Mitchell Community College
2009-2010 Catalog

The College serves Iredell County and surrounding communities with programs offered in Statesville and Mooresville.

This catalog is a reference guide on policies and programs offered by Mitchell Community College. Statements in this publication are subject to change at any time without notice. This catalog should not be considered a contract between Mitchell Community College and any prospective student. Students should inquire about any updates or revisions.
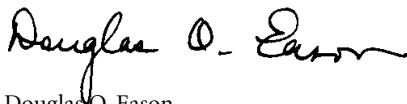
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Greetings:

Welcome to Mitchell Community College! Our College has a fascinating 150-year history and an exciting future filled with possibilities. Enrollments are increasing at a steady pace as our county and region undergo dramatic growth and development. We prepare students to continue their studies in a wide range of fields at colleges and universities across the state, and we prepare students to enter vocational and technical fields to meet the demands of a highly competitive workplace. We also offer pre-college programs in adult basic education and literacy, as well as both short- and long-term occupational training in a large number of job-related fields through our Continuing Education Division. We would like to assist you in meeting any education or training needs you or your company may have. We pride ourselves on being very "user-friendly" by combining individual attention for each student with high-quality programs of instruction. We understand that your success is our success.

The publication you have before you is intended to give an overview of the College and the programs of study we offer. We hope you will review the material provided and make good use of the information about our institution. While it is impossible to anticipate every question a person might ask, we have tried to collect the most important information available about Mitchell Community College. If you do not find what you are looking for here, we hope you will visit one of our campuses or call us at 704.878.3200 or check out our Web site (www.mitchellcc.edu) so that we can assist you in finding the answers to any questions you may have. Through education and training, we would like to help you make a wise investment in your future.

Sincerely yours,

Douglas O. Eason
President

Campus Locations

Statesville

Historic Main Campus
500 West Broad Street, Statesville, NC 28677-5264
704.878.3200 phone
704.878.0872 fax

Continuing Education Center
701 West Front Street, Statesville, NC 28677-5644
704.878.3220 phone
704.878.4271 fax

Cosmetic Arts Center
3223 Taylorsville Highway, Statesville, NC 28625-2966
704.878.4374 phone

Cherry Street Center
701 Cherry Street, Statesville, NC 28677-5133
704.878.4367 phone
704.878.4366 fax

South Statesville Skills Center
1415 Shelton Avenue, Statesville, NC 28677-7221
704.978.2460/2461 phone
704.978.2463 fax

Technology and Workforce Development Center
701 West Front Street, Statesville, NC 28677-5644
704.878.3224 phone
704.878.3245 fax

Mooresville

Mooresville Center
219 North Academy Street, Mooresville, NC 28115-3106
704.663.1923 phone
704.663.5239 fax

www.mitchellcc.edu
An Equal Opportunity College/Affirmative Action Employer

Directory

If you have any questions after reviewing this publication, please look below to find the proper office to contact.

Admissions 704.878.3246/704.978.3111
Admissions/Counselors 704.878.3242/704.878.3364/704.878.3280/
704.978.5440/704.878.3288/704.878.3267/704.978.5417
Alumni Services 704.878.4321
Basic Skills 704.878.3232
Bookstore..704.878.3275
Career Counseling and Planning Center 704.878.3280
Cashier 704.878.4270
Continuing Education 704.878.3220
Cooperative Education and Student Job Placement 704.878.4263
Dean of Student Services...704.878.3281
Development Office 704.878.4321
Disability Services 704.878.3364
Distance Learning 704.878.3332
Equal Employment/Affirmative Action Officer 704.878.4341
Financial Aid 704.978.5435
Financial Services 704.878.4396
General Information/Switchboard...704.878.3200
Library Services...704.878.3271
MIND Center 704.878.3326
Placement Testing 704.878.3267
President's Office..704.878.3205
Security...704.878.4367
Student Government Association 704.978.5426
Student Transcripts...704.878.3243
Veteran Services..704.878.3254
Vice President for Instruction 704.878.3264

Address correspondence to any office in care of:
Mitchell Community College
500 West Broad Street
Statesville, NC 28677-5264
www.mitchellcc.edu

Academic Calendar

Fall Semester 2009

August 3, Monday	Ten-month faculty return
August 10-12, Monday - Wednesday	Fall semester final registration and payment
August 14, Friday	Last day to receive 100% refund for 16-week and first 8-week sessions
August 17, Monday	Fall classes begin for 16-week and first 8-week sessions
August 17-19, Monday-Wednesday	Drop/add
August 20, Thursday	Last day to receive 75% refund for first 8-week session
August 26, Wednesday	Last day to receive 75% refund for 16-week session
September 7, Monday	Labor Day (College closed)
September 21, Monday	Last day to withdraw from first 8-week session to ensure a grade of "W"
October 12, Monday	Classes end for first 8-week session
October 12, Monday	Last day to receive 100% refund for second 8-week session
October 13, Tuesday	Classes begin for second 8-week session
October 16, Friday	Last day to receive 75% refund for second 8-week session
October 19-20, Monday-Tuesday	Fall break (No classes)
October 27, Tuesday	Last day to withdraw from 16-week session to ensure a grade of "W"
November 17-18, Tuesday-Wednesday	Early Spring registration (No classes)
November 20, Friday	Last day to withdraw from second 8-week session to ensure a grade of "W"
November 24, Tuesday	Last day to apply for Spring and Summer 2010 graduation
November 26-28, Thursday-Saturday	Thanksgiving Holiday (College closed)
December 8, Tuesday	Last day of classes
December 9, Wednesday	Reading Day (No classes)
December 10-16, Thursday-Wednesday	Final exams and end of fall semester
December 17, Thursday	Grades due/posted in computer by 3pm
December 24-31 (Thursday-Thursday)	Winter Holiday (College closed)

Spring Semester 2010

January 1, Friday	New Year's Holiday (College closed)
January 4, Monday	College reopens
January 7, Thursday	Spring semester final registration and payment
January 8, Friday	Last day to receive 100% refund for 16-week and first 8-week sessions
January 11, Monday	Spring classes begin for 16-week and first 8-week sessions
January 11-13, Monday-Wednesday	Drop/add
January 14, Thursday	Last day to receive 75% refund for first 8-week session
January 18, Monday	Martin Luther King, Jr. Holiday (College closed)
January 21, Thursday	Last day to receive 75% refund for 16-week session
February 15, Monday	Last day to withdraw from 8-week session to ensure a grade of "W"
March 8, Monday	Classes end for first 8-week session
March 8, Monday	Last day to receive 100% refund for second 8-week session
March 9, Tuesday	Classes begin for second 8-week session
March 12, Friday	Last day to receive 75% refund for second 8-week session
March 19, Friday	Last day to withdraw from 16-week session to ensure a grade of "W"
March 29 - April 3, Monday-Saturday	Spring break (No classes)
April 13, Tuesday	Early summer advising and registration begins (No classes)
April 20 Tuesday	Last day to withdraw from second 8-week session to ensure a grade of "W"

May 4, Tuesday ....Last day of classes
May 5, Wednesday ....Reading day (No classes)
May 6-12, Thursday-Wednesday ....Final exams and end of spring classes
May 12, Wednesday .... Associate Degree Nursing pinning
May 13, Thursday ....Grades due/posted in computer by 3 p.m.
May 13, Thursday .... GED graduation
May 14, Friday ....Curriculum graduation

Summer Semester 2010

May 18, Tuesday ....Summer semester final registration and payment
May 19, Wednesday ....Last day to receive 100% refund for 10-week session
May 20, Thursday .... Summer classes begin for 10-week session
May 20-21, Thursday-Friday .... Drop/Add for 10-week session
May 31, Monday ....Memorial Day Holiday (No classes)
May 25-27, Tuesday-Thursday ....Early fall advising and registration
May 26, Wednesday ....Last day to receive 75% refund for 10-week session
May 28, Friday ....Last day to receive 100% refund for 8-week and first 4-week sessions
June 1, Tuesday .... Classes begin for 8-week and first 4-week sessions
June 1-2, Tuesday-Wednesday ....Drop/add for 8-week and first 4-week sessions
June 2, Wednesday ....Last day to receive 75% refund for first 4-week session
June 4, Friday ....Last day to receive 75% refund for 8-week session
June 17, Thursday .... Last day to withdraw from first 4-week session to ensure a grade of "W"
June 28, Monday ....Classes end for first 4-week session
July 2, Friday ....Last day to withdraw from 10-week session to ensure a grade of "W"
July 2, Friday .... Last day to receive 100% refund for a second 4-week session
July 5, Monday ....Independence Day Holiday (College closed)
July 6, Tuesday ....Classes begin for second 4-week session
July 6-7, Tuesday-Wednesday ....Drop/Add for second 4-week session
July 6, Tuesday ....Last day to withdraw from 8-week session to ensure a grade of "W"
July 7, Wednesday .... Last day to receive 75% refund for a second 4-week session
July 22, Thursday .... Last day to withdraw from second 4-week session to ensure a grade of "W"
July 28, Wednesday ....Classes end for 8-week session
July 30, Friday ....Classes end for 10-week session
August 2, Monday .... Classes end for second 4-week session
August 3, Tuesday ....Grades due/posted in computer by 3 p.m

General Information

History

Mitchell Community College was founded in 1852 as Concord Presbyterian Female College and later became Simonton Female College. In the early years, the emphasis was on music and fine arts programs. As the curriculum expanded the College hired Miss Margaret Mitchell, daughter of Dr. Elisha Mitchell of the University of North Carolina to teach botany. In 1875, the Board of Trustees selected Miss Mitchell's sister, Mrs. Eliza Mitchell Grant as president of the College. The institution thrived under their leadership. In 1917, the College was renamed Mitchell College in honor of Dr. Mitchell and his daughters. Growth continued and Mitchell became a "junior college" in 1924. In 1932, Mitchell opened enrollment to male students.

In 1973, Mitchell College joined the North Carolina Community College System as the fifty-seventh member and the only private college to be admitted. With the change came the new name Mitchell Community College. Today, Mitchell is a comprehensive, open-admissions College dedicated to meeting the postsecondary education and training needs of the citizens of Iredell County and the surrounding areas. Throughout its rich history, Mitchell has proven its commitment, perseverance, and ability to adapt to the changing educational and training needs of the community.

Mission

Mitchell Community College, a learning-centered institution, provides affordable, high-quality educational and training programs and services to meet the changing and diverse lifelong learning needs of a multi-culturally diverse citizenry who live and work in a global society.

Purpose

Mitchell Community College commits its resources to—

- Provide associate degree, diploma, and certificate programs to meet the pre-service and in-service workforce development needs for industry, business, government, and service occupations
- Provide associate degree programs for the first two years of academic courses leading to baccalaureate and professional degrees
- Provide each student the opportunity to develop the skills and values necessary to succeed in college
- Provide student development services including admissions, financial aid, counseling, and career planning, job placement, testing, and student activities
- Provide educational opportunities to meet the professional, personal, and cultural needs of the community
- Serve the adult population with basic education and salable skills; to enhance personal development through general and continuing education

Belief Statements

The faculty, staff and administration of Mitchell Community College are committed to the philosophy of the comprehensive community college. We believe—

- The student is the focal point of all efforts of the college
- We are a college community that respects diversity and is supportive of individual achievement
- We have a responsibility to enhance the social, civic, cultural, and economic development of the community and the global society
- We have a responsibility to enhance the quality of life of the community
- The door of opportunity for learning should be open to all who seek personal and professional development

Accreditation

Commission of Colleges of the Southern Association of Colleges and Schools (SACS)

1866 Southern Lane, Decatur, Georgia 30033-4097, Phone 404.679.4501, www.sacs.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street, Clearwater, FL 33756, Phone 727.210.2350, www.caahep.org

National League for Nursing Accrediting Commission (NLN)

3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Phone 404.975.5000, Fax 404.975.5020, www.nlnac.org

Memberships

American Association of Collegiate Registrars and Admissions Officers
American Community College Business Officers
American Association of Community Colleges
American Association of Women in Community Colleges
Association of Community College Trustees
Carolinas Association of Collegiate Registrars and Admissions Officers
Charlotte Area Educational Consortium
College Stores Association of NC
Cooperative Education Association
Greater Statesville Chamber of Commerce
International Association of Administrative Professionals
Mooresville-South Iredell Chamber of Commerce
National Council on Black American Affairs
National Institute for Staff and Organizational Development
National League for Nursing: Associate Degree Nursing
North Carolina Association of Colleges and Universities
North Carolina Association of Community College Trustees
North Carolina Association of Coordinators of Veteran Affairs
North Carolina Citizens for Business and Industry
NC College & University Personnel Association
Southern Association of Colleges and Schools
The College Board

Endowment for Excellence

The Mitchell Community College Endowment for Excellence is a 501(c)(3) nonprofit organization that enables the college to respond to changing education and economic environments. Proceeds support low-cost programs for a growing student population, underfunded and unfunded programs and services, response to industry and community needs for workforce training and faculty/staff development. To find out about giving opportunities, contact the Office for Development.

Alumni

The Alumni Association strives to stay in touch with graduates, help graduates connect with one another and to share information about personal and professional accomplishments. All graduates are invited to an annual alumni reunion held in May. alumni@mitchellcc.edu.

Veterans

Refer to section on Veteran Affairs.

EEO/Affirmative Action

Mitchell Community College does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, or marital status in any of its policies, procedures, or practices. This nondiscrimination policy covers admission, employment, and

access to all college programs and activities. Anyone with concerns should contact the Equal Employment/Affirmative Action Officer.

Disability Support

Under the guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Mitchell Community College makes reasonable accommodations for otherwise qualified individuals with known physical and mental limitations. For details about how to request a disability related accommodation, contact the Equal Employment/Affirmative Action Officer.

Mitchell Community College 2007-2008 Outcomes/State Performance Measures

Progress of basic skills students
- State Standard: 75% will make progress
- MCC Outcome: 76%

Licensure and certification
- State Standard: 80% aggregate pass rate for first time test takers
- MCC Outcome: aggregate pass rate 86%

Performance of college transfer students
- State Standard: 83% of students who transfer to a 4-year institution will have a GPA of 2.0 or higher after two semesters
- MCC Outcome: 86%

Passing rates of students in developmental courses
- State Standard: 75%
- MCC Outcome: 81%

Success rate of developmental students in subsequent college-level courses
- State Standard: 80% of students who took developmental courses will pass the gatekeeper English and/or mathematics course for which the developmental course serves as a prerequisite
- MCC Outcome: 84% aggregate, 88% English, 77 % Math

Student satisfaction of program completers and non-completers
- State Standard: 90% will report satisfaction with the quality of the College's programs and services
- MCC Outcome: 94% reported satisfaction

Curriculum student retention, graduation and transfer
- State Standard: 65% of defined cohort will graduate, transfer or be retained
- MCC Outcome: 66% retention/completion

Business/industry satisfaction with services provided
- State Standard: 90%
- MCC Outcome: 93% reported satisfaction

Information about the College

Information about crime on the college campus is available to students and the general public from the Office of Campus Safety and Security, located in the Cherry Street Center (704 Cherry Street). Information about the graduation completion rate for each academic program is available in the Office of Institutional Effectiveness, which is located in the Kirkman House. Offices are open during the regular college operating hours.

Admissions

Overview

Mitchell Community College has an "open door" admissions policy and accepts students without regard to race, religion, sex, color, creed, national origin, age or disability. Mitchell is open to anyone 18 years old or older or high school graduates younger than 18. Admission to the college does not guarantee acceptance to the program of your choice or guarantee continued enrollment in the college.

Mitchell offers four College Transfer programs for students who plan to continue their education at a senior institution—
- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Fine Arts (A.F.A)
- Associate in General Education (A.G.E.)

Mitchell offers Associate in Applied Science (A.A.S.) degrees, diplomas, and certificates for students who intend to enter the workforce after graduation.

Requirements
- High school graduate or GED equivalency diploma
- Minimum age of 18 without a high school diploma or its equivalent qualifies for a "Special Credit Student"
- Minimum age of 16 with identified special needs and written permission from the student's high school principal or school superintendent

How to Apply
- Complete an application for admission.
- Submit official copies of transcripts or records from high schools and all postsecondary schools attended, or acceptable GED scores.
- Take the College Placement Test (CPT). Testing requirements for specific programs of study are available from the Admissions Office. A student may be exempt from placement tests, depending on past college credit earned.
- Meet an admissions counselor to discuss CPT results.

Readmitted Students

Applicants who have not attended for one or more years must submit a new application. The applicant needs to meet with a curriculum advisor to review any changes to the curriculum since their last date of attendance. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Transfer Students

Transfer students may enter Mitchell after meeting all admission requirements. Mitchell will accept credits (with equivalent credit hours and course content) from all institutions within the North Carolina Community College System and from other accredited colleges. Students may transfer credits earned at other institutions if the grades meet Mitchell's academic standards and if Mitchell receives documentation proving that equivalent competencies were met. If a student has an overall average of 2.0, Mitchell may accept a grade of "D" or better if the transfer is appropriate to the student's program of study. If a student's overall average is less than 2.0, Mitchell will only accept a grade of "C" or better. Mitchell must receive official transcripts for the student to receive transfer credit. Final acceptance or rejection is at the discretion of the College. To be eligible for graduation in an associate degree program, a student must earn a minimum of 20 semester hours credit at Mitchell. Only 25% of the total credit hours in a diploma or certificate program may be accepted as transfer credits.

Visiting Students

Students accepted by or enrolled at another institution may enroll at Mitchell as a visiting student. Visiting students must complete an application and should have the permission from an official at their home institution. This official should specify the courses the student can take at Mitchell. The student should only enroll in courses specified by their home institution and must meet any required prerequisites or their equivalents.

Special Credit Students

An individual who does not want to earn a degree, diploma or certificate, can enroll as a special credit student. The student should complete an application and indicate SPECIAL CREDIT STUDENT as the program of interest. Special credit students must meet prerequisites or corequisites. Students who wish to convert from "special" to "degree-seeking" must complete the full admissions process including placement testing. Degree requirements are based on the catalog in effect at the time of the status change.

Auditing/Non-Degree Students

Students who wish to audit a course must register and receive the approval from the instructor. Audit students do not receive credit and must adhere to attendance policies and meet prerequisites and corequisites. Students cannot change an audit course to a credit course or a credit course to an audit course after drop/add. Students cannot receive credit for an audit course toward a certificate, diploma, or degree. Curriculum students will have priority over audit students for registration. Students who register for a course as audit work but then withdraw will receive a grade of "W" for the course. The fees for audit courses are the same as those taken for credit.

High School Students

Mitchell Community College provides several programs for high school students. There is no charge for tuition but students must pay fees and purchase books and materials.

- **Dual-Enrollment** opportunities are available for high school, home school, and private school students to earn college credit. Students must be 16 years of age or older and must take at least half of their courses each semester at the high school, home school, or private school. Students must submit a Dual-Enrollment Form signed by the school principal for each semester of attendance. Dual-enrolled students must meet standard pre-requisite requirements for courses and are not eligible for developmental course work.
- **Huskins** courses are available to juniors and seniors in the Iredell-Statesville and Mooresville Graded school districts. Students take these courses either first or fourth block during the school day and receive both high school and college credit. Interested students should contact their high school guidance counselor.
- **CCTL (The Collaborative College for Technology and Leadership)** also known as Early College High School (ECHS) provides a technology-enriched, leadership-focused curriculum for a select group of students in grades 9-13. The curriculum is designed to meet the individual needs of students, ensuring that they are fully prepared to enter the workforce or to continue their education at a four-year institution. The program is a joint venture between the Iredell-Statesville Schools, the Mooresville Graded School District, and Mitchell. Interested students should contact their high school guidance counselor.
- **VPAC**, also known as the Visual and Performing Arts Early College, provides an arts-focused high school experience combined with two years of college work in either the arts or standard college transfer. This Early College is located on the campus of Statesville High School where students are engaged in a rigorous high school academic track and are then able to take college courses on the MCC Main Campus. A partnership between Iredell-Statesville Schools and MCC, this program is available to select students beginning in the 9th grade. Interested students should contact their middle school counselor.

Continuing Education Students

Students who are high school graduates or 18 years old or 16 years old with special permission are eligible to enter a continuing education program. For more information, see the Continuing Education section.

Senior Citizens

Senior citizens who are sixty-five years old or over and have been residents of North Carolina for a minimum of 12 months are eligible to enroll in courses tuition free. Charges for books, supplies, etc., may be required. Curriculum students will have priority over senior citizen students for registration.

International Students

Individuals from outside the U.S. interested in enrolling must—

- International applicants should write to the International Student Advisor at Mitchell for additional information or visit the College website at www.mitchellcc.edu/admissions/interntl.cfm
- Provide transcripts from a secondary or postsecondary school
- Complete the Test of English as a Foreign Language (TOEFL)
- Meet the Department of Homeland Security requirements
- Provide evidence of adequate financial support to cover expenses

Residency

To qualify as a resident for in-state tuition, a person must become a legal resident and remain a legal resident for at least twelve months immediately before enrolling. For more information, see the section on Tuition and Fees.

Placement Testing

Applicants to any program of study including dual-enrollment and Huskins must show competence in English, mathematics, and computer skills. Applicants may do one of the following—

- Take the Accuplacer, Computerized Placement Tests (CPT). Students are placed in courses based on their scores.
- Have successfully completed a college level math, English and computer course at another institution.

Mitchell encourages prospective students to 'review' before taking placement tests. Counselors can provide information on review opportunities. Placement test scores are valid for three years. New students may retake the placement test one time before enrolling in coursework.

Orientation

Mitchell encourages new students to participate in orientation programs offered at the beginning of each semester. Orientation gives students an opportunity to—

- Meet staff and other students
- Learn about resources, services, activities and policies
- Help student's take full advantage of opportunities on campus
- Gain access to Internet tools

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred based on requirements of the new program. Students who change programs must follow the program requirements in the current catalog. Mitchell will only include courses completed within the new program to calculate the grade point average for graduation purposes.

College Level Examination Program

Mitchell may allow credit for up to 20 semester hours of college work based on appropriate scores on the CLEP General Examination if the work is relevant to the student's program of study.

College Board Advanced Placement Program

Mitchell may allow credit for up to 20 semester hours of college work based on exams as given through the College Board Advanced Placement Program if the work is relevant to the student's program of study. Scores on the exams must be three, four or five.

Military Service Experience

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI.

School Service Training is evaluated on the basis of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit, not to exceed two semester hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with Mitchell.

Competitive Enrollment Programs

Some programs have more applicants than available space. For these programs, applicants must meet additional requirements, including sufficient math and science courses, certifications, physical (medical) exams, etc. Competitive enrollment programs include—

- Associate Degree Nursing
- Medical Assisting
- Phlebotomy
- Medical Laboratory Technology (with Southwestern Community College)
- Dietetic Technician Admission (with Gaston College)
- Speech Language Pathology Assistant (with Caldwell Community College and Technical Institute)

Applicants to these programs have to remove any academic deficiencies before consideration. These programs may have different application deadlines and requirements.

Associate Degree Nursing

The Department of Nursing understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission does not, however, guarantee admission to the Associate Degree Nursing program. Admission into the nursing program is competitive.

In addition to Mitchell's requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing program—

- Completed Mitchell Community College application.
- Associate Degree Nursing program application completed with advisor.
- Graduation from an accredited high school, complete high school transcript, or equivalent as established by the GED test. Additional official transcripts, from any previous college attended, must be submitted.
- Maintenance of at least a 2.5 grade-point average. All course work toward the A.A.S. Nursing degree must be completed with a grade of C or better.
- Completion of the following pre-requisite courses within the last five years with a grade of C or better, or demonstration of competency through challenge exams where applicable. One year of high school chemistry and/or CHM 131, Introduction to Chemistry, and CHM 131A lab or equivalent. One year of high school biology and/or BIO 111, General Biology I or equivalent.

- Completion of the Test of Essential Academic Skills (TEAS) with the following scores: 60 or greater overall, reading 60, math 40, science 40, and English 60.
- Current listing as a Nursing Assistant I on the Nurse Aide I Registry from the N.C. Department of Health and Human Services Division of Facility Services.
- Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant after receipt of conditional acceptance and prior to final admission into the nursing program.
- Current CPR certification by the American Heart Association at the healthcare provider level by time of enrollment into the clinical nursing component.

A limited number of openings exist in the Associate Degree Nursing program. Admissions consideration begins January 1st of each year. Applications will be accepted until February 15 of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: TEAS score, pre-requisite courses and grades earned, related courses and grades earned, and previous post-secondary degrees. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a nursing student at Mitchell until the student receives official, written notification of admission to the nursing program as given by the Admissions Office and the student enrolls in the nursing courses.

Qualifications of Graduates for Examination—Upon graduation from the nursing program and to be eligible for licensure by examination, the graduate shall make a written application to the Board of Nursing on forms furnished by the Board and shall submit to the Board an application fee and written evidence, verified by oath, sufficient to satisfy the Board that the applicant has graduated from a course of study approved by the Board and is mentally and physically competent to practice nursing.

The Associate Degree Nursing program is accredited by the National League for Nursing Accreditation Commission, Inc. http://www.nlnac.org (3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Phone 404.975.5000, Fax 404.975.5020)

Medical Assisting

The Medical Assisting curriculum is structured as a 1+1 technical program that ultimately leads to an associate of applied science degree. After successful completion of the third semester, the student graduates with a diploma in Medical Assisting and may be eligible to take the certification examination. The A.A.S. degree can be completed at a later time.

In addition to the Mitchell's admission requirements, the following are minimum requirements for admission into Medical Assisting—
- Minimum 2.0 GPA in secondary school and/or previous college course work.
- Successful completion of College Board Computerized Placement Tests with minimum scores* of:

Reading	85
English	87
Arithmetic	58
Algebra	55
Keyboarding	25 WPM with <3 errors

Minimum passing scores are subject to change.

For a score less than any of those above, the student is required to retest after successfully completing any prescribed developmental course(s).

A limited number of openings exist in the Medical Assisting program. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a Medical Assisting student at Mitchell until the student receives official, written notification of admission to the program as given by the Admissions Office and the student enrolls in Medical Assisting courses. Admissions consideration begins March 1 of each year and the deadline for applications is April 15 of each year. Applications after that date will be considered on a space

available basis. Upon official written notification of acceptance from the Admissions Office, the following is required—

- Early registration for fall semester
- Validation of satisfactory physical and emotional health and current immunizations prior to start of medical assisting courses
- Current CPR certification at the health-care provider level and First Aid certification

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (http://www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756, 727.210.2350.

Phlebotomy

In addition to the Mitchell admission requirements, the following are minimum requirements for admission into the Phlebotomy certificate program.

- Completion of required college placement testing with the following minimum score: Reading 80.

For a score less than the above, the student is required to successfully complete any prescribed developmental course(s).

Acceptance into the program is determined by completion of these requirements. Admissions consideration begins March 1 of each year and the deadline for application is April 15 of each year. Applications after that date will be considered on a space available basis. Upon official written notification of acceptance from the Admissions Office, the following is required—

- Early registration for the fall semester
- Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant after admission into the phlebotomy program

Prior to enrollment in the PBT 101 clinical course, every phlebotomy student must submit proof of—

- Completion of a Nursing Assistant I course
- Current listing as a Nursing Assistant I on the Nurse Aide I Registry from the N.C. Department of Health and Human Services Division of Facility Services
- Current CPR certification by the American Heart Association at the healthcare provider level by time of enrollment into the clinical component
- PSY 118—Interpersonal Psychology completed or in progress, with a minimum grade of "C"
- Satisfactory completion of drug screening and criminal record check prior to the start of PBT 101 clinical may be required by the clinical agency. The student will bear this cost.
- The Phlebotomy curriculum is structured as a certificate program. Students who successfully complete the required coursework may be eligible to take the ASCP certification examination and may continue to MT/MLT.

Medical Laboratory Technology (MLT)

General admission information is found in the Southwestern Community College catalog and website, www.southwesternnc.edu. The collaborative program at Mitchell is geared toward the practicing, certified phlebotomist. The MLT courses are offered online. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631, 733.714.8880.

Dietetic Technician

General admission information can be found in the Gaston College catalog and website, www.gaston.edu. The Dietetic Technician program at Gaston College is accredited by the Commission on Accreditation for Dietetics Education (CADE), American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 312.899.0040 ext. 5400.

Speech Language Pathology Assistant

General admission information can be found in the Caldwell Community College and Technical Institute catalog and website, www.cccti.edu. The Speech Language Pathology Assistant program is regulated by the N.C. Board of Examiners for Speech and Language Pathologists and Audiologists, P. O. Box 16885, Greensboro, N.C. 27416-0885, 336.272.1828.

Tuition and Fees

Tuition and fees are subject to change without notice by action of the North Carolina General Assembly.

Tuition

Tuition and fees for each semester are payable on or before the tuition due date published in the Mitchell course schedule. Registration is not final until the student pays tuition and fees. For tuition purposes, a full-time student is enrolled in 16 credit hours or more.

In-State Tuition $42.00 per credit hour
                            $672.00 per semester maximum (full-time)
Out-of-State Tuition $233.30 per credit hour
                            $3,732.80 per semester maximum (full-time)

All curriculum students (including high school students) pay certain fees each semester at registration.

Activity Fee

Students pay an activity fee of a $1.50 per credit hour up to 8 credits hours or a single fee of $19.00 for 9 or more credit hours. Students employed as law enforcement officers do not have to pay a student activity fee if they present proof of employment at the time of registration.

