

2015-2016 Catalog



Mitchell
COMMUNITY COLLEGE



Mitchell
COMMUNITY COLLEGE

2015-2016 Catalog

Statesville

Historic Statesville Campus

500 W. Broad St., Statesville, NC 28677

(704) 878-3200 phone

(704) 878-0872 fax

Continuing Education Center

701 W. Front St., Statesville, NC 28677

(704) 878-3220 phone

(704) 878-4271 fax

Cosmetic Arts Center

3223 Taylorsville Hwy., Statesville, NC 28625

(704) 878-4374 phone

Drake Street Center

335 Drake St., Statesville, NC 28677

Technology and Workforce Development Center

701 W. Front St., Statesville, NC 28677

(704) 878-3224 phone

(704) 878-3245 fax

Mooreville

Mooreville Campus

219 N. Academy St., Mooreville, NC 28115

(704) 663-1923 phone

(704) 663-5239 fax

mitchellcc.edu |



Equal Opportunity College/Affirmative Action Employer

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

Dear Potential Students and Visitors,

I am pleased to welcome you to Mitchell Community College—a college that is dedicated to helping our students to excel each and every day. Our faculty and staff are devoted to offering high quality instruction in a variety of courses and programs designed to help students prepare for the world of work or transfer to a four-year college.



Our campus in downtown Statesville on Broad Street, our Continuing Education and Workforce Development Center on Front Street, as well as our Mooresville Campus in downtown Mooresville provide inviting and stimulating learning environments for both personal and professional development. In addition to our curriculum programs, Mitchell offers many educational opportunities including basic skills and literacy development, occupational training consistent with current fields of employment, and specialized training developed for business and industry.

As students you will also enjoy a wide range of opportunities in which to participate including clubs, organizations, activities and cultural events. These experiences, combined with high quality education programs, will expose you to a diverse learning experience that will enrich and enhance your skills. We want to be an integral part of your personal and professional development and strive to provide the best instructional experience at the most beautiful community college in the state.

After you have visited Mitchell Community College online and navigated through our website or through the pages of our catalog, I invite you to visit our campuses and explore all that we have to offer. You will find Mitchell offers many advantages and benefits to the serious-minded student or the casual lifelong learner. As a student at Mitchell Community College, you will enjoy a warm and inviting academic experience of the highest caliber.

Sincerely,

James T. Brewer, Ed.D.
President

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) 978-1351/(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
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) 978-3116
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 and Chief Academic Officer	(704) 878-3264
Vice President for Student Services	(704) 878-3281

Address correspondence to any office in care of:

Mitchell Community College

500 W. Broad St.
Statesville, NC 28677

mitchellcc.edu |



Academic Calendar

Fall Semester 2015	
Aug. 3 (M)	Ten-month faculty return
Aug. 14 (F)	Last day to receive 100% refund for 16-week, first 8-week and first 4-week sessions
Aug. 17 (M)	Fall classes begin for 16-week, first 8-week and first 4-week sessions
Aug. 17-19 (M-W)	Drop/Add for 16-week and first 8-week sessions
Aug. 18 (T)	Last day to receive 75% refund for first 4-week session
Aug. 20 (TH)	Last day to receive 75% refund for first 8-week session
Aug. 26 (W)	Last day to receive 75% refund for 16-week session
Sept. 1 (T)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Sept. 7 (M)	Labor Day (College closed)
Sept. 10 (TH)	First 4-week session ends
Sept. 11 (F)	First 4-week grades due by 9 a.m.
Sept. 11 (F)	Last day to receive 100% refund for 12-week and second 4-week sessions
Sept. 14 (M)	12-week and second 4-week sessions begin
Sept. 15 (T)	Last day to receive 75% refund for second 4-week session
Sept. 21 (M)	Last day to receive 75% refund for 12-week session
Sept. 21 (M)	Last day to withdraw from first 8-week session to ensure a grade of "W"
Sept. 29 (T)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Oct. 8 (TH)	Second 4-week session ends
Oct. 9 (F)	Second 4-week grades due by 9 a.m.
Oct. 9 (F)	First 8-week session ends
Oct. 12 & 13 (M&T)	Fall break (No classes)
Oct. 13 (T)	Last day to receive 100% refund for second 8-week and third 4-week sessions
Oct. 14 (W)	Second 8-week and third 4-week sessions begin
Oct. 14 & 15 (W&TH)	Drop/Add for second 8-week session
Oct. 15 (TH)	Last day to receive 75% refund for third 4-week session
Oct. 19 (M)	Last day to receive 75% refund for second 8-week session
Oct. 26 (M)	Last day to withdraw from 16-week session to ensure a grade of "W"
Nov. 2 (M)	Last day to withdraw from third 4-week session to ensure a grade of "W"
Nov. 4 (W)	Last day to withdraw from 12-week session to ensure a grade of "W"
Nov. 10 (T)	Third 4-week session ends
Nov. 11 (W)	Third 4-week grades due by 9am
Nov. 11 (W)	Last day to receive 100% refund for fourth 4-week session
Nov. 12 (TH)	Fourth 4-week session begins
Nov. 13 (F)	Last day to receive 75% refund for fourth 4-week session
Nov. 16 (M)	Last day to withdraw from second 8-week session to ensure a grade of "W"
Nov. 25 (W)	Thanksgiving Holiday (No classes)
Nov. 26-28 (TH-SA)	Thanksgiving Holiday (College closed)
Dec. 7 (M)	Last day of classes for 16-week session
Dec. 7 (M)	Last day to withdraw from fourth 4-week session to ensure a grade of "W"
Dec. 8-14 (T-M)	Final Exams for 16-week session
Dec. 11 (F)	12-week, and second 8-week sessions end
Dec. 11 (F)	Last day of classes for 12-week and second 8-week sessions
Dec. 14 (M)	16-week and fourth 4-week sessions end
Dec. 15 (T)	Grades due/posted in computer by 3 p.m.
Dec. 24-31 (TH-TH)	Winter Holiday (College closed)

Spring Semester 2016

Jan. 1 (F)	New Year's Holiday (College closed)
Jan. 4 (M)	College reopens
Jan. 8 (F)	Last day to receive 100% refund for 16-week, first 8-week sessions and first 4-week sessions
Jan. 11 (M)	16-week, first 8-week, and first 4-week sessions begin
Jan. 11-13 (M-W)	Drop/Add for 16-week and first 8-week sessions
Jan. 12 (T)	Last day to receive 75% refund for first 4-week session
Jan. 14 (TH)	Last day to receive 75% refund for first 8-week session
Jan. 18 (M)	Martin Luther King, Jr. Holiday (College closed)
Jan. 21 (TH)	Last day to receive 75% refund for 16-week session
Jan. 26 (T)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Feb. 4 (TH)	First 4-week session ends
Feb. 5 (F)	First 4-week grades due by 9 a.m.
Feb. 5 (F)	Last day to receive 100% refund for 12-week and second 4-week sessions
Feb. 8 (M)	12-week, and second 4-week sessions begin
Feb. 9 (T)	Last day to receive 75% refund for second 4-week session
Feb. 12 (F)	Last day to withdraw from first 8-week session to ensure a grade of "W"
Feb. 15 (M)	Last day to receive 75% refund for 12-week session
Feb. 23 (T)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Mar. 3 (TH)	Second 4-week session ends
Mar. 4 (F)	Second 4-week grades due by 9 a.m.
Mar. 4 (F)	First 8-week session ends
Mar. 7-12 (M-SA)	Spring break (No classes)
Mar. 11 (F)	Last day to receive 100% refund for second 8-week and third 4-week sessions
Mar. 14 (M)	Second 8-week and third 4-week sessions begin
Mar. 14 & 15 (M&T)	Drop/Add for second 8-week session
Mar. 15 (T)	Last day to receive 75% refund for third 4-week session
Mar. 19 (TH)	Last day to receive 75% refund for second 8-week session
Mar. 28 (M)	Last day to withdraw from 16-week session to ensure a grade of "W"
Mar. 29 (T)	Last day to withdraw from third 4-week session to ensure a grade of "W"
Apr. 5 (T)	Last day to withdraw from 12-week session to ensure a grade of "W"
Apr. 7 (TH)	Third 4-week session ends
Apr. 8 (F)	Third 4-week grades due by 9 a.m.
Apr. 8 (F)	Last day to receive 100% refund for fourth 4-week session
Apr. 11 (M)	Fourth 4-week session begins
Apr. 12 (T)	Last day to receive 75% refund for fourth 4-week session
Apr. 15 (F)	Last day to withdraw from second 8-week session to ensure a grade of "W"
Apr. 26 (T)	Last day to withdraw from fourth 4-week session to ensure a grade of "W"
May 2 (M)	Last day of classes for 16-week session
May 3-9 (T-M)	Final Exams for 16-week session
May 5 (TH)	Last day of classes for fourth 4-week session
May 5 (TH)	Fourth 4-week session ends
May 6 (F)	Fourth 4-week grades due by 9 a.m.
May 6 (F)	Last day of classes for 12-week and second 8-week sessions
May 6 (F)	12-week and second 8-week sessions end
May 9 (M)	16-week session ends
May 10 (T)	Grades due/posted in computer by 3 p.m.
May 13 (F)	Curriculum graduation

Summer Semester 2016

May 17 (T)	Last day to receive 100% refund for 10-week session
May 18 (W)	10-week session begins
May 18 & 19 (W&TH)	Drop/Add for 10-week session
May 24 (T)	Last day to receive 75% refund for 10-week session
May 30 (M)	Memorial Day Holiday (No classes)
May 31 (T)	Last day to receive 100% refund for 8-week and first 4-week sessions
Jun. 1 (W)	8-week and first 4-week sessions begin
Jun. 1 & 2 (W&TH)	Drop/add for 8-week session
Jun. 2 (TH)	Last day to receive 75% refund for first 4-week session
Jun. 6 (M)	Last day to receive 75% refund for 8-week session
Jun. 20 (M)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Jun. 28 (T)	First 4-week session ends
Jun. 29 (W)	First 4-week grades due by 9 a.m.
Jun. 29 (W)	Last day to receive 100% refund for second 4-week session
Jun. 30 (TH)	Second 4-week session begins
Jun. 30 (TH)	Last day to withdraw from 10-week session to ensure a grade of "W"
Jul. 1 (F)	Last day to receive 75% refund for second 4-week session
Jul. 4 (M)	Independence Day Holiday (College closed)
Jul. 5 (T)	Last day to withdraw from 8-week session to ensure a grade of "W"
Jul. 18 (M)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Jul. 27 (W)	8-week session ends
Jul. 28 (TH)	10-week session and second 4-week sessions end
Jul. 29 (F)	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 Association of Education for Young Children (NAEYC)

1313 L Street NW Suite 500, Washington, DC 20005, Phone (202) 232-8777, www.naeyc.org

Accreditation Commission for Education in Nursing

3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone(404) 975-5000, Fax (404) 975-5020, www.acenursing.org

Memberships

American Association of Collegiate Registrars and Admissions Officers

American Community College Business Officers

American Association of Community Colleges

American Association of Community Colleges President Academy

American Association of Medical Assistants

American Association of Women in Community Colleges

Association of Community College Business Officers

Carolinas Association of Collegiate Registrars and Admissions Officers

College Stores Association of NC

Commission on Accreditation of Allied Health Programs

Community College Humanities Association

Cooperative Education Association

Council for Higher Education Accreditation

Greater Statesville Chamber of Commerce

International Association of Administrative Professionals

League for Innovation in the Community College

Mooresville-South Iredell Chamber of Commerce

National Association of Education for Young Children (NAEYC)

National Association of Student Financial Aid Administrators

National Council on Black American Affairs

National League for Nursing: Associate Degree Nursing

North Carolina Association of Community College Trustees

North Carolina Association of Coordinators of Veteran Affairs

North Carolina Association of Student Financial Aid Administrators

NC College and University Personnel Association

Organization for Associate Degree Nursing

Southern Association of Colleges and Schools

Southern Association of Colleges with Associate Degrees

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. Email 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, gender, national origin, age, disability or genetic information in any of its policies, procedures, or practices. This nondiscrimination policy covers admission of students, employment actions and all campus programs, services and activities. Mitchell Community College does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and implementation of its regulations may be referred to the Director of Human Resources, who serves as the Title IX Coordinator, or the Director of Counseling, who serves as the Deputy Title IX Coordinator, located at 500 West Broad Street, Statesville, NC 28677-5264; or, by contacting the Office for Civil Rights, District of Columbia Office, U.S. Department of Education: Telephone (202) 453-6020 email ocr.dc@ed.gov.

Disability Support Services

The Mission of Disability Services is to lead the Campus Community in the creation of an inclusive learning and working environment; and facilitate access, discourse, and involvement through innovative services, programs, and partnerships. Students should contact Disability Services as soon as possible before the first day of class for which accommodations are needed. Students seeking assistance must provide recent documentation which includes relevant medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify the need for accommodation. Students will need to meet with Disability Services to complete an accommodation plan each semester. For more information, please contact the Coordinator for Disability Services in the Counseling office, room 103 in Student Services Center on the main campus, (704) 878-3242. Disability Services provides reasonable academic accommodations to students with a documented disability under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1972.

Mitchell Community College 2014 Performance Measures North Carolina Community College System

Success rate of developmental students in subsequent college-level English courses

- State Average: 64.4%
- Mitchell Outcome: 65.7%

Success rate of developmental students in subsequent college-level Math courses

- State Average: 64.4%
- Mitchell Outcome: 66.3%

First Year Progression

- State Average: 68.3%
- Mitchell Outcome: 72.2%

Curriculum Completion Rate

- State Average: 43.6%
- Mitchell Outcome: 41.6%

Licensure Pass Rate

- State Average: 83.3%
- Mitchell Outcome: 86.8%

Transfer Student Performance:

- State Average: 87.8%
- Mitchell Outcome: 87.9%

Information about the College

Information about crime on the College campus, graduation rates and other consumer information can be found at mitchellcc.edu/consumer-info.

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 three 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.)

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

Admissions Requirements for Degree Seeking Students

Degree-seeking students must present proof of high school graduation or high school equivalency diploma.

- High school graduates
In order to be admitted as a degree-seeking students, applicants must present transcripts from a public, private, or home school that is recognized under state law at the time of graduation. Note: Online high schools must meet the additional requirement of being accredited by a recognized accrediting agency at the time of graduation. A list of recognized accrediting agencies may be found on the following websites:
 - www.chea.org
 - ope.ed.gov/accreditation
 - www.advanc-ed.org
- High school equivalency students
In order to be admitted as a degree-seeking students, applicants must present proof of high school equivalency diploma.

Admissions Requirements for Special Credit Students

- Minimum age of 18 with or without a high school diploma.

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 high school equivalency scores. If an associate degree or higher has been earned, high school transcripts/high school equivalency scores are not required.
- Take the College Placement Test (CPT). Testing requirements for specific programs of study are available from the Admissions Office. An applicant may be exempt from placement tests depending on past college credit earned. Also, applicants who have graduated high school within 5 years of college application who meet the following criteria may be exempt from placement testing under the NCCCS Multiple Measures for Placement Policy:
 1. Minimum unweighted GPA of 2.6 and four years of high school math including Algebra I, Geometry, Algebra II and an acceptable senior level math.
 2. Minimum scores for ACT and/or SAT.
- Meet an admissions counselor to discuss placement needs.

Readmitted Students

Applicants who have not attended for one or more years must submit a new application. Applicants must meet with an admissions counselor to determine if any placement testing is needed. Applicants will discuss any changes to the curriculum since their last date of attendance

with a counselor and/or an advisor. 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. Applicants must meet with an admissions counselor to determine if any placement testing is needed. A minimum of 25% of the credits required for a degree, diploma or certificate must be earned at Mitchell, in order to be eligible for graduation.

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. Special credit students must meet with an admissions counselor to have an educational plan created. 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 Career and College Promise

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.

- **College Transfer Pathways** provide up to 34 hours of tuition-free course credits toward the Core 44, an agreed-upon 44 hours of college credits that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four-year degrees. Interested students should contact their high school counselor.
- **Career and Technical Education Pathways** earn tuition-free course credits at Mitchell Community College toward a job credential, certificate or diploma in a technical career. Interested students should contact their high school 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 Mitchell's Main Campus. A partnership between Catawba College, Iredell-Statesville Schools and Mitchell, 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.

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 associate level programs of study as well as all Career and College Promise students are required to show competence in English and mathematics. Diploma and certificate level students are required to take placement testing if any course within the diploma or certificate has English or math prerequisites. 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.
- Achieve minimum scores on ACT or SAT.
- Applicants who have graduated high school within 5 years of college application who meet the following criteria may be exempt from placement testing under the NCCCS Multiple Measures for Placement Policy: Minimum unweighted GPA of 2.6 and four years of high school math including Algebra I, Geometry, Algebra II and an acceptable senior level math.
- Career and College Promise students may demonstrate proficiency using other approved achievement and/or placement tests. High school students should speak with their guidance counselor for more details.

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 students 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 must meet with an admissions counselor to fill out the change of program form. Students who change programs must follow the program requirements in the current catalog.

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

For these programs, applicants must meet additional requirements that may include mathematics and science courses, certifications, physical (medical) exams, etc. Some of these programs have more applicants than available space and may have specific application deadlines. Competitive enrollment programs include:

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

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 to the College does not, however, guarantee admission to the Associate Degree Nursing program. Admission into the nursing program is competitive. In addition to the College's requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing program:

- 1. Mitchell Community College Application:** Applicants must complete the College application for admission and submit to Student Services.
- 2. High School or high school equivalency transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
- 3. College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Associate Degree Nursing Program.
- 4. Required GPA:** Applicants must have a minimum 2.50 cumulative grade point average. All course work toward the A.A.S. Nursing degree must be completed with a grade of C or better.
- 5. Biology Course:** Applicants must have completed with a grade of C or better, one year of high school biology and/or BIO 110 Principles of Biology, BIO 111, General Biology I, or BIO 168 Anatomy and Physiology I or equivalent or demonstration of competency. A biology course must be current within five years.
- 6. Chemistry Course:** Applicants must have completed with a grade of C or better, one year of high school chemistry and/or CHM 131 and 131A lab, Introduction to Chemistry or equivalent or demonstration of competency.

- 7. TEAS V Testing:** Applicant must achieve a minimum adjusted individual test score of 63 percent on the Test of Essential Academic Skills V (TEAS V). For more information about the TEAS V Exam, see the official website at <http://www.atitesting.com/default.aspx>. TEAS V Review Books may be purchased through the Mitchell Community College Bookstore.
- 8. Associate Degree Nursing Program Application:** Applicant must complete Program Application with assigned nursing advisor.
- 9. Nursing Assistant I:** Applicant must be listed as a Nursing Assistant I on the Nurse Aide I Registry from the N.C. Department of Health and Human Services Division of Health Service Regulation: Health Care Personnel Registry by August 1 or demonstrate competency as evidenced by licensed practical nurse (LPN).
- 10. Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into the nursing program.
- 11. CPR Certification:** Applicant must hold current CPR certification by the American Heart Association at the Healthcare Provider level by time of enrollment into the clinical nursing component and maintained throughout the NUR course sequence.
- 12. Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies.
- 13. Student must be 18 years of age prior to clinical component** (clinical agency requirement).
- 14. Student must carry personal health insurance** (clinical agency requirement).

A limited number of openings exist in the Associate Degree Nursing program. Admissions consideration begins January 1 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 V score, 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 Community College until the student receives official, written notification of admission 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 application to the Board of Nursing 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 **Accreditation Commission for Education in Nursing**, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.

Medical Assisting

Medical Assisting understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the College does not, however, guarantee admission to the Medical Assisting diploma program. The Medical Assisting curriculum is structured as a 1+1 technical program that ultimately leads to an A.A.S. degree. After successful completion of the externship practicum, 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 College's admission requirements, the following are minimum requirements for admission into the Medical Assisting Diploma program:

- 1. Mitchell Community College Application:** Applicants must submit the College application for admission and meet all entrance requirements.
- 2. High School or high school equivalency transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
- 3. College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Medical Assisting program. Anatomy and Physiology and MED coursework must be current within the most recent five years.
- 4. Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. All

course work toward the MED diploma and subsequent A.A.S. curriculum must be completed with a grade of C or better.

