAW (TIG) Plate	2	6		4
WLD 141 Symbols and Specifications	2	2		3
	<b>7</b>	<b>23</b>		<b>15</b>
<b>THIRD SEMESTER</b>				
WLD 122 GMAW (MIG) Plate/Pipe	1	6		3
WLD 132 GTAW (TIG) Plate/Pipe	1	6		3
WLD 231 GTAW (TIG) Pipe	1	6		3
	<b>3</b>	<b>18</b>		<b>9</b>
<b>FOURTH SEMESTER</b>				
Social Science Elective*	3	0		3
WLD 215 SMAW (Stick) Pipe	1	9		4
	<b>4</b>	<b>9</b>		<b>7</b>
<b>TOTAL SEMESTER HOURS CREDIT: 43</b>				

\*Students must choose 3 hours from the following courses for the social science elective:

PSY 101 - Applied Psychology                      PSY 150 - General Psychology  
 SOC 210 - Introduction to Sociology            SOC 220 - Social Problems

**Certificate**

**C50420**

A student may earn a Certificate in Welding Technology by completing the following courses:

Course Title	Semester			
	Hours Per Week	Class	Lab	Hours Credit
<b>FIRST SEMESTER</b>				
WLD 110 Cutting Processes	1	3		2
WLD 112 Basic Welding Processes	1	3		2
WLD 115 SMAW (Stick) Plate	2	9		5
	<b>4</b>	<b>15</b>		<b>9</b>
<b>SECOND SEMESTER</b>				
WLD 116 SMAW (Stick) Plate/Pipe	1	9		4
WLD 141 Symbols and Specifications	2	2		3
	<b>3</b>	<b>11</b>		<b>7</b>

**TOTAL SEMESTER HOURS CREDIT: 16**

## **DUPLIN CORRECTIONAL CENTER PROGRAMS**

**FOODSERVICE TECHNOLOGY**

**MASONRY**

**WELDING TECHNOLOGY**

James Sprunt Community College makes the programs listed above available to the inmates at the Duplin County Correctional Center. The Electrical/Electronics Technology Program is a diploma program of three semesters in length. The other programs are one semester in length, and each awards a certificate upon successful completion of the semester. Students are admitted to these programs after appropriate testing by the Department of Corrections and James Sprunt Community College.

## FOODSERVICE TECHNOLOGY

### Certificate

C55250

### CURRICULUM DESCRIPTION

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions.

Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

### COURSE AND HOUR REQUIREMENTS

Course Title	Semester			
	Hours Per Week	Class	Lab	Hours Credit
FST 100 Intro to Foodservice	3	0		3
FST 101 Intro to Baking	1	4		3
FST 102 Basic Foodservice Skills	4	8		8
FST 103 Safety and Sanitation	2	2		3
	<b>10</b>	<b>14</b>		<b>17</b>

**TOTAL SEMESTER HOURS CREDIT: 17**

## MASONRY

### Certificate

C35280

#### CURRICULUM DESCRIPTION

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

#### COURSE AND HOUR REQUIREMENTS

	Course Title	Semester		
		Hours Per Week	Class	Shop
ACA 115	Success and Study Skills	1	0	1
<b>OR</b>				
ACA 121	Managing a Team	1	0	1
<b>OR</b>				
CIS 113	Computer Basics	0	2	1
BPR 130	Blueprint Reading/Construction	1	2	2
MAS 110	Masonry I	5	15	10
<b>OR</b>				
MAS 120	Masonry II	5	15	10
		<b>6-7</b>	<b>17-19</b>	<b>13</b>

**TOTAL SEMESTER HOURS CREDIT: 13**

## **WELDING TECHNOLOGY**

### **Certificate C50420**

#### **CURRICULUM DESCRIPTION**

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

#### **COURSE AND HOUR REQUIREMENTS**

	<b>Course Title</b>	<b>Semester</b>		
		<b>Hours Per Week</b>	<b>Hours</b>	<b>Credit</b>
		<b>Class</b>	<b>Shop</b>	
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (Mig) FCA/Plate	2	6	4
WLD 141	Symbols and Specifications	2	2	3
		<b>7</b>	<b>20</b>	<b>14</b>

**TOTAL SEMESTER HOURS CREDIT: 14**