Optional Fees

Fees, in addition to tuition, may be charged in some courses to cover the costs of supplies, facility charges, and materials. Students may also be required in certain courses to purchase tools and supplies. All students are charged $1.00 per credit hour up to a maximum of $16.00 per semester as a computer use and technology fee. All optional fees charged for each term will be identified in the class schedule and are subject to change without notice. Fees are only refundable before the first day of the academic term.

Books

The cost of books varies from program to program. Most students pay an estimated $850 for books for the academic year. Bookstore policies and procedures are covered in the Student Handbook.

Payment

Tuition and fees must be paid in full or payment guaranteed by financial aid, a sponsor authorization agreement or the student successfully completes the application and is accepted into the Nelnet Business Solutions Online Payment Plan.

In-Person Payment—Cash, check, money order, MasterCard, Visa, American Express, and Discover credit cards are accepted. To pay by credit card, the person whose name is on the credit card must be present.

Sponsor Payment (ESC, Vocational Rehabilitation, Employer, etc.)—A new authorization form is required for each semester. The sponsor authorization should be mailed to Cashier, Mitchell Community College, 500 West Broad St., Statesville, NC 28677 or faxed to 704.878.4397 as early as possible before the semester begins, but no later than five days before the student plans to see their advisor and register.

Nelnet Business Solutions Online Payment Plan (Available Fall and Spring Semesters only)—This online payment plan is available to students and/or responsible payers to set up a monthly payment plan. A valid check account, which allows Automatic Bank Payment (ACH) or Credit/Debit Card is required. Check each semester's Curriculum Course Schedule to determine available enrollment dates and process.

Fulfillment of Financial Obligations

Students with an outstanding balance are not eligible for re-registration and cannot graduate, receive a diploma, certificate, transcript, or have their records sent to another institution until they settle their account.

Refunds

Students may receive a full refund if they withdraw before the first day of the academic term. Students may receive a 75 percent refund if they officially withdraw before the official ten percent point of the academic term. Students cannot receive a refund after the ten percent point. Student activity fees, technology fees and special course fees are not refundable. Students will receive full refunds for the classes canceled by Mitchell. If a student dies during the semester, Mitchell refunds all tuition and fees to the estate of the deceased.

Returned Checks

A $25.00 service fee will be charged to the student's accounts receivable file for all checks returned from the bank due to insufficient funds or closed accounts. Mitchell will make an exception if the returned check is the result of a bank error.

Residency

To qualify for in-state tuition, applicants must provide information regarding his or her length of residency in North Carolina. A legal resident must have maintained his or her domicile in North Carolina for at least twelve months prior to his or her classification as a resident for tuition purposes. Copies of the applicable law (G.S. 116-143.1) and implementing regulation are available in the Admissions Office. Initial classification of residency for tuition purposes is made in the Admissions Office. Students may appeal to the Director of Admissions.

Financial Aid

The purpose of financial aid is to provide access for students who would be unable to attend college without assistance.

How to Apply

A student can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The student should indicate Mitchell Community College's federal school code (002947) in section five of the FAFSA. Once the FAFSA is submitted online, the U.S. Department of Education will send the student a Student Aid Report (SAR) summarizing their application information. Mitchell will also receive a copy of this report electronically and will contact the student by mail requesting additional information. If no additional documentation is needed, the student will be notified by letter of their eligibility.

Deadlines

To guarantee the use of financial aid during early registration each semester, a student must submit all documentation as requested to the Financial Aid Office by the following dates—
- 2009 Fall Semester —July 10
- 2010 Spring Semester—November 12
- 2010 Summer Semester—April 16

Types of Financial Aid

Following is a list of financial aid available to students. A student may receive several different awards.
- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Academic Competitiveness Grant (ACG)
- Education Access Rewards North Carolina (EARN)
- North Carolina Community College Grant (NCCCG)
- North Carolina Education Lottery Scholarship (NCELS)
- North Carolina Student Incentive Grant (NCSIG)
- Scholarships
- Veterans Education Benefit (See Veteran's Coordinator)
- Child Care Grant (see Child Care contact)
- Alternative Loan Program(s)

Scholarships

Mitchell awards financial aid scholarships without regard to race, color, religion, sex, age, disability, or national origin. To be considered for a scholarship and retain a scholarship, a student must—
- Complete the Free Application for Federal Student Aid form (FAFSA) at www.fafsa.ed.gov
- Complete a Mitchell Community College Scholarship Application
- Have a 2.0 or higher GPA
- Be enrolled for nine or more credit hours

Donors may provide specific criteria for awarding their scholarships. Mitchell may release information on scholarship recipients to the press.

Distribution

Recipients of FPELL, FSEOG, FWS, ACG, EARN, NCCCG, NCELS, NSCIG and Scholarships may charge their tuition, fees, books, and supplies against their financial aid eligibility for the semester for which they are registering, if the student received an award letter for the current academic year. In order to charge, Mitchell's Financial Aid Office will apply applicable financial aid proceeds to your account for tuition, fees, books, and supplies. Mitchell will mail a check to

the student if their financial aid is greater than the expenses charged to the address listed on the Mitchell Admissions Application.

Award Terms and Conditions

- Financial aid is not complete until the student receives an award letter from the Financial Aid Office. Students who do not receive an award letter are responsible for paying tuition and fees as well as for books, and supplies.
- Financial aid applications remain valid for one academic year. Students must re-apply annually (after January 1) for financial aid for the next academic year.
- A student may only receive financial aid for courses that count toward graduation requirements in the declared major as listed by the Admissions Office.
- The Financial Aid Office reserves the right to review, revise or cancel an award due to professional judgment decisions, or change of academic program.
- Awards are based on your continued satisfactory academic progress.
- Federal, state and scholarship funds committed in an award letter are contingent upon actual receipt of the funds by Mitchell.
- The FA Award Notification is divided equally into two academic semesters. The award, based on full-time enrollment, will be prorated each semester according to the actual number of hours enrolled.
- Any remainder of a semester's award will be disbursed, by check, and mailed from Financial Services after enrollment is confirmed for the semester.
- You may not receive financial aid from more than one institution during the same semester.
- The Mitchell Financial Aid Office may release information pertaining to financial aid to any contact person, firm or government agency that requires such information as allowed by the Family Educational Rights and Privacy Act (FERPA).

No Show

If a student is a "No Show," the student's financial aid will be calculated based on the actual number of hours enrolled and attending.

Transfer Students

If a student transfers to Mitchell from another school, Mitchell's federal school code (002947) must be listed on the FAFSA.

Exclusions

Financial Aid does not pay for audited courses, independent student courses, credit by exams and previously passed courses. If a student receives Title IV funds and then decides to audit a class or receive a credit by exam, the student may be liable for repayment of those funds.

Eligible Programs for Financial Aid

Not all diploma and certificate programs qualify as eligible programs to award financial aid. (See the Financial Aid Office)

Satisfactory Academic Progress Standard

Students must comply with the U.S. Department of Education's statutory requirements of Satisfactory Academic Progress (SAP) to be eligible for federal and state financial aid. To accurately measure the student's satisfactory academic progress, the policy requires qualitative and quantitative measures of progress.

Qualitative Measure—Students must maintain a 2.00 grade point average (GPA) for the current academic term and maintain a minimum overall cumulative grade point average based on the number of credit hours attempted based on the below standards.

Credit Hours Attempted	Overall GPA
0-15	1.25
16-23	1.50
24-31	1.75
32-above	2.00

Quantitative Measure—Students must successfully complete 66% of the total cumulative credit hours attempted for courses enrolled each term.

Maximum Time Frame—A financial aid student's maximum time frame to complete a program can not exceed 150% of the published length of the program. For example, if an academic program requires 68 credit hours to complete a degree, the student may attempt a maximum of 102 credit hours before the student exceeds their eligibility for financial aid. If a student changes majors the total hours continue to accrue regardless of program completion.

Grades and SAP

Withdrawal—Students who receive a "W" of "WF" will have those credits included in the number of attempted hours and will not count as successful completed hours.

Incomplete—Students who receive an "I" will have those credit hours included in the number of attempted hours. If the "I" becomes an actual grade, the credit hours attempted and earned will be used in the computation to determine satisfactory academic progress.

Repeated Course—The highest grade is recorded as the final grade for a repeated course. The grade points and credit hours earned will be used in the computation of satisfactory academic progress.

Developmental Education Course—Developmental Education courses are included in the computation of satisfactory academic progress. However, only up to one academic year's worth, equivalent to 30 semester hours, can be counted in the student's enrollment status for federal aid. Developmental credit hours earned in excess of 30 semester hours cannot be counted towards enrollment status for federal and state grants.

Review Process—Recipients of financial aid will be reviewed for satisfactory academic progress at the end of each semester. Students will be notified by letter from the Financial Aid Office of their satisfactory academic progress status. Students may be placed on one of the following levels: Level 1 Probation, Level 2 Probation or Ineligible. If satisfactory academic progress has not been made by the end of the second probationary period, the student will be notified by letter of their ineligibility for financial aid.

Reinstating Eligibility—Financial aid assistance can be reinstated when the student meets the satisfactory academic progress guidelines at Mitchell Community College without receiving financial aid funds or by the Financial Aid Appeal Process. Appeals due to ineligibility must be made in writing and must be addressed to the Financial Aid Committee. The Financial Aid Committee will review the appeal request and the student will be notified of the committee's decision. Students should be prepared to pay tuition and fees by the Financial Services published deadline. If the appeal is approved after tuition and fees are paid, students will be reimbursed based on their eligibility and credit hours enrolled.

Return of Title IV Funds

The Higher Education Amendments of 1998, Public Law 105-244 require colleges to calculate the Return of Title IV Funds Policy when a recipient of Title IV aid (new or returning) completely withdraws from the college through the 60% point during a payment period. The institution must calculate the amount(s) of Title IV aid the student earned and return the unearned portion(s) of the Title IV fund(s) to the Title IV program(s). The institution and student will be required to return unearned Title IV funds to the Title IV programs.

Students officially begin the withdrawal process when they notify the Admissions/Records Office. Students are given an official withdrawal form to complete, sign and date. The Financial Aid Office will use the date the student signs the form as the official withdrawal date. Withdrawal dates are also determined when an instructor enters a "W" or "WF" and the last date of attendance on the student's record. A weekly report is run by the Financial Aid Office to monitor whether a student has totally withdrawn from all classes for the semester. If the student does not officially begin the withdrawal process by notifying the Admissions and Records Office and the instructor does not enter a student as a complete withdrawal, the Financial Aid Office can use the date the student otherwise provided official notice of intent to withdraw by contacting the institution.

At this point, the Financial Aid Office must determine if the student was a recipient of Title IV funds who withdrew prior to the 60% point and perform the Return of Title IV Funds calculation. If it is determined that the student received an overpayment, the Financial Aid Office is required to send written notification to the student informing the student of the amount owed and the Title IV program to repay. This notification must be sent to the student, no later than thirty calendar days after the date the Financial Aid Office is notified the student withdrew. The student has a 45-day period to take positive action by contacting the Financial Aid Office. The student can extend Title IV eligibility by repaying the overpayment in full to the college. By the 46th day, if the student has failed to take positive action, the student's overpayment will be referred to the Department of Education for collections and the overpayment will immediately be reported to NSLDS (National Student Loan Data system). The student's eligibility for Title IV funds ends.

If the Return of Title IV Funds calculation is performed and it determines that the student received less Title IV funds than the amount earned, the institution must make a post-withdrawal disbursement to the student of the earned aid that was not received. In order to make a post-withdrawal disbursement for incurred educational costs, the school must have received the student's valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). Students must also have submitted all documentation requested to the Financial Aid Office. To be eligible for a post-withdrawal disbursement, the student must meet all Federal Guidelines outlined by the Department of Education.

Veterans Affairs

The Mitchell Community College Veterans Affairs Coordinator helps veterans and eligible family members seeking access to educational benefits provided by the Veterans Administration. The coordinator can provide counseling, clarification of Veterans Administration regulations, and certification for pay to the correct Department of Veterans Administration office.

Veterans Education Benefits

Educational assistance may be available to—
- Members of the armed forces who entered active duty on July 1, 1985, and contributed to their education under the Montgomery GI Bill
- Members of the armed forces who have served at least 90 days since September 11, 2001.
- Eligible members of the Selective Reserves and the National Guard
- Service people who contributed toward their education through the Veterans Education Assistance Program while on active duty
- Individuals discharged from active duty for a service-connected disability
- Sons, daughters, wives and husbands of deceased or totally and permanently disabled veterans whose death or disability happened while in military service

Eligibility

Individuals enrolled in an approved program at Mitchell will be eligible to receive Veterans Education Benefits if they qualify. The student must have a completed admissions file, follow the program plan in the catalog, and maintain satisfactory academic progress, attendance and conduct.

How to Apply

- Complete an application for admission
- Submit official copies of transcripts or records from high schools and all postsecondary schools attended, or acceptable GED scores
- Provide the Admissions and Records Office with service schools or tests which may be evaluated for credit
- Apply for education benefits online at www.gibill.va.gov
- Complete required paperwork for certification with the Veterans Affairs Coordinator

Military Service Experience

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by Mitchell. USAFI courses are evaluated based on the catalog of the USAFI.

School Service Training is evaluated based on "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit (not to exceed two semester hours) is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with Mitchell.

Payment

Mitchell does not participate in the Advance Payment Program. Recipients of Veterans Education Benefits must pay all tuition and fees at registration. Students receive payments directly from the Department of Veterans Affairs for the period the veteran is in attendance in an eligible program.

Attendance

Recipients are paid while in class attendance. A student must notify the Veterans Affairs Coordinator for any reason for absences. If a student withdraws from class, they must notify the Veterans Coordinator immediately to avoid overpayment.

- Recipients of Veterans Education Benefits receive attendance sheets by mail at the beginning of each semester. The student completes the sheets and has them signed by the instructor
- The student must return this sheet to the Veterans Coordinator on each reporting date indicated on the form. Students receiving either the Montgomery GI BILL Active duty or Selected Reserve MUST also verify their enrollments monthly to receive payments. This verification can be done either by using the WEB Automated Verification of Enrollment (WAVE) application at www.gibill.va.gov or by using an automated telephone service (IVR) at 1.877.823.2378 and following the prompts.
- Students who drop or withdraw from class must notify Mitchell's Veteran Affairs Coordinator of this change. Benefits will be reduced for the remainder of the semester.

Exclusions

The following will not be used in calculating hours for payment purposes—
- Audited courses
- Independent study courses
- Credits by exam
- Courses taken outside the curriculum
- Courses for which transfer credit has been awarded
- Repeated courses where the student received a passing grade
- Courses not counted toward graduation—Students can be paid for remedial courses as determined by College Placement Exams.

Satisfactory Academic Progress

Students receiving Veterans Education Benefits must meet the requirements for Satisfactory Academic Progress as set forth in the Mitchell Catalog, pages 29-30 (Refer to SAP under financial aid section). Recipients failing to meet the standards will be placed on academic probation. If at the end of the probationary semester school standards are again not met, a second semester of probation will be allowed. If at the end of the second probation semester, school standards have not been met, the student's benefits will be terminated. The student must meet Satisfactory Academic Progress standards for benefits to be recertified at the beginning of the next semester.

Service Members Opportunity College

Mitchell is designated as a Service Members Opportunity College after pledging to abide by the principles and criteria of Service Members Opportunity Colleges (SOC).

U.S. Army Reserve Officers Training Program

Mitchell offers a cooperative program administered by Davidson College. Detailed information on this program is available from the Department of Military Science, Davidson College, Davidson, N.C.

Continuing Education—GED

Mitchell's GED program is directed by the N.C. Community College System and the State Board of Community Colleges. To ensure the programs comply with standards established for the Department of Veterans Affairs, GI Bill education benefits contained in CFR 38, 21.4253 & 4254, this institution administers the following procedures—

• This institution complies with requirements outlined in the GED Testing Procedures Manual.
• Records for clock-hour programs and semester-hour programs are complete and adequate to ensure compliance with the Department of Veteran Affairs reporting requirements (attendance, progress and rate of pursuit).

Attendance

For students receiving GI Bill benefits while enrolled in this program, three unauthorized absences in a calendar month will result in probation. Students who do not maintain 85% attendance rate will be terminated (institutional standard may be used when above 85%).

Standards of Progress

For students receiving Veterans Education Benefits while enrolled in this program, progress will be measured monthly and be measured against State or institutional test results (minimum grade equivalent to 70%). Student's progress will be classified as satisfactory or unsatisfactory at the end of the month. Students will be placed on probation when progress is determined to be unsatisfactory.

Probation

The following probation standards will be administered for students eligible for Veteran Education Benefits—

• For attendance, two months probation, maximum
• For standards of progress, two months maximum probation for clock-hour or semester-hour program

If a student has not met standards by the end of probation, he or she will be decertified and lose benefits.

Recertification

Students may be recertified only after supervisors determine conditions have returned to a satisfactory status. If benefits are interrupted two times, the student may not be recertified.

Academic Policies

Semester System

Mitchell operates on a three-semester system. The fall and spring semesters are sixteen weeks in length. The summer semester is ten and eight weeks in length. Credit of one semester hour is awarded for each—

- 16 hours of class work
- 32 or 48 hours of laboratory work
- 48 hours of clinical practice
- 160 hours of work experience such as cooperative education, practicum, and internships

Registration

All students must register at the beginning of each semester of attendance. Students may not attend courses for which they are not officially enrolled. Formal completed enrollment is based on the official class rosters generated by the Admissions and Records Office after registration.

Course Load

A student registered for 12 semester hours is considered full-time. These requirements are the minimum in order to receive full VA benefits. The normal course load for an A.A., A.S., or A.F.A. degree is 16 credit hours per semester. The normal course load for A.A.S. technical degrees is 18 credit hours per semester. Students may not register for more than 21 credit hours without approval of the Dean of Student Services. Approval to carry more hours will be based on past academic achievement. Students who are employed while attending college should consult with their faculty advisor to determine an appropriate course load.

Change of Schedule

Changes in a class schedule after the last day of drop/add must be made in the office of the Director of Admissions/Registrar. The last day that courses may be added is stated on the college calendar. Students wishing to drop a course must complete the drop form, which is processed through the Academic Advisor and the Admissions and Records Office.

Classification

Students are classified as freshmen from initial enrollment until they earn 30 semester hours credit. After that, they are classified as sophomores. For student activities purposes, students must have been enrolled for a minimum of two semesters before they are classified as sophomores.

Attendance Policy

Attendance begins on the first scheduled day of class, even for students who register late. Students are expected to attend all scheduled classes. Absences from class, which may cause the student to be unable to meet course objectives, do not relieve the student from meeting all the requirements of the course. Making up missed work is the student's responsibility. Absences do adversely affect grades. Instructors are responsible for informing students in writing of the class attendance policy at the beginning of each semester. When a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks without arrangements being made with the instructor, the instructor will process a withdrawal for the student resulting in a grade of W or WF. (See Withdrawal Policy)

Withdrawal Policy

To withdraw from a single course, a student should submit a completed Drop Form to Student Services. To officially withdraw from school, a student must submit a completed withdrawal form to the Admissions and Records Office. The form must be signed by the instructor, the advisor and the Financial Aid Office. The last day to withdraw from a course or from all courses without any academic penalty is at the 60% point of the semester. The exact date is published on the Academic Calendar. A student may withdraw from a course or withdraw from

all courses up to and including the published date with a grade of "W." After the 60% point, the student will receive a "W" if passing on the last date of attendance or a "WF" if failing on the last date of attendance. A "WF" carries the same academic penalty as a grade of "F". Failure to attend class or to notify the instructor does not constitute an official withdrawal.

Grading System

A unit of credit is measured in semester credit hours. For the credit value of a given course, see the course description in this catalog.

Grade Point Average

The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the highest grade earned will be included in calculating the GPA. All courses attempted will be shown on the official transcript. A "C" average is required for graduation. Following is a list of letter grades—

Letter Grade	Description	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Fair	2.0
D	Pass	1.0
F	Fail	0.0
I	Incomplete	
CE	Credit by Examination	
NC	No Credit (student does not pass credit by examination)	
W	Withdrawal	
WF	Withdrawal Fail	
AU	Audit (no points)	
TR	Transfer Credit	
NS	No Show (student registered but did not attend at least one class)	
#	Academic Forgiveness (grade not computed in grade point average)	

For an Incomplete, the student must satisfactorily complete the work within the next semester. In certain exceptions, the instructor may approve an extension of up to one year from the closing date of the course. If the "I" has not been removed by the designated date, the student will receive a "F."

Grade Reports

Mitchell keeps records of progress and furnishes final grades to all students at the end of each semester through students' WebAdvisor accounts.

Grade Appeal

The course instructor is responsible for determining the grade a student earns for the course. The grade determination should be based on the course grading policy as detailed in the course syllabus. Occasionally, a student may disagree with the final course grade as assigned by the instructor. In those cases, the student should follow the steps as outlined below:
1. The student should meet with the course instructor and discuss the grade. This meeting must take place within 30 calendar days of the initial assignment of the grade.
2. If the student still feels the grade has been incorrectly assigned then the student should meet with the instructor's curriculum division director. After confirming that an effort has been made between student and instructor to reach an agreeable outcome regarding the grade in question, the director will:

a. Listen to the student's explanation of why he or she thinks that the grade is in error,

b. Talk with the instructor to confirm that the instructor can either demonstrate the grade was correctly assigned or to confirm that, upon reexamination, a grade change is in order,

c. Communicate to the student the result of the director/instructor discussion. If the student is dissatisfied with the outcome, a meeting will be arranged to include the instructor, the student and the director to determine whether or not an agreeable outcome can be reached.

3. If the student remains dissatisfied with the outcome, he or she should state the reason(s) that the grade is believed to be in error in a written appeal addressed to the Vice-President for Instruction. This written appeal must be submitted within 10 calendar days after the meeting between the student, instructor, and director. Upon receipt of a written appeal, the Vice-President for Instruction will convene the Grade Appeal Committee. The Grade Appeal Committee will be comprised of one faculty member from each of the four curriculum divisions, to be chosen by the full-time faculty in their respective divisions. For each appeal, the committee will select one member to serve as non-voting chair and recorder for the appeal.

4. The student and instructor will be given an opportunity to address the committee and to answer questions. After reviewing all relevant information presented, the committee will render a decision reflecting the popular opinion of the committee. The committee will report its decision to the Vice-President for Instruction who will notify the student and the instructor of the outcome.

5. The decision of the Grade Appeal Committee will be final.

6. As per procedure, should any portion of the process result in the need to change the grade the instructor will submit an Authorization to Change Grade form.

Academic Forgiveness

When a student re-enrolls after at least 36 consecutive months since the last date of a previous enrollment, the student may request Academic Forgiveness for courses in which no credit was earned during that last enrollment. The request must be made through the student's academic advisor after a student has completed at least 12 and no more than 36 credit hours. Forgiveness of past "no credit" may be granted one time only. The Academic Forgiveness Policy consists of the following:

1. All failing grades, i.e., F, WF, or I, will not be counted in calculation of the Grade Point Average (GPA).

2. All passing grades, i.e., A, B, C, D, for all courses required in a student's present curriculum will count toward graduation requirements unless other policies supercede this policy; however, the grades will not be used to calculate the GPA.

3. Prior to implementation of the Academic Forgiveness Policy, the student must enroll in the college and complete a minimum of 12 consecutive semester credit hours with a minimum GPA of 2.00. The 12 credit hours must be hours that are included in the calculation of GPA.

4. For some programs, there may be additional or specific requirements related to admissions criteria, e.g. Allied Health programs.

5. The student's GPA will be calculated based upon the time of re-enrollment and all requirements being met.

6. Grades for all courses enrolled at MCC will be on the student's transcript with the appropriate indication of calculation of the student's GPA.

NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade-point averages for admission or other purposes. The application of this policy will not affect the Financial Aid Satisfactory Progress measurement.

Steps:
1. Student enrolls and achieves a minimum GPA of 2.00, with successful completion of at least 12 but no more than 36 semester hours taken consecutively.
2. Student fills out a formal written request form and submits to his or her academic advisor.
3. The form is approved by the division director and then sent to the Director of Admissions/Registrar.
4. The Director of Admissions/Registrar will evaluate the transcript and determine appropriate courses to be included in the forgiveness process.
5. Student will be notified by a letter from the Director of Admissions/Registrar about the outcome of the process.
6. A copy of the evaluation will be included in the permanent student record and reflected in the student's transcript.

Course Examinations

A final exam is required in every course. The exam schedule is published by the Director of Admissions/Registrar and all exams are required to be held during the published hours.

Dean's List

The Dean's List is published at the end of each semester and is based on the following criteria—

Full-Time Dean's List applies to any student enrolled for at least 12 semester hours and earning a grade point average of 3.5 or better with no grade below "C"

Part-Time Dean's List applies to any student enrolled for at least six semester hours, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C."

Satisfactory Academic Progress

To be considered in good academic standing and making satisfactory academic progress toward a degree, diploma, or certificate, a student must maintain a cumulative grade point average (GPA) of 2.0 or higher.

Total hours attempted are used in the computation of the overall cumulative GPA. This includes both passed and failed courses, with the exception of courses that have been repeated. For repeated courses, only the highest grade earned will be included in the calculation of the grade point average.

Academic Probation

Since 2.0 is the minimum grade point average (GPA) required to graduate, curriculum students who fail to maintain a cumulative 2.0 GPA at the completion of any semester will be placed on academic probation for the following academic term. The Director of Admissions/Registrar will notify students and their advisors by college e-mail or letter of probationary status and will advise those students to make an appointment with their academic advisor or, if a Special Credit student, to make an appointment with a counselor.

Academic Suspension

A student who does not maintain a cumulative GPA of 2.0 or above for two consecutive semesters will be placed on academic suspension. A suspended student is prohibited from enrolling in the College until he or she has petitioned the Academic Review Board to receive permission to re-enroll.

Academic Re-Instatement

Suspended students seeking readmission must petition the Academic Review Board prior to the beginning of the semester. This written statement should include the reasons he or she would like to be admitted, his or her work schedule, proposed course load, educational goals and any other information that might provide an explanation of the circumstances that led to the academic suspension.

The Academic Review Board will review the letter and any other supporting documentation submitted by the student and will make its decision. Re-enrollment may be contingent on the student taking specific courses or activities as required by the Academic Review Board. The sole intent of the Board will be to provide the student the greatest possible opportunity for academic success. The petition and any supporting documents should be mailed to:

Dean of Student Services
Mitchell Community College
500 West Broad Street
Statesville, NC 28677

Important Note for Students Receiving Financial Aid: The Academic Review Board can grant permission to re-enroll but does not make decisions regarding financial aid eligibility. Students who have been granted permission to re-enroll will need to contact the Financial Aid Office to discuss the status of their financial aid.

Course Requirements

There are prerequisite and co-requisite requirements for selected courses. This is to ensure that students have adequate preparation to successfully complete the course.

Prerequisite and Co-Requisite Waiver Policy

Any student wishing to enroll in a course for which he/she doesn't have the appropriate co- or pre-requisite coursework must satisfy the course instructor or area coordinator that she/he has the necessary knowledge or skills required for admission to the course. Further, the student will be made aware that the lack of the appropriate requisite course(s) may affect the student's performance in the course for which the requisite(s) exist. In order for the student to be registered in the course, the appropriate division director must enter a requisite override on the student's record. The director will electronically note who approved the waiver and the justification.

Credit by Examination

Students whose special knowledge/skills qualify them to accelerate in their studies and who are currently enrolled at Mitchell may receive credit by examination. Not all courses offered at Mitchell allow credit by examination. Students may challenge up to 20% of the courses in any program of study. Students may not challenge a course in which they are currently enrolled or in which they have received a grade of "D" or "F." A course may be challenged through credit by examination only once. A student who successfully completes a credit by examination will be awarded a grade of "CE" and credit hours for the course. Quality points will not be awarded; therefore, the grade is not included in the calculation of grade point average. A grade of "C" or better must be earned on the exam to receive credit. If a grade less than a "C" is earned, the student will receive a grade of "NC" (no credit awarded). Credit by exam hours cannot be used in calculating enrollment status for payment of Financial Aid or Veteran Educational Benefits.

Students requesting this type of credit should use the following procedure:

- Check with the course instructor for approval to attempt the credit by examination
- Obtain a Credit by Examination approval form. This form requires signatures of the administering instructor and the appropriate Curriculum Division Director.
- With the appropriate signatures, take the form to Student Services. The Director of Admissions/Registrar will determine payment required.
- Pay any required tuition and present the receipt to the Director of Admissions and Records for final signature.
- Once all signatures have been obtained, present the Credit by Examination approval form to the instructor administering the exam.
- After the exam, the instructor will notify the Records Office of the results. If successful, a grade of CE will be entered on the transcript. If unsuccessful, a grade of NC will be recorded.

Advanced Placement for High School Courses

Advanced placement credit based on high school achievement may be allowed to students enrolling in specified programs. Details concerning specific requirements are available from counselors at the high schools and at Mitchell.

Students enrolled in the nursing programs should refer to the Nursing Policy and Procedure Manual.

Auditing Classes

Classes may be audited with permission of the instructor: however, no class may be audited more than once. The audit may occur either before or after taking the course for credit. Priority will be given to regular credit students. Any class with more than 50% audits may not be taught. No one will be allowed to audit an independent study or independent studio course.

Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no credit hours or quality points awarded. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular tuition and fees will be charged.