- 5. Medical Assisting Program Application:** Applicant must complete Program Application with assigned advisor.
- 6. TEAS V Testing:** Applicant must submit official test scores on the Test of Essential Academic Skills V (TEAS V). For more information about the TEAS V Exam, see the official website at <http://www.atitest.com/default.aspx>. TEAS V Review Books may be purchased through the Mitchell Community College Bookstore.
- 7. Computer Proficiency:** Applicant must demonstrate proficiency in basic computer skills through completed course work in CIS 110 Introduction to Computers or equivalent.
- 8. CPR Certification and First Aid:** Applicant must hold both American Red Cross First Aid Certification and CPR certification by the American Heart Association at the Healthcare Provider level or American Red Cross Professional Rescuer level prior to enrolling in medical assisting clinical courses and current through the externship practicum.
- 9. Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations prior to enrolling in medical assisting clinical courses.
- 10. Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies for placement into the externship practicum. The student will bear this cost.

Medical Assisting is a limited enrollment program beginning each fall. Resources, such as clinical facilities and faculty, limit the number of applicants accepted into the program. All Medical Assisting applicants must meet minimum requirements to be considered for admission to the program but this does not guarantee admission.

Admissions consideration begins February 1 of each year and the deadline for applications is March 15 of each year. Students who have completed minimum requirements should complete and submit the application by the deadline in order to be considered as a qualified applicant for the program. In the event that the number of qualified candidates exceeds the available slots, applicants will be ranked according to GPA and TEAS V score. Students applying for re-admission are required to meet the current admission criteria. If space is still available in the program after the priority deadline, qualified applicants will be admitted on a rolling basis until the class is full. Eighteen (18) students will be accepted for the fall and an alternate list established. An alternate may be admitted to the program if an applicant originally accepted declines admission. All applicants denied admission must reapply if they wish to be considered for the next class.

No student is considered to be a medical assisting student at Mitchell Community College until the student receives official, written notification of admission as given by the Admissions Office and the student enrolls in medical assisting courses. The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Medical Laboratory Technology (MLT) (A.A.S.)

General admission information is found in the Southwestern Community College catalog and website, www.southwesterncc.edu. The online collaborative program is limited to the current practicing, certified phlebotomist. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (847) 939-3597, (773) 714-8880, (773) 714-8886 (FAX). Website: www.naacls.org.

Dietetic Technician (A.A.S.)

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. Website: www.eatright.org/ACEND.

Speech Language Pathology Assistant (A.A.S.)

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.

Health Information Technology (A.A.S.)

General admission information can be found in the Pitt Community College catalog and website, www.pittcc.edu/index.html. The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800. Website: www.cahiim.org.

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 deadlines located at mitchellcc.edu/payment-due-dates. 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. Regular tuition charges apply for classes taken for audit.

In-State Tuition	\$72.00 per credit hour \$1,152.00 per semester maximum (full-time)
Out-of-State Tuition	\$264.00 per credit hour \$4,224.00 per semester maximum (full-time)

Tuition and fee rates associated with courses identified as “self-supported” are determined by the Mitchell Community Board of Trustees and may differ from that set forth by the state for the Fall and Spring Semesters.

Required Student Fees

All curriculum students (including high school students) pay certain fees each semester at registration. Students pay an activity fee, each semester, of a \$1.50 per credit hour up to eight credits hours or a single fee of \$19.00 for nine or more credit hours. In addition, students pay \$1.00 per credit hour up to a maximum of \$16.00 per semester as a computer use and technology fee, and \$1.25 per semester for student insurance. A \$15.00 access fee will be charged for Fall and Spring semesters. **Exception:** 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.

Specific Fees

Specific 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 specific fees charged for each term will be identified in the class schedule and are subject to change without notice. Fees are only refundable if the associated course is dropped before the first day of the academic term. For more information regarding refunds, refer to the second on Refunds.

Books

The cost of books varies from program to program. Most students pay an estimated \$1,000 for books and required materials for the academic year. Bookstore policies and procedures are covered in the *Student Handbook*.

Payment

Tuition and fees must be paid in full unless payment has been guaranteed by financial aid or a sponsor authorization agreement. Payment is also available through the Nelnet Business Solutions Online Payment Plan. A link to “*Create a Payment Plan*” is available through the WebAdvisor under Financial Information. For students that opt to use the payment plan option, the student will be considered “PAID” once the student successfully completes the online application and once the associated payments process successfully.

Payment Through WebAdvisor—Students may select the WebAdvisor link under **My Mitchell** on the College’s website, mitchellcc.edu. MasterCard, VISA, American Express, and Discover are acceptable payment methods.

In-Person Payment—Cash, check, money order, MasterCard, VISA, American Express, and Discover credit cards are accepted at the Cashier’s Office located in the Student Services Center (SSC), Room 200. 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 28677-5264 or faxed to (704) 978-5405 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 third party online payment plan allows a student to arrange full payment or to schedule tuition payments. The payment plan option requires a \$2.00 enrollment fee for full payment or a \$25.00 enrollment fee for scheduled payments. These enrollment fees are charged per semester and are nonrefundable. A valid bank account, which allows Automatic Bank Payment (ACH) or Credit/Debit Card is required. Check each semester's curriculum course schedule available at mitchellcc.edu/webadvisor to determine available enrollment dates.

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 tuition refund if they officially 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 (10%) point of the academic term. No refunds will be issued for withdrawals after the ten percent (10%) point. Student activity fees, technology fees and specific course fees are only refundable before the first day of the academic term. Students will receive full refunds for the classes canceled by Mitchell. Please refer to Withdrawal Policy on page 30. 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.

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 the Mitchell Financial Aid Office is to provide access for students who would otherwise be unable to attend Mitchell 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.gov. The simplest way to complete the FAFSA online is by using the IRS Data Retrieval Tool (DRT). The DRT is a feature that allows students and parents to access the IRS tax return information needed to complete the FAFSA, and transfer the data directly into the FAFSA. The student should indicate Mitchell Community College's federal school code (002947) on 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 requesting additional information if a Mitchell Community College Admissions Application is on file. If no additional documentation is needed, the student will be notified of their eligibility by email.

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:

- 2015 Fall Semester—June 27
- 2016 Spring Semester—November 1
- 2016 Summer Semester—April 1

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)
- North Carolina Community College Grant (NCCCG)
- North Carolina Education Lottery Scholarship (NCELS)
- 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.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, NCCCG, NCELS, 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.

Student Rights and Responsibilities

- Financial aid is not complete until the student receives an award letter from the Financial Aid Office via the student's Mitchell email account. 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.
- Award amounts may be subject to change based on enrollment status, available funding and/or regulatory changes.
- The duration of eligibility to receive Federal Pell Grant is limited to 12 semesters (or its equivalent) under the new Pell lifetime eligibility used (LEU) regulation.
- Financial aid students may not receive financial aid from more than one institution during the same semester within the same academic year. You must notify your FA Specialist if you have attended any other college, this school year, using financial aid prior to the College finalizing your award for Mitchell.
- Students may charge books and school supplies in the Mitchell Bookstore against financial aid prior to the beginning of each semester. This service is provided as a convenience to financial aid students. Students are not required to purchase books this way. Financial aid students wanting to purchase books from another vendor will need to pay for those purchases on their own and those costs will not be deducted from their financial aid.
- Financial aid will not pay for a class a student audits or receives credit by examination.
- Financial aid will only pay for one retake of any previously passed course.
- Awards are conditional upon enrollment in an eligible program for financial aid.
- Awards are conditional upon receipt of an official high school transcript or high school equivalency by the Admissions Office.
- 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 students continued satisfactory academic progress (SAP).
- Students are responsible for paying any tuition, fees, books and other outstanding charges not covered by financial aid if 'Ineligible' under Mitchell's financial aid SAP standards.
- 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.
- If a student withdraws or if an instructor withdraws the student from all courses during a semester, the student will be subject to the Return of Title IV funds policy and may have to repay funds to Mitchell and/or the U.S. Department of Education.
- Students who complete a fast track class offered in the first four or eight weeks and withdraw from all other classes that span an entire semester are subject to the Return of Title IV funds policy.
- A student may not receive financial aid from more than one institution during the same semester.
- The 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).
- If a student has a payment plan and was awarded financial aid, it is the student's responsibility to notify the cashier's office of their award.

Repeated Coursework

Repeated coursework may count towards enrollment status, one-time only, if course was previously passed.

Financial Aid and Clock Hour Programs

Financial aid students enrolled in Basic Law Enforcement (BLET), Cosmetology, Cosmetology

Instructor, and Esthetics Technology, will be paid based on successful completion of clock hours for the calculated payment period(s) in the program. There are payment limitations in regard to clock hour programs. Any change of major will be subject to those limitations.

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. Students may also be subject to being responsible for the tuition and fee charges for the class(es) reported as ‘No Show’.

Transfer Students

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

Short Sessions

If a student registers for a short session that has a later start date during the semester than the first day of the semester, award funds will not be available until enrollment is confirmed in class(es).

Exclusions

Financial Aid does not pay for audited courses, independent study courses, credit by exams and courses not in current program of study. 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.

12 Semester Lifetime Limit for Federal Pell Grant and State Aid

The consolidated Appropriations Act of 2012 enacted changes that reduce the duration of a student’s eligibility to receive a Federal Pell Grant to 12 semesters (or its equivalent). This change went into effect for the 2012-2013 Award Year and applies to all Federal Pell Grant eligible students and to all N.C. State Grant eligible students.

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

Financial aid applicants must comply with the 2011 U.S. Department of Education’s statutory requirement guidelines (34 CFR 668.34) on maintaining Satisfactory Academic Progress (SAP) to be eligible for financial aid. Mitchell’s policy applies SAP standards to all federal, state, and institutional financial aid programs. To accurately measure a student’s satisfactory academic progress, the policy requires a qualitative measure of progress and a quantitative measure of progress.

Qualitative Measure (Grade point requirement)—Students must maintain a 2.0 cumulative grade point average (GPA) as calculated by the Financial Aid Office. This GPA may be different than what appears on a student’s transcript. For example, developmental courses are not included in a transcripts GPA, but are included for financial aid. Students must have a “C” average at the end of two academic years to graduate. A student must not be suspended according to the College’s academic satisfactory academic progress policy.

Quantitative Measure (Completion requirement)—Students must successfully progress through their educational programs at a specific pace to ensure program completion within maximum timeframe. Pace is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted, regardless of enrollment status. Transfer credits are included in both the attempted and completed hours. If a student successfully earns 67 percent of the total cumulative credits hours attempted in their program of study, the student should complete their program within maximum timeframe. Pace is measured at the end of each semester by the Financial Aid Office. Pace calculation example: Student attempts 12 credits in the

fall semester and successfully completes 12 credits. The student has earned 100 percent of the credits attempted. In the spring, the student attempts 18 credits and successfully completes 15. Student has a cumulative total of 27 credits completed. The cumulative total of attempted credits is 30. **Pace:** $27 \div 30 = 90$ percent.

Maximum Time Frame (MTF)—A financial aid student's maximum time frame to complete a program cannot exceed 150 percent 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. A student's entire academic history, including transfer hours accepted from other institutions is considered when evaluating academic progress within the established timeframe. Developmental education courses are excluded from this calculation. If a student changes majors, the total hours continue to accrue regardless of program completion. Students who decide to change majors are advised to do this early in their academic program. Students who double major must also adhere to the 150% maximum timeframe requirement. The maximum attempted credit hours allowable for financial aid will be based on the degree that requires the most credit hours.

Grades and SAP

Withdrawal—Students who receive a "W" or "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.

Evaluation of Satisfactory Academic Progress

To ensure financial aid applicants and recipients of financial aid are making sufficient progress both quantitative and qualitative, students' progress will be evaluated by the Financial Aid Office at the end of each semester.

Satisfactory Academic Progress Statuses

Satisfactory—Students are placed on satisfactory who meet the qualitative and quantitative measure and MTF requirements.

Financial Aid Warning—Students are placed on Financial Aid Warning for one semester the first time the student fails to meet SAP standards. Students may continue to receive financial aid for one semester on this status. No appeal is necessary. The student is responsible for meeting SAP standards by the end of the warning period.

Financial Aid Suspension—Students are placed on Financial Aid Suspension who fail to regain SAP the next semester enrolled. Students are no longer eligible for financial aid and their financial aid is terminated.

Financial Aid Probation—Students are placed on Financial Aid Probation when his or her financial aid is reinstated as result of an approved appeal. Students must follow and meet the conditions of their Academic Plan developed during the appeal process to remain on continued probation.

Maximum Timeframe—Students are placed on Maximum Time Frame when the 150 percent of the published length of the educational program is exceeded.

Notification—Students will be notified by the Financial Aid Office of his/her SAP status for

financial aid by letter and/or email.

Reinstating Eligibility—Financial aid assistance can be regained when the student:

(1) Attends college and pays on his or her own without receiving federal or state aid and meets the qualitative and quantitative components of the SAP policy. Once SAP is met by the student, financial aid, depending upon eligibility and availability of funds, will be reinstated for the beginning of the next semester of attendance.

OR

(2) Through the Financial Aid Appeal Process. Students may appeal 'financial aid suspension' or 'maximum time frame' by completing a Satisfactory Academic Progress Appeal form, available in the Financial Aid Office and online on Mitchell's website, explaining why he or she did not meet SAP standards and explain what has changed in his or her situation that will allow SAP to be met by the next SAP evaluation period. Appeals must be submitted to the Financial Aid Office with supporting documentation to verify mitigating or extenuating circumstances surrounding the appeal. Examples of mitigating or extenuating circumstances include but are not limited to the death of a family member, separation or divorce, an accident or an illness. Appeals submitted without supporting documentation will not be reviewed. The Financial Aid Committee will review appeal requests and the student will be notified by letter of the committee's decision. Decisions of the Financial Aid Committee are final. Students should be prepared to pay tuition and fees by the Financial Services published tuition and fees deadline. If the appeal is approved after tuition and fees are paid, students may be reimbursed based on their eligibility and credit hours enrolled.

Academic Plan—Students who appeal will be given an academic plan to follow that will put the student on track to successful program completion. Academic Plans may be individualized and may, for example, require the student to earn and maintain a minimum 2.5 semester GPA and to have a 100 percent completion rate. (Example: A student who attempts 12 credit hours and successfully completes 12 has a 100 percent completion rate (12 divided by 12 = 100 percent)). It may be as complicated as a course by course plan toward degree completion. There may be other conditions included in the academic plan depending on the student's individual situation.

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 percent 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 verify with the Admissions Office the students last day of attendance in all class(es). Unofficial 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.

The Financial Aid Office must determine if the student was a recipient of Title IV funds who withdrew prior to the 60 percent point and perform the Return of Title IV Funds calculation. Under this policy, the school must determine the amount of Title IV funds a student has earned and return the unearned portion. The Financial Aid Office is required to send written notification to the student informing the student of the amount owed. 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.

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 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.

Previously, under guidance provided in Dear Colleague Letter GEN-00-24, if a student attending a standard, term-based program offered in modules ceased attendance after completing one module, the student was not considered to have withdrawn, and the school was not required to perform a Return calculation. This is no longer in effect. Under the October 29, 2010, final regulations, effective July 1, 2011, for all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment.

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 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 their program plan and maintain satisfactory academic progress, attendance and conduct.

How to Apply

- Apply for education benefits online at www.gibill.va.gov
- Complete the Mitchell Community College application for admission
- Submit official copies of transcripts or records from high schools, or acceptable high school equivalency scores and official transcripts for all post-secondary schools attended.
- Provide the Admissions and Records Office with service schools or tests which may be evaluated for credit
- Contact the Veterans Coordinator to schedule an appointment to complete required paperwork for certification

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, except for those veterans receiving 100 percent rate of Chapter 33 (Post 9/11) benefits. Students receive payments directly from the Department of Veterans Affairs for the period the veteran is in attendance in an eligible program. Veteran students not attending 12 or more credits in term will receive prorated funds. Veteran students registered for all online classes may only be eligible for half of the monthly stipend.

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.

- Veterans must provide documentation of attendance by completing the Attendance Sheet For Recipients of Educational Benefits from Veterans Affairs. The form can be picked up from the financial aid office or found on the Mitchell Community College website under Veterans Forms.
- 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
- Study abroad
- 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 Community College Catalog (cumulative GPA of 2.0). Recipients failing to meet the standards (2.0 GPA) will be placed on academic probation. If at the end of the probationary semester academic standards are again not met, a second semester of probation will be allowed. If veteran students have failed to meet the minimum requirements for satisfactory academic progress after the second semester of probation, the student's VA benefits will be terminated. Veteran students may continue to attend Mitchell but cannot receive VA educational benefits. When the student has met school standards, benefits will be certified at the beginning of the next semester. Appeals submitted for Financial Aid will not be considered for VA Education Benefits.

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® Testing

Mitchell's GED® Testing 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 and 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 percent attendance rate will be terminated (institutional standard may be used when above 85 percent).

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 percent). 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-month 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.

Veterans Services

Mitchell Community College is honored to welcome veterans, reservists, and active duty students to our campuses. Our Veterans Support Team is available to assist you with a variety services including: Counseling, Academic Advising, VA Education Benefits (GI Bill), Financial Aid, Disability Accommodations, and acclimation to college. For assistance with Admissions, Counseling, and Disability Accommodations, contact the Special Populations Coordinator in Room 103F of the Student Services Center or (704) 878-3364. For assistance with VA Education Benefits and Financial Aid, contact the VA Coordinator in the Student Services Center, or call (704) 878-3295.

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 can be submitted via email to the Assistant Financial Aid Director every three weeks.

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 Vice President for 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 Academic 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 percent 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 percent 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)	
R	Repeat DMA course	
P	Pass DMA course	

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 dean. After confirming that an effort has been made between student and instructor to reach an agreeable outcome regarding the grade in question, the dean 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 dean/instructor discussion. If the student is dissatisfied with the outcome, a meeting will be arranged to include the instructor, the student and the dean 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 ten calendar days after the meeting between the student, instructor, and dean. 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 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 supersede 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 Mitchell courses 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 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 dean and then sent to the Director of Admissions/Registrar.
4. The Director of Admissions/Registrar evaluates the transcript and determines appropriate courses to be included in the forgiveness process.
5. Student is notified by a letter from the Director of Admissions/Registrar about the outcome of the process.
6. A copy of the evaluation is included in the permanent student record and reflected in the student's transcript.

Course Examinations for 16-week Sections

The exam schedule for 16-week sections is published by the Director of Admissions and Records/Registrar. All exams and/or final projects are required to be held during the published exam 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 of 100 and 200 level courses 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 of 100 and 200 level courses, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C."

Note: Developmental classes are not included in calculation of GPA.

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 cumulative 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 email 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:

Vice President for Student Services

Mitchell Community College
500 West Broad Street
Statesville, NC 28677-5264

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 dean must enter a requisite override on the student's record. The dean 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 percent 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 Dean.
- 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 percent 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 shown 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 division dean 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.

Mitchell Essential Learning Outcomes (MELOs)

The faculty at Mitchell Community College believe that students should demonstrate the following Mitchell Essential Learning Outcomes (MELOs):

1. Construct sustained, coherent arguments, narratives, and/or explications of technical processes.
2. Compute accurate and relevant calculations and/or present valid interpretation of quantitative information.
3. Interpret personal, social, and/or global issues/ideas from different perspectives.
4. Assemble evidence relevant to a problem/question and/or evaluate the significance of a problem/question and/or apply evidence to analyze a problem/question.

To ensure that our students attain these MELOs by graduation, Mitchell Community College requires that students:

- Complete the general education core requirements listed in the students' major program of study (see these courses/skills listed in the General Catalog/Student Handbook under the headings of "degree program") and
- Reinforce these goals through a series of courses and learning experiences encountered by our students from their freshman experiences up to their graduation from the College.

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 he/she remains 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 percent of credit hours in a diploma or certificate program may be accepted as transfer credits.
- A maximum of seven semester hour's 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.

Graduation Honors

Students with at least 50 percent of their curriculum requirements completed at Mitchell are eligible for honors at graduation.

High Honors—Students who have a cumulative grade point average of 3.75 or greater.

Honors—Students who have a cumulative grade point average of 3.50 to 3.74.

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.

State Authorization

All U.S. states require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply to online, distance, and correspondence educational instruction offered in that state.

Mitchell Community College is working to achieve compliance as established in HEOA 600.9 (c).