Course Repeats

If a student repeats a course, the highest grade is recorded as the final grade and will be the only grade used in calculating grade point averages or hours towards graduation. All courses attempted will be show on the official transcript. If a course in which the student received an "F" is not offered during the remainder of that student's program, an equivalent course may be substituted if approved by the Vice President for Instruction. While Mitchell only counts the highest grade, other institutions may use both grades to arrive at a grade point average for transfer.

Course Substitutions

No course substitutions may be made and no graduation requirements may be waived without recommendation from the program director and the Vice President for Instruction.

Transcripts

A student can request to have an official transcript sent to an institution or employer by completing a transcript request. No transcript will be released until all financial obligations to Mitchell have been met.

Graduation Requirements

The following requirements apply to programs. Some divisions may have additional requirements.
- Students in associate degree programs are required to make satisfactory scores on the reading placement test or successfully complete reading requirements.
- Students may graduate under the catalog upon which they enter or any subsequent catalog in effect while they remain in continuous enrollment. If a student changes from one program to another, he/she must graduate under the catalog in effect at the time of the change or any subsequent catalog while they remain in continuous enrollment. Continuous enrollment excludes summer semester.
- Students must earn a cumulative grade point average (GPA) of 2.0 and must receive a passing grade in all required courses to be eligible for graduation.
- Students must complete an Application for Graduation prior to registration for the semester in which the program will be completed. Students completing during the Summer term must apply during the preceding Spring term's registration.

- A minimum of 20 semester hours credit in the student's program of study must be earned at Mitchell. Only 25% of credit hours in a diploma or certificate program may be accepted as transfer credits.
- A maximum of seven semester hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell.
- To be eligible for graduation, the student must fulfill all financial obligations to Mitchell.
- All associate degree students must take the General Education Assessment prior to graduation. There is no minimum score requirement for graduation.

Graduation Honors

Students with at least 50% of their curriculum requirements completed at Mitchell are eligible for honors at graduation. All course requirements must be completed at the time of graduation to qualify.

High Honors —Students who have a cumulative grade point average of 3.75 or greater with no grade below a "C"

Honor—Students who have a cumulative grade point average of 3.50 to 3.74 with no grade below a "C"

Certificate programs do not qualify for honors.

Graduation Marshals

Freshmen enrolled in a program of study and who have the highest grade point averages and have earned a minimum of 12 semester hours credit are selected marshals.

Academic Honesty

Mitchell is committed to academic excellence which strengthens pride, integrity, and self-realization. Such acts as plagiarism (presenting the words, graphics, structure, or ideas of others as if they were one's own without proper acknowledgement or documentation) and taking answers from another student's test paper are subject to disciplinary action. Any form of academic dishonesty is unacceptable and if detected could result in disciplinary action.

Support Services

Counseling and Career Development Services

Professionally trained counselors are available to provide counseling and career development services to students. Counselors help students identify and meet their educational and career goals. They are also available to help students resolve problems of a personal nature that might affect progress toward meeting educational goals.

Career Development Services: Assistance is provided through individual counseling of career exploration workshops. Counselors can assist individuals, identify jobs/careers that match their interests, skills, abilities and personalities. Internet resources are available to provide the following information: job descriptions, salaries, education/training requirements and job outlook.

Faculty Advisors

After completing the admissions process, students are assigned a faculty advisor in their chosen area of study. Students meet with their advisors each semester to review educational goals, update career plans, and make course selections. Advisors are available at other times to provide support. Students need to be familiar with the Mitchell catalog and are responsible making final decisions on academic matters. Specialized assistance is available through the Dean of Student Services.

Cooperative Education Program

This academic program integrates classroom study with practical experience in business, education, and industry. Through this experience, students to practice the theories and principles related to their major course of study in an actual work environment. The Cooperative Education work experience occurs concurrently with academic studies, may be paid or unpaid, and awards academic credit. A maximum of six credit hours may be earned through this program. One credit hour equals 160 hours of work experience per semester. Credit is awarded based on evaluations and assignments from the students' supervisor at work, faculty advisor, and the Cooperative Education Director. Employers must agree to assist with evaluations with their individual students' progress. All curriculums except Nursing, Cosmetology, and Medical Assisting may participate in Cooperative Education.

Eligibility

To be accepted, students must—
- Be enrolled in a Mitchell curriculum or degree program in which Cooperative Education is allowed
- Have a minimum 2.0 GPA
- Be recommended by the student's faculty advisor
- Be approved by the Cooperative Education Office
- Have successfully completed at least nine semester hours of college-level work in their major area of study including any specific courses required by the program
- Have completed all required developmental courses

Currently Employed Students

Students may qualify to receive Cooperative Education academic credit if they are already employed provided they—
- Are acquiring significant new skills or knowledge related to their academic field of study
- Are developing recently-learned skills or applying recently-learned knowledge related to their academic fields of study
- Are receiving increased levels of responsibility related to their academic field of study

For more information on how to participate as a Cooperative Education student or employer, contact the Cooperative Education Office located in the Montgomery Student Center.

Bookstore

The Mitchell Community College Bookstore is located in the Montgomery Student Center. The Bookstore's website is available on-line for inquiry and purchasing. The electronic Bookstore provides the title, author, edition and price of the textbook(s) needed for each course. The information is provided by semester for curriculum as well as continuing education classes.

To use the electronic Bookstore for ordering textbooks, a credit card must be used for payment. There is the option for textbooks to be shipped UPS, to be picked up at the Main Campus Bookstore (Statesville), or at the Mooresville campus.

Students planning to participate in the graduation ceremony may purchase a cap, gown, and tassel set at the Bookstore. The Bookstore will also offer announcements, class rings, and degree frames for graduates to purchase.

Learning Resources Center/Huskins Library

The Library provides resources which support and enhance instructional programs at Mitchell. Library services include reference assistance, book selection, group or individual library orientation, interlibrary loans, Internet access, and a coin-operated copier. Audiovisual services include equipment for viewing and listening, and video/audiocassette.

Distance Learning

Mitchell offers several distance learning opportunities for students. These classes provide students with more flexibility than a traditional classroom setting. Students are expected to have access to the Internet, possess sufficient computer skills to be able to send and receive e-mail (including file attachments) and have access to course specific software. Students taking online courses receive the same credit, the same course content, and are assessed the same tuition as traditional students. They must also satisfy course prerequisites.

Note: Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are required to attend an orientation session and communicate with their instructors at least once a week. The distance learning instructor's signature is required on the Veteran Attendance Sheet which is turned in to the Assistant Financial Aid Director every three weeks.

Online (Internet) Courses

These courses deliver all the course content and class communication over the Internet. Orientation may be on-line or by voluntary on-campus session. Students may have to come to campus to purchase books and/or to pay tuition. Instructors of Internet based courses are available to students via e-mail, telephone, or by scheduled appointments.

Telecourses

These courses are delivered via video, television, or cassette. Orientation and course exams may be via e-mail or with a required on-campus session. Course content is televised at designated times during the semester, and students may view the telecast at the time it is aired, or they may tape the televised sessions to be viewed later. Students also may receive videotapes of the entire course or parts of the course at the beginning of the semester. These tapes are rented for the semester and must be returned before the student receives a grade for the course.

Hybrid

These courses offer a mix of traditional on-campus and on-line instruction. Actual on-campus times vary from minimal contact to over 50% required on-campus meetings. Specific requirements will be either posted in the schedule listing or communicated in the course syllabus.

North Carolina Information Highway

The Information Highway network brings together groups of students at distant sites, or students in the information highway room can receive instruction from another site that is equipped with the same technology. This is a traditional class in every respect except that the instructor is teaching from another site, or Mitchell may be broadcasting the class to other sites. Students interact with other students and with the instructor at a distance using microphones, video cameras, and television monitors.

The MIND Center for Learning and Teaching

The MIND Center provides quality academic support services and tutoring that enable students to—
* Develop, enhance, and maximize their learning skills
* Improve their understanding, achievement, and enjoyment of course work
* Become proficient in using computer software and equipment
* Employ successful learning strategies

The Tutoring Center offers free peer tutoring in any course by appointment or on a drop-in basis with additional academic support for writing, mathematics, and other courses with learning skills videos, textbooks, audiotapes, and handouts. Centers are located in Statesville and Mooresville.

The Computer Center offers students, faculty, and staff access to computer software and equipment for a variety of purposes from tutorials in grammar, writing, reading, and keyboarding skills to data processing, accounting, and word processing.

Developmental Education Program

Founded on the "open door" admissions philosophy, Mitchell provides developmental education courses to ensure that students at all ability levels may be successful learners. Developmental education courses promote the cognitive and affective growth of students at all levels of the learning continuum, thereby ensuring educational opportunity for each post-secondary learner. In addition, developmental education courses ensure high academic standards by enabling learners to acquire competencies needed for success in mainstream college courses.

Tech Prep Articulation Credit

Mitchell formally identifies, recognizes and awards College Tech Prep placement credit (college credit) for courses in the N.C. High School to Community College Articulation Agreement if the college course for which credit is being sought is listed in this catalog. To receive credit, a student must meet both the grade and VoCATS score requirements. Mitchell must receive official documentation of a student's eligibility from the student's high school. For a complete list of the courses and requirements, please contact your high school or a counselor at Mitchell.

Charlotte Area Educational Consortium

Mitchell is a member of the Charlotte Area Educational Consortium (CAEC), which exists for the purpose of fostering attainment of the highest level of collegiate education for students in the Charlotte metrolina area. The CAEC—
* Affords students broader educational experiences, both curricular and extracurricular
* Encourages multi-instructional use of faculty, equipment, and facilities where feasible
* Acts as a forum for sharing information and important events

The Inter-institutional Student Exchange program allows students of member institutions to take courses at other member institutions when such courses are not available at the student's home institution under specific guidelines. This means full-time Mitchell students may enroll in approved courses for no additional tuition charges at any of the participating institutions.

The Director of Admissions/Registrar at Mitchell will provide specific guidelines and necessary forms for this program.

Participating institutions include—
Belmont Abbey College
Cabarrus College of Health Sciences
Carolinas College of Health Sciences
Catawba College
Catawba Valley Community College
Central Piedmont Community College
Cleveland Community College
Davidson College
Gardner-Webb University
Gaston College
Gordon-Conwell Theological Seminary
Johnson C. Smith University
Lenoir-Rhyne University
Livingstone College
Mitchell Community College
Pfeiffer University
Queens University of Charlotte
South Piedmont Community College
Stanly Community College
University of North Carolina at Charlotte
University of South Carolina at Lancaster
Wingate University
Winthrop University
York Technical College

Student Rights and Responsibilities

Mitchell Community College strives to offer social and cultural activities that build well-rounded persons as well as a comprehensive program in academics. Students are expected to conduct themselves in accordance with federal, state, and local statutes. Mitchell will cooperate with the respective law enforcement agencies in their enforcement. The Code Of Student Conduct And Student Appeals procedure is detailed in the *Student Handbook*, which is distributed to each student enrolled in a curriculum program or course.

Student Responsibility

Mitchell provides counseling services and academic advising to students. Course selection and a field of study should be considered carefully by the student with the support of counselors, academic advisors, administrators, faculty and staff. The student is responsible for his or her persistence in pursuing a program of study to completion and for planning entry into a career or transfer to a senior institution.

Student Records and Privacy Rights

Mitchell must maintain accurate and confidential student records and must recognize the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act (FERPA). College officials responsible for the proper maintenance of educational records include the Director of Admissions/Registrar and the Dean of Student Services. FERPA provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to inspect and review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside Mitchell without the written consent of the student involved, except to the extent that FERPA authorizes disclosure without consent. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mitchell to comply with the requirements of the Act. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

"Educational Records" include files, documents, and other materials, which contain information directly related to students. The term "educational records" does not include the following:
- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of the student.
- Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are "not accessible or revealed to any other person except a substitute."

Release of Student Educational Records

The following "Directory Information" may be made available to the public by Mitchell without the student's written permission unless the student notifies the Dean of Student Services in writing by the third week of the semester that such information concerning themselves is not to be made available.
- Student's name, address, and telephone number
- Major field of study or program, club and sport activities
- Dates of attendance, degrees, diplomas, honors, or awards received and the most recent previous educational institution

School officials who demonstrate a legitimate educational interest will be permitted to look at the official student file for a particular student. School officials include those employed by Mitchell in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Mitchell has contracted as its agent to provide a service instead of using Mitchell employees; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities for Mitchell.

Requests for confidential information shall not be honored without proper written consent. The written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are:

- Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
- Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
- An official order of a court of competent jurisdiction.
- Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)
- Persons or organizations providing financial aid to the student or determining financial aid decisions.

Services to Individuals with Disabilities

Mitchell operates programs, activities, and services to ensure that no qualified individuals with disabilities are excluded from participating in, denied the benefit of, or subjected to discrimination in College programs, activities, or services solely by reason of their disability. By federal law, a person with a disability is any person who:

- Has a physical or mental impairment
- Has a record of such impairment
- Is regarded as having such an impairment which substantially limits one or more major life activities such as walking, seeing, hearing, speaking, or learning.

All students with disabilities have the responsibility of meeting each program's essential technical and academic standards. Reasonable accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis. Mitchell shall select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids. Mitchell has a right to deny a request for accommodation if the documentation

- Does not identify a specific disability
- Fails to verify the need for the requested
- Is not provided in a timely manner

Mitchell can also deny a request for accommodation if the desired accommodation would

- Pose an undue administrative or financial burden on the College
- Fundamentally alter the course or program.

In the event a requested accommodation would pose an undue burden, Mitchell will endeavor to make an equally effective accommodation that would allow the requesting party equal access to programs. Guidelines for appropriate documentation of disabilities are available from the disabilities coordinator upon request.

While Mitchell will provide auxiliary aids and services, the College cannot provide attendant care services/personal assistants or items for personal use such as wheelchairs, other mobility aids or hearing aids. The disabilities coordinator can refer the student to a community resource for assistance.

It is the student's responsibility to initiate requests for accommodations. Students requiring services or requesting classroom accommodations should contact the Office of Disability Services at the beginning of each semester. All requests should be made as far in advance as possible, as some accommodations will require time and resources to provide.

Special Populations

The purpose of the Carl D. Perkins Vocational and Technology Education Act of 1998 (P.L. 105-332) is to develop more fully the academic, vocational, and technical skills of secondary and post-secondary students who elect to enroll in vocational and technical education programs. Special population students receiving services under this Act are defined as: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. Students may access services by contacting the Office of Special Populations.

Corporate and Continuing Education

Mitchell Community College's Corporate and Continuing Education division provides academic and occupational programs to meet the needs of Iredell and surrounding counties. Courses are for those who need to train, retrain, and update their vocational or professional skills, grow in basic knowledge, or develop leisure time activities, and are scheduled continuously throughout the year.

Registration

Pre-registration is required for all Continuing Education courses. Classes are filled on a first-come, first-served basis. A prospective student should contact the Continuing Education to place his/her name on the pre-registration list. Registration is not official until fees are paid. Students are urged to complete registration and pay fees prior to the first class meeting. Registration forms are available at www.mitchellcc.edu/cec/forms/index.cfm or at the Continuing Education office. The registration form may be mailed to the Continuing Education Division along with the registration fee. Insufficient enrollment will result in cancellation of the specific class.

Cancellation and Refund Policy

Mitchell reserves the right to cancel a class due to lack of enrollment. If this occurs, preregistered/prepaid students will receive a full refund. Preregistered/prepaid students who officially withdraw from a course prior to its beginning will receive a full refund. Students who officially withdraw from a course prior to the 10% point will receive a 75% refund. Students who withdraw from a course after the 10% point are ineligible for a refund.

Fees and Supplies

Registration fees are established by the N.C. State Board of Community Colleges and are subject to change. These fees vary according to instructional time, course content and equipment requirements. Additional expenses may be required for books, supplies and materials. The charges for self-supporting classes are based on the cost of course delivery.

Credits (CEUs)

Continuing Education Units (CEUs) are awarded to those students who satisfactorily complete any of the courses listed as offering a specified number of CEUs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. A permanent record of each student's CEUs will be maintained by Mitchell. Transcripts are available upon written request. Not all Continuing Education courses are accredited for CEU recognition.

Course Repetition Policy

All students, including senior citizens, who take an occupational extension course more than twice within a five-year period will be charged a fee per scheduled hour as set by the N.C. Legislature. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

Attendance

The attendance requirement for most classes is 80%. Other criteria may be necessary to satisfactorily complete the course.

Programs

Community Service

These programs are designed to appeal to the avocational and special interests of adults in our community. Classes include cake decorating, painting, photography, pottery, sewing, stained glass, and other topics. The community services program also sponsors the band, community chorus, inspirational choir, and various special events.

Occupational Extension

These programs are specifically designed to upgrade the skills of those currently employed and prepare other individuals to enter the work force. Pre-licensing, certification and continuing education course requirements for numerous occupations such as real estate, notary public, building contractors, and vehicle safety and emissions inspection are scheduled on a regular basis.

Allied Health

These programs provide training in medical fields such as nurse assistant (CNA) and emergency medical training (EMT) and prepare students for state certification. Coursework is offered for initial certification, recertification and job upgrade.

Fire Science

This program provides training for volunteer fire and rescue personnel in Iredell County. To take classes, persons must be active members of a volunteer fire department or rescue squad. These classes are currently free of charge to volunteer firemen/rescue personnel.

Human Resources Development (HRD)

This program provides employability skills training for unemployed and under-employed adults and is beneficial for dislocated workers, anyone seeking employment or advancement, or those interested in returning to school for re-training. Topics include the impact of technology in the workplace, re-employment procedures, effective communication skills, resume writing, interviewing strategies, college preparation, study skills, and career exploration. A bilingual instructor is available to assist non-English speaking students.

Career Readiness Certificate (CRC)

This program provides a portable credential that certifies skill attainment for an individual, and confirms to employers that an individual possesses certain workplace skills. CRC participants are assessed in Reading for Information, Locating Information, and Applied Math. Students in the program may take the nationally recognized WorkKeys Test and earn a Bronze, Silver, or Gold Certificate that will demonstrate proficiency in these three areas.

Business and Industry Services

Customized Training Programs

General and customized training programs are available to business and industry. These programs are designed to meet specific business or industry needs. They may be held at the business location or at the College. Programs often address technical skills, computer operations, team development, supervision and leadership. The cost of these courses varies.

WorkKeys Employment Assessments and Job Profiling

These services are available to employers who need an EEOC-compliant method for assessing current or potential employees. Assessments are completed using WorkKeys, a nationally recognized system for determining the skill sets and work-related competencies that are critical to job success. Job profiling is also available to provide a tailored description of any specific job and to identify the skill requirements relevant to that position.

Small Business Center

The Small Business Center (SBC) supports the economic growth of Iredell County by providing training and counseling for existing and prospective small business owners and employees.

The SBC offers seminars, workshops and courses each semester. The SBC also provides a wide array of computer courses including word processing, spreadsheets, databases, desktop publishing, computerized accounting, and presentation programs. In addition to educational programs, the Center provides networking opportunities to assist the small business owner.

New and Expanding Industry

This program provides training for companies new to Iredell County and for existing companies undergoing an expansion that will result in the addition of twelve or more new production jobs. These training programs are customized and designed cooperatively with the industry and local college personnel. Training is administered by the College is available to the service area of Iredell County. The state of North Carolina funds the new and expanding industry program.

Focused Industrial Training

This program serves the training needs of an existing industry's skilled and semi-skilled work force through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations. This program fills training needs that are outside the guidelines for occupational extension, new and expanding industry, and the vocational and/or technical curriculum.

Basic Skills Programs

The Adult Basic Skills Program is based on the philosophy that every student, regardless of functional level, is teachable, capable of self-improvement, and should have the opportunity to participate in continuing educational activities.

Adult Basic Education (ABE) provides adults reading, writing, and math instruction in grade levels 0 through 8.

General Educational Development (GED) is a high school equivalency program designed to test a student's knowledge in English, math, reading, natural science and social studies. Upon satisfactory completion of the tests, the student receives a GED (equivalency diploma) issued by the N.C. Community College System. The GED is recognized as the equivalent of a high school diploma. To qualify for this program, students must be—

- A legal North Carolina resident;
- At least 18 years old. Special need 16-17 year olds may be served upon completion of Minor Release Form that requires notarized parental permission, and release from the public school system. The GED examiner should be contacted for further information. There is a $7.50 initial testing fee.

Students have the option to complete the program online.

English as a Second Language (ESL) teaches reading, writing and speaking English to adults for whom English is not their primary language.

Basic Skills in the Workplace is designed to meet the needs of the employer and the employee in the performance of their work. Employees receive instruction in areas such as reading, computation, problem solving, communication skills and team-working skills. Workplace vocabulary, safety procedures, workplace forms, recording time cards and various computer-assisted instructions using workplace software may be incorporated in the curricula.

Programs of Study 2009-2010

**   *In these majors, one or more courses may not be offered on this campus; however, they are available through the Charlotte Area Educational Consortium Colleges and Universities at Community College tuition rates.*

Diploma Programs

Certificate Programs

Associate in Arts—A.A. [A10100]
Diploma [D10100]
Degree Requirements
English Composition (7 SHC)
Required

ENG   111   Expository Writing 3
ENG   111A Expository Writing Lab 1
ENG   113   Literature-Based Research........................3

Humanities/Fine Arts (12 SHC)
COM 231 and one literature course are required. Two courses from two of the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required.

ART	111	Art Appreciation 3	GER	111	Elementary German I 3
ART	114	Art History Survey I 3	GER	112	Elementary German II 3
ART	115	Art History Survey II................................3	GER	211	Intermediate German I 3
ASL	111	Elementary ASL I......................................3	GER	212	Intermediate German II 3
ASL	112	Elementary ASL II 3	HUM	115	Critical Thinking 3
ASL	211	Intermediate ASL I 3	HUM	120	Cultural Studies 3
ASL	212	Intermediate ASL II..................................3	HUM	150	American Women's Studies 3
COM	231	Public Speaking 3	HUM	160	Introduction to Film 3
DRA	111	Theatre Appreciation.................................3	HUM	220	Human Values and Meaning......................3
ENG	231	American Literature I.................................3	MUS	110	Music Appreciation 3
ENG	232	American Literature II................................3	MUS	112	Introduction to Jazz..................................3
ENG	233	Major American Writers 3	PHI	215	Philosophical Issues..................................3
ENG	241	British Literature I....................................3	PHI	240	Introduction to Ethics...............................3
ENG	242	British Literature II...................................3	REL	110	World Religions 3
ENG	261	World Literature I.....................................3	REL	211	Introduction to Old Testament.................3
ENG	262	World Literature II 3	REL	212	Introduction to New Testament................3
FRE	111	Elementary French I..................................3	SPA	111	Elementary Spanish I................................3
FRE	112	Elementary French II.................................3	SPA	112	Elementary Spanish II 3
FRE	211	Intermediate French I 3	SPA	211	Intermediate Spanish I 3
FRE	212	Intermediate French II 3	SPA	212	Intermediate Spanish II.............................3

Social/Behavioral Sciences (12 SHC)
Four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One course must be a history course.

ANT	210	General Anthropology...............................3	POL	120	American Government...............................3
ECO	251	Principles of Microeconomics 3	POL	210	Comparative Government 3
ECO	252	Principles of Macroeconomics 3	POL	220	International Relations..............................3
GEO	111	World Regional Geography.......................3	PSY	150	General Psychology 3
GEO	112	Cultural Geography...................................3	PSY	241	Developmental Psychology 3
GEO	113	Economic Geography................................3	PSY	281	Abnormal Psychology 3
GEO	130	General Physical Geography 3	SOC	210	Introduction to Sociology........................3
HIS	121	Western Civilization I...............................3	SOC	213	Sociology of the Family...........................3
HIS	122	Western Civilization II 3	SOC	220	Social Problems..3
HIS	131	American History I....................................3	SOC	225	Social Diversity 3
HIS	132	American History II 3			

Natural Sciences (8 SHC)
Two courses, including accompanying laboratory work, from the biological or physical science disciplines are required.

AST	111	Descriptive Astronomy..............................3	CHM	132	Organic and Biochemistry 4
AST	111A	Descriptive Astronomy Lab......................1	CHM	151	General Chemistry I..................................4
BIO	110	Principles of Biology 4	CHM	152	General Chemistry II.................................4
BIO	111	General Biology I......................................4	PHY	110	Conceptual Physics...................................3
BIO	112	General Biology II 4	PHY	110A	Conceptual Physics Lab............................1
BIO	120	Introductory Botany..................................4	PHY	151	College Physics I.......................................4
BIO	130	Introductory Zoology................................4	PHY	152	College Physics II......................................4
CHM	131	Introduction to Chemistry........................3	PHY	251	General Physics I.......................................4
CHM	131A	Introduction to Chemistry Lab 1	PHY	252	General Physics II 4

Mathematics (6-7 SHC)

One course in introductory mathematics and one course in secondary mathematics are required. Core transfer credits will not be allowed for both MAT 175 and MAT 161 and/or MAT 162.

Introductory Math:

MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	175	Precalculus	4

Secondary Math:

CIS	110	Introduction to Computers	3
CIS	115	Introduction to Programming & Logic	3
MAT	140	Survey of Mathematics	3
MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	161	College Algebra	3
MAT	162	College Trigonometry	3
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	172	Precalculus Trigonometry	3
MAT	172A	Precalculus Trigonometry Lab	1
MAT	175	Precalculus	4
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4

Other Required Hours (20 SHC)

Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program.

ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
BIO	155	Nutrition	3
BIO	163	Basic Anatomy & Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	250	Genetics	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	137	Principles of Management	3
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CJC	111	Introduction to Criminal Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
COM	110	Introduction to Communication	3
COM	120	Intro to Interpersonal Communication	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
DRA	124	Readers Theatre	3
DRA	130	Acting I	3
DRA	131	Acting II	3
ENG	114	Professional Research & Reporting	3
ENG	125	Creative Writing I	3
ENG	126	Creative Writing II	3
GEO	131	Physical Geography I	4
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid & CPR	2
HEA	120	Community Health	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
HUM	170	The Holocaust	3
MAT	272	Calculus II	4
MAT	273	Calculus III	4
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MUS	111	Fundamentals of Music	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	3
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	128	Golf-Beginning	1
PED	129	Golf-Intermediate	1
PED	130	Tennis-Beginning	1
PED	131	Tennis-Intermediate	1
PED	132	Racquetball-Beginning	1
PED	133	Racquetball-Intermediate	1
PED	137	Badminton	1
PED	139	Bowling-Beginning	1
PED	142	Lifetime Sports	1

PED	143	Volleyball-Beginning	1	PHI	230	Introduction to Logic	3
PED	144	Volleyball-Intermediate	1	POL	130	State & Local Government	3
PED	145	Basketball-Beginning	1	PSY	246	Adolescent Psychology	3
PED	146	Basketball-Intermediate	1	PSY	263	Educational Psychology	3

Total Credit Hours Required for A.A. Degree.. 65
Total Credit Hours Required for Diploma Program 45

Requirements for the Associate in Arts Diploma [D10100]

Students who successfully complete the 45 SHC general education core may be awarded the Associate in Arts Diploma. The general education core includes study in the areas of English composition, humanities/fine arts, social/behavioral sciences, natural sciences, and mathematics.

General Education Core (45 SHC)

7 SHC   English Composition
12 SHC   Humanities/Fine Arts (COM 231 and one literature course are required)
12 SHC   Social/Behavioral Sciences (One course must be a history course)
8 SHC   Natural Sciences
6-7 SHC   Mathematics

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs—Associate in Arts [A.A.]

Students pursuing a pre-major program in the Associate in Arts (A.A.) degree should follow the basic A.A. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major. However, students should always contact prospective four-year institutions for more information about additional requirements in specific majors and degrees.