If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary [of Education] the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002)

Mitchell Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students residing outside of the State of North Carolina while attending Mitchell who desire to resolve a grievance should follow the College's Student Grievance Procedure that is available on the college website as well as in the Student Services Centers located on both the Mooresville and Statesville campuses.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the individual may file a complaint with the following office: Post-Secondary Education Complaints, c/o Assistant Director of Licensure and Workforce Studies, University of North Carolina General Administration, 910 Raleigh Road, Chapel Hill, NC 27514, telephone (919) 962-4558, studentcomplaint@northcarolina.edu. The individual may contact UNC General Administration for further details.

Students residing out of state and taking classes online at Mitchell Community College may choose to file a complaint with their state of residence. Please visit the Distance Learning section of the college website to view a complete listing of state authorization agencies.

Support Services

Advising Center

The Advising Center provides the initial advising session to new students. Advisors help students confirm their academic degree choice and career goals, review students' programs of study, instruct on the navigation and use of WebAdvisor, and assist with course registration. Advisors also inform students of college processes, including the requirement of having the educational plan updated with faculty advisors during Advising Months. The Advising Center is located in the Student Services Center, Statesville Campus, and maintains scheduled office hours at the Mooresville Campus by appointment. Please call (704) 878-3242.

Counseling

Professionally-trained counselors are available to provide admissions information, counseling services and other academic support 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. The Counseling Center is located in the Student Services Center on Statesville Campus and can be reached by phone at (704) 878-3242. Counseling can also be accessed at the Mooresville Campus and the Mooresville Campus Counselor can be reached by phone at (704) 978-5415.

Career Counseling

The Counseling Center can assist students with career counseling, exploration and assessment, labor market research, job search skills and career-related workshops. For one-on-one career counseling, students can make an appointment by visiting the Counseling Center or calling (704) 878-3242.

Disability Support Services

The Mission of Disability Services is to lead the Campus Community in the creation of an inclusive learning and working environment; and facilitate access, discourse, and involvement through innovative services, programs, and partnerships. Students should contact Disability Services as soon as possible before the first day of class for which accommodations are needed. Students seeking assistance must provide documentation which includes relevant medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify the need for accommodation. Students will need to meet with Disability Services to complete an accommodation plan each semester. For more information, please contact the Coordinator for Disability Services in the Counseling office, room 103 in Student Services Center on the Statesville Campus, (704) 878-3664. Disability Services provides reasonable academic accommodations to students with a documented disability under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1972.

Faculty Advisors

After completing the admissions process, students are assigned a faculty advisor in their chosen area of study. Students meet with their advisor 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 for making final decisions on academic matters. To locate your faculty advisor's contact information, log into your WebAdvisor account and select the "my profile" link.

Veterans Services

Mitchell Community College is honored to welcome veterans, reservists, and active duty students to our campuses. Our Veterans Support Team is available to assist you with a variety of services including: Counseling, Academic Advising, VA Education Benefits (GI Bill), Financial Aid, Disability Accommodations, and acclimation to college. For assistance with Admissions, Counseling, and Disability Accommodations, contact the Special Populations Coordinator in Room 103F of the Student Services Center or (704) 878-3364. For assistance with VA Education Benefits and Financial Aid, contact the VA Coordinator in Room 107B of the Student Services Center, or call (704) 878-3254.

Work-based Learning Program

This academic program integrates classroom study with practical experience in business, education, and industry. Through this experience, students practice the theories and principles related to their major course of study in an actual work environment. The Work-based learning 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 student's supervisor at work, faculty advisor, and the Work-based Learning Director. Employers must agree to assist with evaluations with their individual student's progress. All curriculums except Nursing, Cosmetology, and Medical Assisting may participate in Work-based Learning.

Eligibility

To be accepted, students must:

- Be enrolled in a Mitchell curriculum or degree program in which Work-based Learning is allowed
- Have a minimum 2.0 GPA
- Be recommended by the student's faculty advisor
- Be approved by the Work-based Learning 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 Work-based Learning 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 Work-based Learning student or employer, contact the Work-based Learning Office located in the Montgomery Student Union.

Bookstore

The Mitchell Community College Bookstore is located in the Montgomery Student Union. The Bookstore's website is available online 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 Statesville Campus Bookstore 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 email (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 email, telephone, or by scheduled appointments.

Hybrid Courses

These courses offer a mix of traditional on-campus and on-line instruction. Actual on-campus times vary from minimal contact to over 50 percent 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.

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 CTE post-assessment 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 available online 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 Vice President for 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 Vice President for 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, e-mail 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, the College 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 the College 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.

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 Center for registration information. Registration is not official until fees are paid. Students are urged to complete registration and pay fees at least three business days prior to the first class meeting. Registration forms are available at www.mitchellcc.edu/continuing-education/ 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 percent point will receive a 75 percent refund. Students who withdraw from a course after the 10 percent 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.

Attendance

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

Corporate and Continuing Education 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 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, welding, HVAC, 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 fire and rescue training. Registration fees are currently waived for active members of fire or rescue departments.

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.

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

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.

Customized Training Programs

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 and is available to the service area of Iredell County. This program also serves the training needs of an existing industry's skilled and semi-skilled workforce through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations.

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.

Basic Skills Programs provide educational opportunities for adults 18 years or older who have not completed high school or who would like assistance with basic education skills. This includes reading, writing, speaking, problem-solving, or mathematics at a level necessary to function in society, on a job, or in the family. Sixteen- and 17-year-olds who are out of school may enter only under special regulations. High school graduates who would like to enroll in refresher courses are welcome. All classes are FREE of charge.

Adult Basic Education (ABE) provides adults reading, writing, and math instruction.

High School Equivalency (HSE) 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 an HSE (high school equivalency diploma) issued by the State Board of Community Colleges. The HSE is recognized as the equivalent of a high school diploma. To qualify for this program, students must be 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 HSE examiner should be contacted for further information. 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 2015-2016

College Transfer Programs

	Program Code
Associate in Arts.....	A10100
Associate in Arts/Pre-Nursing.....	A10100NR
Associate in Arts/Pre-RIBN.....	A10100RB
Associate in Engineering.....	A10500
Associate in Fine Arts—Art.....	A1020A
Associate in Fine Arts—Music and Music Education.....	A1020D
Associate in Science.....	A10400
Associate in Science/Pre-Nursing.....	A10400NR

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

Accounting.....	A25100
Agribusiness Technology.....	A15100
Associate Degree Nursing.....	A45110
Business Administration.....	A25120
Computer Technology Integration.....	A25500
Criminal Justice Technology.....	A55180
Dietetic Technician (Collaborative Program).....	A45310
Digital Media Technology.....	A25210
Early Childhood Education.....	A55220
Electrical Systems Technology.....	A35130
Electronics Engineering Technology.....	A40200
Fire Protection Technology.....	A55240
General Occupational Technology.....	A55280
Healthcare Management Technology.....	A25200
Health Information Technology (Collaborative Program).....	A45360
Human Services Technology.....	A45380
Mechanical Engineering Technology.....	A40320
Mechatronics Engineering Technology.....	A40350
Medical Assisting.....	A45400
Medical Laboratory Technology (Collaborative Program).....	A45420
Office Administration.....	A25370
Speech-Language Pathology Assistant (Collaborative Program).....	A45730
Welding Technology.....	A50420

Diploma Programs

Accounting.....	D25100
Air Conditioning, Heating, and Refrigeration Technology.....	D35100
Cosmetology.....	D55140
Early Childhood Education.....	D55220
Electrical Systems Technology.....	D35130
General Occupational Technology.....	D55280
Mechatronics.....	D40200M
Medical Assisting.....	D45400
Welding.....	D50420

Certificate Programs

Accounting	C25100A
Agriculture Business Certificate.....	C15100A
Agriculture Science Certificate.....	C15100B
Air Conditioning, Heating, and Refrigeration	C35100A
Analog Electronics	C40200A
Banking	C25120B
Basic Law Enforcement Training.....	C55120
CAD Drafting.....	C40320C
Cisco.....	C25500C
Cosmetology Instructor.....	C55160
Digital Media	C25210
Drafting.....	C40320D
Early Childhood Administration	C55220A
Early Childhood Education	C55220E
Electrical Maintenance	C40200N
Electrical Systems.....	C35130E
Embedded Microprocessors Design.....	C40200B
Esthetics Technology	C55230
Human Services	C45380H
Income Tax Preparer	C25100I
Infant/Toddler Care	C55290
Lateral Entry	C55430
Machining.....	C40320M
Management	C25120A
Manicuring/Nail Technology	C55400
Manufacturing.....	C40320A
Marketing.....	C25120M
Mechanical Fabrication.....	C40320F
Mechatronics	C40200M
Nurse Aide.....	C45840
Office Administration	C25370
Parent Educator's	C55220P
Refrigeration and Heating Servicing	C35100R
Social Work.....	C45380SW
Substance Abuse.....	C45380SA
Welding.....	C50420W
Associate in General Education	A10300
Pre-Medical Assisting.....	A10300M

Associate in Arts—A.A. [A10100]

Degree Requirements

Universal General Education Transfer Component

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 SHC)

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Humanities/Fine Arts (9 SHC)

Select three courses from two different disciplines.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences (9 SHC)

Select three courses from two different disciplines.

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Math (3-4 SHC)

Select one course.

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Natural Science (4 SHC)

Select one group.

AST 111	Descriptive Astronomy and	3
AST 111A	Descriptive Astronomy Lab	1
or		
BIO 110	Principles of Biology	4
or		
BIO 111	General Biology I	4
or		
CHM 151	General Chemistry I	4
or		
PHY 110	Conceptual Physics and	3
PHY 110A	Conceptual Physics Lab	1

Additional General Education Hours (13-14 SHC)

An additional 13-14 SHC of courses should be selected from the following additional general education list below or from unselected general education core courses offered above in this program that are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

ANT 210	General Anthropology	3
ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3

ASL	211	Intermediate ASL I.....	3
ASL	212	Intermediate ASL II.....	3
BIO	112	General Biology II.....	4
BIO	120	Introductory Botany.....	4
BIO	130	Introductory Zoology.....	4
BIO	140	Environmental Biology.....	3
BIO	140A	Environmental Biology Lab.....	1
CHI	111	Elementary Chinese I.....	3
CHI	112	Elementary Chinese II.....	3
CHI	211	Intermediate Chinese I.....	3
CHI	212	Intermediate Chinese II.....	3
CHM	131	Introduction to Chemistry.....	3
CHM	131A	Introduction to Chemistry Lab.....	1
CHM	132	Organic and Biochemistry.....	4
CHM	152	General Chemistry II.....	4
CIS	110	Introduction to Computers.....	3
CIS	115	Introduction to Prog and Logic.....	3
COM	110	Introduction to Communication.....	3
COM	120	Intro to Interpersonal Communication.....	3
COM	140	Intro to Intercultural Communication.....	3
DRA	111	Theatre Appreciation.....	3
ENG	114	Professional Research and Reporting.....	3
ENG	233	Major American Writers.....	3
ENG	241	British Literature I.....	3
ENG	242	British Literature II.....	3
ENG	243	Major British Writers.....	3
ENG	261	World Literature I.....	3
ENG	262	World Literature II.....	3
FRE	111	Elementary French I.....	3
FRE	112	Elementary French II.....	3
FRE	211	Intermediate French I.....	3
FRE	212	Intermediate French II.....	3
GEO	111	World Regional Geography.....	3
GEO	112	Cultural Geography.....	3
GEO	130	General Physical Geography.....	3
GER	111	Elementary German I.....	3
GER	112	Elementary German II.....	3
GER	211	Intermediate German I.....	3
GER	212	Intermediate German II.....	3
HIS	121	Western Civilization I.....	3
HIS	122	Western Civilization II.....	3
HUM	115	Critical Thinking.....	3
HUM	120	Cultural Studies.....	3
HUM	130	Myth in Human Culture.....	3
HUM	150	American Womens Studies.....	3
HUM	160	Introduction to Film.....	3
LAT	111	Elementary Latin I.....	3
LAT	112	Elementary Latin II.....	3
LAT	211	Intermediate Latin I.....	3
LAT	212	Intermediate Latin II.....	3
MAT	172	Precalculus Trigonometry.....	4
MAT	263	Brief Calculus.....	4
MAT	271	Calculus I.....	4
MAT	272	Calculus II.....	4
MAT	273	Calculus III.....	4
MUS	210	History of Rock Music.....	3
MUS	211	History of Country Music.....	3
PHY	151	College Physics I.....	4
PHY	152	College Physics II.....	4
PHY	251	General Physics I.....	4
PHY	252	General Physics II.....	4
POL	210	Comparative Government.....	3
POL	220	International Relations.....	3
PSY	241	Developmental Psychology.....	3
PSY	281	Abnormal Psychology.....	3
REL	110	World Religions.....	3
REL	211	Introduction to Old Testament.....	3
REL	212	Introduction to New Testament.....	3

SOC	213	Sociology of the Family.....	3
SOC	220	Social Problems.....	3
SOC	225	Social Diversity	3
SPA	111	Elementary Spanish I.....	3
SPA	112	Elementary Spanish II.....	3
SPA	211	Intermediate Spanish I.....	3
SPA	212	Intermediate Spanish II.....	3

Total General Education Hours Required 45

Other Required Hours

Academic Transition (1 SHC)

ACA	122	College Transfer Success.....	1
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An additional 14 SHC of courses should be selected from unselected general education core courses offered in this program above or courses classified as pre-major or elective courses within the Comprehensive Articulation Agreement below. Students should select these courses based on their intended major and transfer university.

ACC	120	Principles of Financial Accounting.....	4
ACC	121	Principles of Managerial Accounting.....	4
ART	121	Two-Dimensional Design	3
ART	122	Three-Dimensional Design	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	232	Printmaking II.....	3
ART	240	Painting I.....	3
ART	241	Painting II.....	3
ART	261	Photography I.....	3
ART	262	Photography II.....	3
ART	266	Videography I.....	3
ART	267	Videography 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
BIO	143	Field Biology Minicourse.....	2
BIO	155	Nutrition.....	3
BIO	163	Basic Anatomy and Physiology.....	5
BIO	168	Anatomy and Physiology I.....	4
BIO	169	Anatomy and Physiology II.....	4
BIO	275	Microbiology.....	4
BUS	110	Introduction to Business.....	3
BUS	115	Business Law I.....	3
BUS	137	Principles of Management.....	3
CJC	111	Introduction to Criminal Justice.....	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections.....	3
CSC	134	C++ Programming.....	3
CTS	115	Info Systems Business Concepts	3
DRA	124	Readers Theatre	3
DRA	130	Acting I.....	3
DRA	131	Acting II.....	3
EGR	150	Introduction to Engineering.....	2
EGR	210	Intro to Elec/Comp Engineering Lab	2
EGR	212	Logic System Design I.....	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 and CPR.....	2
HEA	120	Community Health.....	3
HIS	151	Hispanic Civilization	3
HIS	221	African-American History.....	3
HIS	226	The Civil War	3

HIS	231	Recent American History.....	3
HIS	236	North Carolina History.....	3
HUM	180	International Cultural Exploration.....	3
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	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	117	Weight Training I.....	1
PED	121	Walk, Jog, Run.....	1
PED	122	Yoga I.....	1
PED	123	Yoga II.....	1
PED	125	Self-Defense: Beginning.....	1
PED	128	Golf—Beginning.....	1
PED	130	Tennis—Beginning.....	1
PED	134	Wrestling.....	1
PED	137	Badminton.....	1
PED	139	Bowling—Beginning.....	1
PED	142	Lifetime Sports.....	1
PED	143	Volleyball—Beginning.....	1
PED	145	Basketball—Beginning.....	1
PED	152	Swimming—Beginning.....	1
PED	153	Swimming—Intermediate.....	1
PED	154	Swimming for Fitness.....	1
PED	155	Water Aerobics.....	1
PED	160	Canoeing—Basic.....	1
PED	171	Nature Hiking.....	1
PED	175	Horseback Riding I.....	1
PED	176	Horseback Riding II.....	1
PED	186	Dancing for Fitness.....	1
PED	216	Indoor Cycling.....	1
PED	217	Pilates I.....	1
PED	219	Disc Golf.....	1
PED	233	Ju-Jitsu.....	1
PED	239	Kickboxing.....	1
PED	252	Officiating/Baseball/Softball.....	2
PED	254	Coaching Basketball.....	2
PED	255	Coaching Football.....	2
PED	256	Coaching Baseball.....	2
PED	257	Coaching Soccer.....	2
PED	260	Lifeguard Training.....	2
POL	130	State and Local Government.....	3
PSY	246	Adolescent Psychology.....	3

Total Credit Hours Required for A.A. Degree 60

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.

Associate in Engineering—A.E. [A10500]

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Degree Requirements

Universal General Education Transfer Component

*(Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit to all UNC institutions.) *Exceptions (i.e. courses which are not classified as UGETC) are italicized.*

English Composition (6 SHC)

Required

ENG 111	Writing and Inquiry3
ENG 112	Writing/Research in the Disciplines3

Humanities/Fine Arts (3 SHC)

Select one course.

ENG 231	American Literature I3
ENG 232	American Literature II3
PHI 215	Philosophical Issues3
PHI 240	Introduction to Ethics3
REL 110	World Religions3

(REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.)

Fine Arts and Communication (3 SHC)

Select one course.

ART 111	Art Appreciation3
ART 114	Art History Survey I3
ART 115	Art History Survey II3
COM 231	Public Speaking3
MUS 110	Music Appreciation3
MUS 112	Introduction to Jazz3

Social/Behavioral Sciences (6 SHC)

Required

ECO 251	Principles of Microeconomics3
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Select one course.

HIS 111	World Civilizations I3
HIS 112	World Civilizations II3
HIS 131	American History I3
HIS 132	American History II3
POL 120	American Government3
PSY 150	General Psychology3
SOC 210	Introduction to Sociology3

Math (12 SHC)

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.

Required

MAT	271	Calculus I.....	4
MAT	272	Calculus II.....	4
MAT	273	Calculus III.....	4

Natural Science (12 SHC)

Required

CHM	151	General Chemistry I.....	4
PHY	251	General Physics I.....	4
PHY	252	General Physics II.....	4

Total General Education Hours Required 42

Other Required Hours

Academic Transition (1 SHC)

ACA	122	College Transfer Success.....	1
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Pre-major Elective (2 SHC)

EGR	150	Introduction to Engineering.....	2
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Other General Education and Pre-major Elective Hours (15 SHC)

Select 15 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. (Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.)

Students should choose courses appropriate to the specific university and engineering major requirements.

BIO	111	General Biology I.....	4
CHM	152	General Chemistry II.....	4
COM	110	Introduction to Communication.....	3
CSC	134	C++ Programming.....	3
CSC	151	JAVA Programming.....	3
DFT	170	Engineering Graphics.....	3
ECO	252	Principles of Macroeconomics.....	3
EGR	210	Intro to Elec/Comp Engineering Lab.....	2
EGR	212	Logic System Design I.....	3
EGR	215	Network Theory I.....	3
EGR	216	Logic and Network Lab.....	1
EGR	220	Engineering Statics.....	3
EGR	225	Engineering Dynamics.....	3
EGR	228	Introduction to Solid Mechanics.....	3
HUM	110	Technology and Society.....	3
MAT	280	Linear Algebra.....	3
MAT	285	Differential Equations.....	3
PED	110	Fitness and Wellness for Life.....	2

Total Credit Hours Required for A.E. Degree 60

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

Degree Requirements

English Composition (6 SHC)

Required

ENG 111	Writing and Inquiry3
ENG 112	Writing/Research in the Disciplines3

Literature (3 SHC)

ENG 231	American Literature I3
ENG 232	American Literature II3
ENG 233	Major American Writers3
ENG 241	British Literature I3
ENG 242	British Literature II3
ENG 243	Major British Writers3
ENG 261	World Literature I3
ENG 262	World Literature II3

Humanities/Fine Arts (3 SHC)

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

ASL 111	Elementary ASL I3
ASL 112	Elementary ASL II3
ASL 211	Intermediate ASL I3
ASL 212	Intermediate ASL II3
CHI 111	Elementary Chinese I3
CHI 112	Elementary Chinese II3
CHI 211	Intermediate Chinese I3
CHI 212	Intermediate Chinese II3
DRA 111	Theatre Appreciation3
FRE 111	Elementary French I3
FRE 112	Elementary French II3
FRE 211	Intermediate French I3
FRE 212	Intermediate French II3
GER 111	Elementary German I3
GER 112	Elementary German II3
GER 211	Intermediate German I3
GER 212	Intermediate German II3
HUM 115	Critical Thinking3
HUM 120	Cultural Studies3
HUM 130	Myth in Human Culture3
HUM 150	American Womens Studies3
HUM 160	Introduction to Film3
LAT 111	Elementary Latin I3
LAT 112	Elementary Latin II3
LAT 211	Intermediate Latin I3
LAT 212	Intermediate Latin II3
MUS 110	Music Appreciation3
MUS 112	Introduction to Jazz3
PHI 215	Philosophical Issues3
PHI 240	Introduction to Ethics3
REL 110	World Religions3
REL 211	Introduction to Old Testament3
REL 212	Introduction to New Testament3
SPA 111	Elementary Spanish I3
SPA 112	Elementary Spanish II3
SPA 211	Intermediate Spanish I3
SPA 212	Intermediate Spanish II3

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 Anthropology3
ECO 251	Principles of Microeconomics3

ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	130	General Physical Geography	3
HIS	111	World Civilizations I	3
HIS	112	World Civilizations II	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
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Science/Mathematics (7-8 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
AST	111A	Descriptive Astronomy Lab	1
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
MAT	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Art Major Core Required (15 SHC)

ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ART	121	Two-Dimensional Design	3
ART	122	Three-Dimensional Design	3
ART	131	Drawing I	3

Art Electives Required (21 SHC)

ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	232	Printmaking II	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	266	Videography I	3
ART	267	Videography 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

Total Credit Hours Required for A.F.A Degree 64

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 (6 SHC)

Required

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Literature (3 SHC)

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 243	Major British Writers	3
ENG 261	World Literature I.....	3
ENG 262	World Literature II.....	3

Humanities/Fine Arts (3 SHC)

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

ART 111	Art Appreciation	3
ART 114	Art History Survey I.....	3
ART 115	Art History Survey II.....	3
ASL 111	Elementary ASL I.....	3
ASL 112	Elementary ASL II.....	3
ASL 211	Intermediate ASL I.....	3
ASL 212	Intermediate ASL II.....	3
CHI 111	Elementary Chinese I.....	3
CHI 112	Elementary Chinese II.....	3
CHI 211	Intermediate Chinese I.....	3
CHI 212	Intermediate Chinese II.....	3
DRA 111	Theatre Appreciation	3
FRE 111	Elementary French I.....	3
FRE 112	Elementary French II.....	3
FRE 211	Intermediate French I.....	3
FRE 212	Intermediate French II.....	3
GER 111	Elementary German I.....	3
GER 112	Elementary German II.....	3
GER 211	Intermediate German I.....	3
GER 212	Intermediate German II.....	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 130	Myth in Human Culture	3
HUM 150	American Womens Studies.....	3
HUM 160	Introduction to Film.....	3
LAT 111	Elementary Latin I.....	3
LAT 112	Elementary Latin II.....	3
LAT 211	Intermediate Latin I.....	3
LAT 212	Intermediate Latin II.....	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
SPA 111	Elementary Spanish I.....	3
SPA 112	Elementary Spanish II.....	3
SPA 211	Intermediate Spanish I.....	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
ECO	251	Principles of Microeconomics.....	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography.....	3
GEO	112	Cultural Geography	3
GEO	130	General Physical Geography.....	3
HIS	111	World Civilizations I.....	3
HIS	112	World Civilizations II.....	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
POL	120	American Government.....	3
POL	210	Comparative Government.....	3
POL	220	International Relations	3
PSY	150	General Psychology.....	3
PSY	241	Developmental Psychology.....	3
PSY	281	Abnormal Psychology.....	3
SOC	210	Introduction to Sociology.....	3
SOC	213	Sociology of the Family.....	3
SOC	220	Social Problems.....	3
SOC	225	Social Diversity.....	3

Natural Science/Mathematics (7-8 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
AST	111A	Descriptive Astronomy Lab.....	1
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
MAT	143	Quantitative Literacy.....	3
MAT	171	Precalculus Algebra.....	4
PHY	110	Conceptual Physics.....	3
PHY	110A	Conceptual Physics Lab.....	1

Music Theory Core Required (16 SHC)

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

Applied Music Core Required (8 SHC)

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

Ensemble Core Required (4 SHC)

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

MUS 235	Jazz Ensemble III	1
MUS 236	Jazz Ensemble IV	1
MUS 241	Ensemble III	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 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 271	Music History I	3
MUS 272	Music History II	3

Total Credit Hours Required for A.F.A Degree 64

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.

Coursework includes study in the areas of humanities and fine arts, social and behavioral sciences, Natural Science 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 (6 SHC)

Required

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	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
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 121	Two-Dimensional Design	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 171	Computer Art I	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 266	Videography I	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 283	Ceramics I	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
CHI 211	Intermediate Chinese I	3
CHI 212	Intermediate Chinese II	3
COM 140	Intro to Intercultural Communication	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 243	Major British Writers	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3

HUM	130	Myth in Human Culture	3
HUM	150	American Womens Studies	3
HUM	160	Introduction to Film	3
LAT	211	Intermediate Latin I	3
LAT	212	Intermediate Latin II	3
MUS	110	Music Appreciation	3
MUS	111	Fundamentals of Music	3
MUS	112	Introduction to Jazz	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	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
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	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
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	130	General Physical Geography	3
GEO	131	Physical Geography I	4
HIS	111	World Civilization I	3
HIS	112	World Civilization II	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	151	Hispanic Civilization	3
HIS	221	African-American History	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
POL	120	American Government	3
POL	130	State and Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	246	Adolescent Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Science/Mathematics (3-4 SHC)

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

AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
BIO	143	Field Biology Minicourse	2

BIO	163	Basic Anatomy and Physiology.....	5
BIO	168	Anatomy and Physiology I.....	4
BIO	169	Anatomy and Physiology II.....	4
BIO	275	Microbiology.....	4
CHM	131	Introduction to Chemistry.....	3
CHM	131A	Introduction to Chemistry Lab.....	1
CHM	132	Organic and Biochemistry.....	4
CHM	151	General Chemistry I.....	4
CHM	152	General Chemistry II.....	4
MAT	143	Quantitative Literacy.....	3
MAT	152	Statistical Methods I.....	4
MAT	171	Precalculus Algebra.....	4
MAT	172	Precalculus Trigonometry.....	4
MAT	263	Brief Calculus.....	4
MAT	271	Calculus I.....	4
MAT	272	Calculus II.....	4
MAT	273	Calculus III.....	4
MAT	280	Linear Algebra.....	3
MAT	285	Differential Equations.....	3
PHY	110	Conceptual Physics.....	3
PHY	110A	Conceptual Physics Lab.....	1
PHY	151	College Physics I.....	4
PHY	152	College Physics II.....	4
PHY	251	General Physics I.....	4
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 above 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.

ACA	122	College Transfer Success.....	1
ACC	120	Principles of Financial Accounting.....	4
ACC	121	Principles of Managerial Accounting.....	4
ART	122	Three-Dimensional Design.....	3
ART	135	Figure Drawing I.....	3
ART	231	Printmaking I.....	3
ART	232	Printmaking II.....	3
ART	267	Videography II.....	3
ART	282	Sculpture II.....	3
ART	284	Ceramics II.....	3
ASL	111	Elementary ASL I.....	3
ASL	112	Elementary ASL II.....	3
BIO	155	Nutrition.....	3
BUS	110	Introduction to Business.....	3
BUS	115	Business Law I.....	3
BUS	137	Principles of Management.....	3
CHI	111	Elementary Chinese I.....	3
CHI	112	Elementary Chinese II.....	3
CIS	110	Introduction to Computers.....	3
CIS	115	Introduction to Prog and Logic.....	3
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
COM	231	Public Speaking.....	3
CSC	134	C++ Programming.....	3
CSC	151	JAVA Programming.....	3
CTS	115	Info Systems Business Concepts.....	3
DFT	170	Engineering Graphics.....	3
DRA	131	Acting II.....	3
EGR	150	Introduction to Engineering.....	2
EGR	210	Intro to Elec/Comp Engineering Lab.....	2
EGR	212	Logic System Design I.....	3
EGR	215	Network Theory I.....	3
EGR	216	Logic and Network Lab.....	1
EGR	220	Engineering Statics.....	3

EGR	225	Engineering Dynamics.....	3
EGR	228	Introduction to Solid Mechanics.....	3
ENG	114	Professional Research and Reporting.....	3
ENG	126	Creative Writing II.....	3
FRE	111	Elementary French I.....	3
FRE	112	Elementary French II.....	3
GER	111	Elementary German I.....	3
GER	112	Elementary German II.....	3
HEA	110	Personal Health/Wellness.....	3
HEA	112	First Aid and CPR.....	2
HEA	120	Community Health.....	3
HUM	180	International Cultural Exploration.....	3
LAT	111	Elementary Latin I.....	3
LAT	112	Elementary Latin II.....	3
MUS	131	Chorus I.....	1
MUS	132	Chorus II.....	1
MUS	133	Band I.....	1
MUS	134	Band II.....	1
MUS	135	Jazz Ensemble I.....	1
MUS	136	Jazz Ensemble II.....	1
MUS	141	Ensemble I.....	1
MUS	142	Ensemble II.....	1
MUS	151	Class Music I.....	1
MUS	152	Class Music II.....	1
MUS	161	Applied Music I.....	2
MUS	162	Applied Music II.....	2
MUS	221	Music Theory III.....	4
MUS	222	Music Theory IV.....	4
MUS	231	Chorus III.....	1
MUS	232	Chorus IV.....	1
MUS	233	Band III.....	1
MUS	234	Band IV.....	1
MUS	235	Jazz Ensemble III.....	1
MUS	236	Jazz Ensemble IV.....	1
MUS	241	Ensemble III.....	1
MUS	242	Ensemble IV.....	1
MUS	261	Applied Music III.....	2
MUS	262	Applied Music IV.....	2
MUS	271	Music History I.....	3
MUS	272	Music History II.....	3
OST	134	Text Entry and Formatting.....	3
OST	135	Advanced Text Entry and Formatting.....	3
PED	110	Fit and Well for Life.....	2
PED	111	Physical Fitness I.....	1
PED	113	Aerobics I.....	1
PED	117	Weight Training I.....	1
PED	121	Walk, Jog, Run.....	1
PED	122	Yoga I.....	1
PED	123	Yoga II.....	1
PED	125	Self-Defense: Beginning.....	1
PED	128	Golf—Beginning.....	1
PED	130	Tennis—Beginning.....	1
PED	134	Wrestling.....	1
PED	137	Badminton.....	1
PED	139	Bowling—Beginning.....	1
PED	142	Lifetime Sports.....	1
PED	143	Volleyball—Beginning.....	1
PED	145	Basketball—Beginning.....	1
PED	152	Swimming—Beginning.....	1
PED	153	Swimming—Intermediate.....	1
PED	154	Swimming for Fitness.....	1
PED	155	Water Aerobics.....	1
PED	160	Canoeing—Basic.....	1
PED	171	Nature Hiking.....	1
PED	175	Horseback Riding I.....	1
PED	176	Horseback Riding II.....	1
PED	186	Dancing for Fitness.....	1
PED	216	Indoor Cycling.....	1

PED	217	Pilates I.....	1
PED	219	Disc Golf.....	1
PED	233	Ju-Jitsu.....	1
PED	239	Kickboxing.....	1
PED	252	Officiating/Baseball/Softball.....	2
PED	254	Coaching Basketball.....	2
PED	255	Coaching Football.....	2
PED	256	Coaching Baseball.....	2
PED	257	Coaching Soccer.....	2
PED	260	Lifeguard Training.....	2
SPA	111	Elementary Spanish I.....	3
SPA	112	Elementary Spanish II.....	3

Total Credit Hours Required for A.G.E. Degree..... 64

Associate in Science—A.S. [A10400]

Degree Requirements

Universal General Education Transfer Component

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 SHC)

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Humanities/Fine Arts (6 SHC)

Select two courses from two different disciplines.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences (6 SHC)

Select two courses from two different disciplines.

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Math (8 SHC)

Select two courses.

MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4

Natural Science (8 SHC)

Select one group.

BIO 111	General Biology I and	4
BIO 112	General Biology II	4
or		
CHM 151	General Chemistry I and	4
CHM 152	General Chemistry II	4
or		
PHY 151	College Physics I and	4
PHY 152	College Physics II	4
or		
PHY 251	General Physics I and	4
PHY 252	General Physics II	4
or		
BIO 110	Principles of Biology and	4
PHY 110	Conceptual Physics and	3
PHY 110A	Conceptual Physics Lab	1

Additional General Education Hours (11 SHC)

An additional 11 SHC of courses should be selected from the following additional general education list below or from unselected general education core courses offered above in this program that are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

ANT	210	General Anthropology.....	3
ASL	111	Elementary ASL I.....	3
ASL	112	Elementary ASL II.....	3
ASL	211	Intermediate ASL I.....	3
ASL	212	Intermediate ASL II.....	3
AST	111	Descriptive Astronomy.....	3
AST	111A	Descriptive Astronomy Lab.....	1
BIO	120	Introductory Botany.....	4
BIO	130	Introductory Zoology.....	4
BIO	140	Environmental Biology.....	3
BIO	140A	Environmental Biology Lab.....	1
CHI	111	Elementary Chinese I.....	3
CHI	112	Elementary Chinese II.....	3
CHI	211	Intermediate Chinese I.....	3
CHI	212	Intermediate Chinese II.....	3
CHM	131	Introduction to Chemistry.....	3
CHM	131A	Introduction to Chemistry Lab.....	1
CHM	132	Organic and Biochemistry.....	4
CIS	110	Introduction to Computers.....	3
CIS	115	Introduction to Prog and Logic.....	3
COM	110	Introduction to Communication.....	3
COM	120	Intro to Interpersonal Communication....	3
COM	140	Intro to Intercultural Communication.....	3
DRA	111	Theatre Appreciation.....	3
ENG	114	Professional Research and Reporting.....	3
ENG	233	Major American Writers.....	3
ENG	241	British Literature I.....	3
ENG	242	British Literature II.....	3
ENG	243	Major British Writers.....	3
ENG	261	World Literature I.....	3
ENG	262	World Literature II.....	3
FRE	111	Elementary French I.....	3
FRE	112	Elementary French II.....	3
FRE	211	Intermediate French I.....	3
FRE	212	Intermediate French II.....	3
GEO	111	World Regional Geography.....	3
GEO	112	Cultural Geography.....	3
GEO	130	General Physical Geography.....	3
GER	111	Elementary German I.....	3
GER	112	Elementary German II.....	3
GER	211	Intermediate German I.....	3
GER	212	Intermediate German II.....	3
HIS	121	Western Civilization I.....	3
HIS	122	Western Civilization II.....	3
HUM	115	Critical Thinking.....	3
HUM	120	Cultural Studies.....	3
HUM	130	Myth in Human Culture.....	3
HUM	150	American Womens Studies.....	3
HUM	160	Introduction to Film.....	3
LAT	111	Elementary Latin I.....	3
LAT	112	Elementary Latin II.....	3
LAT	211	Intermediate Latin I.....	3
LAT	212	Intermediate Latin II.....	3
MAT	143	Quantitative Literacy.....	3
MAT	152	Statistical Methods.....	4
MAT	272	Calculus II.....	4
MAT	273	Calculus III.....	4
MUS	210	History of Rock Music.....	3
MUS	211	History of Country Music.....	3
POL	210	Comparative Government.....	3
POL	220	International Relations.....	3
PSY	241	Developmental Psychology.....	3
PSY	281	Abnormal Psychology.....	3

REL	110	World Religions.....	3
REL	211	Introduction to Old Testament.....	3
REL	212	Introduction to New Testament.....	3
SOC	213	Sociology of the Family.....	3
SOC	220	Social Problems.....	3
SOC	225	Social Diversity.....	3
SPA	111	Elementary Spanish I.....	3
SPA	112	Elementary Spanish II.....	3
SPA	211	Intermediate Spanish I.....	3
SPA	212	Intermediate Spanish II.....	3

Total General Education Hours Required 45

Other Required Hours

Academic Transition (1 SHC)

ACA	122	College Transfer Success.....	1
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An additional 14 SHC of courses should be selected from unselected general education core courses offered in this program above or courses classified as pre-major or elective courses within the Comprehensive Articulation Agreement below. Students should select these courses based on their intended major and transfer university.

ACC	120	Principles of Financial Accounting.....	4
ACC	121	Principles of Managerial Accounting.....	4
ART	121	Two-Dimensional Design.....	3
ART	122	Three-Dimensional Design.....	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	232	Printmaking II.....	3
ART	240	Painting I.....	3
ART	241	Painting II.....	3
ART	261	Photography I.....	3
ART	262	Photography II.....	3
ART	266	Videography I.....	3
ART	267	Videography 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
BIO	143	Field Biology Minicourse.....	2
BIO	155	Nutrition.....	3
BIO	163	Basic Anatomy and Physiology.....	5
BIO	168	Anatomy and Physiology I.....	4
BIO	169	Anatomy and Physiology II.....	4
BIO	275	Microbiology.....	4
BUS	110	Introduction to Business.....	3
BUS	115	Business Law I.....	3
BUS	137	Principles of Management.....	3
CJC	111	Introduction to Criminal Justice.....	3
CJC	121	Law Enforcement Operations.....	3
CJC	141	Corrections.....	3
CSC	134	C++ Programming.....	3
CTS	115	Info Systems Business Concepts.....	3
DRA	124	Readers Theatre.....	3
DRA	130	Acting I.....	3
DRA	131	Acting II.....	3
EGR	150	Introduction to Engineering.....	2
EGR	210	Intro to Elec/Comp Engineering Lab.....	2
EGR	212	Logic System Design I.....	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 and CPR.....	2
HEA	120	Community Health.....	3

HIS	151	Hispanic Civilization	3
HIS	221	African-American History.....	3
HIS	226	The Civil War	3
HIS	231	Recent American History.....	3
HIS	236	North Carolina History.....	3
HUM	180	International Cultural Exploration.....	3
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	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	117	Weight Training I.....	1
PED	121	Walk, Jog, Run	1
PED	122	Yoga I	1
PED	123	Yoga II	1
PED	125	Self-Defense: Beginning	1
PED	128	Golf—Beginning	1
PED	130	Tennis—Beginning	1
PED	134	Wrestling.....	1
PED	137	Badminton.....	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	145	Basketball—Beginning	1
PED	152	Swimming—Beginning	1
PED	153	Swimming—Intermediate	1
PED	154	Swimming for Fitness.....	1
PED	155	Water Aerobics.....	1
PED	160	Canoeing—Basic.....	1
PED	171	Nature Hiking	1
PED	175	Horseback Riding I.....	1
PED	176	Horseback Riding II	1
PED	186	Dancing for Fitness.....	1
PED	216	Indoor Cycling	1
PED	217	Pilates I.....	1
PED	219	Disc Golf.....	1
PED	233	Ju-Jitsu.....	1
PED	239	Kickboxing.....	1
PED	252	Officiating/Baseball/Softball	2
PED	254	Coaching Basketball	2
PED	255	Coaching Football	2
PED	256	Coaching Baseball	2
PED	257	Coaching Soccer	2
PED	260	Lifeguard Training	2
POL	130	State and Local Government.....	3
PSY	246	Adolescent Psychology.....	3

Total Credit Hours Required for A.S. Degree..... 60

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.