Pre-Major Requirements
- **English Composition (7 SHC):** ENG-111; ENG 111A; ENG-113 (Required for all pre-majors)

Art Education [A1010A]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; ART-114; ART-115
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** ART-121; ART-122; ART-131; 11 additional hours from approved college transfer courses (Two courses from ART-132, ART-171, ART-231, ART-240, ART-261, or ART-283 are recommended)

Business Administration, Accounting, Economics, Finance and Marketing [A1010B]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; ECO-251; two courses from SBS electives (Two courses from POL-120, PSY-150, or SOC-210 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6-8 SHC):** MAT-161, MAT-171, or MAT-175; MAT-263 or MAT-271
- **Other Required Hours (20 SHC):** ACC-120; ACC-121; CIS-110; ECO-252; MAT-151; 3 additional hours from approved college transfer courses

Business Education and Marketing Education [A1010C]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; ECO-251; two courses from SBS electives (PSY-150 and SOC-210 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** CIS-110; MAT-161, MAT-171, or MAT-175
- **Other Required Hours (19-21 SHC):** ACC-120; ECO-252; one course from CIS-115, CSC-134, or CSC-151; 9-10 additional hours from approved college transfer courses (ACC-121, BUS-110, and BUS-115 are recommended)

Criminal Justice [A1010D]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; POL-120; PSY-150; SOC-210
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one secondary math (MAT-151 is recommended)
- **Other Required Hours (20-21):** CJC-111; CJC-121; CJC-141; 11 additional hours from approved college transfer courses

Elementary Education [A1010R]
- **Humanities/Fine Arts (12 SHC):** COM-231; ENG-231, ENG-232, or ENG-233; ART-111, ART-114, ART-115, or MUS-110; one course from HFA electives
- **Social/Behavioral Sciences (12 SHC):** HIS-121 or HIS-122; PSY-150; SOC-210 or SOC-225; one course from SBS electives
- **Natural Sciences (8 SHC):** BIO-110 or BIO-111; one course or course sequence from AST-111 and AST-111A, CHM-131 and CHM-131A, CHM-151, PHY-110 and PHY-110A, or PHY-151
- **Mathematics (6 SHC):** Two courses from CIS-110, MAT-140, MAT-161, or higher
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses

English [A1010E]
- **Humanities/Fine Arts (12 SHC):** COM-231; one course from ENG-231, ENG-232, ENG-241, ENG-242, ENG-261, ENG-262; two courses from HFA electives (One course sequence from FRE-111 and FRE-112, GER-111 and GER-112, or SPA-111 and SPA-112 is recommended)
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** One course from ENG-231, ENG-232, ENG-241, ENG-242, ENG-261, or ENG-262; 17 additional hours from approved college transfer courses (HIS-121, HIS-122, HIS-131, or HIS-132, and one course sequence from FRE-211 and FRE-212, GER-211 and GER-212, or SPA-211 and SPA-212 is recommended)

Health Education [A1010G]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; two courses from SBS electives
- **Natural Sciences (8 SHC):** One course sequence from CHM-151 and CHM-152, or BIO-111 and BIO-112
- **Mathematics (6 SHC):** CIS-110; MAT-161 or higher
- **Other Required Hours (20-21 SHC):** HEA-110; HEA-112; HEA-120; BIO-168; BIO-169; MAT-151; one additional hour from approved college transfer courses

History [A1010H]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives (HIS-121 and HIS-122 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** MAT-161 or higher; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** 20 additional hours from approved college transfer courses (HIS-131 and HIS-132 are recommended)

Middle Grades Education [A1011A]
- **Humanities/Fine Arts (12 SHC):** COM-231; ENG-231, ENG-232, or ENG-233; ART-111, ART-114, ART-115, or MUS-110; one course from HFA electives
- **Social/Behavioral Sciences (12 SHC):** HIS-121 or HIS-122; PSY-150; SOC-210 or SOC-225; one course from SBS electives
- **Natural Sciences (8 SHC):** BIO-110 or BIO-111; one course or course sequence from CHM-131 and CHM-131A, CHM-151, PHY-110 and PHY-110A, or PHY-151

- **Mathematics (6 SHC):** CIS-110; MAT-161 or higher (Students choosing mathematics as one of the concentrations, MAT-171 or higher is needed)
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses

Nursing [A1010I]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; PSY-241; SOC-210
- **Natural Sciences (8 SHC):** One course sequence from CHM-131, CHM-131A, and CHM-132; or CHM-151 and CHM-152
- **Mathematics (6 SHC):** MAT-151; MAT-161 or higher
- **Other Required Hours (20-21 SHC):** BIO-168; BIO-169; BIO-275; PSY-281; SOC-213; 2-3 additional hours from approved college transfer courses

Physical Education [A1010J]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives (PSY-150 is recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs (BIO-111 and BIO-112 are recommended)
- **Mathematics (6 SHC):** One introductory math (MAT-161 is recommended); one secondary math (CIS-110 or MAT-151 is recommended)
- **Other Required Hours (20-21 SHC):** PED-110; 2 SHC of PED electives; 16 additional hours from approved college transfer courses

Political Science [A1010K]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives (One course sequence from ASL-111 and ASL-112, FRE-111 and FRE-112, GER-111 and GER-112, or SPA-111 and SPA-112 is recommended)
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives (PSY-150; GEO-111, GEO-112, or GEO-113; and SOC-210, SOC-220 or SOC-225 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one secondary math (CIS-110 is recommended)
- **Other Required Hours (20-21 SHC):** POL-120; 17 additional hours from approved college transfer courses (POL-210 and POL-220; and ECO-251 or ECO-252 are recommended)

Psychology [A1010L]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; two courses from SBS electives
- **Natural Sciences (8 SHC):** BIO-110 or BIO-111; One course from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** MAT-161 or higher; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses

Social Science Secondary Education [A1010M]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives

- **Social/Behavioral Sciences (12 SHC):** POL-120; SOC-210; HIS-121; HIS-122
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** GEO-111; HIS-131; HIS-132; ECO-251; ECO-252; 5-8 additional hours from approved college transfer courses

Sociology [A1010N]
- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; SOC-210; SOC-213, SOC-220, or SOC-225; one course from SBS electives
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT) (MAT-151 is recommended)
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses.

Associate in Fine Arts: Art—A.F.A. [A1020A]
Degree Requirements

English Composition   (7 SHC)
Required
ENG   111   Expository Writing 3
ENG   111A Expository Writing Lab 1
ENG   113   Literature-Based Research.........................3

Humanities/Fine Arts   (6 SHC)
Two courses from two of the following discipline areas: foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required. One literature course is required.

ASL	111	Elementary ASL I	3	GER	211	Intermediate German I	3
ASL	112	Elementary ASL II	3	GER	212	Intermediate German II	3
ASL	211	Intermediate ASL I	3	HUM	115	Critical Thinking	3
ASL	212	Intermediate ASL II	3	HUM	120	Cultural Studies	3
COM	231	Public Speaking	3	HUM	150	American Women's Studies	3
ENG	231	American Literature I	3	HUM	160	Introduction to Film	3
ENG	232	American Literature II	3	HUM	220	Human Values and Meaning	3
ENG	233	Major American Writers	3	MUS	110	Music Appreciation	3
ENG	241	British Literature I	3	MUS	112	Introduction to Jazz	3
ENG	242	British Literature II	3	PHI	215	Philosophical Issues	3
ENG	261	World Literature I	3	PHI	240	Introduction to Ethics	3
ENG	262	World Literature II	3	REL	110	World Religions	3
FRE	111	Elementary French I	3	REL	211	Introduction to Old Testament	3
FRE	112	Elementary French II	3	REL	212	Introduction to New Testament	3
FRE	211	Intermediate French I	3	SPA	111	Elementary Spanish I	3
FRE	212	Intermediate French II	3	SPA	112	Elementary Spanish II	3
GER	111	Elementary German I	3	SPA	211	Intermediate Spanish I	3
GER	112	Elementary German II	3	SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences   (9 SHC)
Three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One history course is required.

ANT	210	General Anthropology	3	POL	120	American Government	3
ECO	251	Principles of Microeconomics	3	POL	210	Comparative Government	3
ECO	252	Principles of Macroeconomics	3	POL	220	International Relations	3
GEO	111	World Regional Geography	3	PSY	150	General Psychology	3
GEO	112	Cultural Geography	3	PSY	241	Developmental Psychology	3
GEO	113	Economic Geography	3	PSY	281	Abnormal Psychology	3
GEO	130	General Physical Geography	3	SOC	210	Introduction to Sociology	3
HIS	121	Western Civilization I	3	SOC	213	Sociology of the Family	3
HIS	122	Western Civilization II	3	SOC	220	Social Problems	3
HIS	131	American History I	3	SOC	225	Social Diversity	3
HIS	132	American History II	3				

Natural Sciences/Mathematics   (7 SHC)
One course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses are required.

AST	111	Descriptive Astronomy	3	CHM	151	General Chemistry I	4
AST	111A	Descriptive Astronomy Lab	1	MAT	140	Survey of Mathematics	3
BIO	110	Principles of Biology	4	MAT	161	College Algebra	3
BIO	111	General Biology I	4	MAT	175	Precalculus	4
CHM	131	Introduction to Chemistry	3	PHY	110	Conceptual Physics	3
CHM	131A	Introduction to Chemistry Lab	1	PHY	110A	Conceptual Physics Lab	1

Art Major Core Required (15 SHC)

ART	114	Art History Survey I	3	ART	122	Design II	3
ART	115	Art History Survey II	3	ART	131	Drawing I	3
ART	121	Design I	3				

Art Electives Required (21 SHC)

ART	132	Drawing II	3	ART	262	Photography II	3
ART	135	Figure Drawing I	3	ART	271	Computer Art II	3
ART	171	Computer Art I	3	ART	281	Sculpture I	3
ART	231	Printmaking I	3	ART	282	Sculpture II	3
ART	240	Painting I	3	ART	283	Ceramics I	3
ART	241	Painting II	3	ART	284	Ceramics II	3
ART	261	Photography I	3				

Total Credit Hours Required for A.F.A Degree 65

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Fine Arts:
Music and Music Education—A.F.A. [A1020D]

Degree Requirements
English Composition (7 SHC)
Required

ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3

Humanities/Fine Arts (6 SHC)
Two courses from two of the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion are required. One literature course is required.

ART	111	Art Appreciation	3	GER	111	Elementary German I	3
ART	114	Art History Survey I	3	GER	112	Elementary German II	3
ART	115	Art History Survey II	3	GER	211	Intermediate German I	3
ASL	111	Elementary ASL I	3	GER	212	Intermediate German II	3
ASL	112	Elementary ASL II	3	HUM	115	Critical Thinking	3
ASL	211	Intermediate ASL I	3	HUM	120	Cultural Studies	3
ASL	212	Intermediate ASL II	3	HUM	150	American Women's Studies	3
COM	231	Public Speaking	3	HUM	160	Introduction to Film	3
ENG	231	American Literature I	3	HUM	220	Human Values and Meaning	3
ENG	232	American Literature II	3	PHI	215	Philosophical Issues	3
ENG	233	Major American Writers	3	PHI	240	Introduction to Ethics	3
ENG	241	British Literature I	3	REL	110	World Religions	3
ENG	242	British Literature II	3	REL	211	Introduction to Old Testament	3
ENG	261	World Literature I	3	REL	212	Introduction to New Testament	3
ENG	262	World Literature II	3	SPA	111	Elementary Spanish I	3
FRE	111	Elementary French I	3	SPA	112	Elementary Spanish II	3
FRE	112	Elementary French II	3	SPA	211	Intermediate Spanish I	3
FRE	211	Intermediate French I	3	SPA	212	Intermediate Spanish II	3
FRE	212	Intermediate French II	3				

Social/Behavioral Sciences (9 SHC)

Three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One history course is required.

ANT	210	General Anthropology	3	POL	120	American Government	3
ECO	251	Principles of Microeconomics	3	POL	210	Comparative Government	3
ECO	252	Principles of Macroeconomics	3	POL	220	International Relations	3
GEO	111	World Regional Geography	3	PSY	150	General Psychology	3
GEO	112	Cultural Geography	3	PSY	241	Developmental Psychology	3
GEO	113	Economic Geography	3	PSY	281	Abnormal Psychology	3
GEO	130	General Physical Geography	3	SOC	210	Introduction to Sociology	3
HIS	121	Western Civilization I	3	SOC	213	Sociology of the Family	3
HIS	122	Western Civilization II	3	SOC	220	Social Problems	3
HIS	131	American History I	3	SOC	225	Social Diversity	3
HIS	132	American History II	3				

Natural Sciences/Mathematics (7 SHC)

One course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses are required.

AST	111	Descriptive Astronomy	3	CHM	151	General Chemistry I	4
AST	111A	Descriptive Astronomy Lab	1	MAT	140	Survey of Mathematics	3
BIO	110	Principles of Biology	4	MAT	161	College Algebra	3
BIO	111	General Biology I	4	MAT	175	Precalculus	4
CHM	131	Introduction to Chemistry	3	PHY	110	Conceptual Physics	3
CHM	131A	Introduction to Chemistry Lab	1	PHY	110A	Conceptual Physics Lab	1

Music Theory Core Required (16 SHC)

MUS	121	Music Theory I	4	MUS	221	Music Theory III	4
MUS	122	Music Theory II	4	MUS	222	Music Theory IV	4

Applied Music Core Required (8 SHC)

MUS	161	Applied Music I	2	MUS	261	Applied Music III	2
MUS	162	Applied Music II	2	MUS	262	Applied Music IV	2

Ensemble Core Required (4 SHC)

MUS	131	Chorus I	1	MUS	231	Chorus III	1
MUS	132	Chorus II	1	MUS	232	Chorus IV	1
MUS	133	Band I	1	MUS	233	Band III	1
MUS	134	Band II	1	MUS	234	Band IV	1
MUS	135	Jazz Ensemble I	1	MUS	235	Jazz Ensemble III	1
MUS	136	Jazz Ensemble II	1	MUS	236	Jazz Ensemble IV	1
MUS	141	Ensemble I	1	MUS	241	Ensemble III	1
MUS	142	Ensemble II	1	MUS	242	Ensemble IV	1

Class Music Core Required (2 SHC)

MUS	151	Class Music I	1
MUS	152	Class Music II	1

Music Electives Required (6 SHC)

MUS	112	Introduction to Jazz	3	MUS	271	Music History I	3
MUS	210	History of Rock Music	3	MUS	272	Music History II	3
MUS	211	History of Country Music	3				

Total Credit Hours Required for A.F.A Degree 65

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in General Education—A.G.E. [A10300]

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. All courses in the program are college-level transferable courses; however, the program is not principally designed for college transfer.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Degree Requirements
English Composition (7 SHC)
Required

ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3

Humanities/Fine Arts (3 SHC)
One course from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required.

ART	111	Art Appreciation	3	ENG	241	British Literature I	3
ART	114	Art History Survey I	3	ENG	242	British Literature II	3
ART	115	Art History Survey II	3	ENG	261	World Literature I	3
ART	121	Design I	3	ENG	262	World Literature II	3
ART	131	Drawing I	3	HUM	115	Critical Thinking	3
ART	132	Drawing II	3	HUM	120	Cultural Studies	3
ART	171	Computer Art I	3	HUM	150	American Women's Studies	3
ART	240	Painting I	3	HUM	160	Introduction to Film	3
ART	241	Painting II	3	HUM	170	The Holocaust	3
ART	244	Watercolor	3	HUM	220	Human Values and Meaning	3
ART	261	Photography I	3	MUS	110	Music Appreciation	3
ART	262	Photography II	3	MUS	111	Fundamentals of Music	3
ART	271	Computer Art II	3	MUS	112	Introduction to Jazz	3
ART	281	Sculpture I	3	MUS	121	Music Theory I	4
ART	283	Ceramics I	3	MUS	122	Music Theory II	4
ART	288	Studio	3	MUS	210	History of Rock Music	3
DRA	111	Theatre Appreciation	3	MUS	211	History of Country Music	3
DRA	124	Readers Theatre	3	PHI	215	Philosophical Issues	3
DRA	130	Acting I	3	PHI	230	Introduction to Logic	3
ENG	125	Creative Writing I	3	PHI	240	Introduction to Ethics	3
ENG	231	American Literature I	3	REL	110	World Religions	3
ENG	232	American Literature II	3	REL	211	Introduction to Old Testament	3
ENG	233	Major American Writers	3	REL	212	Introduction to New Testament	3

Social/Behavioral Sciences (3 SHC)
One course from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required.

ANT	210	General Anthropology	3	HIS	131	American History I	3
ECO	251	Principles of Microeconomics	3	HIS	132	American History II	3
ECO	252	Principles of Macroeconomics	3	HIS	215	Nineteenth-Century Europe	3
GEO	111	World Regional Geography	3	HIS	216	Twentieth-Century Europe	3
GEO	112	Cultural Geography	3	HIS	226	The Civil War	3
GEO	113	Economic Geography	3	HIS	231	Recent American History	3
GEO	130	General Physical Geography	3	HIS	236	North Carolina History	3
GEO	131	Physical Geography I	4	POL	120	American Government	3
HIS	121	Western Civilization I	3	POL	130	State & Local Government	3
HIS	122	Western Civilization II	3	POL	210	Comparative Government	3

POL	220	International Relations	3	PSY	281	Abnormal Psychology	3
PSY	118	Interpersonal Psychology	3	SOC	210	Introduction to Sociology	3
PSY	150	General Psychology	3	SOC	213	Sociology of the Family	3
PSY	241	Developmental Psychology	3	SOC	220	Social Problems	3
PSY	246	Adolescent Psychology	3	SOC	225	Social Diversity	3
PSY	263	Educational Psychology	3				

Natural Sciences/Mathematics (3-4 SHC)

One course from the following discipline areas: biology, chemistry, computer science, mathematics, and physics are required.

AST	111	Descriptive Astronomy	3	MAT	161	College Algebra	3
AST	111A	Descriptive Astronomy Lab	1	MAT	162	College Trigonometry	3
BIO	110	Principles of Biology	4	MAT	171	Precalculus Algebra	3
BIO	111	General Biology I	4	MAT	171A	Precalculus Algebra Lab	1
BIO	112	General Biology II	4	MAT	172	Precalculus Trigonometry	3
BIO	120	Introductory Botany	4	MAT	172A	Precalculus Trigonometry Lab	1
BIO	130	Introductory Zoology	4	MAT	175	Precalculus	4
BIO	163	Basic Anatomy & Physiology	5	MAT	263	Brief Calculus	3
BIO	168	Anatomy and Physiology I	4	MAT	271	Calculus I	4
BIO	169	Anatomy and Physiology II	4	MAT	272	Calculus II	4
BIO	275	Microbiology	4	MAT	273	Calculus III	4
CHM	131	Introduction to Chemistry	3	MAT	280	Linear Algebra	3
CHM	131A	Introduction to Chemistry Lab	1	MAT	285	Differential Equations	3
CHM	132	Organic and Biochemistry	4	PHY	110	Conceptual Physics	3
CHM	151	General Chemistry I	4	PHY	110A	Conceptual Physics Lab	1
CHM	152	General Chemistry II	4	PHY	151	College Physics I	4
MAT	140	Survey of Mathematics	3	PHY	152	College Physics II	4
MAT	151	Statistics I	3	PHY	251	General Physics I	4
MAT	151A	Statistics I Lab	1	PHY	252	General Physics II	4

Other Required Hours (49 SHC)

Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

ACC	120	Principles of Financial Accounting	4	CSC	139	Visual BASIC Programming	3
ACC	121	Principles of Managerial Accounting	4	CSC	151	JAVA Programming	3
ART	122	Design II	3	CSC	239	Advanced Visual BASIC Programming	3
ART	135	Figure Drawing I	3	DRA	131	Acting II	3
ART	231	Printmaking I	3	ENG	114	Professional Research & Reporting	3
ART	282	Sculpture II	3	ENG	126	Creative Writing II	3
ART	284	Ceramics II	3	FRE	111	Elementary French I	3
ASL	111	Elementary ASL I	3	FRE	112	Elementary French II	3
ASL	112	Elementary ASL II	3	FRE	211	Intermediate French I	3
ASL	211	Intermediate ASL I	3	FRE	212	Intermediate French II	3
ASL	212	Intermediate ASL II	3	GER	111	Elementary German I	3
BIO	155	Nutrition	3	GER	112	Elementary German II	3
BIO	250	Genetics	4	GER	211	Intermediate German I	3
BUS	110	Introduction to Business	3	GER	212	Intermediate German II	3
BUS	115	Business Law I	3	HEA	110	Personal Health/Wellness	3
BUS	137	Principles of Management	3	HEA	112	First Aid & CPR	2
BUS	230	Small Business Management	3	HEA	120	Community Health	3
CHM	251	Organic Chemistry I	4	MUS	131	Chorus I	1
CHM	252	Organic Chemistry II	4	MUS	132	Chorus II	1
CIS	110	Introduction to Computers	3	MUS	133	Band I	1
CIS	115	Introduction to Programming & Logic	3	MUS	134	Band II	1
CJC	111	Introduction to Criminal Justice	3	MUS	135	Jazz Ensemble I	1
CJC	121	Law Enforcement Operations	3	MUS	136	Jazz Ensemble II	1
CJC	141	Corrections	3	MUS	141	Ensemble I	1
COM	110	Introduction to Communication	3	MUS	142	Ensemble II	1
COM	120	Intro to Interpersonal Communication	3	MUS	151	Class Music I	1
COM	231	Public Speaking	3	MUS	152	Class Music II	1
CSC	134	C++ Programming	3	MUS	161	Applied Music I	2

MUS	162	Applied Music II 2	PED	114	Aerobics II..1
MUS	221	Music Theory III...4	PED	117	Weight Training I 1
MUS	222	Music Theory IV..4	PED	121	Walk, Jog, Run...1
MUS	231	Chorus III..1	PED	128	Golf-Beginning..1
MUS	232	Chorus IV..1	PED	129	Golf-Intermediate.......................................1
MUS	233	Band III 1	PED	130	Tennis-Beginning.......................................1
MUS	234	Band IV 1	PED	131	Tennis-Intermediate 1
MUS	235	Jazz Ensemble III 1	PED	132	Racquetball-Beginning...............................1
MUS	236	Jazz Ensemble IV 1	PED	133	Racquetball-Intermediate 1
MUS	241	Ensemble III 1	PED	137	Badminton 1
MUS	242	Ensemble IV 1	PED	139	Bowling-Beginning.....................................1
MUS	261	Applied Music III 2	PED	142	Lifetime Sports 1
MUS	262	Applied Music IV 2	PED	143	Volleyball-Beginning..................................1
MUS	271	Music History I 3	PED	144	Volleyball-Intermediate.............................1
MUS	272	Music History II...3	PED	145	Basketball-Beginning..................................1
OST	131	Keyboarding..2	PED	146	Basketball-Intermediate 1
OST	134	Text Entry & Formatting.............................3	SPA	111	Elementary Spanish I.................................3
OST	181	Introduction to Office Systems 3	SPA	112	Elementary Spanish II................................3
PED	110	Fit and Well for Life....................................2	SPA	120	Spanish for the Workplace 3
PED	111	Physical Fitness I..1	SPA	211	Intermediate Spanish I 3
PED	113	Aerobics I 1	SPA	212	Intermediate Spanish II..............................3

Total Credit Hours Required for A.G.E. Degree... 65

Associate in Science—A.S. [A10400]

Degree Requirements
English Composition   (7 SHC)
Required

ENG	111	Expository Writing 3
ENG	111A	Expository Writing Lab 1
ENG	113	Literature-Based Research 3

Humanities/Fine Arts   (9 SHC)

COM 231 and one literature course are required. One course from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required.

ART	111	Art Appreciation...3	GER	111	Elementary German I.................................3
ART	114	Art History Survey I 3	GER	112	Elementary German II 3
ART	115	Art History Survey II..................................3	GER	211	Intermediate German I 3
ASL	111	Elementary ASL I..3	GER	212	Intermediate German II 3
ASL	112	Elementary ASL II 3	HUM	115	Critical Thinking 3
ASL	211	Intermediate ASL I 3	HUM	120	Cultural Studies 3
ASL	212	Intermediate ASL II 3	HUM	150	American Women's Studies 3
COM	231	Public Speaking 3	HUM	160	Introduction to Film 3
DRA	111	Theatre Appreciation..................................3	HUM	220	Human Values and Meaning......................3
ENG	231	American Literature I..................................3	MUS	110	Music Appreciation 3
ENG	232	American Literature II.................................3	MUS	112	Introduction to Jazz...................................3
ENG	233	Major American Writers 3	PHI	215	Philosophical Issues...................................3
ENG	241	British Literature I 3	PHI	240	Introduction to Ethics...............................3
ENG	242	British Literature II.....................................3	REL	110	World Religions 3
ENG	261	World Literature I 3	REL	211	Introduction to Old Testament.................3
ENG	262	World Literature II 3	REL	212	Introduction to New Testament................3
FRE	111	Elementary French I....................................3	SPA	111	Elementary Spanish I.................................3
FRE	112	Elementary French II...................................3	SPA	112	Elementary Spanish II 3
FRE	211	Intermediate French I 3	SPA	211	Intermediate Spanish I 3
FRE	212	Intermediate French II 3	SPA	212	Intermediate Spanish II.............................3

Social/Behavioral Sciences (9 SHC)

Three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. One history course is required.

ANT	210	General Anthropology	3	POL	120	American Government	3
ECO	251	Principles of Microeconomics	3	POL	210	Comparative Government	3
ECO	252	Principles of Macroeconomics	3	POL	220	International Relations	3
GEO	111	World Regional Geography	3	PSY	150	General Psychology	3
GEO	112	Cultural Geography	3	PSY	241	Developmental Psychology	3
GEO	113	Economic Geography	3	PSY	281	Abnormal Psychology	3
GEO	130	General Physical Geography	3	SOC	210	Introduction to Sociology	3
HIS	121	Western Civilization I	3	SOC	213	Sociology of the Family	3
HIS	122	Western Civilization II	3	SOC	220	Social Problems	3
HIS	131	American History I	3	SOC	225	Social Diversity	3
HIS	132	American History II	3				

Natural Sciences (8 SHC)

A minimum two-course sequence from the general biology, general chemistry, or general physics courses is required.

BIO	111	General Biology I	4	PHY	151	College Physics I	4
BIO	112	General Biology II	4	PHY	152	College Physics II	4
CHM	151	General Chemistry I	4	PHY	251	General Physics I	4
CHM	152	General Chemistry II	4	PHY	252	General Physics II	4

Mathematics (6 SHC)

One introductory mathematics and one secondary mathematics are required.

Introductory math:

MAT	171	Precalculus Algebra	3
MAT	175	Precalculus	4
MAT	271	Calculus I	4

Secondary math:

MAT	151	Statistics I	3
MAT	171	Precalculus Algebra	3
MAT	172	Precalculus Trigonometry	3
MAT	175	Precalculus	4
MAT	271	Calculus I	4
MAT	272	Calculus II	4

Natural Sciences/Mathematics Electives (6 SHC)
Select from the following:

AST	111	Descriptive Astronomy	3	MAT	171	Precalculus Algebra	3
AST	111A	Descriptive Astronomy Lab	1	MAT	172	Precalculus Trigonometry	3
BIO	111	General Biology I	4	MAT	175	Precalculus	4
BIO	112	General Biology II	4	MAT	271	Calculus I	4
BIO	120	Introductory Botany	4	MAT	272	Calculus II	4
BIO	130	Introductory Zoology	4	PHY	151	College Physics I	4
CHM	151	General Chemistry I	4	PHY	152	College Physics II	4
CHM	152	General Chemistry II	4	PHY	251	General Physics I	4
MAT	151	Statistics I	3	PHY	252	General Physics II	4

Other Required Hours (20 SHC)

A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, or computer science is required. Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program.

ACC	120	Principles of Financial Accounting	4	ART	261	Photography I	3
ACC	121	Principles of Managerial Accounting	4	ART	262	Photography II	3
ART	121	Design I	3	ART	271	Computer Art II	3
ART	122	Design II	3	ART	281	Sculpture I	3
ART	131	Drawing I	3	ART	282	Sculpture II	3
ART	132	Drawing II	3	ART	283	Ceramics I	3
ART	135	Figure Drawing I	3	ART	284	Ceramics II	3
ART	171	Computer Art I	3	ART	288	Studio	3
ART	231	Printmaking I	3	AST	111	Descriptive Astronomy	3
ART	240	Painting I	3	AST	111A	Descriptive Astronomy Lab	1
ART	241	Painting II	3	BIO	110	Principles of Biology	4
ART	244	Watercolor	3	BIO	111	General Biology I	4

BIO	112	General Biology II	4	MAT	171A	Precalculus Algebra Lab	1
BIO	120	Introductory Botany	4	MAT	172	Precalculus Trigonometry	3
BIO	130	Introductory Zoology	4	MAT	172A	Precalculus Trigonometry Lab	1
BIO	155	Nutrition	3	MAT	175	Precalculus	4
BIO	163	Basic Anatomy & Physiology	5	MAT	263	Brief Calculus	3
BIO	168	Anatomy and Physiology I	4	MAT	271	Calculus I	4
BIO	169	Anatomy and Physiology II	4	MAT	272	Calculus II	4
BIO	250	Genetics	4	MAT	273	Calculus III	4
BIO	275	Microbiology	4	MAT	280	Linear Algebra	3
BUS	110	Introduction to Business	3	MAT	285	Differential Equations	3
BUS	115	Business Law I	3	MUS	111	Fundamentals of Music	3
BUS	137	Principles of Management	3	MUS	121	Music Theory I	4
CHM	131	Introduction to Chemistry	3	MUS	122	Music Theory II	4
CHM	131A	Introduction to Chemistry Lab	1	MUS	131	Chorus I	1
CHM	132	Organic and Biochemistry	4	MUS	132	Chorus II	1
CHM	151	General Chemistry I	4	MUS	210	History of Rock Music	3
CHM	152	General Chemistry II	4	MUS	211	History of Country Music	3
CHM	251	Organic Chemistry I	4	MUS	221	Music Theory III	4
CHM	252	Organic Chemistry II	4	MUS	222	Music Theory IV	4
CIS	110	Introduction to Computers	3	MUS	231	Chorus III	1
CIS	115	Introduction to Programming & Logic	3	MUS	232	Chorus IV	1
CJC	111	Introduction to Criminal Justice	3	PED	110	Fit and Well for Life	2
CJC	121	Law Enforcement Operations	3	PED	111	Physical Fitness I	1
CJC	141	Corrections	3	PED	113	Aerobics I	1
COM	110	Introduction to Communication	3	PED	114	Aerobics II	1
COM	120	Intro to Interpersonal Communication	3	PED	117	Weight Training I	1
CSC	134	C++ Programming	3	PED	121	Walk, Jog, Run	1
CSC	151	JAVA Programming	3	PED	128	Golf-Beginning	1
DRA	124	Readers Theatre	3	PED	129	Golf-Intermediate	1
DRA	130	Acting I	3	PED	130	Tennis-Beginning	1
DRA	131	Acting II	3	PED	131	Tennis-Intermediate	1
ENG	114	Professional Research & Reporting	3	PED	132	Racquetball-Beginning	1
ENG	125	Creative Writing I	3	PED	133	Racquetball-Intermediate	1
ENG	126	Creative Writing II	3	PED	137	Badminton	1
GEO	131	Physical Geography I	4	PED	139	Bowling-Beginning	1
HEA	110	Personal Health/Wellness	3	PED	142	Lifetime Sports	1
HEA	112	First Aid & CPR	2	PED	143	Volleyball-Beginning	1
HEA	120	Community Health	3	PED	144	Volleyball-Intermediate	1
HIS	215	Nineteenth-Century Europe	3	PED	145	Basketball-Beginning	1
HIS	216	Twentieth-Century Europe	3	PED	146	Basketball-Intermediate	1
HIS	226	The Civil War	3	PHI	230	Introduction to Logic	3
HIS	231	Recent American History	3	PHY	110	Conceptual Physics	3
HIS	236	North Carolina History	3	PHY	110A	Conceptual Physics Lab	1
HUM	170	The Holocaust	3	PHY	151	College Physics I	4
MAT	140	Survey of Mathematics	3	PHY	152	College Physics II	4
MAT	151	Statistics I	3	PHY	251	General Physics I	4
MAT	151A	Statistics I Lab	1	PHY	252	General Physics II	4
MAT	161	College Algebra	3	POL	130	State & Local Government	3
MAT	162	College Trigonometry	3	PSY	246	Adolescent Psychology	3
MAT	171	Precalculus Algebra	3	PSY	263	Educational Psychology	3

Total Credit Hours Required for A.S. Degree 65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs
Associate in Science [A.S.]
Students pursuing a pre-major program in the Associate in Science (A.S.) degree should follow the basic A.S. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major. However, students should always contact prospective four-year institutions for more information about additional requirements in specific majors and degrees.