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

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I.....	3
ART	115	Art History Survey II.....	3
COM	140	Intro to Intercultural Communication	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	130	Myth in Human Culture	3
HUM	150	American Womens Studies.....	3
HUM	160	Introduction to Film.....	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	111	World Civilization I.....	3
HIS	112	World Civilization II.....	3
HIS	113	Economic 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	151	Hispanic Civilization	3
HIS	221	African-American History.....	3
HIS	226	The Civil War	3
HIS	231	Recent American History.....	3
POL	120	American Government	3
POL	130	State and Local Government.....	3
POL	210	Comparative Government.....	3
POL	220	International Relations	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

Accounting

A.A.S. Degree [A25100]

Diploma Program [D25100]

Certificate Programs [C25100A and 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	231	Public Speaking	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy or	2	2	0	3
MAT	171	Precalculus Algebra	(3	2	0	4)
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 67 for HFA electives)</i>				
Total General Education Required Hours						15-16

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	149	Introduction to Accounting Spreadsheet	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	221	Intermediate Accounting II	3	2	0	4
ACC	226	Advanced Managerial Accounting	3	0	0	3
ACC	227	Practices in Accounting	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
ECO	251	Principles of Microeconomics	3	0	0	3
WBL	111**	Work-Based Learning I	0	0	10	1
WBL	115**	Work-Based Learning Seminar	1	0	0	1
		Major Elective				3
		<i>(See major electives below)</i>				
Total Major Required Hours.....						54

Major Electives

Select a total of 3 credits

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

Total Credit Hours Required for A.A.S. Degree..... 69-70

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
ACC 120	4
BUS 110	3
CIS 110	3
COM 110 or	
COM 231	3
ENG 111	3
	16

Spring Semester

ACC 121	4
ACC 122	3
ACC 149	2
ACC 150	2
MAT 143 or.....	3
MAT 171	(4)
	14-15

Summer Semester

Humanities/Fine Arts.....	3
	3

Second Year

Fall Semester	Credits
ACC 129	3
ACC 140	2
ACC 220	4
ACC 226	3
BUS 115	3
ECO 251	3
	18

Spring Semester

ACC 130	3
ACC 221	4
ACC 227	3
ECO 252	3
WBL 111	1
WBL 115	1
Major Electives.....	3
	18

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	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	149	Introduction to Accounting Spreadsheet	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
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
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy or	2	2	0	3
MAT	171	Precalculus Algebra	(3	2	0	4)
WBL	111**	Work-Based Learning I	0	0	10	1
WBL	115**	Work-Based Learning Seminar I	1	0	0	1

Total Credit Hours Required for Diploma Program 35-36

***WBL 111 and WBL 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]						
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]

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

Agribusiness Technology

A.A.S. Degree [A15100]

Certificate Programs [C15100A and C15100B]

Curriculum Description:

The Agribusiness Technology curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agribusiness Technology is a program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
BIO 111	General Biology I	3	0	4
ENG 111	Writing and Inquiry	3	0	3
ENG 112	Writing/Research in the Disciplines	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	<i>(See page 67 for HFA electives)</i>			
	Social/Behavioral Sciences Elective	3	0	3
	<i>(See page 67 for SBS electives)</i>			
Total General Education Required Hours				16

Major Required Courses

AGR 110	Agricultural Economics	3	0	0	3
AGR 111	Basic Farm Maintenance	1	3	0	2
AGR 139	Introduction to Sustainable Agriculture	3	0	0	3
AGR 140	Agricultural Chemicals	2	2	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 170	Soil Science	2	2	0	3
AGR 210	Agricultural Accounting	1	4	0	3
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Agriculture Law and Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
AGR 261	Agronomy	2	2	0	3
ANS 110	Animal Science	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
WBL 111	Work-Based Learning I or	0	10	0	1
WBL 112	Work-Based Learning I	(0)	20	0	2)
	Agribusiness Major Electives				6
	<i>(See major electives below)</i>				
Total Major Required Hours.....				51-52	

Agribusiness Electives

Select 6 credits

AGR 160	Plant Science.....	3
AGR 220	Agricultural Mechanization.....	3
AGR 226	Maintaining and Servicing of Prod. Fac...3	
AGR 262	Weed ID and Control.....	3

Total Credit Hours Required for A.A.S. Degree..... 67-68

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
AGR 139	3
ANS 110	3
BIO 111	4
ENG 111	3
Social/Behavioral Sciences	3
	16

Spring Semester

AGR 110	3
AGR 150	3
AGR 170	3
AGR 261	3
CIS 110	3
ENG 112	3
	18

Second Year

Fall Semester	Credits
AGR 111	2
AGR 140	3
AGR 213	3
AGR 214	3
BUS 110	3
AGR Elective	3
	17

Spring Semester

AGR 210	3
AGR 212	3
BUS 137	3
WBL 111 or.....	1
WBL 112	(2)
Humanities/Fine Arts.....	3
AGR Elective	3
	16-17

Certificate Options

	Class	Lab	Clinic/Exp	Credits	
Agriculture Business Certificate [C15100A]					
AGR 110	Agricultural Economics	3	0	0	3
AGR 210	Agricultural Accounting	1	4	0	3
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Agriculture Law & Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
WBL 112	Work-Based Learning I	0	20	0	2
Total Credit Hours Required for Certificate Program				17	

Agriculture Science Certificate [C15100B]

AGR 139	Introduction to Sustainable Agriculture or	(3)	0	0	3)
AGR 140	Agricultural Chemicals	2	2	0	3
AGR 170	Soil Science	2	2	0	3
AGR 261	Agronomy	2	2	0	3
ANS 110	Animal Science	3	0	0	3
BIO 111	General Biology I	3	3	0	4
Total Credit Hours Required for Certificate Program				16	

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program [D35100]

Certificate Programs [C35100A and 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	3
	General Education Electives			3
	(See Gen Ed electives below)			
Total General Education Required Hours				6

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 160	Refrigerant Certification	1	0	0	1
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
WBL 111**	Work-Based Learning I	0	0	10	1
WBL 115**	Work-Based Learning Seminar I	1	0	0	1
Total Major Required Hours.....				36	

General Education Electives

Select 3-4 credits

ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I.....	3
MAT 143	Quantitative Literacy.....	3
MAT 171	Precalculus Algebra.....	4
PSY 150	General Psychology.....	3

Total Credit Hours Required for Diploma Program 42

** WBL 111 and WBL 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 160	1
AHR 180	1
AHR 211	3
		13

Summer Semester

AHR 133	4
AHR 151	2
		6

Second Year

Fall Semester		Credits
CIS 110	3
COM 110	3
WBL 111	1
WBL 115	1
GenEd Elective	3
		11

Certificate Options

		Class	Lab	Clinic/Exp	Credits
Air Conditioning, Heating, and Refrigeration Technology Certificate [C35100A]					
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 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
Total Credit Hours Required for Certificate Program					18

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
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
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	26
Law Enforcement Comm. and Radio Procedures	8
Rapid Deployment Training	8
Anti-Terrorism Training	4
Dealing with Victims and the Public	10
Domestic Violence Response	12
Ethics for Professional Law Enforcement	4
Indiv. with Mental Illness and Mental Retardation	8
Crime Prevention Techniques	6
Communication Skills for Law Enforcement Officers	8
Fingerprinting and Photographing	6
Field Note-Taking and Report Writing	12
Criminal Investigation	34
Interviews: Field and In-Custody	16
Controlled Substances	12
First Responder	32
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	54
Subject Control Arrest Techniques	40
Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6
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-121, CJC-131, CJC-132, CJC-221, CJC-225, 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.

Business Administration

A.A.S. Degree [A25120]

Certificate Program [C25120A, C25120B and C25120M]

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							
<i>English Composition:</i>							
ENG	111	Writing and Inquiry		3	0	0	3
<i>Communication electives:</i>							
COM	110	Introduction to Communication or					
COM	231	Public Speaking		3	0	0	3
<i>Humanities/Fine Arts electives:</i>							
ART	111	Art Appreciation or					
HUM	115	Critical Thinking or					
MUS	110	Music Appreciation		3	0	0	3
<i>Social/Behavioral Sciences electives:</i>							
ECO	252	Principles of Macroeconomics or					
PSY	150	General Psychology or					
SOC	210	Introduction to Sociology or		3	0	0	3
<i>Mathematics electives:</i>							
MAT	110	Math Measurement & Literacy or					
MAT	143	Quantitative Literacy or	(2	2	0		3)
MAT	152	Statistical Methods I or					
MAT	171	Precalculus Algebra		3	2	0	4

Total General Education Required Hours 15-16

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	153	Human Resource Management		3	0	0	3
BUS	238	Integrated Management		3	0	0	3
BUS	260	Business Communication		3	0	0	3
BUS	270	Professional Development		3	0	0	3
CIS	110	Introduction to Computers		2	2	0	3
ECO	251	Principles of Microeconomics		3	0	0	3
MKT	120	Principles of Marketing		3	0	0	3
WBL	111	Work-Based Learning I		0	10	0	1
WBL	115	Work-Based Learning Seminar I		1	0	0	1
Major Electives							6
<i>(See major electives below)</i>							

Total Major Required Hours..... 49

Major Electives

Students may select 6 credits from one of the three combinations below:

General Business Administration

BAF 110	Principles of Banking.....	3
BUS 253	Leadership and Management Skills.....	3

Human Resources Management

BUS 217	Employment Laws and Regulations.....	3
BUS 258	Compensation and Benefits.....	3

Marketing

MKT 122	Visual Merchandising.....	3
MKT 123	Fundamentals of Selling.....	3

or

Students may select 6 credits from among the three concentrations listed directly above:

BAF 110	Principles of Banking.....	3
BUS 217	Employment Laws and Regulations.....	3
BUS 253	Leadership and Management Skills.....	3
BUS 258	Compensation and Benefits.....	3
MKT 122	Visual Merchandising.....	3
MKT 123	Fundamentals of Selling.....	3

Total Credit Hours Required for A.A.S. Degree..... 64-65

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
CIS 110	3
ENG 111	3
BUS 121	3
MKT 120	3
	15

Spring Semester

BUS 137	3
BUS 153	3
COM 110 or	
COM 231	3
ECO 251	3
MAT 110 or	
MAT 143 or	(3)
MAT 152 or	(4)
MAT 171	(4)
	15-16

Summer Semester

Humanities/Fine Arts.....	3
	3

Second Year

Fall Semester	Credits
ACC 120	4
BUS 115	3
BUS 260	3
Social/Behavioral Sciences.....	3
Major Elective.....	3
	16

Spring Semester

ACC 121	4
BUS 238	3
BUS 270	3
WBL 111	1
WBL 115	1
Major Elective	3
	15

***WBL 111 and WBL 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
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
BUS 253	Leadership and Management Skills		3	0	0	3
ECO 251	Principles of Microeconomics or					
ECO 252	Principles of Macroeconomics		3	0	0	3

Total Credit Hours Required for Certificate Program 18

Banking Certificate [C25120B]

ACC 120	Principles of Financial Accounting		3	2	0	4
BAF 110	Principles of Banking		3	0	0	3
BUS 121	Business Math		2	2	0	3
BUS 137	Principles of Management		3	0	0	3
MKT 123	Fundamentals of Selling		3	0	0	3

Total Credit Hours Required for Certificate Program 16

Marketing Certificate [C25120M]

BUS 110	Introduction to Business		3	0	0	3
BUS 137	Principles of Management		3	0	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
MKT 122	Visual Merchandising		3	0	0	3
MKT 123	Fundamentals of Selling		3	0	0	3

Total Credit Hours Required for Certificate Program 18

Computer Technology Integration

A.A.S. Degree [A25500] Certificate Program [C25500C]

Curriculum Description:

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

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	3
ENG 111	Writing and Inquiry	3	0	3
HUM 115	Critical Thinking	3	0	3
MAT 143	Quantitative Literacy or	2	2	3
MAT 171	Precalculus Algebra	(3)	2	4)
	Social/Behavioral Sciences Elective	3	0	3
	<i>(See page 67 for SBS electives)</i>			

Total General Education Required Hours 15-16

Major Required Courses

CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Prog., and Database Foundation	2	2	0	3
CTI 120	Network and Security Foundation	2	2	0	3
CTI 289	CTI Capstone Project	1	6	0	3
CTS 115	Information Systems Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NET 110	Networking Concepts	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing and Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
NOS 231	Windows Administration II	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

Total Major Required Hours..... 51

Total Credit Hours Required for A.A.S. Degree..... 66-67

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
CIS 110	3
CTI 110	3
CTI 120	3
NET 125	3
NOS 110	3
		15

Spring Semester

CTS 115	3
CTS 120	3
NET 110	3
NET 126	3
NOS 130	3
		15

Summer Semester

ENG 111	3
Social/Behavior Elective	3
		6

Second Year

Fall Semester		Credits
MAT 143 or	3
MAT 171(4)	3
NET 225	3
NOS 120	3
NOS 230	3
SEC 110	3
		15-16

Spring Semester

COM 110 or		
COM 231	3
CTI 289	3
HUM 115	3
NET 226	3
NOS 231	3
		15

Certificate Option

		Class	Lab	Clinic/Exp	Credits
Cisco Certificate [C25500C]					
CTI 120	Network & Security Foundation	2	2	0	3
NET 110	Networking Concepts	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing and Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3

Total Credit Hours Required for Certificate Program 18

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 110	Introduction to Communication	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Total General Education Required Hours6					

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	Credits
COS 113	4
COS 114	8
	12

Summer Semester	Credits
COM 110	3
PSY 150	3
	6

Fall Semester	Credits
COS 115	4
COS 116	4
COS 117	2
COS 118	7
	17

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	Writing and Inquiry	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
POL 130	State and Local Government	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	<i>(See page 67 for HFA electives)</i>				

Total General Education Required Hours 18

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
WBL 111**	Work-Based Learning I	(0	0	10	1)
WBL 115**	Work-Based Learning Seminar I	(1	0	0	1)
CJC 131	Criminal Law	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
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 Electives				5-6
	<i>(See CJC electives below)</i>				
	Major Electives				2-3
	<i>(See major electives below)</i>				

Total Major Required Hours..... 49-52

**CJC Electives

Select 5-6 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 222	Criminalistics.....	3
CJC 223	Organized Crime.....	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
HEA	112	First Aid and CPR.....	2
PSY	281	Abnormal Psychology.....	3
SOC	210	Introduction to Sociology.....	3
SOC	220	Social Problems.....	3
SOC	225	Social Diversity.....	3
WBL	112, 121	Cooperative Education.....	1-2

Total Credit Hours Required for A.A.S. Degree.....67-70

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
CJC	1113
CJC	1123
CJC	1313
ENG	1113
POL	1303
PSY	1503
		18

Spring Semester

CJC	1133
CJC	1323
CJC	1413
COM	1203
ENG	1143
POL	1203
		18

Second Year

Fall Semester		Credits
CJC	2123
CJC	2153
CJC	2214
MAT	1433
Humanities/Fine Arts	3
		16

Second Year

Spring Semester		Credits
CIS	1103
CJC	121 or.....	3
WBL	111 and	(1)
WBL	115(1)
CJC	2313
CJC Electives		5-6
Major Electives		2-3
		15-18

****WBL 111 and WBL 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-121, CJC-131, CJC-132, CJC-221, CJC-225, 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 dietitian.

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 technical courses are offered online through Gaston 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	Writing and Inquiry	3	0	0	3
*ENG 114	Professional Research and Reporting	3	0	0	3
*MAT 110	Math Measurement and Literacy (or higher level math)	2	2	0	3
*PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective (See page 67 for HFA electives)	3	0	0	3

Total General Education Required Hours 19

Major Required Courses

*BIO 169	Anatomy and Physiology II	3	3	0	4
*BIO 275	Microbiology	3	3	0	4
CHM 130	General, Organic, and Biochemistry and	3	0	0	3
CHM 130A	General, Organic, and Biochemistry Lab or	0	2	0	1
*CHM 131	Introduction to Chemistry and	(3)	0	0	3)
*CHM 131A	Introduction to Chemistry Lab and	(0)	3	0	1)
*CHM 132	Organic and Biochemistry	(3)	3	0	4)
CUL 110	Sanitation and Safety	2	0	0	2
DET 112	Introduction to Nutrition	3	0	0	3
DET 113	Basic Food Science	3	0	0	3
DET 114	Supervised Practice I	0	0	6	2
DET 116	Food Mgt Systems and Nutrition Concepts	3	0	0	3
DET 117	Foodservice Management Systems	5	0	0	5
DET 118	Supervised Practice II	0	0	12	4
DET 221	Nutrition Assessment and Skills Dev.	3	0	0	3
DET 222	Nutrition Counseling and Education	3	0	0	3
DET 223	Community Nutrition	3	0	0	3
DET 224	Supervised Practice III	0	0	6	2
DET 225	Profession of Dietetics	2	0	0	2
DET 226	Medical Nutrition Therapy	3	0	0	3
DET 227	Dietetics Overview	1	0	0	1
DET 228	Supervised Practice IV	0	0	6	2
*PSY 241	Developmental Psychology	3	0	0	3
*WBL 111	Work-Based Learning I	0	0	10	1

Total Major Required Hours..... 57-61

Total Credit Hours Required for A.A.S. Degree..... 76-80

Suggested Curriculum by Semesters

First Year

Fall Semester	Credits
*BIO 168	4
DET 112	3
DET 113	3
DET 114	2
*ENG 111	3
MAT 110	3
	18

Spring Semester

*BIO 169	4
CUL 110	2
DET 116	3
DET 117	5
DET 118	4
*PSY 150	3
	21

Summer Semester

*BIO 275	4
*ENG 114	3
*Humanities/Fine Arts	3
	10

Second Year

Fall Semester	Credits
*CHM 131	3
*CHM 131A	1
DET 221	3
DET 222	3
DET 223	3
DET 224	2
	15

Spring Semester

*CHM 132	4
DET 225	2
DET 226	3
DET 227	1
DET 228	2
*PSY 241	3
*WBL 111	1
	16

Digital Media Technology

A.A.S. Degree [A25210]

Certificate Program [C25210]

Curriculum Description:

The Digital Media program prepares students for entry-level jobs in the digital design and multimedia industry. Students learn to synthesize multimedia, hypertext, computer programming, information architecture, and client/server technologies using both Internet and non-network-based media.

Students develop skills in communication, critical thinking, and problem solving as well as interface design, multimedia formats, application programming, data architecture, and client/server technologies. The program develops technical skills through practical applications that employ current and emerging standards and technologies.

Graduates should qualify for employment as web designers, graphic artists/designers, multimedia specialists, web developers, web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
ART 111	Art Appreciation	3	0	0	3
COM 110	Introduction to Communication or				
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement and Literacy or	2	2	0	3
MAT 171	Precalculus Algebra	(3)	2	0	4)
PSY 150	General Psychology or				
SOC 210	Introduction to Sociology	3	0	0	3
Total General Education Required Hours				15-16	

Major Required Courses

ART 261	Photography I	0	6	0	3
BUS 110	Introduction to Business or				
MKT 120	Principles of Marketing	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	3	0	3
DME 110	Introduction to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Introduction to Multimedia Application	2	2	0	3
DME 130	Digital Animation I	2	2	0	3
DME 210	User Interface Design	2	2	0	3
DME 215	Advanced Graphic Design Tools	2	2	0	3
DME 260	Emerging Technologies Digital Media	2	2	0	3
DME 270	Professional Practice Digital Media	2	2	0	3
DME 285	Systems Project	2	2	0	3
GRD 141	Graphic Design I	2	4	0	4
WEB 140	Web Development Tools	2	2	0	3
WEB 187	Prog for Mobile Devices	2	2	0	3
WEB 210	Web Design	2	2	0	3
Total Major Required Hours.....				52	

Total Credit Hours Required for A.A.S. Degree..... 67-68

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
CIS 110	3
DME 110	3
DME 115	3
GRD 141	4
WEB 140	3
		16

Spring Semester

ART 261	3
DME 120	3
DME 210	3
DME 215	3
ENG 111	3
		15

Second Year

Fall Semester		Credits
CIS 115	3
COM 110 or		
COM 231	3
DME 130	3
MAT 110 or		3
MAT 171	(4)
WEB 187	3
WEB 210	3
		18-19

Spring Semester

ART 111	3
BUS 110 or		
MKT 120	3
DME 260	3
DME 270	3
DME 285	3
PSY 150 or		
SOC 210	3
		18

Certificate Option

		Class	Lab	Clinic/Exp	Credits
Digital Media [C25210]					
DME 110	Introduction to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Introduction to Multimedia Application	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 15

Early Childhood Education

A.A.S. Degree [A55220]

Diploma Program [D55220]

Certificate Programs [C55220A, C55220E and C55220P]

Curriculum Description:

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development 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 143	Quantitative Literacy	(2)	2	0	3)
COM 120	Intro to Interpersonal Communication	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	<i>(See page 67 for HFA electives)</i>				

Total General Education Required Hours 18-19

Major Required Courses

CIS 110	Introduction to Computers	2	2	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 126	Early Childhood Seminar I	2	0	0	2
EDU 131	Child, Family, and 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, and Nutrition	3	0	0	3
EDU 162	Observation and Assessment in ECE	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 234A	Infants, Toddlers, and Twos Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language and Literacy Experiences	3	0	0	3
EDU 284	Early Childhood Capstone Practices	1	9	0	4
	Major Electives				4
	<i>(See major electives below)</i>				

Total Major Required Hours..... 54

Major Electives

Select 4 credits

EDU 154	Social/Emotional/Behavioral Dev.....	3
EDU 184	Early Childhood Intro. Practicum.....	2
EDU 216	Foundations of Education.....	4
EDU 223	Specific Learning Disabilities.....	3
EDU 235	School-Age Dev. and Programs.....	3
EDU 247	Sensory and Physical Disabilities.....	3
EDU 248	Developmental Delays.....	3

EDU 252	Math and Science Activities	3
EDU 261	Early Childhood Administration I.....	3
EDU 262	Early Childhood Administration II.....	3
EDU 281	Inst. Strategies/Reading and Writing.....	3
EDU 288	Adv. Issues/Early Childhood Education....	2

Total Credit Hours Required for A.A.S. Degree..... 72-73

Suggested Curriculum by Semesters

First Year

Fall Semester	Credits
EDU 119	4
EDU 131	3
EDU 146	3
EDU 151	3
EDU 153	3
	16

Spring Semester

BIO 110 or.....	4
MAT 143	(3)
CIS 110	3
ENG 111	3
EDU 144 (Fast track).....	3
EDU 145 (Fast track).....	3
EDU 162	3
	18-19

Summer Semester

COM 120	3
ENG 112	3
PSY 150	3
	9

Second Year

Fall Semester	Credits
EDU 221	3
EDU 234	3
EDU 234A	1
EDU 271	3
EDU 280	3
Humanities/Fine Arts.....	3
	16

Spring Semester

EDU 126	2
EDU 259	3
EDU 284	4
Major Electives.....	4
	13

Diploma [D55220]

			Class	Lab	Clinic/Exp	Credits
COM	120	Intro to Interpersonal Communication	3	0	0	3
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Child, Family, and 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, and Nutrition	3	0	0	3
EDU	162	Observation and Assessment in ECE	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	234	Infants, Toddlers, and Twos	3	0	0	3
EDU	234A	Infants, Toddlers, and Twos Lab	0	2	0	1
EDU	280	Language and Literacy Experiences	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3

Total Credit Hours Required for Diploma Program 41

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Early Childhood Administration Certificate [C55220A]						
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	146	Child Guidance	3	0	0	3
EDU	153	Health, Safety, and Nutrition	3	0	0	3
EDU	261	Early Childhood Administration I	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3

Total Credit Hours Required for Certificate Program 16

Early Childhood Education Certificate [C55220E]

EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Child, Family, and Community	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, and Nutrition	3	0	0	3

Total Credit Hours Required for Certificate Program 16

Parent Educator's Certificate [C55220P]

EDU	131	Child, Family, and 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, and Twos	3	0	0	3
EDU	234A	Infants, Toddlers, and Twos Lab	0	2	0	1
EDU	288	Adv. Issues/Early Childhood Education	2	0	0	2

Total Credit Hours Required for Certificate Program 18

Electrical Systems Technology

A.A.S. Degree [A35130]

Diploma Program [D35130]

Certificate Program [C35130E]

Curriculum Description:

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

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

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits	
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 67 for HFA electives)</i>				
		Social/Behavioral Sciences Elective	3	0	0	3
		<i>(See page 67 for SBS electives)</i>				
Total General Education Required Hours					15	

Major Required Courses

ATR	214	Advanced PLCs	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
ELC	113	Residential Wiring	2	6	0	4
ELC	114	Commercial Wiring	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	131	Circuit Analysis I	3	3	0	4
ELC	131A	Circuit Analysis I Lab	0	3	0	1
ELC	135	Electrical Machines	2	2	0	3
ELC	215	Electrical Maintenance	2	3	0	3
ELN	131	Analog Electronics I	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ELN	260	Programmable Logic Controllers	3	3	0	4
		Major Electives				2-3
Total Major Hours					50-51	

Total Credit Hours Required for A.A.S. Degree..... 65-66

Major Electives

Select 2-3 credits

DFT	151	CAD I.....	3
HYD	110	Hydraulics/Pneumatics I.....	3
ISC	121	Environmental Health and Safety	3
WBL	111**	Work-Based Learning I.....	1
WBL	115**	Work-Based Learning Seminar I.....	1

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

Diploma [D35130]

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
COM 110	Introduction to Communication	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
Total General Education Required Hours				6

Major Required Courses

ATR 214	Advanced PLCs	3	3	0	4
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	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 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELC 215	Electrical Maintenance	2	3	0	3
ELN 133	Digital Electronics	3	3	0	4
ELN 260	Programmable Logic Controllers	3	3	0	4
Total Major Required Hours.....				38	

Total Credit Hours Required for Diploma Program 44

Suggested Curriculum by Semesters for Completion of Diploma

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

Summer Semester	Credits
COM 110	3
ELC 117	4
	7

Fall Semester	Credits
ELN 260	4
ELN 133	4
MAT 121	3
	11

Spring Semester	Credits
ATR 214	4
ELC 131A	1
ELC 215	3
	8

Electrical Systems Certificate Option [C35130E]

	Class	Lab	Clinic/Exp	Credits
ELC 113	Residential Wiring	2	6	4
ELC 114	Commercial Wiring	2	6	4
ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 131	Circuit Analysis I	3	3	4
Total Credits Hours Required for Certificate Program				18

Suggested Curriculum by Semesters for Certificate

Evening Certificate Option

Fall Semester

ELC 113	4
ELC 119	2
ELC 131	4
		10

Spring Semester

ELC 114	4
ELC 115	4
		8

Electronics Engineering Technology

A.A.S. Degree [A40200]

Diploma Program [D40200M]

Certificate Programs [C40200A, C40200B, C40200M and C40200N]

Curriculum Description:

This curriculum is designed to prepare students through the study and application of principles from mathematics, Natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, Natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

A course of study that prepares the students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment 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	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication or				
COM	231	Public Speaking	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	121	Algebra/Trigonometry I or	2	2	0	3
MAT	171	Precalculus Algebra	(3	2	0	4)
		(Students transferring to a 4-year institution should select MAT 171)				
		Humanities/Fine Arts Elective	3	0	0	3
		HUM 115 is recommended				
		(See page 67 for HFA electives)				
		Social/Behavioral Sciences Elective	3	0	0	3
		(See SBS electives below)				

Total General Education Required Hours 15-16

Major Required Courses

EGR	285**	Design Project or	0	4	0	2
WBL	111**	Work-Based Learning I and	(0	0	10	1)
WBL	115**	Work-Based Learning Seminar I	(1	0	0	1)
ELC	135	Electrical Machines	2	2	0	3
ELC	131	Circuit Analysis I	3	3	0	4
ELC	133	Circuit Analysis II	3	3	0	4
ELN	131	Analog Electronics I	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ELN	152	Fabrication Techniques	1	3	0	2
ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
ELN	260	Programmable Logic Controllers	3	3	0	4
PHY	131	Physics-Mechanics or				
PHY	151	College Physics I	3	2	0	4
		(Students transferring to a 4-year institution should select PHY 151)				
		Major Electives for Mechatronics and UNCC Transfer Tracks				14-15
		(See major electives below)				

Total Major Required Hours..... 53-54

Social/Behavioral Sciences Electives

ECO	251	Principles of Microeconomics.....	3
PSY	150	General Psychology.....	3
SOC	210	Introduction to Sociology.....	3

Major Electives

Select a Track

MECHATRONICS TRACK

ATR	214	Advanced PLCs	3	3	0	4
DFT	151	CAD I	2	3	0	3
ELC	117	Motors and Controls	2	6	0	4
ELC	215	Electrical Maintenance	2	3	0	3

Total Credit Hours Required for Mechatronics Track..... 14

Total Credit Hours Required for Mechatronics A.A.S. Program..... 68-69

UNCC TRANSFER TRACK

CSC	134	C++ Programming	2	3	0	3
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
PHY	152	College Physics II	3	2	0	4

Total Credit Hours Required for Track..... 15

Total Credit Hours Required for A.A.S. Degree..... 69-70

Suggested Curriculum by Semesters for Mechatronics Track

Applies to day offerings

First Year

Fall Semester		Credits
ELC	1314
ELN	1334
ELN	1522
MAT	1213
		13

Spring Semester

ELC	1334
ELC	1353
ELN	2324
PHY	1314
Social/Behavioral Sciences	3
		18

Summer Semester

ELC	1174
		4

Second Year

Fall Semester		Credits
DFT	1513
ELN	1314
ELN	2604
ENG	1113
Humanities/Fine Arts	3
		17

Spring Semester

ATR 214	4
EGR 285 or	2
WBL 111	(1)
WBL 115	(1)
COM 110 or		
COM 120 or		
COM 231	3
ELC 215	3
ELN 234	4

16**Suggested Curriculum by Semesters for UNCC Transfer Track****Applies to day offerings****First Year**

Fall Semester	Credits
CSC 1343
ELC 1314
ELN 1334
ELN 1522
MAT 1714

17**Spring Semester**

ELC 1334
ELC 1353
ELN 2324
MAT 1724
Humanities/Fine Arts3

18**Summer Semester**

MAT 2714
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4**Second Year**

Fall Semester	Credits
ELN 1314
ELN 2604
ENG 1113
PHY 1514

15**Spring Semester**

COM 110 or		
COM 120 or		
COM 231	3
EGR 285 or	2
WBL 111 and	(1)
WBL 115	(1)
ELN 234	4
PHY 152	4
Social/Behavioral Sciences	3

16

***EGR 285 or WBL 111 and WBL 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Mechatronics Diploma [D40200M]

			Class	Lab	Clinic/Exp	Credits
ATR	214	Advanced PLCs	3	3	0	4
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication or				
COM	231	Public Speaking	3	0	0	3
ELC	117	Motors and Controls	2	6	0	4
ELC	131	Circuit Analysis I	3	3	0	4
ELC	133	Circuit Analysis II	3	3	0	4
ELC	135	Electrical Machines	2	2	0	3
ELN	131	Analog Electronics I	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ELN	260	Programmable Logic Controllers	3	3	0	4
MAT	121	Algebra/Trigonometry I or	2	2	0	3
MAT	171	Precalculus Algebra	(3	2	0	4)

Total Credit Hours Required for Diploma Program 37-38

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Analog Electronics Certificate [C40200A]						
ELC	131	Circuit Analysis I	3	3	0	4
ELC	133	Circuit Analysis II	3	3	0	4
ELN	131	Analog Electronics I	3	3	0	4

Total Credit Hours Required for Certificate Program 12

Embedded Microprocessors Design Certificate [C40200B]

ELC	131	Circuit Analysis I	3	3	0	4
ELC	133	Circuit Analysis II	3	3	0	4
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

Mechatronics Certificate [C40200M]

ELC	117	Motors and Controls	2	6	0	4
ELC	135	Electrical Machines	2	2	0	3
ELN	133	Digital Electronics	3	3	0	4
ELN	260	Programmable Logic Controllers	3	3	0	4

Total Credit Hours Required for Certificate Program 15

Electrical Maintenance Certificate [C40200N]

ELC	117	Motors and Controls	2	6	0	4
ELC	131	Circuit Analysis I	3	3	0	4
ELC	135	Electrical Machines	2	2	0	3
ELC	215	Electrical Maintenance	2	3	0	3

Total Credit Hours Required for Certificate Program 14

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

Fall Semester	Credits
COS 119	2
COS 120	6
	8
Spring Semester	
COS 125	2
COS 126	6
	8

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.

Course and Hour Requirements

General Education Required Courses				Class	Lab	Clinic/Exp	Credits
ENG	111	Writing and Inquiry		3	0	0	3
ENG	114	Professional Research and Reporting		3	0	0	3
MAT	143	Quantitative Literacy or		2	2	0	3
MAT	171	Precalculus Algebra		(3)	2	0	4)
PSY	150	General Psychology		3	0	0	3
		Humanities/Fine Arts Elective		3	0	0	3
<i>(See page 67 for HFA electives)</i>							

Total General Education Required Hours 15-16

Major Required Courses

CIS	110	Introduction to Computers		2	2	0	3
EPT	140	Emergency Management		3	0	0	3
FIP	120	Introduction to Fire Protection		3	0	0	3
FIP	124	Fire Prevention and Public Education		3	0	0	3
FIP	128	Detection and Investigation		3	0	0	3
FIP	132	Building Construction		3	0	0	3
FIP	136*	Inspections and Codes		3	0	0	3
FIP	146	Fire Protection Systems		3	2	0	4
FIP	152	Fire Protection Law		3	0	0	3
FIP	220	Fire Fighting Strategies		3	0	0	3
FIP	228	Local Government Finance		3	0	0	3
FIP	229	Fire Dynamics and Combustion		3	0	0	3
FIP	230	Chemistry of Hazardous Materials I		5	0	0	5
FIP	276	Managing Fire Services		3	0	0	3
Major Electives							9-11
<i>(See major electives below)</i>							

Total Major Required Hours..... 54-56

Major Electives

Select 9-11 credits

FIP	221	Advanced Fire Fighting Strategies.....	3
FIP	224*	Fire Instructor I and II.....	4
FIP	226*	Fire Officer I and II.....	4
FIP	232	Hydraulics and Water Distribution	3
FIP	240	Fire Service Supervision.....	3
FIP	244	Fire Protection Project.....	3
POL	130	State and Local Government.....	3

Total Credit Hours Required for A.A.S. Degree..... 69-72

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
ENG 111	3
FIP 120	3
FIP 124	3
FIP 128	3
FIP 152	3
		15

Spring Semester

CIS 110	3
FIP 136	3
FIP 146	4
MAT 143 or	3
MAT 171(4)	
		13-14

Summer Semester

Humanities/Fine Arts	3
		3

Second Year

Fall Semester		Credits
ENG 114	3
EPT 140	3
FIP 132	3
FIP 276	3
Major electives	9-11
		21-23

Spring Semester

FIP 220	3
FIP 228	3
FIP 229	3
FIP 230	5
PSY 150	3
		17

Credit for experience up to nine hours of credit:

- Students may receive credit for FIP-136/Inspections and Codes if they hold a valid level 1 Fire Inspectors Certification from the NC Office of State Fire Marshal.
- Students may receive credit for FIP-224/Fire Instructor I and II if they hold a valid Instructors Certification from the NC Office of State Fire Marshal.
- Students may receive credits for FIP-226/Fire Officer I and II if they hold a valid Fire Office I and II Certification from the NC Office of State Fire Marshal.

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 SHC

Diploma General Education Core 6 SHC

Communication

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 140	Intro to Intercultural Communication	3
COM 231	Public Speaking.....	3
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
ENG 114	Professional Research and 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

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 110	Technology and Society.....	3
HUM 120	Cultural Studies.....	3
HUM 130	Myth in Human Culture	3
HUM 150	American Womens Studies.....	3
HUM 160	Introduction to Film.....	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

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	111	World Civilization I.....	3
HIS	112	World Civilization II.....	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	151	Hispanic Civilization	3
HIS	221	African-American History.....	3
HIS	226	The Civil War	3
HIS	231	Recent American History.....	3
POL	120	American Government	3
POL	130	State and Local Government.....	3
POL	210	Comparative Government.....	3
POL	220	International Relations	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 Science/Mathematics

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	110	Math Measurement & Literacy	3
MAT	121	Algebra/Trigonometry I	3
MAT	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra.....	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

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
ACA	122	College Transfer Success	1
ACC	115	College Accounting	4
ACC	120	Principles of Financial Accounting.....	4
ACC	121	Principles of Managerial Accounting.....	4
ACC	122	Principles of Financial Accounting II.....	3
ACC	129	Individual Income Taxes.....	3
ACC	130	Business Income Taxes	3
ACC	140	Payroll Accounting.....	2
ACC	149	Intro. to Accounting Spreadsheet.....	2
ACC	150	Accounting Software Applications	2
ACC	220	Intermediate Accounting I.....	4
ACC	221	Intermediate Accounting II.....	4
ACC	226	Advanced Managerial Accounting	3
ACC	227	Practices in Accounting.....	3
AGR	110	Agricultural Economics	3
AGR	111	Basic Farm Maintenance.....	3
AGR	139	Intro. to Sustainable Agriculture.....	3
AGR	140	Agricultural Chemicals.....	3
AGR	150	Ag-O-Metrics	3
AGR	160	Plant Science.....	3
AGR	170	Soil Science.....	3
AGR	210	Agricultural Accounting.....	3

AGR	212	Farm Business Management.....	3
AGR	213	Agriculture Law and Finance.....	3
AGR	214	Agricultural Marketing.....	3
AGR	220	Agricultural Mechanization.....	3
AGR	226	Maintaining and Servicing of Prod. Fac...3	
AGR	261	Agronomy.....	3
AGR	262	Weed ID and Control.....	3
AHR	110	Introduction to Refrigeration.....	5
AHR	111	HVACR Electricity.....	3
AHR	112	Heating Technology.....	4
AHR	113	Comfort Cooling.....	4
AHR	114	Heat Pump Technology.....	4
AHR	133	HVAC Servicing.....	4
AHR	151	HVAC Duct Systems I.....	2
AHR	160	Refrigerant Certification.....	1
AHR	180	HVACR Customer Relations.....	1
AHR	211	Residential System Design.....	3
ANS	110	Animal Science.....	3
ART	121	Two-Dimensional Design.....	3
ART	122	Three-Dimensional Design.....	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	232	Printmaking II.....	3
ART	240	Painting I.....	3
ART	241	Painting II.....	3
ART	261	Photography I.....	3
ART	262	Photography II.....	3
ART	266	Videography I.....	3
ART	267	Videography 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
ASL	111	Elementary ASL I.....	3
ASL	112	Elementary ASL II.....	3
ASL	211	Intermediate ASL I.....	3
ASL	212	Intermediate ASL II.....	3
AST	111	Descriptive Astronomy.....	3
AST	111A	Descriptive Astronomy Lab.....	1
ATR	112	Introduction to Automation.....	3
ATR	214	Advanced PLCs.....	4
BAF	110	Principles of Banking.....	3
BIO	112	General Biology II.....	4
BIO	120	Introductory Botany.....	4
BIO	130	Introductory Zoology.....	4
BIO	140	Environmental Biology.....	3
BIO	140A	Environmental Biology Lab.....	1
BIO	143	Field Biology Minicourse.....	2
BIO	155	Nutrition.....	3
BIO	163	Basic Anatomy and Physiology.....	5
BIO	168	Anatomy and Physiology I.....	4
BIO	169	Anatomy and Physiology II.....	4
BIO	275	Microbiology.....	4
BUS	110	Introduction to Business.....	3
BUS	115	Business Law I.....	3
BUS	121	Business Math.....	3
BUS	137	Principles of Management.....	3
BUS	153	Human Resource Management.....	3
BUS	217	Employment Laws and Regulations.....	3
BUS	238	Integrated Management.....	3
BUS	253	Leadership and Management Skills.....	3
BUS	258	Compensation and Benefits.....	3
BUS	260	Business Communication.....	3
BUS	270	Professional Development.....	3

CHI	111	Elementary Chinese I.....	3
CHI	112	Elementary Chinese II.....	3
CHI	211	Intermediate Chinese I.....	3
CHI	212	Intermediate Chinese II.....	3
CHM	132	Organic and Biochemistry	4
CHM	152	General Chemistry II.....	4
CIS	115	Intro. to Programming and Logic.....	3
CJC	100	Basic Law Enforcement Training	19
CJC	111	Introduction to Criminal Justice.....	3
CJC	112	Criminology.....	3
CJC	113	Juvenile Justice.....	3
CJC	120	Interviews/Interrogations.....	2
CJC	121	Law Enforcement Operations	3
CJC	122	Community Policing	3
CJC	131	Criminal Law.....	3
CJC	132	Court Procedure and Evidence	3
CJC	141	Corrections.....	3
CJC	151	Introduction to Loss Prevention	3
CJC	160	Terrorism: Underlying Issues.....	3
CJC	170	Critical Incident Man. for Public Safety....	3
CJC	212	Ethics and Community Relations.....	3
CJC	215	Organization and Administration	3
CJC	221	Investigative Principles.....	4
CJC	222	Criminalistics	3
CJC	223	Organized Crime.....	3
CJC	225	Crisis Intervention	3
CJC	231	Constitutional Law	3
CJC	255	Issues in Criminal Justice Application.....	3
COS	111	Cosmetology Concepts I.....	4
COS	112	Salon I.....	8
COS	113	Cosmetology Concepts II.....	4
COS	114	Salon II.....	8
COS	115	Cosmetology Concepts III.....	4
COS	116	Salon III.....	4
COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
COS	119	Esthetics Concepts I.....	2
COS	120	Esthetics Salon I.....	6
COS	121	Manicure/Nail Technology I.....	6
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II.....	6
COS	222	Manicure/Nail Technology II.....	6
COS	271	Instructor Concepts I.....	5
COS	272	Instructor Practicum I.....	7
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7
CSC	134	C++ Programming.....	3
CSC	151	JAVA Programming.....	3
CTI	110	Web, Prog. and Database Foundation	3
CTI	120	Network and Security Foundation.....	3
CTI	289	CTI Capstone Project.....	3
CTS	115	Information systems Business Concepts.	3
CTS	120	Hardware/Software Support.....	3
CTS	130	Spreadsheet.....	3
DBA	110	Database Concepts.....	3
DDF	252	Advanced Solid Modeling.....	3
DDT	110	Developmental Disabilities	3
DFT	111	Technical Drafting I.....	2
DFT	151	CAD I.....	3
DFT	152	CAD II.....	3
DFT	153	CAD III.....	3
DFT	170	Engineering Graphics.....	3
DFT	211	Gears, Cams, and Pulleys.....	2
DME	110	Introduction to Digital Media.....	3
DME	115	Graphic Design Tools.....	3
DME	120	Introduction to Multimedia Application.	3
DME	130	Digital Animation I.....	3
DME	210	User Interface Design	3