Pre-Major Requirements
- **English Composition (7 SHC):** ENG-111; ENG 111A; ENG-113 (Required for all pre-majors)

Biology and Biology Education [A1040A]
- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives
- **Social/Behavioral Sciences (9 SHC):** One history course; two courses from SBS electives
- **Natural Sciences (16 SHC):** BIO-111; CHM-151; CHM-152; BIO-112, BIO-120, or BIO-130
- **Mathematics (6 SHC):** MAT-171 or higher; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (18-19 SHC):**
    - A minimum of fourteen (14) SHC of college transfer courses in mathematics, natural sciences or computer science is required.
    - **One of the following sequences of courses is recommended:** CHM 251 and 252, or PHY 151 and 152, or PHY 251 and 252
    - Four (4) hours of approved biology college transfer courses are recommended
    - Four (4) additional hours of approved college transfer courses are required
    - Only students who place into MAT 272 (Calculus II) may choose PHY 251 and 252

Chemistry and Chemistry Education [A1040B]
- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives
- **Social/Behavioral Sciences (9 SHC):** One history course; two courses from SBS electives (PSY-150 is recommended)
- **Natural Sciences (12 SHC):** CHM-151; CHM-152; PHY-251
- **Mathematics (8 SHC):** MAT-271; MAT-272
- **Other Required Hours (20-21 SHC):**
    - The following courses are required (12 SHC): CHM 251; CHM 252; PHY 252
    - Three (3) hours of approved college transfer courses from "CSC" or "CIS" are required
    - Five (5) additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.
    - The following course is recommended: MAT 273 Calculus III (4 SHC)
    - Only students who place into MAT 272 (Calculus II) may choose MAT 273

Engineering [A1040D]
- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives
- **Social/Behavioral Sciences (9 SHC):** One history course; two courses from SBS electives (ECO-251 and ECO-252 are recommended)
- **Natural Sciences (12 SHC):** CHM-151; PHY-251; PHY-252
- **Mathematics (8 SHC):** MAT-271; MAT-272
- **Other Required Hours (20-21 SHC):**
    - The following courses are required (7 SHC): MAT 273; MAT 285
    - One of the following courses is required (3 SHC): CSC 134 or CSC 151
    - Students must select one of the following courses (3-4 SHC) to complete the program of study, depending on the engineering major selected and the university to which the student plans to transfer: CHM 152 or DFT 170

- A minimum of 4 SHC of college transfer courses in mathematics, natural sciences or computer science is also required if CHM 152 is not selected
- Three (3) to six (6) additional hours of approved college transfer courses are required

Mathematics [A1040E]

- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives
- **Social/Behavioral Sciences (9 SHC):** One history course; two courses from SBS electives
- **Natural Sciences (8 SHC):** PHY-251; PHY-252
- **Mathematics (12 SHC):** MAT-175; MAT-271; MAT-272
- **Other Required Hours (20-21 SHC):**
    - The following course is required (4 SHC): MAT 273
    - One of the following courses is required (3 SHC): MAT 280 or MAT 285
    - One of the following courses is required (3 SHC): CSC 134 or CSC 151
    - Four (4) additional hours from college transfer courses approved as mathematics, natural sciences or computer sciences are required
    - Three (3) additional hours from college transfer courses approved as general education humanities are required
    - Three (3) additional hours from college transfer courses approved as general education social/behavioral sciences are required

Below are electives that can apply in the A.A.S. programs:

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3	ENG	262	World Literature II	3
ART	114	Art History Survey I	3	HUM	120	Cultural Studies	3
ART	115	Art History Survey II	3	HUM	150	American Women's Studies	3
DRA	111	Theatre Appreciation	3	HUM	160	Introduction to Film	3
DRA	124	Readers Theatre	3	HUM	170	The Holocaust	3
DRA	130	Acting I	3	HUM	220	Human Values and Meaning	3
ENG	125	Creative Writing I	3	MUS	110	Music Appreciation	3
ENG	231	American Literature I	3	PHI	215	Philosophical Issues	3
ENG	232	American Literature II	3	PHI	240	Introduction to Ethics	3
ENG	233	Major American Writers	3	REL	110	World Religions	3
ENG	241	British Literature I	3	REL	211	Introduction to Old Testament	3
ENG	242	British Literature II	3	REL	212	Introduction to New Testament	3
ENG	261	World Literature I	3				

Social/Behavioral Sciences Courses

ANT	210	General Anthropology	3	HIS	226	The Civil War	3
ECO	251	Principles of Microeconomics	3	HIS	231	Recent American History	3
ECO	252	Principles of Macroeconomics	3	POL	120	American Government	3
GEO	111	World Regional Geography	3	POL	130	State & Local Government	3
GEO	112	Cultural Geography	3	POL	210	Comparative Government	3
GEO	113	Economic Geography	3	POL	220	International Relations	3
GEO	130	General Physical Geography	3	PSY	118	Interpersonal Psychology	3
HIS	121	Western Civilization I	3	PSY	150	General Psychology	3
HIS	122	Western Civilization II	3	SOC	210	Introduction to Sociology	3
HIS	131	American History I	3	SOC	213	Sociology of the Family	3
HIS	132	American History II	3	SOC	220	Social Problems	3
HIS	215	Nineteenth-Century Europe	3	SOC	225	Social Diversity	3
HIS	216	Twentieth-Century Europe	3				

A.A.S. degrees: Students are required to take the General Education Assessment prior to graduation. There is no minimum score requirement for graduation.

Accounting

A.A.S. Degree [A25100]
Diploma Program [D25100]
Certificate Programs [C25100A & C25100I]

Curriculum Description:

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication or				
COM	231	Public Speaking	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)
		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours **16**						

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	227	Practices in Accounting	3	0	0	3
ACC	240	Governmental & Not-for-Profit Acc.	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Major Electives***				3
Total Major Required Hours **51**						

***Major Electives
Select a total of 3 credits

BUS 137 Principles of Management 3
BUS 230 Small Business Management....................3
BUS 260 Business Communication 3
BUS 270 Professional Development 3
COE 112, 121, 131 Cooperative Education 1-3
DBA 110 Database Concepts 3
MKT 120 Principles of Marketing............................3
OST 131 Keyboarding...2

Total Credit Hours Required for A.A.S. Degree... 67

Suggested Curriculum by Semesters
Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year
Fall Semester ....Credits
ACC 120 4
BUS 110 3
CIS 110 3
COM 110 or
COM 120 or
COM 231 3
ENG 111 3
ENG 111A 1
....17

Spring Semester
ACC 121 4
ACC 122 3
ACC 150 2
CTS 130 3
MAT 115 or
MAT 140 or
MAT 161 3
....15

Summer Semester
Humanities/Fine Arts 3
....3

Second Year
Fall Semester ....Credits
ACC 129 3
ACC 140 2
ACC 220 4
BUS 115 3
ECO 251 3
....15

Spring Semester
ACC 130 3
ACC 227 3
ACC 240 3
COE 111 1
COE 115 1
ECO 252 3
Major Electives 3
....17

Diploma [D25100]

			Class	Lab	Clinic/Exp	Credits
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	150	Accounting Software Applications	1	2	0	2
ACC	240	Governmental & Not-for-Profit Acc.	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Comm. or	3	0	0	3
ENG	111	Expository Writing and	(3	0	0	3)
ENG	111A	Expository Writing Lab	(0	2	0	1)
CTS	130	Spreadsheet	2	2	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)

Total Credit Hours Required for Diploma Program 36-37

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Options

			Class	Lab	Clinic/Exp	Credits

Accounting Certificate [C25100A]

			Class	Lab	Clinic/Exp	Credits
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3

Total Credit Hours Required for Certificate Program.................................... 18

Income Tax Preparer Certificate [C25100I]

			Class	Lab	Clinic/Exp	Credits
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 16

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program [D35100]
Certificate Programs [C35100A & C35100R]

Curriculum Description:

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
General Education Electives***						3-4

Total General Education Required Hours 6-7

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	133	HVAC Servicing	2	6	0	4
AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	180	HVACR Customer Relations	1	0	0	1
AHR	211	Residential System Design	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1

Total Major Required Hours 35

***General Education Electives

Select 3-4 credits

ENG	111	Expository Writing and	3
ENG	111A	Expository Writing Lab	1
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
PSY	118	Interpersonal Psychology	3

Total Credit Hours Required for Diploma Program 41-42

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Suggested Curriculum by Semesters

First Year

Fall Semester ....Credits

AHR	110	....	5
AHR	111	....	3
AHR	112	....	4
		....	**12**

Spring Semester

AHR	113	....	4
AHR	114	....	4
AHR	180	....	1
AHR	211	....	3
		....	**12**

Summer Semester

AHR	133	....	4
AHR	151	....	2
		....	**6**

Second Year ....Credits

Fall Semester

CIS	110	....	3
COE	111	....	1
COE	115	....	1
COM	110	....	3
GenEd Elective		....	3-4
		....	**11-12**

Certificate Options

Air Conditioning, Heating, and Refrigeration Technology Certificate [C35100A]

			Class	Lab	Clinic/Exp	Credits
AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	180	HVACR Customer Relations	1	0	0	1

Total Credit Hours Required for Certificate Program..................................... 17

Refrigeration and Heating Servicing Certificate [C35100R]

AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	133	HVAC Servicing	2	6	0	4
AHR	151	HVAC Duct Systems I	1	3	0	2

Total Credit Hours Required for Certificate Program..................................... 18

Basic Law Enforcement Training
Certificate Program [C55120]

Curriculum Description:

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits
Major Required Courses					
CJC 100	Basic Law Enforcement Training	9	30	0	19

Total Credit Hours Required for Certificate Program.................................... 19

Subject	Contact Hours
Legal	
Motor Vehicle Law	20
Preparing for Court and Testifying in Court	12
Elements of Criminal Law	24
Juvenile Laws and Procedures	8
Arrest, Search, and Seizure/Constitutional Law	28
ABC Laws and Procedures	4
Patrol Duties	
Techniques of Traffic Law Enforcement	24
Explosives and Hazardous Materials Emergencies	12
Traffic Accident Investigation	20
In-Custody Transportation	8
Crowd Management	12
Patrol Techniques	20
Law Enforcement Communication & Radio Pro.	8
Rapid Deployment Training	8
Anti-Terrorism Training	4
Communications	
Dealing with Victims and the Public	10
Domestic Violence Response	12
Ethics for Professional Law Enforcement	4
Indiv. with Mental Illness & Mental Retardation	8
Crime Prevention Techniques	6
Comm. Skills for Law Enforcement Officers	8
Investigation	
Fingerprinting and Photographing	6
Field Note-Taking and Report Writing	12
Criminal Investigation	34
Interviews: Field and In-Custody	16
Controlled Substances	12
Practical Application	
First Responder	40
Firearms	48

Law Enforcement Driver Training 40
Physical Fitness Training 54
Subject Control Arrest Techniques...............................40

Sheriff-Specific
Civil Process 24
Sheriffs' Responsibilities: Detention Duties...................4
Sheriffs' Responsibilities: Court Duties.........................6

Miscellaneous
Course Orientation...4
Testing 24

Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following courses: CJC-120, CJC-131, CJC-132, CJC-221, CJC-225, CJC-231, for a total of 18 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

Biotechnology
A.A.S. Degree [A20100]

Curriculum Description:
The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Biotechnology is an Associate Degree program offered in conjunction with Forsyth Technical Community College who awards the degree. Students may take courses marked with an asterisk (*) at Mitchell Community College. All other courses must be taken at Forsyth Technical Community College.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	113	Literature-Based Research or				
*ENG	114	Professional Research & Reporting	3	0	0	3
*MAT	115	Mathematical Models or	2	2	0	3
*MAT	161	College Algebra or	(3	0	0	3)
*MAT	175	Precalculus	(4	0	0	4)
*PSY	118	Interpersonal Psychology or				
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 16-17

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
*BIO	111	General Biology I	3	3	0	4
*BIO	112	General Biology II	3	3	0	4
BIO	285	Research & Measurement	2	4	0	4
BTC	181	Basic Lab Techniques	3	3	0	4
*CHM 131		Introduction to Chemistry and	3	0	0	3
*CHM 131A		Introduction to Chemistry Lab or	0	3	0	1

CHM	151	General Chemistry I	(3	3	0	4)
*CHM	132	Organic and Biochemistry	3	3	0	4
*CIS	110	Introduction to Computers	2	2	0	3
*MAT	151	Statistics I and	3	0	0	3
*MAT	151A	Statistics I Lab or	0	2	0	1
MAT	155	Statistical Analysis and	(3	0	0	3)
MAT	155A	Statistics Analysis Lab	(0	2	0	1)
*WEB	110	Internet/Web Fundamentals	2	2	0	3
		Technical Specialty Electives**				15
		Work Experience Elective***				1-2

Total Major Required Hours **50-51**

Total Credit Hours Required for A.A.S. Degree **66-68**

**Technical Specialty Electives
Select a minimum of 15 credits

*BIO	250	Genetics	4
*BIO	275	Microbiology	4
BTC	150	Bioethics	3
BTC	250	Principles of Genetics	3
BTC	270	Recombinant DNA Techniques	4
BTC	281	Bioprocess Techniques	4
BTC	282	Biotech Fermentation I	4
BTC	283	Biotech Fermentation II	4
BTC	285	Cell Culture	3
BTC	286	Immunological Techniques	4
CHM	263	Analytical Chemistry	5

***Work Experience Electives
Select 1 course from the following

BTC	288	Biotech Lab Experience	2
COE	111	Co-op Work Experience I	1
COE	112	Co-op Work Experience I	2
COE	121	Co-op Work Experience II	1
COE	122	Co-op Work Experience II	2
COE	131	Co-op Work Experience III	1
COE	132	Co-op Work Experience III	2

Suggested Curriculum by Semesters

First Year
Fall Semester ....**Credits**

*BIO	111	4
*CHM	131 and	3
*CHM	131A or	1
CHM	151	(4)
*CIS	110	3
*ENG	111	3
*ENG	111A	1
*MAT	115 or	
*MAT	161 or	3
*MAT	175	(4)

Spring Semester

*BIO	112	4
*CHM	132	4
*MAT	151 and	3
*MAT	151A or	1
MAT	155 and	(3)
MAT	155A	(1)
*PSY	118 or	
*PSY	150	3

Second Year

Fall Semester ....Credits

BTC   181 4

*WEB 110 3

*Humanities/Fine Arts...3

Technical Specialty Electives

Spring Semester

BIO   285 4

COE   111 1

*ENG 113 or

*ENG 114 3

Technical Specialty Electives

Work Experience Elective

Business Administration
A.A.S. Degree [A25120]
Certificate Program [C25120A]

Curriculum Description:

     The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

     Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

     Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	3	0	0	3
PSY	118	Interpersonal Psychology or				
PSY	150	General Psychology or				
SOC	210	Introduction to Sociology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19

Major Required Courses						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
BUS	291	Selected Topics in Business	0	3	0	1
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1

CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Major Electives***				6

Total Major Required Hours 49

***Major Electives
Select 6 credits

ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
BUS	135	Principles of Supervision	3
BUS	153	Human Resource Management	3
BUS	230	Small Business Management.....................	3
BUS	253	Leadership and Management Skills	3
BUS	270	Professional Development	3
COE	112, 121, 131	Cooperative Education	1-3
MKT	121	Retailing	3
MKT	123	Fundamentals of Selling............................	3
MKT	220	Advertising and Sales Promotion	3

Total Credit Hours Required for A.A.S. Degree... 68

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester ....Credits

ACC	120	4
BUS	110	3
BUS	121	3
ENG	111	3
ENG	111A	1
OST	131	2
		....**16**

Spring Semester

ACC	121	4
CIS	110	3
COM	120	3
ENG	113 or	
ENG	114	3
MAT	140 or	
MAT	161	3
		....**16**

Summer Semester

Humanities/Fine Arts 3
....**3**

Second Year

Fall Semester ....Credits

BUS	115	3
BUS	137	3
BUS	260	3
ECO	251	3
MKT	120	3
Major Elective...3
		....**18**

Spring Semester

BUS	291	....	1
COE	111**	....	1
COE	115**	....	1
CTS	130	....	3
ECO	252	....	3
PSY	118 or		
PSY	150 or		
SOC	210	....	3
Major Elective		....	3
		....	**15**

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Option

			Class	Lab	Clinic/Exp	Credits
Management Certificate [C25120A]						
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3

Total Credit Hours Required for Certificate Program..................................... 18

Business Administration—Human Resources Management
A.A.S. Degree [A2512C]

Curriculum Description:

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours 16

Major Required Courses

ACC	115	College Accounting or				
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	217	Employment Laws and Regulations	3	0	0	3
BUS	234	Training and Development	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
BUS	256	Recruit, Selection, & Personnel Plan	3	0	0	3
BUS	258	Compensation and Benefits	3	0	0	3
BUS	259	HRM Applications	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet or				
OST	137	Office Software Applications	2	2	0	3
ECO	251	Principles of Microeconomics or				
ECO	252	Principles of Macroeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	131	Keyboarding	1	2	0	2

Total Major Required Hours 53

Total Credit Hours Required for A.A.S. Degree... 69

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year
Fall Semester ....Credits

ACC	115 or		
ACC	120	....	4
BUS	153	....	3
CIS	110	....	3
ENG	111	....	3
ENG	111A	....	1
MAT	115	....	3
		....	**17**

Spring Semester

BUS	115	....	3
BUS	121	....	3
BUS	137	....	3
COM	120	....	3
MKT	120	....	3
OST	131	....	2
		....	**17**

Summer Semester

Humanities/Fine Arts	....	3
Social/Behavioral Sciences	....	3
	....	**6**

Second Year

Fall Semester ....**Credits**

BUS	217	....	3
BUS	234	....	3
BUS	256	....	3
CTS	130 or		
OST	137	....	3
ECO	251 or		
ECO	252	....	3
			15

Spring Semester

BUS	240	....	3
BUS	258	....	3
BUS	259	....	3
BUS	260	....	3
COE	111	....	1
COE	115	....	1
			14

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Business Administration—Marketing and Retailing

A.A.S. Degree [A2512F]
Certificate Program [C2512F]

Curriculum Description:

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours **16**

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1

ECO	251	Principles of Microeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	121	Retailing	3	0	0	3
MKT	122	Visual Merchandising	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
MKT	225	Marketing Research	3	0	0	3
MKT	226	Retail Applications	3	0	0	3
OST	131	Keyboarding	1	2	0	2

Total Major Required Hours 50

Total Credit Hours Required for A.A.S. Degree... 66

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year
Fall Semester ....Credits
BUS   110 3
BUS   115 3
BUS   121 3
MKT   120 3
OST   131 2
                       ....**14**

Spring Semester
ACC   120 4
CIS   110 3
ENG   111 3
ENG   111A 1
MKT   121 3
MKT   122 3
                       ....**17**

Summer Semester
Humanities/Fine Arts 3
                       ....**3**

Second Year
Fall Semester
BUS   137 3
BUS   260 3
ECO   251 3
MKT   123 3
MKT   220 3
                       ....**15**

Spring Semester
COE   111** 1
COE   115** 1
COM   120 3
MAT   140 or
MAT   161 3
MKT   225 3
MKT   226 3
Social/Behavioral Sciences...3
                       ....**17**

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Option

			Class	Lab	Clinic/Exp	Credits
Marketing Certificate [C2512F]						
COM	120	Intro to Interpersonal Communication	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	121	Retailing	3	0	0	3
MKT	122	Visual Merchandising	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3

Total Credit Hours Required for Certificate Program.................................... 18

Computer Information Technology
A.A.S. Degree [A25260]
Diploma Program [D25260]
Certificate Programs [C25260D, C25260I, C25260S, & C25260Y]

Curriculum Description:

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours 16

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	120	Hardware/Software Support	2	3	0	3
CTS	135	Integrated Software Introduction	2	4	0	4
CTS	285	Systems Analysis & Design	3	0	0	3
CTS	289	System Support Project	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Administration I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3

Major Electives*** **6**
Total Major Required Hours **51**

***Major Electives
Select 6 credits
CTS 130 Spreadsheet 3
CTS 230 Advanced Spreadsheet...............................3
DBA 115 Database Applications...............................3
DBA 120 Database Programming I 3
OST 131 Keyboarding...2
SPA 111* Elementary Spanish I or
SPA 120* Spanish for the Workplace 3
(SPA is limited to a maximum of 3 SHC for major electives)

Total Credit Hours Required for A.A.S. Degree... 67

Suggested Curriculum by Semesters
Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year
Fall Semester ....Credits
CIS 110 3
CIS 115 3
ENG 111 3
ENG 111A 1
NOS 110 3
WEB 110 3
....**16**

Spring Semester
CTS 120 3
CTS 135 4
DBA 110 3
MAT 115 or
MAT 161 3
NET 110 3
NOS 130 3
....**19**

Second Year
Fall Semester ....Credits
BUS 110 3
COM 110 or
COM 120 3
CTS 285 3
SEC 110 3
Humanities/Fine Arts 3
Major elective 3
....**18**

Spring Semester
COE 111 1
COE 115 1
CTS 289 3
NOS 230 3
Social/Behavioral Sciences...3
Major Elective...3
....**14**

Diploma [D25260]

				Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers		2	2	0	3
CIS	115	Introduction to Programming & Logic		2	3	0	3
COE	111**	Co-op Work Experience I		0	0	10	1
COE	115**	Work Experience Seminar I		1	0	0	1
COM	110	Introduction to Communication or					
COM	120	Intro to Interpersonal Communication		3	0	0	3
CTS	130	Spreadsheet		2	2	0	3
CTS	135	Integrated Software Introduction		2	4	0	4
CTS	230	Advanced Spreadsheet		2	2	0	3
CTS	285	Systems Analysis & Design		3	0	0	3
DBA	110	Database Concepts		2	3	0	3
ENG	111	Expository Writing		3	0	0	3
ENG	111A	Expository Writing Lab		0	2	0	1
MAT	115	Mathematical Models or		2	2	0	3
MAT	161	College Algebra		(3	0	0	3)
NET	110	Networking Concepts		2	2	0	3
NOS	110	Operating System Concepts		2	3	0	3
SEC	110	Security Concepts		3	0	0	3
WEB	110	Internet/Web Fundamentals		2	2	0	3

Total Credit Hours Required for Diploma Program 46

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Options

				Class	Lab	Clinic/Exp	Credits

Database Certificate [C25260D]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
DBA	115	Database Applications	2	2	0	3
DBA	120	Database Programming I	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 12

Information Systems Certificate [C25260I]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	135	Integrated Software Introduction	2	4	0	4
DBA	110	Database Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 16

Spreadsheet Certificate [C25260S]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	135	Integrated Software Introduction	2	4	0	4
CTS	230	Advanced Spreadsheet	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 13

Systems Certificate [C25260Y]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 12

Computer Programming

A.A.S. Degree [A25130]
Diploma Program [D25130]
Certificate Programs [C25130C, C25130G, C25130J, & C25130V]

Curriculum Description:

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
Humanities/Fine Arts Elective			3	0	0	3
Social/Behavioral Sciences Elective			3	0	0	3

Total General Education Required Hours 16

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CSC	289	Programming Capstone Project	1	4	0	3
CTS	135	Integrated Software Introduction	2	4	0	4
CTS	285	Systems Analysis & Design	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Major Electives***	6			
A.A.S. Degree must select two of the following courses:						
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
A.A.S. Degree must select two of the following courses:						
CSC	234	Advanced C++ Programming	2	3	0	3
CSC	239	Advanced Visual BASIC Programming	2	3	0	3
CSC	251	Advanced JAVA Programming	2	3	0	3

Total Major Required Hours for A.A.S. Degree 54

***Major Electives
Select 6 credits
CTS   130   Spreadsheet 3
CTS   230   Advanced Spreadsheet 3
DBA   115   Database Applications............................... 3
DBA   120   Database Programming I 3
WEB   110   Internet/Web Fundamentals 3

Total Credit Hours Required for A.A.S. Degree... 70

Suggested Curriculum by Semesters
Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year
Fall Semester ....Credits
CIS   110   3
CIS   115   3
CSC   134 or
CSC   151   3
ENG   111   3
ENG   111A 1
NOS   110   3
Major Elective.. 3
                ....**19**

Spring Semester
CSC   139 or
CSC   234 or
CSC   251   3
CTS   135   4
DBA   110   3
NET   110   3
NOS   130   3
                ....**16**

Second Year
Fall Semester ....Credits
CSC   134 or
CSC   151 or
CSC   239   3
CTS   285   3
MAT   115 or
MAT   161   3
SEC   110   3
Humanities/Fine Arts 3
                ....**15**

Spring Semester
BUS   110   3
COE   111   1
COE   115   1
COM   110 or
COM   120   3
CSC   234 or
CSC   251   3
CSC   289   3
Social/Behavioral Sciences.. 3
Major Elective.. 3
                ....**20**

Diploma [D25130]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication	3	0	0	3
CTS	135	Integrated Software Introduction	2	4	0	4
CTS	285	Systems Analysis & Design	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
Diploma Program must select two of the following courses:						
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
Diploma Program must select two of the following courses:						
CSC	234	Advanced C++ Programming	2	3	0	3
CSC	239	Advanced Visual BASIC Programming	2	3	0	3
CSC	251	Advanced JAVA Programming	2	3	0	3

Total Credit Hours Required for Diploma Program 43

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours

Certificate Options

			Class	Lab	Clinic/Exp	Credits

C++ Programming Certificate [C25130C]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	234	Advanced C++ Programming	2	3	0	3

Total Credit Hours Required for Certificate 12

General Programming Certificate [C25130G]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3

Total Credit Hours Required for Certificate 15

JAVA Programming Certificate [C25130J]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
CSC	251	Advanced JAVA Programming	2	3	0	3

Total Credit Hours Required for Certificate 12

Visual BASIC Programming Certificate [C25130V]

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	239	Advanced Visual BASIC Programming	2	3	0	3

Total Credit Hours Required for Certificate 12

Cosmetology
Diploma Program [D55140]

Curriculum Description:

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3

Total General Education Required Hours 6

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7

Total Major Required Hours 41

Total Credit Hours Required for Diploma Program 47

Suggested Curriculum by Semesters

Fall Semester ....Credits

COS	111	....	4
COS	112	....	8
			12

Spring Semester

COS	113	....	4
COS	114	....	8
PSY	118	....	3
			15

Summer Semester

COS	115	....	4
COS	116	....	4
			8

Fall Semester

COM	120	....	3
COS	117	....	2
COS	118	....	7
			12

Cosmetology Instructor
Certificate Program [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.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
COS	271	Instructor Concepts I	5	0	0	5
COS	272	Instructor Practicum I	0	21	0	7
COS	273	Instructor Concepts II	5	0	0	5
COS	274	Instructor Practicum II	0	21	0	7

Total Major Required Hours 24

Total Credit Hours Required for Certificate Program.................................... 24

Suggested Curriculum by Semesters

Fall Semester ....Credits
COS	271	5
COS	272	7
		....**12**

Spring Semester ....Credits
COS	273	5
COS	274	7
		....**12**

Criminal Justice Technology
A.A.S. Degree [A55180]

Curriculum Description:

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics	(3	0	0	3)
POL	130	State & Local Government	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	121	Law Enforcement Operations or	3	0	0	3
COE	111**	Co-op Work Experience I and	(0	0	10	1)
COE	115**	Work Experience Seminar I	(1	0	0	1)
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	223	Organized Crime	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		CJC Elective #1**				3
		CJC Elective #2**				2-3
		Major Electives***				2-3

Total Major Required Hours 49-52

**CJC Elective #1—Select 3 credits
**CJC Elective #2—Select 2-3 credits

CJC	120	Interviews/Interrogations	2
CJC	122	Community Policing	3
CJC	151	Introduction to Loss Prevention	3
CJC	160	Terrorism: Underlying Issues	3
CJC	170	Critical Incident Man. for Public Safety	3
CJC	215	Organization & Administration	3
CJC	222	Criminalistics	3
CJC	225	Crisis Intervention	3
CJC	255	Issues in Criminal Justice Application	3

***Major Electives

Select 2-3 credits

BIO	111	General Biology I	4
COE	112, 121	Cooperative Education	1-2
HEA	112	First Aid & CPR	2
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Total Credit Hours Required for A.A.S. Degree... 68-71

Suggested Curriculum by Semesters

First Year
Fall Semester ....Credits

CJC	111	3
CJC	112	3
CJC	131	3
ENG	111	3
ENG	111A	1
POL	120	3
PSY	150	3
		19

Spring Semester

CJC	113	3
CJC	132	3
CJC	141	3
CJC	231	3
ENG	114	3
POL	130	3
		18

Second Year
Fall Semester

CJC	212	3
CJC	221	4
CJC	223	3
MAT	115 or	
MAT	140	3
Humanities/Fine Arts		3
		16

Second Year
Spring Semester ....Credits

CIS	110	3
CJC	121 or	3
COE	111 and	(1)
COE	115	(1)
COM	120	3
CJC	Elective #1	3
CJC	Elective #2	2-3
Major Electives		2-3
		15-18

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following courses: CJC-120, CJC-131, CJC-132, CJC-221, CJC-225, CJC-231, for a total of 18 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

Dietetic Technician
A.A.S Degree [A45310]

Curriculum Description:

The Dietetic Technician program prepares individuals to promote optimal health through proper nutrition by providing personalized services to meet client's needs, and ensure balanced diets. Dietetic Technicians work under the supervision of a registered, licensed dietician.