DME	215	Advanced Graphic Design Tools.....	3
DME	260	Emerging Tech Digital Media.....	3
DME	270	Professional Practice Digital Media.....	3
DME	285	Systems Project.....	3
DRA	131	Acting II.....	3
EDU	119	Intro. to Early Childhood Education.....	4
EDU	126	Early Childhood Seminar I.....	2
EDU	131	Child, Family, and Community.....	3
EDU	144	Child Development I.....	3
EDU	145	Child Development II.....	3
EDU	146	Child Guidance.....	3
EDU	151	Creative Activities.....	3
EDU	153	Health, Safety, and Nutrition.....	3
EDU	154	Social/Emotional/Behavioral Dev.....	3
EDU	162	Observation and Assessment in ECE.....	3
EDU	163	Classroom Man. and Instr Techniques.....	3
EDU	184	Early Childhood Intro. Practicum.....	2
EDU	216	Foundations of Education.....	4
EDU	221	Children with Exceptionalities.....	3
EDU	223	Specific Learning Disabilities.....	3
EDU	234	Infant, Toddlers, and Twos.....	3
EDU	234A	Infant, Toddlers, and Twos Lab.....	1
EDU	235	School-Age Dev. and Programs.....	3
EDU	243	Learning Theory.....	3
EDU	244	Human Growth/Development.....	3
EDU	245	Policies and Procedures.....	3
EDU	247	Sensory and Physical Disabilities.....	3
EDU	248	Developmental Delays.....	3
EDU	252	Math and Science Activities.....	3
EDU	259	Curriculum Planning.....	3
EDU	261	Early Childhood Administration I.....	3
EDU	262	Early Childhood Administration II.....	3
EDU	271	Educational Technology.....	3
EDU	280	Language and Literacy Experiences.....	3
EDU	281	Inst. Strategies/Reading and Writing.....	3
EDU	284	Early Childhood Capstone Practices.....	4
EDU	288	Adv. Issues/Early Childhood Education.....	2
EGR	150	Introduction to Engineering.....	2
EGR	210	Intro to Elec/Comp Engineering Lab.....	2
EGR	212	Logic System Design I.....	3
EGR	215	Network Theory I.....	3
EGR	216	Logic and Network Lab.....	1
EGR	220	Engineering Statics.....	3
EGR	225	Engineering Dynamics.....	3
EGR	228	Introduction to Solid Mechanics.....	3
EGR	250	Statics/Strength of Materials.....	5
EGR	285	Design Project.....	2
ELC	113	Residential Wiring.....	4
ELC	114	Commercial Wiring.....	4
ELC	115	Industrial Wiring.....	4
ELC	117	Motors and Controls.....	4
ELC	119	NEC Calculations.....	2
ELC	131	Circuit Analysis I.....	4
ELC	131A	Circuit Analysis I Lab.....	1
ELC	133	Circuit Analysis II.....	4
ELC	135	Electrical Machines.....	3
ELC	213	Instrumentation.....	4
ELC	215	Electrical Maintenance.....	3
ELN	110	Survey of Electronics.....	3
ELN	131	Analog Electronics I.....	4
ELN	133	Digital Electronics.....	4
ELN	152	Fabrication Techniques.....	2
ELN	232	Introduction to Microprocessors.....	4
ELN	234	Communication Systems.....	4
ELN	260	Programmable Logic Controllers.....	4
ENG	126	Creative Writing II.....	3
ENG	243	Major British Writers.....	3
EPT	140	EmergencyManagement.....	3

FIP	120	Introduction to Fire Protection.....	3
FIP	124	Fire Prevention and Public Education.....	3
FIP	128	Detection and Investigation.....	3
FIP	132	Building Construction.....	3
FIP	136	Inspections and Codes.....	3
FIP	146	Fire Protection Systems.....	4
FIP	152	Fire Protection Law.....	3
FIP	220	Fire Fighting Strategies.....	3
FIP	221	Advanced Fire Fighting Strategies.....	3
FIP	224	Fire Instructor I and II.....	4
FIP	226	Fire Officer I and II.....	4
FIP	228	Local Government Finance.....	3
FIP	229	Fire Dynamics and Combustion.....	3
FIP	230	Chemistry of Hazardous Materials I.....	5
FIP	232	Hydraulics and Water Distribution.....	3
FIP	240	Fire Service Supervision.....	3
FIP	244	Fire Protection Project.....	3
FIP	276	Managing Fire Services.....	3
FRE	111	Elementary French I.....	3
FRE	112	Elementary French II.....	3
FRE	211	Intermediate French I.....	3
FRE	212	Intermediate French II.....	3
GEO	131	Physical Geography I.....	4
GER	111	Elementary German I.....	3
GER	112	Elementary German II.....	3
GER	211	Intermediate German I.....	3
GER	212	Intermediate German II.....	3
GRD	141	Graphic Design I.....	4
GRO	120	Gerontology.....	3
HEA	110	Personal Health/Wellness.....	3
HEA	112	First Aid and CPR.....	2
HEA	120	Community Health.....	3
HIS	236	North Carolina History.....	3
HMT	110	Introduction to Healthcare Management.....	3
HMT	210	Medical Insurance.....	3
HMT	211	Long-Term Care Administration.....	3
HMT	220	Healthcare Financial Management.....	4
HSE	110	Introduction to Human Services.....	3
HSE	112	Group Process I.....	2
HSE	123	Interviewing Techniques.....	3
HSE	125	Counseling.....	3
HSE	160	HSE Clinical Supervision I.....	1
HSE	163	HSE Clinical Experience I.....	3
HSE	210	Human Services Issues.....	2
HSE	220	Case Management.....	3
HSE	225	Crisis Intervention.....	3
HSE	227	Children and Adolescents in Crisis.....	3
HSE	240	Issues in Client Services.....	3
HSE	260	HSE Clinical Supervision II.....	1
HSE	263	HSE Clinical Experience II.....	3
HUM	115	Critical Thinking.....	3
HUM	180	International Cultural Exploration.....	3
HYD	110	Hydraulics/Pneumatics I.....	3
ISC	115	Construction Safety.....	2
ISC	121	Environmental Health and Safety.....	3
LAT	111	Elementary Latin I.....	3
LAT	112	Elementary Latin II.....	3
LAT	211	Intermediate Latin I.....	3
LAT	212	Intermediate Latin II.....	3
MAC	122	CNC Turning.....	2
MAC	124	CNC Milling.....	2
MAC	232	CAM: CNC Milling.....	3
MAT	152	Statistical Methods I.....	4
MAT	172	Precalculus Trigonometry.....	3
MAT	263	Brief Calculus.....	3
MAT	271	Calculus I.....	4
MAT	272	Calculus II.....	4
MAT	273	Calculus III.....	4

MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	130	Mechanisms	3
MEC	145	Manufacturing Materials I	3
MED	110	Orientation to Medical Assisting	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	2
MED	131	Administrative Office Procedures II	2
MED	140	Exam Room Procedures I	5
MED	150	Laboratory Procedures I	5
MED	232	Medical Insurance Coding	2
MED	260	MED Clinical Practicum	5
MED	270	Symptomatology	3
MED	272	Drug Therapy	3
MKT	120	Principles of Marketing	3
MKT	122	Visual Merchandising	3
MKT	123	Fundamentals of Selling	3
MUS	111	Fundamentals of Music	3
MUS	112	Introduction to Jazz	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	133	Band I	1
MUS	134	Band II	1
MUS	135	Jazz Ensemble I	1
MUS	136	Jazz Ensemble II	1
MUS	141	Ensemble I	1
MUS	142	Ensemble II	1
MUS	151	Class Music I	1
MUS	152	Class Music II	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
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
MUS	233	Band III	1
MUS	234	Band IV	1
MUS	235	Jazz Ensemble III	1
MUS	236	Jazz Ensemble IV	1
MUS	241	Ensemble III	1
MUS	242	Ensemble IV	1
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
MUS	271	Music History I	3
MUS	272	Music History II	3
NAS	101	Nurse Aide I	6
NAS	102	Nurse Aide II	6
NAS	103	Home Health Care Nurse Aide	6
NET	110	Networking Concepts	3
NET	125	Networking Basics	3
NET	126	Routing Basics	3
NET	225	Routing and Switching I	3
NET	226	Routing and Switching II	3
NOS	110	Operating System Concepts	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
NOS	230	Windows Administration I	3
NOS	231	Windows Administration II	3
NUR	111	Introduction to Health Concepts	8
NUR	112	Health—Illness Concepts	5

NUR	113	Family Health Concepts	5
NUR	114	Holistic Health Concepts	5
NUR	117	Pharmacology	2
NUR	211	Health Care Concepts	5
NUR	212	Health System Concepts	5
NUR	213	Complex Health Concepts	10
OST	134	Text Entry and Formatting	3
OST	135	Advanced Text Entry and Formatting	3
OST	164	Text Editing Applications	3
OST	181	Introduction to Office Systems	3
OST	184	Records Management	3
OST	247	Procedure Coding	2
OST	248	Diagnostic Coding	2
OST	249	CPC Certification	4
OST	289	Administrative Office Management	3
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	122	Yoga I	1
PED	123	Yoga II	1
PED	125	Self-Defense: Beginning	1
PED	128	Golf—Beginning	1
PED	130	Tennis—Beginning	1
PED	134	Wrestling	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	145	Basketball—Beginning	1
PED	152	Swimming—Beginning	1
PED	153	Swimming—Intermediate	1
PED	154	Swimming for Fitness	1
PED	155	Water Aerobics	1
PED	160	Canoeing—Basic	1
PED	171	Nature Hiking	1
PED	175	Horseback Riding I	1
PED	176	Horseback Riding II	1
PED	186	Dancing for Fitness	1
PED	216	Indoor Cycling	1
PED	217	Pilates I	1
PED	233	Ju-Jitsu	1
PED	239	Kickboxing	1
PED	252	Officiating/Baseball/Softball	2
PED	254	Coaching Basketball	2
PED	255	Coaching Football	2
PED	256	Coaching Baseball	2
PED	257	Coaching Soccer	2
PED	260	Lifeguard Training	2
PED	219	Disc Golf	1
PHY	131	Physics—Mechanics	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4
PSY	241	Developmental Psychology	3
PSY	246	Adolescent Psychology	3
PSY	281	Abnormal Psychology	3
SAB	110	Substance Abuse Overview	3
SAB	135	Addictive Process	3
SAB	210	Substance Abuse Counseling	3
SEC	110	Security Concepts	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3
SWK	110	Introduction to Social Work	3

SWK	113	Working With Diversity.....	3
WBL	111	Work-Based Learning I.....	1
WBL	112	Work-Based Learning I.....	2
WBL	115	Work-Based Learning Seminar I.....	1
WBL	121	Work-Based Learning II.....	1
WEB	110	Internet/Web Fundamentals.....	3
WEB	140	Web Development Tools.....	3
WEB	187	Prog for Mobile Devices.....	3
WEB	210	Web Design.....	3
WLD	110	Cutting Processes.....	2
WLD	115	SMAW (Stick) Plate.....	5
WLD	116	SMAW (Stick) Plate/Pipe.....	4
WLD	121	GMAW (MIG) FCAW/Plate.....	4
WLD	122	GMAW (MIG) Plate/Pipe.....	3
WLD	131	GTAW (TIG) Plate.....	4
WLD	132	GTAW (TIG) Plate/Pipe.....	3
WLD	141	Symbols and Specifications.....	3
WLD	151	Fabrication I.....	4

Total Credit Hours Required for A.A.S. Degree..... 64

Total Credit Hours Required for Diploma Program 36

Healthcare Management Technology

A.A.S. Degree [A25200]

Curriculum Description:

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
<i>English Composition:</i>					
ENG 111	Writing and Inquiry	3	0	0	3
<i>Communication electives:</i>					
COM 110	Introduction to Communication or				
COM 120	Intro to Interpersonal Communication or				
COM 231	Public Speaking	3	0	0	3
<i>Humanities/Fine Arts electives:</i>					
ART 111	Art Appreciation or				
HUM 120	Cultural Studies or				
MUS 110	Music Appreciation	3	0	0	3
<i>Social/Behavioral Sciences electives:</i>					
PSY 150	General Psychology or				
SOC 210	Introduction to Sociology or				
SOC 213	Sociology of the Family	3	0	0	3
<i>Mathematics electives:</i>					
MAT 110	Math Measurement & Literacy or				
MAT 143	Quantitative Literacy or	(2	2	0	3)
MAT 152	Statistical Methods I	3	2	0	4

Total General Education Required Hours 15-16

Major Required Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
HMT 110	Introduction to Healthcare Management	3	0	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 211	Long-Term Care Administration	3	0	0	3
HMT 220	Healthcare Financial Management	4	0	0	4
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
OST 134	Text Entry and 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 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4

Total Major Required Hours..... 52

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
ACC 120	4
CIS 110	3
HMT 110	3
MED 121 (Fast Track)	3
MED 122 (Fast Track)	3
		16

Spring Semester

ACC 121	4
ENG 111	3
HMT 210	3
OST 134	3
OST 247	2
		15

Summer Semester

Humanities/Fine Arts:		
ART 111 or		
HUM 120 or		
MUS 110	3
<i>Social/Behavioral Sciences:</i>		
PSY 150 or		
SOC 210 or		
SOC 213	3
		6

Second Year

Fall Semester		Credits
Communication:		
COM 110 or		
COM 120 or		
COM 231	3
HMT 211	3
Mathematics:		
MAT 110 or		
MAT 143 or(3)	
MAT 152	4
MED 118	2
OST 164	3
OST 248	2
		16-17

Spring Semester

BUS 137	3
HMT 220	4
OST 181	3
OST 249	4
		14

Health Information Technology

A.A.S. Degree [A45360]

Curriculum Description:

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Health Information Technology is an Associate Degree and Diploma program offered in conjunction with Pitt Community College who awards the degree. Students may take courses marked with an asterisk (*) at Mitchell Community College. All HIT technical courses, excluding professional practice (HIT 124 and HIT 224-clinical courses), are offered online through Pitt Community College. (You must apply for and be formally admitted to the HIT program to take any HIT courses.)

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
*ENG 111	Writing and Inquiry	3	0	0	3
*ENG 112	Writing/Research in the Disciplines	3	0	0	3
*MAT 143	Quantitative Literacy	2	2	0	3
*PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts	3	0	0	3

Total General Education Required Hours 15

Major Required Courses

*ACA 111	College Student Success	1	0	0	1
*BIO 168	Anatomy and Physiology I	3	3	0	4
*BIO 169	Anatomy and Physiology II	3	3	0	4
*CIS 110	Introduction to Computers	2	2	0	3
*DBA 110	Database Concepts	2	3	0	3
HIT 110	Fundamentals of HIM	3	0	0	3
HIT 112	Health Law and Ethics	3	0	0	3
HIT 114	Health Data Systems/Standards	2	3	0	3
HIT 210	Healthcare Statistics	2	2	0	3
HIT 211	ICD Coding	2	6	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
HIT 215	Reimbursement Methodology	1	2	0	2
HIT 216	Quality Management	1	3	0	2
HIT 218	Management Principles in HIT	3	0	0	3
HIT 220	Health Informatics & EHRs	1	2	0	2
HIT 221	Lifecycle of EHR or	2	2	0	3
HIS 225	Healthcare Informatics	(3)	2	0	4)
HIT 226	Principles of Disease	3	0	0	3
HIT 280	Professional Issues	2	0	0	2
*MED 121	Medical Terminology I	3	0	0	3
*MED 122	Medical Terminology II	3	0	0	3
OST 248	Diagnostic Coding	1	2	0	2

Professional Practice Experience

HIT 124	Professional Practice Experience II	0	0	3	1
HIT 224	Professional Practice Experience IV	0	0	6	2

Total Major Required Hours..... 61

Total Credit Hours Required for A.A.S. Degree..... 76-77

Human Services Technology

A.A.S. Degree [A45380]

Certificate Programs [C45380H, C45380SW, C45380SA]

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			
BIO	111	General Biology I or	3	3	4
MAT	143	Quantitative Literacy or	(2)	2	3)
MAT	171	Precalculus Algebra	(3)	2	4)
COM	120	Intro to Interpersonal Communication or			
COM	231	Public Speaking	3	0	3
ENG	111	Writing and Inquiry	3	0	3
ENG	112	Writing/Research in the Disciplines	3	0	3
SOC	220	Social Problems	3	0	3
		Humanities/Fine Arts Elective	3	0	3
		(See page 67 for HFA electives)			

Total General Education Required Hours 18-19

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
HEA	112	First Aid and 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	160	HSE Clinical Supervision I	1	0	0	1
HSE	163	HSE Clinical Experience I	0	0	9	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	240	Issues in Client Services	3	0	0	3
HSE	260	HSE Clinical Supervision II	1	0	0	1
HSE	263	HSE Clinical Experience II	0	0	9	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology or				
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
		Major Electives				9
		(See major electives below)				

Total Major Required Hours..... 56

Major Electives

Select 9 credits

			Credits
DDT	110	Developmental Disabilities	3
GRO	120	Gerontology	3
HSE	227	Children and Adolescents in Crisis	3
SAB	135	Addictive Process	3
SAB	210	Substance Abuse Counseling	3
SWK	110	Introduction to Social Work	3
SWK	113	Working with Diversity	3

Total Credit Hours Required for A.A.S. Degree..... 74-75

Suggested Curriculum by Semesters

First Year

Fall Semester	Credits
CIS 110	3
ENG 111	3
HSE 110	3
PSY 150	3
HSE Elective	
DDT 110 or	
SAB 135 or	
SWK 110	3
	15

Spring Semester

BIO 110 or	
BIO 111 or.....	(4)
MAT 143 or.....	(3)
MAT 171	(4)
ENG 112	3
HSE 123	3
HSE 125	3
SOC 220	3
	15-16

Summer Semester

COM 120 or	
COM 231	3
PSY 241 or	
PSY 281	3
SOC 213	3
Humanities/Fine Arts.....	3
	12

Second Year

Fall Semester	Credits
HEA 112	2
HSE 112	2
HSE 160	1
HSE 163	3
HSE 225	3
SAB 110	3
HSE Elective	
DDT 110 or	
SAB 135 or	
SWK 110	3
	17

Spring Semester

HSE 210	2
HSE 220	3
HSE 240	3
HSE 260	1
HSE 263	3
HSE Elective	
GRO 120 or	
HSE 227 or	
SAB 210 or	
SWK 113	3
	15

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Human Services [C45380H] - Effective beginning 2016SP						
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	225	Crisis Intervention	3	0	0	3
HSE	240	Issues in Client Services	3	0	0	3

Total Credit Hours Required for Certificate Program 17

			Class	Lab	Clinic/Exp	Credits
Social Work [C45380SW]- Effective beginning 2016SP						
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
SWK	110	Introduction to Social Work	3	0	0	3
SWK	113	Working with Diversity	3	0	0	3

Total Credit Hours Required for Certificate Program 18

			Class	Lab	Clinic/Exp	Credits
Substance Abuse [C45380SA]- Effective beginning 2016SP						
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	135	Addictive Process or	3	0	0	3
SAB	210	Substance Abuse Counseling	(2	2	0	3)

Total Credit Hours Required for Certificate Program 18

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	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 234A	Infants, Toddlers, and Twos	0	2	0	1

Total Major Required Hours..... 17

Total Credit Hours Required for Certificate Program 17

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	Child, Family, and Community	3	0	0	3
EDU 163	Classroom Man. and Instr Techniques	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 the University of North Carolina at Charlotte (partnering institution) from the following:

EDUC 5100	Diverse Learners.....	3-0-3
READ 5255	Integrating Reading Across Content Areas.....	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	Teaching Social Science to Middle and Secondary Learners	3-0-3

Courses offered by partnering senior institution include instructional methods, literacy, and diversity.