Course work includes content related to food, nutrition, communication, and management. The physical, biological, behavioral, and social sciences support these areas.

Employment opportunities include childcare centers, hospitals, correctional centers, public health agencies, retirement centers, rehabilitation centers, hospices, clinics, nursing homes, home care programs, or medical offices.

Dietetic Technician is an Associate Degree program offered in conjunction with Gaston College who awards the degree. Students may take courses marked with an asterisk (*) at Mitchell Community College. All DET courses are offered online through Gaston College.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*BIO	163	Basic Anatomy & Physiology	4	2	0	5
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	114	Professional Research & Reporting	3	0	0	3
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
*		Math Elective***				3-4

Total General Education Required Hours 21-22

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
*BIO	275	Microbiology	3	3	0	4
*CHM	131	Introduction to Chemistry	3	0	0	3
*CHM	131A	Introduction to Chemistry Lab	0	3	0	1
*CHM	132	Organic and Biochemistry	3	3	0	4
*COE	111	Co-op Work Experience I	0	0	10	1
DET	110	Dietetic Technician I	6	0	6	8
DET	115	Dietetic Technician II	2	0	0	2
DET	120	Dietetic Technician III	6	0	9	9
DET	210	Dietetic Technician IV	6	0	9	9
DET	220	Dietetic Technician V	6	0	12	10
DET	225	Dietetic Technician VI	2	0	0	2
*PSY	241	Developmental Psychology	3	0	0	3

Total Major Required Hours 56

Total Credit Hours Required for A.A.S. Degree.. 77-78

***Math Elective

Select 3-4 credits
*(*Electives offered at Mitchell)*

MAT	110	3
MAT	120	3
*MAT	121	3
*MAT	122	3
MAT	145	3
*MAT	151	3
*MAT	151A	1
*MAT	161	3
*MAT	162	3
MAT	165	3
*MAT	171	3
*MAT	171A	1

Suggested Curriculum by Semesters

First Year
Fall Semester ....**Credits**

*BIO 163	....	5
DET 110	....	8
*ENG 111	....	3
*ENG 111A	....	1
*PSY 150	....	<u>3</u>
	....	**20**

Spring Semester

CHM 130 and	....	(3)
CHM 130A or	....	(1)
*CHM 131 and	....	3
*CHM 131A	....	1
DET 115	....	2
DET 120	....	9
*Math Elective	....	<u>3-4</u>
	....	**18-19**

Second Year
Fall Semester

*BIO 275	....	4
*CHM 132	....	4
DET 210	....	9
*ENG 114	....	3
*PSY 241	....	<u>3</u>
	....	**23**

Spring Semester

COE 111	....	1
DET 220	....	10
DET 225	....	2
*Humanities/Fine Arts	....	<u>3</u>
	....	**16**

Early Childhood Education
A.A.S. Degree [A55220]
Diploma Program [D55220]
Certificate Programs [C55220E & C55220P]

Curriculum Description:

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	110	Principles of Biology or	3	3	0	4
MAT	140	Survey of Mathematics	(3	0	0	3)
*COM	120	Intro to Interpersonal Communication	3	0	0	3
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19-20

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
CIS	110	Introduction to Computers	2	2	0	3
*COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
*EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	126	Early Childhood Seminar I	2	0	0	2
*EDU	131	Children, Family, & Community	3	0	0	3
*EDU	144	Child Development I	3	0	0	3
*EDU	145	Child Development II	3	0	0	3
*EDU	146	Child Guidance	3	0	0	3
*EDU	151	Creative Activities	3	0	0	3
*EDU	153	Health, Safety, & Nutrition	3	0	0	3
*EDU	221	Children with Exceptionalities	3	0	0	3
*EDU	252	Math & Science Activities	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
*EDU	280	Language & Literacy Experiences	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Major Electives***				4

Total Major Required Hours 51

***Major Electives
Select 4 credits

BUS	230	Small Business Management	3
EDU	152	Music, Movement, & Language	3
EDU	234	Infants, Toddlers, & Twos	3
EDU	235	School-Age Development & Programs	2
EDU	250	PRAXIS I Preparation	1

EDU	261	Early Childhood Administration I	3
EDU	262	Early Childhood Administration II	3
EDU	282	Early Childhood Literature	3
EDU	288	Advanced Issues/Early Childhood Ed.	2
SPA	120	Spanish for the Workplace	3

Total Credit Hours Required for A.A.S. Degree... 70-71
Total Credit Hours Required for Diploma Program 39

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Suggested Curriculum by Semesters

First Year
Fall Semester ....Credits
BIO	110 or	4
MAT	140	(3)
EDU	119	4
EDU	146	3
ENG	111	3
ENG	111A	1
		14-15

Spring Semester
CIS	110	3
COE	111	1
COE	115	1
EDU	144	3
EDU	151	3
EDU	153	3
ENG	113	3
		17

Summer Semester
COM	120	3
EDU	131	3
PSY	150	3
		9

Second Year
Fall Semester ....Credits
EDU	145	3
EDU	271	3
EDU	280	3
SOC	213	3
Humanities/Fine Arts		3
		15

Spring Semester
EDU	126	2
EDU	221	3
EDU	252	3
EDU	259	3
Major Electives		4
		15

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Early Childhood Education Certificate [C55220E]						
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
Major Electives***						6

Total Credit Hours Required for Certificate Program...................................... 16

			Class	Lab	Clinic/Exp	Credits
Parent Educator's Certificate [C55220P]						
EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	288	Advanced Issues/Early Childhood Education	2	0	0	2

Total Credit Hours Required for Certificate Program...................................... 17

Electrical/Electronics Technology
Diploma Program [D35220]
Certificate Program [C35220E]

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/electronic systems.

The diploma option requires that some courses be taken during the day. The certificate option will be offered evenings-only.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM 110		Introduction to Communication	3	0	0	3
MAT 121		Algebra/Trigonometry I	2	2	0	3

Total General Education Required Hours 6

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
ELC	113	Basic Wiring I	2	6	0	4
ELC	115	Industrial Wiring	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	119	NEC Calculations	1	2	0	2
ELC	128	Introduction to PLC	2	3	0	3
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELC	134	Transformer Applications	1	2	0	2
ELN	131	Semiconductor Applications	3	3	0	4

Total Major Required Hours 30

Total Credit Hours Required for Diploma Program 36

Suggested Curriculum by Semesters

These courses are offered as day-only options. Recommended sequence after completing the Electrical Wiring Certificate.

Fall Semester ....Credits
ELC   128 3
ELC   131 5
MAT   121   ....<u>3</u>
              ....**11**

Spring Semester
COE   111 1
COE   115 1
COM   110 3
ELN   131   ....<u>4</u>
              ....**9**

**COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.

Electrical Wiring Certificate Option [C35220E]

A subset of the Electrical/Electronics Technology diploma

Curriculum Description:

The Electrical Wiring Certificate option at Mitchell Community College is designed to provide training for persons interested in the installation and maintenance of electrical 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, industrial motor controls, and applications of the National Electric Code.

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

		Class	Lab	Clinic/Exp	Credits
Major Required Courses					
ELC	113 Basic Wiring I	2	6	0	4
ELC	115 Industrial Wiring	2	6	0	4
ELC	117 Motors and Controls	2	6	0	4
ELC	119 NEC Calculations	1	2	0	2
ELC	134 Transformer Applications	1	2	0	2

Total Credit Hours Required for Certificate Program..................................... 16

Suggested Curriculum by Semesters

This certificate is offered as an evening-only option.

Fall Semester ....Credits
ELC   113 4
ELC   119 2
ELC   134   ....<u>2</u>
              ....**8**

Spring Semester
ELC   115 4
ELC   117   ....<u>4</u>
              ....**8**

Electronics Engineering Technology

A.A.S. Degree [A40200]
Diploma Program [D40200]
Certificate Programs [C40200C, C40200D, C40200E, & C40200U]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*MAT	121	Algebra/Trigonometry I	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours **16**

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
CET	111	Computer Upgrade/Repair I	2	3	0	3
CET	211	Computer Upgrade/Repair II	2	3	0	3
*CIS	110	Introduction to Computers	2	2	0	3
*COE	111**	Co-op Work Experience I	0	0	10	1
*COE	115**	Work Experience Seminar I	1	0	0	1
*ELC	128	Introduction to PLC	2	3	0	3
*ELC	131	DC/AC Circuit Analysis	4	3	0	5
*ELN	131	Semiconductor Applications	3	3	0	4
*ELN	132	Linear IC Applications	3	3	0	4
*ELN	133	Digital Electronics	3	3	0	4
*ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
MAT	122	Algebra/Trigonometry II	2	2	0	3
PHY	131	Physics—Mechanics	3	2	0	4
*		Major Electives***				3

Total Major Required Hours **49**

***Major Electives
Select 3 credits

COE	112, 121, 131	Cooperative Education	1-3
DFT	151	CAD I	3
ELC	113	Basic Wiring I	4
HYD	110	Hydraulics/Pneumatics I	3
MEC	161	Manufacturing Processes I	3
NET	110	Networking Concepts	3
NOS	110	Operating System Concepts	3

Total Credit Hours Required for A.A.S. Degree... 65
Total Credit Hours Required for Diploma Program 39

Suggested Curriculum by Semesters
Applies to day offerings

First Year

Fall Semester ....Credits

CET	111	3
CIS	110	3
COM	120	3
ELC	131	5
MAT	121	3
		17

Spring Semester

CET	211	3
ELN	131	4
ELN	133	4
MAT	122	3
		14

Summer Semester

ENG	111	3
ENG	111A	1
Social/Behavioral Sciences		3
		7

Second Year

Fall Semester ....Credits

ELC	128	3
ELN	132	4
ELN	232	4
Humanities/Fine Arts		3
		14

Spring Semester

COE	111	1
COE	115	1
ELN	234	4
PHY	131	4
Major Elective		3
		13

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Communication Certificate [C40200C]						
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELN	131	Semiconductor Applications	3	3	0	4
ELN	132	Linear IC Applications	3	3	0	4
ELN	234	Communication Systems	3	3	0	4

Total Credit Hours Required for Certificate Program.....................17

			Class	Lab	Clinic/Exp	Credits
Digital Microprocessors Certificate [C40200D]						
CIS	110	Introduction to Computers	2	2	0	3
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELN	133	Digital Electronics	3	3	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4

Total Credit Hours Required for Certificate Program.....................16

			Class	Lab	Clinic/Exp	Credits
Electronic Devices Certificate [C40200E]						
CIS	110	Introduction to Computers	2	2	0	3
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELN	131	Semiconductor Applications	3	3	0	4
ELN	132	Linear IC Applications	3	3	0	4

Total Credit Hours Required for Certificate Program.....................16

			Class	Lab	Clinic/Exp	Credits
Computer Upgrade/Repair Certificate [C40200U]						
CET	111	Computer Upgrade/Repair I	2	3	0	3
CET	211	Computer Upgrade/Repair II	2	3	0	3
CIS	110	Introduction to Computers	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3

Total Credit Hours Required for Certificate Program.....................12

Esthetics Technology
Certificate Program [C55230]

Curriculum Description:

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
COS	119	Esthetics Concepts I	2	0	0	2
COS	120	Esthetics Salon I	0	18	0	6
COS	125	Esthetics Concepts II	2	0	0	2
COS	126	Esthetics Salon II	0	18	0	6

Total Major Required Hours 16
Total Credit Hours Required for Certificate Program.....................16

Suggested Curriculum by Semesters

Fire Protection Technology
A.A.S. Degree [A55240]

Curriculum Description:

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Fire Protection Technology is an Associate Degree program offered in conjunction with Catawba Valley Community College who awards the degree. Students may take courses marked with an asterisk (*) at Mitchell Community College. All other courses must be taken at Catawba Valley Community College.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*COM	231	Public Speaking	3	0	0	3
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	114	Professional Research & Reporting	3	0	0	3
*MAT	115	Mathematical Models	2	2	0	3
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours **19**

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
*ACA	111	College Student Success	1	0	0	1
*CIS	110	Introduction to Computers	2	2	0	3
FIP	120	Introduction to Fire Protection	3	0	0	3
FIP	124	Fire Prevention & Public Education	3	0	0	3
FIP	128	Detection & Investigation	3	0	0	3
FIP	132	Building Construction	3	0	0	3
FIP	136	Inspections & Codes	3	0	0	3
FIP	144	Sprinklers & Auto Alarms	2	2	0	3
FIP	148	Fixed & Portable Extinguishing Systems	2	2	0	3
FIP	152	Fire Protection Law	3	0	0	3
FIP	220	Fire Fighting Strategies	3	0	0	3
FIP	224	Instructional Methodology	4	0	0	4
FIP	230	Chemistry of Hazardous Materials I	5	0	0	5
FIP	232	Hydraulics & Water Distribution	2	2	0	3
FIP	236	Emergency Management	3	0	0	3

FIP	248	Fire Service Personnel Administration	3	0	0	3
FIP	264	Flame Propagation & Materials Rating	1	4	0	3
FIP	276	Managing Fire Services	3	0	0	3

Total Major Required Hours 55

Total Credit Hours Required for A.A.S. Degree... 74

Suggested Curriculum for Fire Protection Courses by Semesters

First Year

Fall Semester ....Credits

FIP	120	3
FIP	124	3
FIP	220	3

Spring Semester

FIP	144	3
FIP	152	3
FIP	224	4

Summer Semester

FIP	136	3
FIP	276	3

Second Year

Fall Semester ....Credits

FIP	132	3
FIP	148	3
FIP	236	3

Spring Semester

FIP	230	5
FIP	248	3
FIP	264	3

Summer Semester

FIP	128	3
FIP	232	3

General Occupational Technology
A.A.S. Degree [A55280]
Diploma Program [D55280]

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade 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 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.

A.A.S. General Education Core	15-16 SHC
Diploma General Education Core	6-7 SHC

A.A.S. programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 3 semester hours of communications. Choose from the following to fulfill requirement:

COM	110	Introduction to Communication	3
COM	120	Intro to Interpersonal Communication	3
COM	231	Public Speaking	3
ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3
ENG	114	Professional Research & Reporting	3

For the Degree program choose at least one course from each of the following categories. For the diploma program choose one course from any of the following categories.

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
DRA	111	Theatre Appreciation	3
DRA	124	Readers Theatre	3
DRA	130	Acting I	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	261	World Literature I	3
ENG	262	World Literature II	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	170	The Holocaust	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3

Social/Behavioral Sciences Courses

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3

GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics Courses

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
CIS	110	Introduction to Computers	3
MAT	115	Mathematical Models	3
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Total Major Hours Required for A.A.S. .... 49 SHC
Total Major Hours Required for Diploma .... 30 SHC

Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program.

ACA	111	College Student Success	1	ART	121	Design I	3
ACC	115	College Accounting	4	ART	122	Design II	3
ACC	120	Principles of Financial Accounting	4	ART	131	Drawing I	3
ACC	121	Principles of Managerial Accounting	4	ART	132	Drawing II	3
ACC	122	Principles of Financial Accounting II	3	ART	135	Figure Drawing I	3
ACC	129	Individual Income Taxes	3	ART	171	Computer Art I	3
ACC	130	Business Income Taxes	3	ART	231	Printmaking I	3
ACC	140	Payroll Accounting	2	ART	240	Painting I	3
ACC	150	Accounting Software Applications	2	ART	241	Painting II	3
ACC	220	Intermediate Accounting I	4	ART	244	Watercolor	3
ACC	227	Practices in Accounting	3	ART	261	Photography I	3
ACC	240	Govern. & Not-for-Profit Accounting	3	ART	262	Photography II	3
AHR	110	Introduction to Refrigeration	5	ART	271	Computer Art II	3
AHR	111	HVACR Electricity	3	ART	281	Sculpture I	3
AHR	112	Heating Technology	4	ART	282	Sculpture II	3
AHR	113	Comfort Cooling	4	ART	283	Ceramics I	3
AHR	114	Heat Pump Technology	4	ART	284	Ceramics II	3
AHR	133	HVAC Servicing	4	ART	288	Studio	3
AHR	151	HVAC Duct Systems I	2	ASL	111	Elementary ASL I	3
AHR	180	HVACR Customer Relations	1	ASL	112	Elementary ASL II	3
AHR	211	Residential System Design	3	ASL	211	Intermediate ASL I	3

NUR	185	Mental Health Nursing...............................5	PED	145	Basketball-Beginning................................1
NUR	235	Adult Nursing II 10	PED	146	Basketball-Intermediate 1
NUR	291	Selected Topics in Nursing-Leadership 1	PHI	230	Introduction to Logic 3
OST	131	Keyboarding..2	PHY	131	Physics-Mechanics....................................4
OST	134	Text Entry & Formatting...........................3	PHY	151	College Physics I 4
OST	136	Word Processing 3	PHY	152	College Physics II 4
OST	137	Office Software Applications.....................3	PHY	251	General Physics I.......................................4
OST	164	Text Editing Applications 3	PHY	252	General Physics II 4
OST	181	Introduction to Office Systems 3	PSY	241	Developmental Psychology 3
OST	184	Records Management.................................3	PSY	246	Adolescent Psychology 3
OST	233	Office Publications Design........................3	PSY	263	Educational Psychology 3
OST	289	Administrative Office Management 3	PSY	265	Behavioral Modification...........................3
PBT	100	Phlebotomy Technology............................6	PSY	281	Abnormal Psychology 3
PBT	101	Phlebotomy Practicum..............................3	SAB	110	Substance Abuse Overview 3
PED	110	Fit and Well for Life..................................2	SEC	110	Security Concepts.....................................3
PED	111	Physical Fitness I.......................................1	SPA	111	Elementary Spanish I................................3
PED	113	Aerobics I 1	SPA	112	Elementary Spanish II 3
PED	114	Aerobics II 1	SPA	120	Spanish for the Workplace 3
PED	117	Weight Training I.......................................1	SPA	211	Intermediate Spanish I 3
PED	121	Walk, Jog, Run..1	SPA	212	Intermediate Spanish II............................3
PED	128	Golf-Beginning..1	WEB	110	Internet/Web Fundamentals 3
PED	129	Golf-Intermediate......................................1	WEB	111	Introduction to Web Graphics.................3
PED	130	Tennis-Beginning.......................................1	WEB	115	Web Markup and Scripting.......................3
PED	131	Tennis-Intermediate 1	WEB	120	Introduction to Internet Multimedia 3
PED	132	Racquetball-Beginning..............................1	WEB	140	Web Development Tools 3
PED	133	Racquetball-Intermediate 1	WEB	210	Web Design 3
PED	137	Badminton 1	WEB	230	Implementing Web Server........................3
PED	139	Bowling-Beginning....................................1	WEB	250	Database Driven Websites.........................3
PED	142	Lifetime Sports 1	WEB	260	E-Commerce Infrastructure......................3
PED	143	Volleyball-Beginning.................................1	WLD	110	Cutting Processes......................................2
PED	144	Volleyball-Intermediate.............................1	WLD	121	GMAW (MIG) FCAW/Plate.....................4

Total Credit Hours Required for A.A.S. Degree... 64-65
Total Credit Hours Required for Diploma Program 36-37

Human Services Technology
A.A.S. Degree [A45380]

Curriculum Description:

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	110	Principles of Biology or	3	3	0	4
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	114	Professional Research & Reporting	3	0	0	3
SOC	220	Social Problems	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours **19-20**

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
		HSE Clinical Supervision				
COE	121**	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
		HSE Clinical Supervision				
DDT	110	Developmental Disabilities	3	0	0	3
GRO	120	Gerontology	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	220	Case Management	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
HSE	240	Issues in Client Services	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

Total Major Required Hours **52**

Total Credit Hours Required for A.A.S. Degree **71-72**

Suggested Curriculum by Semesters

First Year
Fall Semester ....Credits
CIS   110 3
DDT   110 3
ENG   111 3
ENG   111A 1
HSE   110 3
PSY   150   ....<u>3</u>
              ....**16**

Spring Semester
BIO   110 or 4
MAT   140 or
MAT   161   ....(3)
ENG   114 3
HSE   123 3
HSE   125 3
SOC   220   ....<u>3</u>
              .... **15-16**

Summer Semester
COM   120 3
PSY   281 3
Humanities/Fine Arts ....<u>3</u>
              ....**9**

Second Year
Fall Semester ....Credits
COE   111 1
COE   115 1
GRO   120 3
HEA   112 2
HSE   112 2
HSE   227 3
SAB   110   ....<u>3</u>
              ....**15**

Spring Semester
COE   121 1
COE   125 1
HSE   210 2
HSE   220 3
HSE   225 3
HSE   240 3
SOC   213   ....<u>3</u>
              ....**16**

**COE 111, COE 115, COE 121, and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Infant/Toddler Care
Certificate Program [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 young children under the supervision of qualified teachers.

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 parents 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.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Children, 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	234	Infants, Toddlers, & Twos	3	0	0	3

Total Major Required Hours 16

Total Credit Hours Required for Certificate Program.................................... 16

Lateral Entry
Certificate Program [C55430]

Curriculum Description:

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
EDU	131	Children, Family, & Community	3	0	0	3
EDU	163	Classroom Man. & Instructional Tech.	3	0	0	3
EDU	243	Learning Theory	3	0	0	3
EDU	244	Human Growth/Development	3	0	0	3
EDU	245	Policies and Procedures	3	0	0	3
EDU	271	Educational Technology	2	2	0	3

Total Major Required Hours **18**
Total Credit Hours Required for Certificate Program................................... **18**

Required subject areas: 9 SHC required courses from UNC-Charlotte (partnering institution) from the following:
EDUC 5100 Diverse Learner...................................3-0-3
READ 5255 Int. Reading Across Content Area......3-0-3
MDSK 5251 Teaching Science to Middle and Secondary School Learners or
ENGL 5254 Teaching English/Communication to Middle/Secondary School Learners or
MAED 5040 Teaching Math to Middle School Learners or
MAED 5070 Teaching Math to Secondary School Learners or
MDSK 5253 Teach. Social Sci. to Mid. and Sec. Learn. 3-0-3
Courses offered by partnering senior institution include instructional methods, literacy, and diversity.

Suggested Curriculum By Semester
Hybrid classes offered in Statesville

Fall Semester ....**Credits**
EDU   163 3
EDU   245   ....<u>3</u>
              ....**6**

Spring Semester
EDU   243 3
EDU   244   ....<u>3</u>
              ....**6**

Summer Semester
EDU   131 3
EDU   271   ....<u>3</u>
              ....**6**

Manicuring/Nail Technology
Certificate Program [C55400]

Curriculum Description:
    The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/ artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

    Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

    Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
ACA	111	College Student Success	1	0	0	1
BUS	230	Small Business Management	3	0	0	3

Total General Education Required Hours **4**

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
COS	121	Manicure/Nail Technology I	4	6	0	6
COS	222	Manicure/Nail Technology II	4	6	0	6

Total Major Required Hours **12**
Total Credit Hours Required for Certificate Program................................... **16**

Suggested Curriculum by Semesters

Fall/Spring Semester	Credits
ACA 111	1
BUS 230	3
COS 121 (Fast Track)	6
COS 222 (Fast Track)	6
	16

Mechanical Engineering Technology
A.A.S. Degree [A40320]
Certificate Programs [C40320A, C40320C, C40320D, C40320M, & C40320W]

Curriculum Description:

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	121	Algebra/Trigonometry I or	2	2	0	3
MAT	175	Precalculus	(4	0	0	4)
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours 16-17

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	111	Technical Drafting I	1	3	0	2
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
DFT	211	Gears, Cams, & Pulleys	1	3	0	2
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MAC	232	CNC Graphics Programming: Milling	1	4	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	180	Engineering Materials	2	3	0	3

MEC	250	Statics & Strength of Materials	4	3	0	5
PHY	131	Physic-Mechanics	3	2	0	4
		Major Elective***				2-4

Total Major Required Hours **52-54**

***Major Electives

Select 2-4 credits
MEC	161	Manufacturing Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4

Total Credit Hours Required for A.A.S. Degree **68-71**

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester ....**Credits**
DFT	111	2
DFT	151	3
ISC	112	2
MAT	121 or	3
MAT	175	(4)
MEC	110	2
MEC	111	3
		15-16

Spring Semester
CIS	110	3
DFT	152	3
DFT	211	2
MEC	180	3
PHY	131	4
		15

Summer Semester
COM	120	3
Humanities/Fine Arts		3
Social/Behavioral Sciences		3
		9

Second Year

Fall Semester ....**Credits**
DFT	153	3
ENG	111	3
ENG	111A	1
MAC	124	2
MEC	250	5
Major Elective		2-4
		16-18

Spring Semester
COE	111	1
COE	115	1
DDF	252	3
HYD	110	3
MAC	122	2
MAC	232	3
		13

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Options

Manufacturing Certificate [C40320A]

			Class	Lab	Clinic/Exp	Credits
DFT	151	CAD I	2	3	0	3
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	161	Manufacturing Processes I	3	0	0	3
MEC	180	Engineering Materials	2	3	0	3

Total Credit Hours Required for Certificate Program..................................... 18

CAD Drafting Certificate [C40320C]

			Class	Lab	Clinic/Exp	Credits
DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2

Total Credit Hours Required for Certificate Program..................................... 14

Drafting Certificate [C40320D]

			Class	Lab	Clinic/Exp	Credits
DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	111	Technical Drafting I	1	3	0	2
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2

Total Credit Hours Required for Certificate Program..................................... 16

Machining Certificate [C40320M]

			Class	Lab	Clinic/Exp	Credits
DFT	111	Technical Drafting I	1	3	0	2
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MAC	232	CNC Graphics Programming: Milling	1	4	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	180	Engineering Materials	2	3	0	3

Total Credit Hours Required for Certificate Program..................................... 17

Motor Sports Engineering [C40320W]

			Class	Lab	Clinic/Exp	Credits
DFT	151	CAD I	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
WLD	110	Cutting Processes	1	3	0	2
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4

Total Credit Hours Required for Certificate Program..................................... 17

Medical Assisting

A.A.S Degree [A45400]
Diploma Program [D45400]
Certificate Programs [C45400B & C45400I]

Curriculum Description:

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
*PSY	118	Interpersonal Psychology or				
*PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
*BIO	163	Basic Anatomy & Physiology	4	2	0	5
*MED	110	Orientation to Medical Assisting	1	0	0	1
*MED	118	Medical Law and Ethics	2	0	0	2
*MED	121	Medical Terminology I	3	0	0	3
*MED	122	Medical Terminology II	3	0	0	3
*MED	130	Administrative Office Procedures I	1	2	0	2
*MED	131	Administrative Office Procedures II	1	2	0	2
*MED	140	Exam Room Procedures I	3	4	0	5
*MED	150	Laboratory Procedures I	3	4	0	5
MED	183	Electronic Medical Records I	3	2	3	5
MED	184	Electronic Medical Records II	2	3	3	4
*MED	232	Medical Insurance Coding	1	3	0	2
*MED	260	MED Clinical Externship	0	0	15	5
MED	270	Symptomatology	2	2	0	3
*OST	131	Keyboarding	1	2	0	2
*OST	134	Text Entry & Formatting	2	2	0	3
OST	181	Introduction to Office Systems	2	2	0	3

Total Major Required Hours 55

Total Credit Hours Required for A.A.S. Degree... 74
*Total Credit Hours Required for Diploma Program 47

Suggested Curriculum By Semesters

First Year

Fall Semester ....Credits

BIO	163	5
ENG	111	3
ENG	111A	1
MED	110	1
MED	118	2
MED	121 (Fast track)	3
MED	122 (Fast track)	3
MED	130	2
OST	131	2
		22

Spring Semester

MED	131	2
MED	140	5
MED	150	5
MED	232	2
OST	134	3
		17

Summer Semester

MED	260	5
PSY	118 or	
PSY	150	3
		8

Second Year

Fall Semester ....Credits

COM	120	3
ENG	113 or	
ENG	114	3
MED	183	5
MED	270	3
		14

Spring Semester

MAT	140	3
MED	184	4
OST	181	3
Humanities/Fine Arts		3
		13

Certificate Options

Medical Assisting Basic Certificate [C45400B]

			Class	Lab	Clinic/Exp	Credits
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
MED	183	Electronic Medical Records I	3	2	3	5
OST	131	Keyboarding	1	2	0	2

Total Credit Hours Required for Certificate Program.................................... 17

Medical Assisting Intermediate Certificate [C45400I]

			Class	Lab	Clinic/Exp	Credits
MED	131	Administrative Office Procedures II	1	2	0	2
MED	184	Electronic Medical Records II	2	3	3	4
MED	232	Medical Insurance Coding	1	3	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	181	Introduction to Office Systems	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3

Total Credit Hours Required for Certificate Program.................................... 17

Medical Laboratory Technology
A.A.S Degree [A45420]

Curriculum Description:

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Medical Laboratory Technology is an Associate Degree program offered in conjunction with Southwestern Community College who awards the degree. Students may take courses marked with an asterisk (*) at Mitchell Community College. All MLT courses are offered online through Southwestern Community College.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*BIO	111	General Biology I	3	3	0	4
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	114	Professional Research & Reporting	3	0	0	3
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 17

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
MLT	110	Introduction to MLT	2	3	0	3
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	116	Anatomy & Medical Terminology	5	0	0	5
MLT	118	Medical Laboratory Chemistry	3	0	0	3
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	125	Immunohematology I	4	3	0	5
MLT	130	Clinical Chemistry I	3	3	0	4
MLT	140	Introduction to Microbiology	2	3	0	3
MLT	215	Professional Issues	1	0	0	1
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	240	Special Clinical Microbiology	2	3	0	3
MLT	253	MLT Practicum I	0	0	9	3
MLT	263	MLT Practicum II	0	0	9	3
MLT	271	MLT Practicum III	0	0	3	1
MLT	272	MLT Practicum III	0	0	6	2
MLT	273	MLT Practicum III	0	0	9	3
MLT	274	MLT Practicum III	0	0	12	4

Total Major Required Hours 52

Total Credit Hours Required for A.A.S. Degree... 69

Suggested Curriculum by Semesters

First Year
Fall Semester ....Credits

*BIO	111	4
MLT	110	3
MLT	116	5
MLT	253	3
*PSY	150	3
		....**18**

Spring Semester

MLT	118		3
MLT	120		4
MLT	125		5
MLT	140		3
			15

Summer Semester

*ENG	111		3
*ENG	111A		1
*Humanities/Fine Arts			3
			7

Second Year
Fall Semester

*ENG	114		3
MLT	111		2
MLT	130		4
MLT	220		3
MLT	240		3
			15

Spring Semester

MLT	215		1
MLT	263		3
MLT	271		1
MLT	272		2
MLT	273		3
MLT	274		4
			14

Associate Degree Nursing
A.A.S. Degree [A45120]

Curriculum Description:

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

Note: See Admission requirements for the ADN program outlined in the "Admissions" section beginning on page 13.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	275	Microbiology	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Humanities/Fine Arts Elective			3	0	0	3

Total General Education Required Hours 17

Major Required Courses

BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	117	Pharmacology	1	3	0	2
NUR	125	Maternal-Child Nursing	5	3	6	8
NUR	133	Nursing Assessment	2	3	0	3
NUR	135	Adult Nursing I	5	3	9	9
NUR	185	Mental Health Nursing	3	0	6	5
NUR	235	Adult Nursing II	4	3	15	10
NUR	291	Selected Topics in Nursing-Leadership	1	0	0	1
PSY	241	Developmental Psychology	3	0	0	3

Total Major Required Hours 54

Total Credit Hours Required for A.A.S. Degree.. 71

Suggested Curriculum by Semesters

First Year

Fall Semester ....Credits

BIO	168	4
NUR	115	5
NUR	117	2
PSY	150	3
		14

Spring Semester

BIO	169	4
NUR	133	3
NUR	135	9
PSY	241	3
		19

Summer Semester

BIO	275	4
ENG	111	3
ENG	111A	1
		8

Second Year

Fall Semester ....Credits

ENG	113 or	
ENG	114	3
NUR	125	8
NUR	291	1
Humanities/Fine Arts		3
		15

Spring Semester

NUR	185	5
NUR	235	10
		15

Nursing Assistant
Certificate Program [C45480]

Curriculum Description:

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
NAS	101	Nursing Assistant I	3	4	3	6
NAS	102	Nursing Assistant II	3	2	6	6
NAS	103	Home Health Care	2	0	0	2
NAS	104	Home Health Clinical	0	0	3	1

Total Major Required Hours 15

Total Credit Hours Required for Certificate Program.................................... 15

Office Administration
A.A.S. Degree [A25370]
Certificate Program [C25370]

Curriculum Description:

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 16

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
ACC	115	College Accounting or				
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	140	Payroll Accounting or				
ACC	150	Accounting Software Applications	1	2	0	2

BUS	110	Introduction to Business	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	181	Introduction to Office Systems	2	2	0	3
OST	184	Records Management	2	2	0	3
OST	233	Office Publications Design	2	2	0	3
OST	289	Administrative Office Management	2	2	0	3
		Major Elective***				3

Total Major Required Hours 52

***Major Electives
Select a total of 3 credits

BUS	115	Business Law I	3
BUS	253	Leadership and Management Skills	3
BUS	270	Professional Development	3
COE	112, 121, 131	Cooperative Education	1-3
ECO	251	Principles of Microeconomics	3
OST	137	Office Software Applications	3
WEB	110	Internet/Web Fundamentals	3

Total Credit Hours Required for A.A.S. Program... 68

Suggested Curriculum by Semesters
Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester ....Credits

ENG	111	3
ENG	111A	1
MAT	115	3
OST	131	2
OST	136	3
OST	164	3
		15

Spring Semester

ACC	115 or	
ACC	120	4
BUS	121	3
CIS	110	3
OST	134	3
OST	181	3
		16

Summer Semester

BUS	110	3
COM	110	3
Humanities/Fine Arts		3
		9

Second Year
Fall Semester ....**Credits**
ACC   140 or
ACC   150 2
BUS   260 3
CTS   130 3
OST   184 3
OST   233   ....<u>3</u>
              ....**14**

Spring Semester
COE   111 1
COE   115 1
DBA   110 3
OST   289 3
PSY   118 3
Major Elective...<u>3</u>
              ....**14**

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Program

			Class	Lab	Clinic/Exp	Credits
Office Administration [C25370]						
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	181	Introduction to Office Systems	2	2	0	3
OST	184	Records Management	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 17

CPS Certification Credit
Credit for the following courses will be allowed for students who have passed the Certified Professional Secretary (CPS) exam.

ACC   120   Principles of Financial Accounting...........4
OST   131   Keyboarding 2
OST   134   Text Entry & Formatting 3
OST   136   Word Processing 3
OST   164   Text Editing Applications.........................3
OST   181   Introduction to Office Systems................3
OST   184   Records Management...............................3
PSY   118   Interpersonal Psychology.........................3

Total Credit Hours Allowed.. 24

Credit for additional courses may be earned through credit by exam.

Phlebotomy
Certificate Program [C45600]

Curriculum Description:
The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	118	Interpersonal Psychology	3	0	0	3

Total Major Required Hours 12

Total Credit Hours Required for Certificate Program.................................... 12

Suggested Curriculum By Semesters

Evening Program

Fall Semester ....Credits

PBT	100	6
PBT	101*	3
PSY	118	3
		....**12**

Day Class

Speech-Language Pathology Assistant
A.A.S. Degree [A45730]

Curriculum Description:
The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remedial individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

Speech-Language Pathology Assistant is an Associate Degree program offered in conjunction with Caldwell Community College and Technical Institute who awards the degree. Students may take courses marked with an asterisk (*) at Mitchell Community College. All SLP technical courses are offered over the North Carolina Information Highway (NCIH) at Mitchell Community College.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*BIO	168	Anatomy and Physiology I	3	3	0	4
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	113	Literature-Based Research or				
*ENG	114	Professional Research & Reporting	3	0	0	3
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours **17**

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
*BIO	169	Anatomy and Physiology II	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
*COM	120	Intro to Interpersonal Communication	3	0	0	3
*MED	121	Medical Terminology I	3	0	0	3
*PSY	241	Developmental Psychology	3	0	0	3
*PSY	265	Behavioral Modification	3	0	0	3
SLP	111	Ethics and Standards for SLPA's	3	0	0	3
SLP	112	SLPA Anatomy & Physiology	3	0	0	3
SLP	120	SLPA Administrative Procedures and Mgt	2	0	0	2
SLP	130	Phonetics/Speech Patterns	2	2	0	3
SLP	140	Normal Communication	3	0	0	3
SLP	211	Developmental Disorders	3	2	0	4
SLP	212	Acquired Disorders	3	2	3	5
SLP	220	Assistive Technology	1	2	0	2
SLP	230	SLPA Fieldwork	0	0	12	4
SLP	231	SLPA Fieldwork Seminar	3	0	0	3

Total Major Required Hours **50**

Total Credit Hours Required for A.A.S. Degree... **67**

Suggested Curriculum by Semesters

First Year

Fall Semester ....**Credits**
*BIO	168	4
*MED	121	3
*PSY	150	3
SLP	111	3
SLP	140	3
		....**16**

Spring Semester
*BIO	169	4
*ENG	111	3
*ENG	111A	1
*PSY	241	3
SLP	120	2
SLP	130	3
		....**16**

Summer Semester
CIS	111	2
*COM	120	3
*ENG	113 or	
*ENG	114	3
*Humanities/Fine Arts		3
		....**11**

Second Year
Fall Semester ....Credits
*PSY   265 3
SLP   112 3
SLP   211 4
SLP   220 2
                    ....**12**

Spring Semester
SLP   212 5
SLP   230 4
SLP   231 3
                    ....**12**

Truck Driver Training
Certificate Program [C60300]

Curriculum Description:

The Truck Driver Training curriculum prepares individuals to drive tractor trailers rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and are employable by commercial trucking firms. They may also become owners/operators and work as private contract haulers.

Registration and classes are offered at the Mitchell Community College Continuing Education Center. Truck Driver Training is a certificate program offered in conjunction with Caldwell Community College and Technical Institute who awards the certificate.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
None				
Major Required Courses				
TRP 100 Truck Driver Training	6	18	0	12

Total Credit Hours Required for Certificate Program.................................. 12

Graduates from this program must have a reading score of 40 or better or must have successfully completed RED 080.

Web Technologies
A.A.S. Degree [A25290]
Certificate Program [C25290]

Curriculum Description:

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours 16

			Class	Lab	Clinic/Exp	Credits
Major Required Courses						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
OST	131	Keyboarding	1	2	0	2
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	120	Introduction to Internet Multimedia	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	210	Web Design	2	2	0	3
WEB	230	Implementing Web Server	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
WEB	260	E-Commerce Infrastructure	2	2	0	3

Total Major Required Hours 52

Total Credit Hours Required for A.A.S. Degree... 68

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester ....Credits

CIS	110	....	3
CIS	115	....	3
NOS	110	....	3
OST	131	....	2
WEB	110	....	3
WEB	111	....	3
		....	**17**

Spring Semester

DBA	110	....	3
ENG	111	....	3
ENG	111A	....	1
NET	110	....	3
WEB	115	....	3
WEB	140	....	3
		....	**16**

Summer Semester

COM	110 or		
COM	231	....	3
MAT	115 or		
MAT	161	....	3
		....	**6**

Second Year

Fall Semester ....Credits

BUS	110	....	3
SEC	110	....	3
WEB	120	....	3
WEB	210	....	3
WEB	250	....	3
		....	**15**

Spring Semester

COE	111	....	1
COE	115	....	1
WEB	230	....	3
WEB	260	....	3
Humanities/Fine Arts		....	3
Social/Behavioral Sciences		....	3
		....	**14**

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours

Certificate Option

			Class	Lab	Clinic/Exp	Credits
Web Design [C25290]						
OST	131	Keyboarding	1	2	0	2
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	210	Web Design	2	2	0	3

Total Credit Hours Required for Certificate Program.................................... 17

Curriculum Course Descriptions

Academic Related

ACA 085   Improving Study Skills   0   2   1
Prerequisites: None
Corequisites: None
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes.

ACA 111   College Student Success   1   0   1
Prerequisites: None
Corequisites: None
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.

Accounting

ACC 115   College Accounting   3   2   4
Prerequisites: None
Corequisites: None
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120   Principles of Financial Accounting   3   2   4
Prerequisites   Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121   Principles of Managerial Accounting   3   2   4
Prerequisites: ACC 120
Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 122   Principles of Financial Accounting II   3   0   3
Prerequisites: ACC 120
Corequisites: None
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129   **Individual Income Taxes**   2   2   3
Prerequisites: ACC 120
Corequisites: None
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 tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130   **Business Income Taxes**   2   2   3
Prerequisites: ACC 129
Corequisites: None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140   **Payroll Accounting**   1   2   2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150   **Accounting Software Applications**   1   2   2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220   **Intermediate Accounting I**   3   2   4
Prerequisites: ACC 121
Corequisites: None
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 an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 227   **Practices in Accounting**   3   0   3
Prerequisites: ACC 220
Corequisites: None
This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

ACC 240   **Governmental & Not-for-Profit Accounting**   3   0   3
Prerequisites: ACC 121
Corequisites: None
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.

Air Conditioning, Heating, and Refrigeration

AHR 110 **Introduction to Refrigeration** 2 6 5
Prerequisites: None
Corequisites: None
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.

AHR 111 **HVACR Electricity** 2 2 3
Prerequisites: None
Corequisites: None
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.

AHR 112 **Heating Technology** 2 4 4
Prerequisites: None
Corequisites: None
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.

AHR 113 **Comfort Cooling** 2 4 4
Prerequisites: AHR 110
Corequisites: None
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 psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 **Heat Pump Technology** 2 4 4
Prerequisites: AHR 110 or AHR 113
Corequisites: None
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.

AHR 133 **HVAC Servicing** 2 6 4
Prerequisites: None
Corequisites: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 **HVAC Duct Systems I** 1 3 2
Prerequisites: None
Corequisites: None
This course introduces the techniques used to lay out and fabricate ductwork commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate ductwork. Upon completion, students should be able to lay out and fabricate simple ductwork.

AHR 180	HVACR Customer Relations	1	0	1

Prerequisites: None
Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211	Residential System Design	2	2	3

Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Anthropology

ANT 210	General Anthropology	3	0	3

Prerequisites: None
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Art

ART 111	Art Appreciation	3	0	3

Prerequisites: None
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114	Art History Survey I	3	0	3

Prerequisites: None
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115	Art History Survey II	3	0	3

Prerequisites: None
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 121	Design I	0	6	3

Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis

is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 122   Design II   0   6   3
Prerequisites: ART 121
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 131   Drawing I   0   6   3
Prerequisites: None
Corequisites: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 132   Drawing II   0   6   3
Prerequisites: ART 131
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 135   Figure Drawing I   0   6   3
Prerequisites: ART 131
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 171   Computer Art I   0   6   3
Prerequisites: ART 121
Corequisites: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 231   Printmaking I   0   6   3
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 240   **Painting I**   0   6   3
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 241   **Painting II**   0   6   3
Prerequisites: ART 240
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 244   **Watercolor**   0   6   3
Prerequisites: None
Corequisites: None
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 261   **Photography I**   0   6   3
Prerequisites: None
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 262   **Photography II**   0   6   3
Prerequisites: ART 261
Corequisites: None
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 271   **Computer Art II**   0   6   3
Prerequisites: ART 171
Corequisites: None
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 281   **Sculpture I**   0   6   3
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 282   Sculpture II   0   6   3
Prerequisites: ART 281
Corequisites: None
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 283   Ceramics I   0   6   3
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 284   Ceramics II   0   6   3
Prerequisites: ART 283
Corequisites: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 288   Studio   0   6   3
Prerequisites: ART 122
Corequisites: None
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

American Sign Language

ASL 111   Elementary ASL I   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

ASL 112   Elementary ASL II   3   0   3
Prerequisites: ASL 111
Corequisites: None
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has

been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

ASL 211   Intermediate ASL I   3   0   3
Prerequisites: ASL 112
Corequisites: None
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

ASL 212   Intermediate ASL II   3   0   3
Prerequisites: ASL 211
Corequisites: None
This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

Astronomy

AST 111   Descriptive Astronomy   3   0   3
Prerequisites: None
Corequisites: None
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

AST 111A   Descriptive Astronomy Lab   0   2   1
Prerequisites: None
Corequisites: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Biology

BIO 110   Principles of Biology   3   3   4
Prerequisites   Satisfactory scores on the college placement tests or ENG 095 and MAT 060
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

BIO 111   General Biology I   3   3   4
Prerequisites   Satisfactory scores on the college placement tests or ENG 095 and MAT 070
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy

the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

| **BIO 112** | **General Biology II** | **3** | **3** | **4** |

Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

| **BIO 120** | **Introductory Botany** | **3** | **3** | **4** |

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

| **BIO 130** | **Introductory Zoology** | **3** | **3** | **4** |

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

| **BIO 155** | **Nutrition** | **3** | **0** | **3** |

Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and MAT 060
Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

| **BIO 163** | **Basic Anatomy & Physiology** | **4** | **2** | **5** |

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/ or elective course requirement.

| **BIO 168** | **Anatomy and Physiology I** | **3** | **3** | **4** |

Prerequisites: Satisfactory scores on the college placement tests or ENG 095; and either high school biology within the last five years with a grade of "C" or better or BIO 111
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth

understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 169   **Anatomy and Physiology II**   3   3   4
Prerequisites: BIO 168
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 250   **Genetics**   3   3   4
Prerequisites: BIO 112
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 275   **Microbiology**   3   3   4
Prerequisites: BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Biotechnology

Please refer to Forsyth Technical Community College's catalog for BTC course descriptions.

Business

BUS 110   **Introduction to Business**   3   0   3
Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 115   **Business Law I**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 121   **Business Math**   **2**   **2**   **3**
Prerequisites: Satisfactory scores on the college placement tests or MAT 060
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135   **Principles of Supervision**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137   **Principles of Management**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 153   **Human Resource Management**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217   **Employment Laws and Regulations**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS 230   **Small Business Management**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 234   **Training and Development**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

BUS 240   **Business Ethics**   3   0   3

Prerequisites: None
Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 253   **Leadership and Management Skills**   3   0   3

Prerequisites: None
Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 256   **Recruit, Selection, & Personnel Plan**   3   0   3

Prerequisites: None
Corequisites: None

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. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.

BUS 258   **Compensation and Benefits**   3   0   3

Prerequisites: None
Corequisites: None

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. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.

BUS 259   **HRM Applications**   3   0   3

Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258
Corequisites: None

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.

BUS 260   **Business Communication**   3   0   3

Prerequisites: ENG 111 and OST 131
Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270   **Professional Development**   3   0   3

Prerequisites: None
Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 291   **Selected Topics in Business**   0   3   1
Prerequisites: ACC 120, BUS 110, BUS 115, BUS 121, BUS 137, BUS 260, ECO 251 and MKT 120
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This is considered a culminating capstone course for the Business Administration program.

Computer Engineering Technology

CET 111   **Computer Upgrade/Repair I**   2   3   3
Prerequisites: None
Corequisites: None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211   **Computer Upgrade/Repair II**   2   3   3
Prerequisites: CET 111
Corequisites: None

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Chemistry

CHM 131   **Introduction to Chemistry**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and MAT 070
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A   **Introduction to Chemistry Lab**   0   3   1
Prerequisites: None
Corequisites: CHM 131

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132   **Organic and Biochemistry**   3   3   4
Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 151   **General Chemistry I**   3   3   4

Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and MAT 080

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 152   **General Chemistry II**   3   3   4

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 251   **Organic Chemistry I**   3   3   4

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CHM 252   **Organic Chemistry II**   3   3   4

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and 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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Information Systems

CIS 070   **Fundamentals of Computing**   0   2   1

Prerequisites: None

Corequisites: None

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110   **Introduction to Computers**   2   2   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085, MAT 060, and OST 080

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

CIS 115   **Introduction to Programming & Logic**   2   3   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085, OST 080; MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

Criminal Justice

CJC 100   **Basic Law Enforcement Training**   9   30   19
Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111   **Introduction to Criminal Justice**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 112   **Criminology**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113   **Juvenile Justice**   3   0   3
Prerequisites: None
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120   **Interviews/Interrogations**   1   2   2
Prerequisites: None
Corequisites: None
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.

CJC 121   Law Enforcement Operations   3   0   3
Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 122   Community Policing   3   0   3
Prerequisites: None
Corequisites: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131   Criminal Law   3   0   3
Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132   Court Procedure & Evidence   3   0   3
Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141   Corrections   3   0   3
Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 151   Introduction to Loss Prevention   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160   Terrorism: Underlying Issues   3   0   3
Prerequisites: None
Corequisites: None
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear

terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

| CJC 170 | Critical Incident Management for Public Safety | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

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.

| CJC 212 | Ethics & Community Relations | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

| CJC 215 | Organization & Administration | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

| CJC 221 | Investigative Principles | 3 | 2 | 4 |

Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

| CJC 222 | Criminalistics | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

| CJC 223 | Organized Crime | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225   **Crisis Intervention**   3   0   3

Prerequisites: None
Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231   **Constitutional Law**   3   0   3

Prerequisites: None
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/ procedures as interpreted by the courts.

CJC 255   **Issues in Criminal Justice Application**   3   0   3

Prerequisites: CJC 111, CJC 221, and CJC 231
Corequisites: None

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.

Cooperative Education

COE 111   **Co-op Work Experience I**   0   0   10   1

Prerequisites: None
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112   **Co-op Work Experience I**   0   0   20   2

Prerequisites: None
Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115   **Work Experience Seminar I**   1   0   0   1

Prerequisites: None
Corequisites: COE 111 or COE 112

This course provides procedures necessary for the Co-op student to receive maximum benefit from his/ her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

COE 115   **Work Exp Seminar I**   1   0   0   1
                     HSE Clinical Supervision

Prerequisites: None
Corequisites: COE 111

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

COE 121   **Co-op Work Experience II**   0   0   10   1
Prerequisites: COE 111
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125   **Work Experience Seminar II**   1   0   0   1
                  HSE Clinical Supervision
Prerequisites: None
Corequisites: COE 121
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

COE 131   **Co-op Work Experience III**   0   0   10   1
Prerequisites: COE 111 and COE 121
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Communication

COM 110   **Introduction to Communication**   3   0   3
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

COM 120   **Introduction to Interpersonal Communication**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

COM 231   **Public Speaking**   3   0   3
Prerequisites: ENG 111
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

Cosmetology

COS 111   **Cosmetology Concepts I**   **4   0   4**
Prerequisites: None
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112   **Salon I**   **0   24   8**
Prerequisites: None
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113   **Cosmetology Concepts II**   **4   0   4**
Prerequisites: COS 111
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114   **Salon II**   **0   24   8**
Prerequisites: COS 112
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115   **Cosmetology Concepts III**   **4   0   4**
Prerequisites: COS 111
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116   **Salon III**   **0   12   4**
Prerequisites: COS 112
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117   **Cosmetology Concepts IV**   **2   0   2**
Prerequisites: COS 111, COS 113, and COS 115
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118   **Salon IV**   **0   21   7**
Prerequisites: COS 112, COS 114, and COS 116
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient

and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119	Esthetics Concepts I	2	0	2

Prerequisites: None
Corequisites: None

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.

COS 120	Esthetics Salon I	0	18	6

Prerequisites: None
Corequisites: None

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.

COS 121	Manicure/Nail Technology I	4	6	6

Prerequisites: None
Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125	Esthetics Concepts II	2	0	2

Prerequisites: None
Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126	Esthetics Salon II	0	18	6

Prerequisites: None
Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, 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.

COS 222	Manicure/Nail Technology II	4	6	6

Prerequisites: COS 121
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 271	Instructor Concepts I	5	0	5

Prerequisites: Must possess a valid license in Cosmetology
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272   **Instructor Practicum I**   0   21   7
Prerequisites: Must possess a valid license in Cosmetology
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273   **Instructor Concepts II**   5   0   5
Prerequisites: COS 271 and COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274   **Instructor Practicum II**   0   21   7
Prerequisites: COS 271 and COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

Computer Science

CSC 134   **C++ Programming**   2   3   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085, MAT 070, and OST 080
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 139   **Visual BASIC Programming**   2   3   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085, MAT 070, and OST 080
Corequisites: None
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 151   **JAVA Programming**   2   3   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085, MAT 070, and OST 080
Corequisites: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 234   **Advanced C++ Programming**   2   3   3

Prerequisites: CSC 134
Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239   **Advanced Visual BASIC Programming**   2   3   3

Prerequisites: CSC 139
Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 251   **Advanced JAVA Programming**   2   3   3

Prerequisites: CSC 151
Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289   **Programming Capstone Project**   1   4   3

Prerequisites: CTS 135, CTS 285, and DBA 110
Corequisites: None

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

Computer Information Technology

CTS 120   **Hardware/Software Support**   2   3   3

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130   **Spreadsheet**   2   2   3

Prerequisites: CIS 110, CIS 111, or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 135   **Integrated Software Introduction**   2   4   4

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word

processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

CTS 230	Advanced Spreadsheet	2	2	3

Prerequisites: CTS 130
Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CTS 285	Systems Analysis & Design	3	0	3

Prerequisites: CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289	System Support Project	1	4	3

Prerequisites: CTS 135, CTS 285, and DBA 110
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology

DBA 110	Database Concepts	2	3	3

Prerequisites: CIS 110
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 115	Database Applications	2	2	3

Prerequisites: DBA 110
Corequisites: None

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

DBA 120	Database Programming I	2	2	3

Prerequisites: DBA 110
Corequisites: None

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.

Design Drafting

DDF 252	Advanced Solid Modeling	2	2	3

Prerequisites: DFT 153 or DFT 154
Corequisites: None

This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create advanced solid models.

Dietetic Technician

Please refer to Gaston College's catalog for DET course descriptions.

Developmental Disabilities

DDT 110   **Developmental Disabilities**   3   0   3

Prerequisites: None
Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

DFT 111   **Technical Drafting I**   1   3   2

Prerequisites: None
Corequisites: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 151   **CAD I**   2   3   3

Prerequisites: None
Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152   **CAD II**   2   3   3

Prerequisites: DFT 151
Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 153   **CAD III**   2   3   3

Prerequisites: DFT 151
Corequisites: None

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 211   **Gears, Cams, & Pulleys**   1   3   2

Prerequisites: DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

Drama/Theatre

DRA 111   **Theatre Appreciation**   3   0   3

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 124   **Readers Theatre**   3   0   3
Prerequisites: None
Corequisites: None

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 130   **Acting I**   0   6   3
Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 131   **Acting II**   0   6   3
Prerequisites: DRA 130
Corequisites: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Economics

ECO 251   **Principles of Microeconomics**   3   0   3
Prerequisites: None
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, EDU 119costs 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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252   **Principles of Macroeconomics**   3   0   3
Prerequisites: None
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Education

EDU 119   **Introduction to Early Childhood Education**   4   0   4
Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession; the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities. Credentials prior to 1998 will not be accepted as a substitute for this course.

EDU 126   **Early Childhood Seminar I**   2   0   0   2

Prerequisites: Satisfactory scores on the college placement tests or ENG 085 and EDU 119
Corequisites: COE 111 or COE 112

This course will introduce the students to the early childhood classroom setting and the roles that
professionals play in that setting. Emphasis is placed on observations of children/teachers in the classroom,
and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon
completion, students should be able to use various child assessment tools, determine developmental
characteristics of children, and plan developmentally appropriate curricula.

EDU 131   **Child, Family, & Community**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course covers the development of partnerships between families, inclusive programs for children/
schools that serve young children with and without disabilities, and the community. Emphasis is placed
on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful
collaborative relationships between today's diverse families, centers/schools, and community resources.
Upon completion, students should be able to describe appropriate relationships with parents/caretakers,
center/school colleagues, and community agencies that enhance the educational experiences/well-being of
all children.

EDU 144   **Child Development I**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course covers the theories of child development, developmental sequences, and factors that influence
children's development, from conception through pre-school for all children. Emphasis is placed on
sequences in physical/motor, social, emotional, cognitive, and language development and the multiple
influences on development and learning of the whole child. Upon completion, students should be able to
identify typical and atypical developmental characteristics, plan experiences to enhance development, and
describe appropriate interaction techniques and environments.

EDU 145   **Child Development II**   3   0   3

Prerequisites: Enrollment in an Early Childhood program and EDU 144
Corequisites: None

This course covers theories of child development, developmental sequences, and factors that influence
children's development, from pre-school through middle childhood for all children. Emphasis is placed on
sequences in physical/motor, social, emotional, cognitive, and language development multiple influences
on development and learning of the whole child. Upon completion, students should be able to identify
typical and atypical developmental characteristics, plan experiences to enhance development, and describe
appropriate interaction techniques and environments.

EDU 146   **Child Guidance**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course introduces practical principles and techniques for providing developmentally appropriate
guidance for all children with and without disabilities, including those at risk. Emphasis is placed on
encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/
strategies and observation to understand the underlying causes of behavior. Upon completion, students
should be able to demonstrate appropriate interactions with children and families and promote conflict
resolution, self-control, self-motivation, and self-esteem in children.

EDU 151   **Creative Activities**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments
with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed
on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive
learning experiences in art, music, movement and physical skills, and dramatics. Upon completion,
students should be able to create, manage, adapt and evaluate developmentally supportive learning
materials, experiences and environments.

| EDU 152 | **Music, Movement, & Language** | 3 | 0 | 3 |

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

| EDU 153 | **Health, Safety, & Nutrition** | 3 | 0 | 3 |

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

| EDU 163 | **Classroom Management & Instructional Techniques** | 3 | 0 | 3 |

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course examines management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

| EDU 221 | **Children with Exceptionalities** | 3 | 0 | 3 |

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies.

| EDU 234 | **Infants, Toddlers, & Twos** | 3 | 0 | 3 |

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

| EDU 235 | **School-Age Development & Programs** | 2 | 0 | 2 |

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

| EDU 243 | **Learning Theory** | 3 | 0 | 3 |

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the seven types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 **Human Growth/Development** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 **Policies and Procedures** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 250 **PRAXIS I Preparation** 1 0 1

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 252 **Math & Science Activities** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 259 **Curriculum Planning** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; CIS 110 and EDU 119
Corequisites: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 **Early Childhood Administration I** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 **Early Childhood Administration II** 3 0 3

Prerequisites: EDU 261
Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 271 **Educational Technology** 2 2 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280 **Language & Literacy Experiences** 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences.

EDU 282 **Early Childhood Literature** 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 288 **Advanced Issues/Early Childhood Education** 2 0 2
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

Electricity

ELC 113 **Basic Wiring I** 2 6 4
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint 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 basic electrical installations. This course includes coverage of AC/DC fundamentals, including basic terms, use of test equipment, and circuit calculations.

ELC 115 **Industrial Wiring** 2 6 4
Prerequisites: ELC 113
Corequisites: None
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.

ELC 117 **Motors and Controls** 2 6 4
Prerequisites: ELC 131
Corequisites: None
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.

ELC 119   NEC Calculations   1   2   2
Prerequisites: None
Corequisites: None
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.

ELC 128   Introduction to PLC   2   3   3
Prerequisites: None
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131   DC/AC Circuit Analysis   4   3   5
Prerequisites: None
Corequisites: MAT 121
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 134   Transformer Applications   1   2   2
Prerequisites: None
Corequisites: None
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.

Electronics

ELN 131   Semiconductor Applications   3   3   4
Prerequisites: ELC 131
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132   Linear IC Applications   3   3   4
Prerequisites: ELN 131
Corequisites: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133   Digital Electronics   3   3   4
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232   **Introduction to Microprocessors**   3   3   4
Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234   **Communication Systems**   3   3   4
Prerequisites: ELN 132
Corequisites: None
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.

English

ENG 075   **Reading & Language Essentials**   5   0   5
Prerequisites: None
Corequisites: None
This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 085   **Reading & Writing Foundations**   5   0   5
Prerequisites: Satisfactory scores on the college placement tests or ENG 075
Corequisites: None
This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.

ENG 095   **Reading & Composition Strategies**   5   0   5
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.

ENG 111   **Expository Writing**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and OST 080
Corequisites: ENG 111A
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students should also be able to demonstrate an understanding of the fundamentals of research and documentation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 111A   Expository Writing Lab   0   2   1
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: ENG 111
This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 113   Literature-Based Research   3   0   3
Prerequisites: "C" or better earned in ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 114   Professional Research & Reporting   3   0   3
Prerequisites: "C" or better earned in ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 125   Creative Writing I   3   0   3
Prerequisites: ENG 111
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 126   Creative Writing II   3   0   3
Prerequisites: ENG 125
Corequisites: None
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 231   American Literature I   3   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232   American Literature II   3   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon

completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 233   **Major American Writers**   **3**   **0**   **3**
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 241   **British Literature I**   **3**   **0**   **3**
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 242   **British Literature II**   **3**   **0**   **3**
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 261   **World Literature I**   **3**   **0**   **3**
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 262   **World Literature II**   **3**   **0**   **3**
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Fire Protection

Please refer to Catawba Valley Community College's catalog for FIP courses descriptions.

French

FRE 111   **Elementary French I**   **3**   **0**   **3**
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112	**Elementary French II**	**3**	**0**	**3**

Prerequisites: FRE 111
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 211	**Intermediate French I**	**3**	**0**	**3**

Prerequisites: FRE 112
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212	**Intermediate French II**	**3**	**0**	**3**

Prerequisites: FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Geography

GEO 111	**World Regional Geography**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 112	**Cultural Geography**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 113	**Economic Geography**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

GEO 130   **General Physical Geography**   3   0   3

Prerequisites: None
Corequisites: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 131   **Physical Geography I**   3   2   4

Prerequisites: None
Corequisites: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

German

GER 111   **Elementary German I**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course introduces the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 112   **Elementary German II**   3   0   3

Prerequisites: GER 111
Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German 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 German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 211   **Intermediate German I**   3   0   3

Prerequisites: GER 112
Corequisites: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 212   **Intermediate German II**   3   0   3

Prerequisites: GER 211
Corequisites: None

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Gerontology

GRO 120	**Gerontology**	**3**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

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.

Health

HEA 110	**Personal Health/Wellness**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HEA 112	**First Aid & CPR**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HEA 120	**Community Health**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

History

HIS 121	**Western Civilization I**	**3**	**0**	**3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122	**Western Civilization II**	**3**	**0**	**3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 131   **American History I**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132   **American History II**   3   0   3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 215   **Nineteenth-Century Europe**   3   0   3

Prerequisites: None
Corequisites: None

This course provides an in-depth survey of European history from 1815 to 1914. Topics include the development of nationalism, liberalism, socialism, imperialism, and the origins of World War I. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in nineteenth-century Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 216   **Twentieth-Century Europe**   3   0   3

Prerequisites: None
Corequisites: None

This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 226   **The Civil War**   3   0   3

Prerequisites: None
Corequisites: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 231   **Recent American History**   3   0   3

Prerequisites: None
Corequisites: None

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. The background to these events is reviewed from 1900 and the diplomatic impact of events is stressed as the United States moves into world leadership. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 236	North Carolina History	3	0	3

Prerequisites: None
Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Human Services

HSE 110	Introduction to Human Services	2	2	3

Prerequisites: None
Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112	Group Process I	1	2	2

Prerequisites: Enrollment in the HSE program
Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123	Interviewing Techniques	2	2	3

Prerequisites: None
Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125	Counseling	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210	Human Services Issues	2	0	2

Prerequisites: Successful completion of 12 SHC in the HSE program
Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220	Case Management	2	2	3

Prerequisites: HSE 110
Corequisites: None

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.

HSE 225	**Crisis Intervention**	3	0	3

Prerequisites: None
Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227	**Children & Adolescents in Crisis**	3	0	3

Prerequisites: None
Corequisites: None

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.

HSE 240	**Issues in Client Services**	3	0	3

Prerequisites: None
Corequisites: None

This course introduces systems of professional standards, values, and issues in the helping professions. 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.

Humanities

HUM 115	**Critical Thinking**	3	0	3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 120	**Cultural Studies**	3	0	3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 150	**American Women's Studies**	3	0	3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160	**Introduction to Film**	2	2	3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

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.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 170   The Holocaust   **3   0   3**
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HUM 220   Human Values and Meaning   **3   0   3**
Prerequisites: ENG 111
Corequisites: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Hydraulics

HYD 110   Hydraulics/Pneumatics I   **2   3   3**
Prerequisites: None
Corequisites: None
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.

Industrial Science

ISC 112   Industrial Safety   **2   0   2**
Prerequisites: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Machining

MAC 122   CNC Turning   **1   3   2**
Prerequisites: None
Corequisites: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124   CNC Milling   **1   3   2**
Prerequisites: None
Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 232   CNC Graphics Programming: Milling   **1   4   3**
Prerequisites: MAC 121 or MAC 124 and MEC 110
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for machining

center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Mathematics

MAT 050   **Basic Math Skills**   3   2   4
Prerequisites: None
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060   **Essential Mathematics**   3   2   4
Prerequisites: Satisfactory scores on the college placement tests or MAT 050
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070   **Introductory Algebra**   3   2   4
Prerequisites: Satisfactory scores on the college placement tests or MAT 060
Corequisites: Satisfactory scores on the college placement tests or ENG 085
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080   **Intermediate Algebra**   3   2   4
Prerequisites: Satisfactory scores on the college placement tests or MAT 070
Corequisites: Satisfactory scores on the college placement tests or ENG 085
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 115   **Mathematical Models**   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121   **Algebra/Trigonometry I**   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or MAT 070, MAT 080, MAT 090, or MAT 095
Corequisites: None
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 simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122   **Algebra/Trigonometry II**   2   2   3
Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140   **Survey of Mathematics**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151   **Statistics I**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175
Corequisites: MAT 151A
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

MAT 151A   **Statistics I Lab**   0   2   1
Prerequisites: Satisfactory scores on the college placement tests or MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175
Corequisites: MAT 151
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 161   **College Algebra**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or MAT 080, MAT 090, or MAT 095
Corequisites: None
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 162   **College Trigonometry**   3   0   3
Prerequisites: MAT 161
Corequisites: None
This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 171   **Precalculus Algebra**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or MAT 080, MAT 090, MAT 095, or
                   MAT 161
Corequisites: MAT 171A
This is the first of two courses designed to emphasize topics which are fundamental to the study of
calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational),
systems of equations and inequalities, and parametric equations. Upon completion, students should be
able to solve practical problems and use appropriate models for analysis and predictions. This course has
been approved to satisfy the Comprehensive Articulation Agreement general education core requirement
in natural sciences/mathematics.

MAT 171A   **Precalculus Algebra Lab**   0   2   1
Prerequisites: Satisfactory scores on the college placement tests or MAT 080, MAT 090, MAT 095, or
                   MAT 161
Corequisites: MAT 171
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials
presented in the class. Upon completion, students should be able to solve problems, apply critical thinking,
work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive
Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 172   **Precalculus Trigonometry**   3   0   3
Prerequisites: MAT 171
Corequisites: MAT 172A
This is the second of two courses designed to emphasize topics which are fundamental to the study of
calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs,
right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion,
students should be able to solve practical problems and use appropriate models for analysis and prediction.
This course has been approved to satisfy the Comprehensive Articulation Agreement general education
core requirement in natural sciences/mathematics.

MAT 172A   **Precalculus Trigonometry Lab**   0   2   1
Prerequisites: MAT 171
Corequisites: MAT 172
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials
presented in the class. Upon completion, students should be able to solve problems, apply critical thinking,
work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive
Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 175   **Precalculus**   4   0   4
Prerequisites: Satisfactory scores on the college placement tests or MAT 080
Corequisites: None
This course provides an intense study of the topics which are fundamental to the study of calculus.
Emphasis is placed on functions and their graphs with special attention to polynomial, rational,
exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion,
students should be able to solve practical problems and use appropriate models for analysis and prediction.
Core credit will not be given for both MAT 175 and MAT 161 (or MAT 162). This course has been
approved to satisfy the Comprehensive Articulation Agreement general education core requirement in
natural sciences/mathematics.

MAT 263   **Brief Calculus**   3   0   3
Prerequisites: MAT 161, MAT 171, or MAT 175
Corequisites: None
This course is designed for students needing only one semester of calculus. Topics include functions,
graphing, differentiation, and integration with emphasis on applications drawn from business, economics,
and biological and behavioral sciences. Upon completion, students should be able to demonstrate
an understanding of the use of basic calculus and technology to solve problems and to analyze and
communicate results. This course has been approved to satisfy the Comprehensive Articulation Agreement
general education core requirement in natural sciences/mathematics.

MAT 271   **Calculus I**   3   2   4
Prerequisites: Satisfactory scores on the college placement tests, MAT 172, or MAT 175
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272   **Calculus II**   3   2   4
Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include 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 use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 273   **Calculus III**   3   2   4
Prerequisites: MAT 272
Corequisites: None
This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 280   **Linear Algebra**   3   0   3
Prerequisites: MAT 271
Corequisites: None
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 285   **Differential Equations**   3   0   3
Prerequisites: MAT 272
Corequisites: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Mechanical

MEC 110   **Introduction to CAD/CAM**   1   2   2
Prerequisites: None
Corequisites: None
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111   **Machine Processes I**   1   4   3
Prerequisites: None
Corequisites: None
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 161   **Manufacturing Processes I**   3   0   3
Prerequisites: None
Corequisites: None
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 180   **Engineering Materials**   2   3   3
Prerequisites: None
Corequisites: None
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 250   **Statics & Strength of Materials**   4   3   5
Prerequisites: MAT 121 or MAT 175
Corequisites: None
This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

Medical Assisting

MED 110   **Orientation to Medical Assisting**   1   0   1
Prerequisites: None
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118   **Medical Law and Ethics**   2   0   2
Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121   **Medical Terminology I**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122   **Medical Terminology II**   **3**   **0**   **3**

Prerequisites: MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130   **Administrative Office Procedures I**   **1**   **2**   **2**

Prerequisites: Enrollment in the Medical Assisting program
Corequisites: MED 121

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131   **Administrative Office Procedures II**   **1**   **2**   **2**

Prerequisites: MED 122 and MED 130
Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140   **Exam Room Procedures I**   **3**   **4**   **5**

Prerequisites: Enrollment in the Medical Assisting program; BIO 163 and MED122
Corequisites: MED 150

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150   **Laboratory Procedures I**   **3**   **4**   **5**

Prerequisites: Enrollment in the Medical Assisting program; BIO 163 and MED 122
Corequisites: MED 140

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 183   **Electronic Medical Records I**   **3**   **2**   **3**   **5**

Prerequisites: Enrollment in the Medical Assisting program
Corequisites: CIS 111 or OST 131

This course introduces students to the design and creation of Electronic Medical Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED 184   **Electronic Medical Records II**   **2**   **3**   **3**   **4**

Prerequisites: MED 120 or MED 183
Corequisites: None

This course is designed to build upon the fundamental tasks required to create and maintain the electronic medical record. Emphasis is placed on electronic documentation, charge capture, document scanning, tracking physician's orders and test results using patient scenarios. Upon completion, students should be able to demonstrate competence in the creation, maintenance and integration of all aspects of an electronic medical record.

MED 232   **Medical Insurance Coding**   1   3   2
Prerequisites: MED 122 and MED 131
Corequisites: None
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260   **MED Clinical Externship**   15   0   0   5
Prerequisites: Enrollment in the Medical Assisting program, ENG 111, MED 131, MED 140, MED 150, MED 232, and OST 134
Corequisites: PSY 118 or PSY 150
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 270   **Symptomatology**   2   2   0   3
Prerequisites: BIO 163, MED 122
Corequisites: None
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.

Marketing and Retailing

MKT 120   **Principles of Marketing**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121   **Retailing**   3   0   3
Prerequisites: None
Corequisites: None
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122   **Visual Merchandising**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 123   **Fundamentals of Selling**   3   0   3
Prerequisites: None
Corequisites: None
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

| **MKT 220** | **Advertising and Sales Promotion** | **3** | **0** | **3** |

Prerequisites:　　None
Corequisites:　　None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

| **MKT 225** | **Marketing Research** | **3** | **0** | **3** |

Prerequisites:　　MKT 120
Corequisites:　　None

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. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

| **MKT 226** | **Retail Applications** | **3** | **0** | **3** |

Prerequisites:　　None
Corequisites:　　None

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

Medical Laboratory Technology

Please refer to Southwestern Community College's catalog for MLT course descriptions.

Music

| **MUS 110** | **Music Appreciation** | **3** | **0** | **3** |

Prerequisites:　　None
Corequisites:　　None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

| **MUS 111** | **Fundamentals of Music** | **3** | **0** | **3** |

Prerequisites:　　None
Corequisites:　　None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

| **MUS 112** | **Introduction to Jazz** | **3** | **0** | **3** |

Prerequisites:　　None
Corequisites:　　None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 121   **Music Theory I**   3   2   4
Prerequisites: None
Corequisites: None
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 122   **Music Theory II**   3   2   4
Prerequisites: MUS 121
Corequisites: None
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 131   **Chorus I**   0   2   1
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 132   **Chorus II**   0   2   1
Prerequisites: MUS 131
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 133   **Band I**   0   2   1
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 134   **Band II**   0   2   1
Prerequisites: MUS 133
Corequisites: None
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 135   **Jazz Ensemble I**   0   2   1
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and

performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 136   Jazz Ensemble II   0   2   1
Prerequisites: MUS 135
Corequisites: None
This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 141   Ensemble I   0   2   1
Prerequisites: None
Corequisites: None
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 142   Ensemble II   0   2   1
Prerequisites: MUS 141
Corequisites: None
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 151   Class Music I   0   2   1
Prerequisites: None
Corequisites: None
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 152   Class Music II   0   2   1
Prerequisites: MUS 151
Corequisites: None
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 161   Applied Music I   1   2   2
Prerequisites: Enrollment in the A.F.A.—Music & Music Education program (A1020D)
Corequisites: None
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature.

Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 162   Applied Music II   1   2   2
Prerequisites: Enrollment in the A.F.A.-Music & Music Education program (A1020D) and MUS 161
Corequisites: None
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 210   History of Rock Music   3   0   3
Prerequisites: None
Corequisites: None
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 211   History of Country Music   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 221   Music Theory III   3   2   4
Prerequisites: MUS 122
Corequisites: None
This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 222   Music Theory IV   3   2   4
Prerequisites: MUS 221
Corequisites: None
This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 231   Chorus III   0   2   1
Prerequisites: MUS 132
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 232   **Chorus IV**   **0**   **2**   **1**
Prerequisites: MUS 231
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 233   **Band III**   **0**   **2**   **1**
Prerequisites: MUS 134
Corequisites: None
This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 234   **Band IV**   **0**   **2**   **1**
Prerequisites: MUS 233
Corequisites: None
This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 235   **Jazz Ensemble III**   **0**   **2**   **1**
Prerequisites: MUS 136
Corequisites: None
This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 236   **Jazz Ensemble IV**   **0**   **2**   **1**
Prerequisites: MUS 235
Corequisites: None
This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 241   **Ensemble III**   **0**   **2**   **1**
Prerequisites: MUS 142
Corequisites: None
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 242   **Ensemble IV**   **0**   **2**   **1**
Prerequisites: MUS 241
Corequisites: None
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to

satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

| **MUS 261** | **Applied Music III** | 1 | 2 | 2 |

Prerequisites: Enrollment in the A.F.A.—Music & Music Education program (A1020D) and MUS 162
Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

| **MUS 262** | **Applied Music IV** | 1 | 2 | 2 |

Prerequisites: Enrollment in the A.F.A.—Music & Music Education program (A1020D) and MUS 261
Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

| **MUS 271** | **Music History I** | 3 | 0 | 3 |

Prerequisites: MUS 122
Corequisites: None

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

| **MUS 272** | **Music History II** | 3 | 0 | 3 |

Prerequisites: MUS 271
Corequisites: None

This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Nursing Assistant

| **NAS 101** | **Nursing Assistant I** | 3 | 3 | 4 | 6 |

Prerequisites: High school diploma or GED; and satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. This is a certificate-level course.

| **NAS 102** | **Nursing Assistant II** | 6 | 3 | 2 | 6 |

Prerequisites: High school diploma or GED; and currently listed as NA I with the State of North Carolina
Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. This is a certificate-level course.

NAS 103   **Home Health Care**   2   0   2
Prerequisites: High school diploma or GED
Corequisites: None
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. This is a certificate-level course.

NAS 104   **Home Health Clinical**   3   0   0   1
Prerequisites: None
Corequisites: None
This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. This is a certificate-level course.

Networking Technology

NET 110   **Networking Concepts**   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Networking Operating System

NOS 110   **Operating System Concepts**   2   3   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
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.

NOS 130   **Windows Single User**   2   2   3
Prerequisites: NOS 110
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230   **Windows Administration I**   2   2   3
Prerequisites: NOS 130
Corequisites: None
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Nursing

NUR 115   **Fundamentals of Nursing**   6   2   3   5
Prerequisites: CNA I Certification and enrollment in the Associate Degree Nursing program
Corequisites: BIO 168 and NUR 117
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 117   **Pharmacology**   1   3   2
Prerequisites: Enrollment in the Associate Degree Nursing program
Corequisites: NUR 115
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125   **Maternal-Child Nursing**   6   5   3   8
Prerequisites: BIO 275, NUR 115, NUR 133, NUR 135, and PSY 241
Corequisites: None
This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133   **Nursing Assessment**   2   3   3
Prerequisites: BIO 168 and NUR 115
Corequisites: BIO 169
This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135   **Adult Nursing I**   9   5   3   9
Prerequisites: BIO 168, NUR 115, NUR 117, and PSY 150
Corequisites: BIO 169 and NUR 133
This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185   **Mental Health Nursing**   6   3   0   5
Prerequisites: NUR 115, NUR 117, and NUR 135
Corequisites: None
This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

NUR 235   **Adult Nursing II**   15   4   3   10
Prerequisites: BIO 275, , NUR 125, NUR 135, and NUR 291
Corequisites: NUR 185
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. Emphasis will also be placed on leadership and management principles for application in the clinical setting.

NUR 291   **Selected Topics in Nursing—Leadership**   1   0   1
Prerequisites: NUR 133 and NUR 135
Corequisites: None
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. Students should be able to apply leadership and management skills in a variety of health care settings.

Office Systems Technology

OST 080   **Keyboarding Literacy**   **1**   **2**   **2**

Prerequisites: None
Corequisites: None

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. Basic word processing functions formatting simple documents are introduced.

OST 131   **Keyboarding**   **1**   **2**   **2**

Prerequisites: Satisfactory scores on the college placement tests or OST 080
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Formatting business documents using Microsoft Office Word including letters, memos, tables, and business reports are introduced.

OST 134   **Text Entry & Formatting**   **2**   **2**   **3**

Prerequisites: OST 131
Corequisites: None

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. More advanced business documents such as itineraries, agendas, newsletters, international formatting features, medical documents, legal documents, office forms, and publications are introduced.

OST 136   **Word Processing**   **2**   **2**   **3**

Prerequisites: None
Corequisites: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137   **Office Software Applications**   **2**   **2**   **3**

Prerequisites: None
Corequisites: None

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. Emphasis is placed on integrating Microsoft Office software applications: Word, Excel, Access, PowerPoint, and Publisher.

OST 164   **Text Editing Applications**   **3**   **0**   **3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: OST 131

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181   **Introduction to Office Systems**   **2**   **2**   **3**

Prerequisites: OST 131
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. In addition, telephone techniques, mail services, travel arrangements, meeting/conference planning, and employment document preparation are introduced.

OST 184	Records Management	2	2	3

Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 233	Office Publications Design	2	2	3

Prerequisites: OST 136
Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 289	Administrative Office Management	2	2	3

Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. A simulation packet is used to show mastery of document preparation, communication skills, file management ability, and use of reference materials; a final project is assigned which incorporates all skills learned in previous OST classes and is presented to the class.

Phlebotomy

PBT 100	Phlebotomy Technology	5	2	6

Prerequisites   Enrollment in the Phlebotomy Technology program
Corequisites: PBT 101 and PSY 118

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. This is a certificate-level course.

PBT 101	Phlebotomy Practicum	9	0	0	3

Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PBT 100, this course must have a successful completion

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. This is a certificate-level course.

Physical Education

PED 110	Fit and Well for Life	1	2	2

Prerequisites: None
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 111	Physical Fitness I	0	3	1

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 113   Aerobics I   0   3   1

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 114   Aerobics II   0   3   1

Prerequisites: PED 113
Corequisites: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 117   Weight Training I   0   3   1

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 121   Walk, Jog, Run   0   3   1

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 128   Golf-Beginning   0   2   1

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 129   Golf-Intermediate   0   2   1

Prerequisites: PED 128
Corequisites: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 130   **Tennis-Beginning**   0   2   1

Prerequisites: None
Corequisites: None

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 131   **Tennis-Intermediate**   0   2   1

Prerequisites: PED 130
Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 132   **Racquetball-Beginning**   0   2   1

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 133   **Racquetball-Intermediate**   0   2   1

Prerequisites: PED 132
Corequisites: None

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 137   **Badminton**   0   2   1

Prerequisites: None
Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 139   **Bowling-Beginning**   0   2   1

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 142   **Lifetime Sports**   0   2   1

Prerequisites: None
Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 143   **Volleyball-Beginning**   0   2   1
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 144   **Volleyball-Intermediate**   0   2   1
Prerequisites: PED 143
Corequisites: None
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 145   **Basketball-Beginning**   0   2   1
Prerequisites: None
Corequisites: None
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 146   **Basketball-Intermediate**   0   2   1
Prerequisites: PED 145
Corequisites: None
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Philosophy

PHI 215   **Philosophical Issues**   3   0   3
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 230   **Introduction to Logic**   3   0   3
Prerequisites: ENG 111
Corequisites: None
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.

PHI 240   **Introduction to Ethics**   3   0   3
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various

ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Physics

PHY 110   Conceptual Physics   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and MAT 070
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 110A   Conceptual Physics Lab   0   2   1
Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and MAT 070
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

PHY 131   Physics-Mechanics   3   2   4
Prerequisites: Satisfactory scores on the college placement tests or ENG 095; and MAT 121, MAT 161,
                   MAT 171, or MAT 175
Corequisites: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151   College Physics I   3   2   4
Prerequisites: Satisfactory scores on the college placements tests or ENG 095; and MAT 161, MAT 171,
                   or MAT 175
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 152   College Physics II   3   2   4
Prerequisites: PHY 151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, 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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 251   General Physics I   3   3   4
Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and

dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

PHY 252	General Physics II		3	3	4

Prerequisites: MAT 272 and PHY 251
Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, 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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Political Science

POL 120	American Government		3	0	3

Prerequisites: None
Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130	State & Local Government		3	0	3

Prerequisites: None
Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

POL 210	Comparative Government		3	0	3

Prerequisites: None
Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220	International Relations		3	0	3

Prerequisites: None
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Psychology

PSY 118   **Interpersonal Psychology**   3   0   3
Prerequisites: None
Corequisites: None
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.

PSY 150   **General Psychology**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241   **Developmental Psychology**   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 246   **Adolescent Psychology**   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PSY 263   **Educational Psychology**   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course.

PSY 265   **Behavioral Modification**   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281   **Abnormal Psychology**   3   0   3
Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Religion

REL 110   **World Religions**   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211   **Introduction to Old Testament**   3   0   3
Prerequisites: None
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212   **Introduction to New Testament**   3   0   3
Prerequisites: None
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Substance Abuse

SAB 110   **Substance Abuse Overview**   3   0   3
Prerequisites: None
Corequisites: None
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.

Information Systems Security

SEC 110   **Security Concepts**   3   0   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Sociology

SOC 210	Introduction to Sociology	3	0	3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 213	Sociology of the Family	3	0	3

Prerequisites: None
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 220	Social Problems	3	0	3

Prerequisites: None
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 225	Social Diversity	3	0	3

Prerequisites: None
Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Speech-Language Pathology

Please refer to Caldwell Community College and Technical Institute's catalog for SLP course descriptions.

Spanish

SPA 111	Elementary Spanish I	3	0	3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112	Elementary Spanish II	3	0	3

Prerequisites: SPA 111
Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with

increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120	Spanish for the Workplace	3	0	3

Prerequisites: None
Corequisites: None

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.

SPA 211	Intermediate Spanish I	3	0	3

Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212	Intermediate Spanish II	3	0	3

Prerequisites: SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Truck Driver Training

TRP 100	Truck Driver Training	6	18	12

Prerequisites: None
Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment. This is a certificate-level course.

Web Technologies

WEB 110	Internet/Web Fundamentals	2	2	3

Prerequisites: None
Corequisites: None

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.

WEB 111	Introduction to Web Graphics	2	2	3

Prerequisites: None
Corequisites: WEB 110

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115   Web Markup and Scripting   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or OST 080; and WEB 110
Corequisites: None
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120   Introduction to Internet Multimedia   2   2   3
Prerequisites: WEB 111 or permission of instructor
Corequisites: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140   Web Development Tools   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or OST 080; WEB 110 or permission of instructor
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210   Web Design   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095 and OST 080; WEB 111 or permission of instructor
Corequisites: None
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 230   Implementing Web Server   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095; CIS 110; either NET 110 or NET 125; WEB 110 or permission of instructor
Corequisites: None
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250   Database Driven Websites   2   2   3
Prerequisites: Satisfactory scores on the college placement tests or ENG 085; DBA 110 and WEB 140
Corequisites: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 260   E-Commerce Infrastructure   2   2   3
Prerequisites: WEB 250
Corequisites: None
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.

Welding

WLD 110   **Cutting Processes**   1   3   2
Prerequisites: None
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 121   **GMAW (MIG) FCAW/Plate**   2   6   4
Prerequisites: None
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Administration, Faculty and Staff

A complete directory of administration, faculty and staff is available at www.mitchellcc.edu/directory/index.cfm. All employee e-mail addresses are in the following format: first initial of first name last name@mitchellcc.edu (ex. jsmith@mitchellcc.edu).

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The Mitchell Community College Board of Trustees meets on the fourth Wednesday evening of each month except in November and December when the Board meets on the first Wednesday after Thanksgiving to avoid conflict with the Thanksgiving and Christmas holidays. Also, generally, the Board does not meet in July. Meetings are routinely held at 7 p.m. in the Board Room of Kirkman House on the Main Campus in Statesville.

Office of the President

Eason, Dr. Douglas O. ....President
    B.A. Hendrix College; M.A. University of Arkansas; Ph.D. Vanderbilt University

Student Services

Manning, Dan ....Dean of Student Services
    B.A. University of Oklahoma; Graduate studies, University of Oklahoma and Golden Gate Seminary; M.S. Oklahoma State University
Cooper, Candace ....Financial Aid Director
    B.S. Georgia College State University
Davis, Nikkole ....Admissions Specialist/Counselor/Coordinator, Student Activities
    B.A. Winthrop University; M.Ed. University of Georgia
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