Suggested Curriculum by Semesters

Fall Semester	Credits
EDU 131	3
EDU 163	3
EDU 245	3
	9

Spring Semester	Credits
EDU 243	3
EDU 244	3
EDU 271	3
	9

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						
None						
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						12

Mechanical Engineering Technology

A.A.S. Degree [A40320]

Certificate Programs [C40320A, C40320C, C40320D, C40320F and C40320M]

Curriculum Description:

These curriculums are designed to prepare students through the study and application of principles from mathematics, Natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, Natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, 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

TECHNICAL TRACK

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
COM 110	Introduction to Communication or			
COM 231	Public Speaking	3	0	3
ENG 111	Writing and Inquiry	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
	Humanities/Fine Arts Elective	3	0	3
	<i>(See page 67 for HFA electives)</i>			
	Social/Behavioral Sciences Elective	3	0	3
	<i>(See page 67 for SBS electives)</i>			

Total General Education Required Hours 15

Major Required Courses

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, and Pulleys	1	3	0	2
EGR 250	Statics/Strength of Materials	4	3	0	5
ELN 110	Survey of Electronics	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 121	Environmental Health and Safety	3	0	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 232	CAM: CNC 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 145	Manufacturing Materials I	2	3	0	3
PHY 131	Physic-Mechanics	3	2	0	4
WBL 111**	Work-Based Learning I	0	0	10	1
WBL 115**	Work-Based Learning Seminar I	1	0	0	1
	Major Electives				2-4
	<i>(See major electives)</i>				

Total Major Required Hours..... 53-55

Major Electives

Select 2-4 credits

WLD 110	Cutting Processes.....	2
WLD 115	SMAW (Stick) Plate.....	5
WLD 121	GMAW (MIG) FCAW/Plate.....	4
WLD 131	GTAW (TIG) Plate.....	4
WLD 141	Symbols and Specifications.....	3

Technical Track Total Credit Hours Required for A.A.S. Degree 68-70

Suggested Curriculum by Semesters for Technical Track

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
ELN 110	3
MAT 121	3
MEC 110	2
MEC 111	3
		16

Spring Semester

DFT 152	3
DFT 211	2
ENG 111	3
ISC 121	3
PHY 131	4
		15

Summer Semester

COM 110 or		
COM 231	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
		9

Second Year

Fall Semester		Credits
DFT 153	3
EGR 250	5
MAC 124	2
MEC 145	3
Major Elective	2-4
		15-17

Spring Semester

DDF 252	3
HYD 110	3
MAC 122	2
MAC 232	3
WBL 111	1
WBL 115	1
		13

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

Course and Hour Requirements
COLLEGE TRANSFER TRACK

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	231	Public Speaking	3	0	0	3
		<i>(Students transferring to a 4-year institution should take COM 231)</i>				
ENG	111	Writing and Inquiry	3	0	0	3
MAT	171	Precalculus Algebra	3	2	0	4
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 67 for HFA electives)</i>				
		Social/Behavioral Sciences Elective	3	0	0	3
		<i>(See page 67 for SBS electives)</i>				

Total General Education Required Hours 16

Major Required Courses

CIS	115	Introduction to Programming and Logic	2	3	0	3
DFT	151	CAD I	2	3	0	3
DFT	153	CAD III	2	3	0	3
EGR	250	Statics/Strength of Materials	4	3	0	5
EGR	285	Design Project	0	4	0	2
ELN	110	Survey of Electronics	2	2	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MAT	172	Precalculus Trigonometry	3	2	0	4
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	145	Manufacturing Materials I	2	3	0	3
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
		Major Electives				6-7
		<i>(See major electives below)</i>				

Total Major Required Hours..... 55-56

Major Electives

Select 6-7 credits						
CSC	134	C++ Programming.....	3			
DDF	252	Advanced Solid Modeling.....	3			
MAC	232	CAM: CNC Milling.....	3			
MAT	271	Calculus I.....	4			

College Transfer Track

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

Suggested Curriculum by Semesters for College Transfer Track

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

First Year

Fall Semester		Credits
DFT 151	3
ELN 110	3
MAT 171	4
MEC 110	2
MEC 111	3
MEC 145	3
		18

Spring Semester

COM 110	or	
COM 231	3
ENG 111	3
HYD 110	3
ISC 121	3
MAT 172	4
		16

Summer Semester

Humanities/Fine Arts	3
Social/Behavioral Sciences	3
	6

Second Year

Fall Semester		Credits
CIS 115	3
DFT 153	3
EGR 250	5
MAC 124	2
PHY 151	4
		17

Spring Semester

EGR 285	2
MAC 122	2
PHY 152	4
Major Electives	6-7
		14-15

Certificate Options

	Class	Lab	Clinic/Exp	Credits	
Manufacturing Certificate [C40320A]					
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 145	Manufacturing Materials I	2	3	0	3

Total Credit Hours Required for Certificate Program 15

CAD Drafting Certificate [C40320C]

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]

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**Mechanical Fabrication [C40320F]**

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**Machining Certificate [C40320M]**

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	CAM: CNC 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	145	Manufacturing Materials I	2	3	0	3

Total Credit Hours Required for Certificate Program 17

Mechatronics Engineering Technology

A.A.S Degree [A40350]

Curriculum Description:

The Mechatronics Engineering Technology curriculum prepares students to use basic engineering principles and technical skills in developing and testing automation systems including, electrical, electronic, servo, mechanical, fluid power, and other electromechanical systems.

Courses emphasize instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures with an emphasis on automated systems startup, maintenance, and troubleshooting at the systems level.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

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	3
ENG 111	Writing and Inquiry	3	0	3
HUM 115	Critical Thinking	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
PSY 150	General Psychology	3	0	3
Total General Education Required Hours				15

Major Required Courses

ATR 112	Introduction to Automation	2	3	0	3
ATR 214	Advanced PLCs	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELC 117	Motor and Controls	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELC 133	Circuit Analysis II	3	3	0	4
ELC 213	Instrumentation	3	2	0	4
ELC 215	Electrical Maintenance	2	3	0	3
ELN 133	Digital Electronics	3	3	0	4
ELN 260	Programmable Logic Controllers	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 115	Construction Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
PHY 131	Physics-Mechanics	3	2	0	4
WBL 111**	Work-Based Learning I	0	10	0	1
WBL 115**	Work-Based Learning Seminar I	1	0	0	1
Total Major Required Hours.....				55	

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

Suggested Curriculum by Semesters

First Year			Credits
Fall Semester			
CIS 110	3	
ELC 131	4	
ELC 131A	1	
ELN 133	4	
MAT 121	3	
			15

Spring Semester

ELC 133	4
ENG 111	3
HYD 110	3
PHY 131	4
		14

Summer Semester

ELC 117	4
HUM 115	3
PSY 150	3
		10

Second Year

Fall Semester		Credits
ATR 112	3
COM 110 or		
COM 120 or		
COM 231	3
DFT 151	3
ELN 260	4
MEC 130	3
		16

Spring Semester

ATR 214	4
ELC 213	4
ELC 215	3
ISC 115	2
WLB 111	1
WBL 115	1
		15

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

Medical Assisting

A.A.S Degree [A45400]

Diploma Program [D45400]

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	231	Public Speaking	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 67 for HFA electives)</i>				

Total General Education Required Hours 18

Major Required Courses

BIO	163	Basic Anatomy and 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	232	Medical Insurance Coding	1	3	0	2
MED	260	MED Clinical Practicum	0	0	15	5
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
OST	134	Text Entry and Formatting	2	2	0	3
OST	135	Advanced Text Entry and Formatting	3	2	0	4
OST	181	Introduction to Office Systems	2	2	0	3

Total Major Required Hours..... 51

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

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
BIO 163	5
ENG 111	3
MED 110	1
MED 118	2
MED 121 (Fast track)	3
MED 122 (Fast track)	3
MED 130	2
OST 134	3
		22

Spring Semester

MED 131	2
MED 140	5
MED 150	5
MED 232	2
OST 135	4
		18

Summer Semester

MED 260	5
PSY 150	3
		8

Second Year

Fall Semester		Credits
COM 231	3
ENG 112	3
MED 270	3
		9

Spring Semester

MAT 143	3
MED 272	3
OST 181	3
Humanities/Fine Arts	3
		12

Diploma [D45400]

		Class	Lab	Clinic/Exp	Credits
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
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 232	Medical Insurance Coding	1	3	0	2
MED 260	MED Clinical Practicum	0	0	15	5
OST 134	Text Entry and Formatting	2	2	0	3
OST 135	Advanced Text Entry and Formatting	3	2	0	4
PSY 150	General Psychology	3	0	0	3

Total Credit Hours Required for Diploma Program 48

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 technical courses are offered online through Southwestern Community College. (This collaboration is geared towards certified practicing phlebotomists.)

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
*BIO 111	General Biology I	3	3	0	4
*ENG 111	Writing and Inquiry	3	0	0	3
*ENG 114	Professional Research and Reporting	3	0	0	3
*PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
<i>(See page 67 for HFA electives)</i>					

Total General Education Required Hours 16

Major Required Courses

*PBT 100	Phlebotomy Technology or	5	2	0	6
MLT 110	Introduction to MLT	(2)	3	0	3)
MLT 111	Urinalysis and Body Fluids	1	3	0	2
*BIO 163	Basic Anatomy and Physiology or	4	2	0	5
*BIO 168	Anatomy and Physiology I and	(3	3	0	4)
*BIO 169	Anatomy and Physiology II or	(3	3	0	4)
MLT 116	Anatomy and 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
*BIO 275	Microbiology or	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
*PBT 101	Phlebotomy Practicum or	9	0	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..... 52-59

Total Credit Hours Required for A.A.S. Degree..... 68-75

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
*BIO 111	4
MLT 110	3
*BIO 163 or.....	5
*BIO 168 and.....	(4)
*BIO 169 or.....	(4)
MLT 116	(5)
MLT 253	3
*PSY 150	3
		18-21

Spring Semester

MLT 118	3
MLT 120	4
MLT 125	5
*BIO 275 or.....	4
MLT 140	(3)
		15-16

Summer Semester

*ENG 111	3
*Humanities/Fine Arts	3
		6

Second Year

Fall Semester		Credits
*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 [A45110]

Curriculum Description:

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Note: See Admission requirements for the ADN program outlined in the "Admissions" section beginning on page 12.

Course and Hour Requirements

				Class	Lab	Clinic/Exp	Credits
General Education Required Courses							
BIO	275	Microbiology		3	3	0	4
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		3	0	0	3
PSY	150	General Psychology		3	0	0	3
<i>Humanities/Fine Arts Electives:</i>							
ART	111	Art Appreciation or					
ART	114	Art History Survey I or					
ART	115	Art History Survey II or					
HUM	115	Critical Thinking or					
MUS	110	Music Appreciation	or				
MUS	112	Introduction to Jazz	or				
PHI	215	Philosophical Issues or					
PHI	240	Introduction to Ethics		3	0	0	3
Total General Education Required Hours							16

Major Required Courses

BIO	168	Anatomy and Physiology I		3	3	0	4
BIO	169	Anatomy and Physiology II		3	3	0	4
NUR	111	Introduction to Health Concepts		4	6	6	8
NUR	112	Health-Illness Concepts		3	0	6	5
NUR	113	Family Health Concepts		3	0	6	5
NUR	114	Holistic Health Concepts		3	0	6	5
NUR	117	Pharmacology		1	3	0	2
NUR	211	Health Care Concepts		3	0	6	5
NUR	212	Health System Concepts		3	0	6	5
NUR	213	Complex Health Concepts		4	3	15	10
PSY	241	Developmental Psychology		3	0	0	3
Total Major Required Hours.....							56

Total Credit Hours Required for A.A.S. Degree..... 72

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
BIO 168	4
NUR 111	8
NUR 117	2
PSY 150	3
		17

Spring Semester

BIO 169	4
NUR 112	5 (1st 8-weeks)
NUR 114	5 (2nd 8-weeks)
PSY 241	3
		17

Summer Semester

BIO 275	4
ENG 111	3
		7

Second Year

Fall Semester		Credits
ENG 112	3
NUR 113	5 (8-weeks)
NUR 211	5 (8-weeks)
		13

Spring Semester

NUR 212	5
NUR 213	10
Humanities/Fine Arts	3
		18

Nurse Aide

Certificate Program [C45840]

Curriculum Description:

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

Topics include growth and development, 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.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
None				

Major Required Courses

NAS 101	Nurse Aide I	3	4	3	6
NAS 102	Nurse Aide II	3	2	6	6
NAS 103	Home Health Care Nurse Aide	4	4	0	6

Total Major Required Hours..... 18

Total Credit Hours Required for Certificate Program 18

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 or			
COM 231	Public Speaking	3	0	3
ENG 111	Writing and Inquiry	3	0	3
MAT 110	Math Measurement and Literacy	2	2	3
PSY 150	General Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	<i>(See page 67 for HFA electives)</i>			

Total General Education Required Hours 15

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
CTS 130	Spreadsheet	2	2	0	3
OST 134	Text Entry and Formatting	2	2	0	3
OST 135	Advanced Text Entry and Formatting	3	2	0	4
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 289	Administrative Office Management	2	2	0	3
WBL 111**	Work-Based Learning I	0	0	10	1
WBL 115**	Work-Based Learning Seminar I	1	0	0	1
	Major Electives for Business and Medical Tracks				9-11
	<i>(See major electives below)</i>				

Total Major Required Hours..... 51-53

Major Electives

Select a Track

BUSINESS TRACK

BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 270	Professional Development	3	0	0	3

Total Credit Hours Required for Business Track9

Total Credit Hours Required for Business Track A.A.S. Program 66

MEDICAL TRACK

MED 121	Medical Terminology I	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4

Total Credit Hours Required for Medical Track..... 11

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

Suggested Curriculum by Semesters

Applies to day offerings.

First Year

Fall Semester	Credits
BUS 110	3
ENG 111	3
MAT 110	3
OST 134	3
<i>Business Track take:</i>	
BUS 153	3
or	
<i>Medical Track take:</i>	
MED 121 (Fast track)	3

**15 - Total semester hours for Business Track
15 - Total semester hours for Medical Track**

Spring Semester

ACC 115 or	
ACC 120	4
BUS 121	3
BUS 260	3
OST 135	4
<i>No course for Business Track</i>	
or	
<i>Medical Track take:</i>	
OST 247	2

**14 - Total semester hours for Business Track
16 - Total semester hours for Medical Track**

Summer Semester

Humanities/Fine Arts.....	3
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**3 - Total semester hours for Business Track
3 - Total semester hours for Medical Track**

Second Year

Fall Semester	Credits
ACC 140 or	
ACC 150	2
CIS 110	3
OST 164	3
OST 181	3
OST 184	3
<i>Business Track take:</i>	
BUS 270	3
or	
<i>Medical Track take:</i>	
OST 248	2

**17 - Total semester hours for Business Track
16 - Total semester hours for Medical Track**

Spring Semester

COM 110 or	
COM 231	3
CTS 130	3
OST 289	3
PSY 150	3
WBL 111	1
WBL 115	1
<i>Business Track take:</i>	
BUS 137	3
or	
<i>Medical Track take:</i>	
OST 249	4

17 – Total semester hours for Business Track

18 – Total semester hours for Medical Track

***WBL 111 and WBL 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 134	Text Entry and Formatting	2	2	0	3
OST 135	Advanced Text Entry and Formatting	3	2	0	4
OST 164	Text Editing Applications or	3	0	0	3
OST 184	Records Management	(2	2	0	3)
OST 181	Introduction to Office Systems	2	2	0	3
Total Credit Hours Required for Certificate Program					16

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. PSY 265 and 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						
*ENG	111	Writing and Inquiry	3	0	0	3
*ENG	112	Writing/Research in the Disciplines	3	0	0	3
*MAT	110	Math Measurement and Literacy	2	2	0	3
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
		(See page 67 for HFA electives)				

Total General Education Required Hours 15

Major Required Courses

*BIO	163	Basic Anatomy and Physiology	1	2	0	5
*CIS	110	Introduction to Computers or	2	2	0	3
CIS	111	Basic PC Literacy	(1	2	0	2)
*COM	120	Intro to Interpersonal Communication or				
*COM	231	Public Speaking	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 SLPAs	3	0	0	3
SLP	112	SLPA Anatomy and 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	150	Communication Dis in Diverse Populations	3	0	0	3
SLP	211	Developmental Disorders	3	2	0	4
SLP	212	Acquired Disorders	3	2	3	5
SLP	215	Treatment Intervention	3	2	0	4
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..... 58-59

Total Credit Hours Required for A.A.S. Degree..... 73-74

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
*BIO 163	5
*PSY 150	3
SLP 111	3
SLP 140	3
SLP 150	3
		17

Spring Semester

*MED 121	3
*PSY 241	3
SLP 112	3
SLP 120	2
SLP 130	3
		14

Summer Semester

*CIS 110	3
*COM 120 or		
*COM 231	3
*ENG 111	3
*MAT 110	3
		12

Second Year

Fall Semester		Credits
*ENG 112	3
PSY 265	3
SLP 211	4
SLP 215	4
SLP 220	2
		16

Spring Semester

SLP 212	5
SLP 230	4
SLP 231	3
Humanities/Fine Arts.....		3
		15

Welding Technology

A.A.S. Degree [A50420]

Diploma [D50420]

Certificate [C50420W]

Curriculum Description:

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

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

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

Course and Hour Requirements

			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
ENG	111	Writing and Inquiry	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
PSY	150	General Psychology	3	0	0	3
Total General Education Required Hours						15

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
DFT	151	CAD I	2	3	0	3
ISC	115	Construction Safety	2	0	0	2
MEC	130	Mechanisms	2	2	0	3
PHY	131	Physics-Mechanics	3	2	0	4
WBL	111**	Work-Based Learning I	0	10	0	1
WBL	115**	Work-Based Learning Seminar I	1	0	0	1
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD	141	Symbols & Specifications	2	2	0	3
WLD	151	Fabrication I	2	6	0	4
Total Major Required Hours.....						49

Total Credit Hours Required for A.A.S. Degree..... 64

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
MAT 121	3

WLD 110	2
WLD 115	5
WLD 141	3
		16

Spring Semester		Credits
WLD 116	4
WLD 121	4
WLD 122	3
WLD 131	4
		15

Summer Semester		
ENG 111	3
WLD 132	3
WLD 151	4
		10

Second Year		
Fall Semester		
COM 110 or		
COM 120 or		
COM 231	3
DFT 151	3
HUM 115	3
MEC 130	3
PSY 150	3
		15

Spring Semester		
ISC 115	2
PHY 131	4
WBL 111	1
WBL 115	1
		8

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

Diploma [D50420] – Effective beginning 2016SP

			Class	Lab	Clinic/Exp	Credits
CIS 110	Introduction to Computers		2	2	0	3
ENG 111	Writing and Inquiry		3	0	0	3
MAT 121	Algebra/Trigonometry I		2	2	0	3
WLD 110	Cutting Processes		1	3	0	2
WLD 115	SMAW (Stick) Plate		2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe		1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate		2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe		1	6	0	3
WLD 131	GTAW (TIG) Plate		2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe		1	6	0	3
WLD 141	Symbols & Specifications		2	2	0	3
WLD 151	Fabrication I		2	6	0	4

Total Credit Hours Required for Diploma Program 41

Certificate [C50420W] – Effective beginning 2016SP

			Class	Lab	Clinic/Exp	Credits
WLD 110	Cutting Processes		1	3	0	2
WLD 115	SMAW (Stick) Plate		2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate		2	6	0	4
WLD 131	GTAW (TIG) Plate		2	6	0	4
WLD 141	Symbols & Specifications		2	2	0	3

Total Credit Hours Required for Certificate Program 18

Curriculum Course Descriptions

FA—Fall SP—Spring SU—Summer

Academic Related

ACA 085 Improving Study Skills 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP

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 090 Study Skills 3 0 0 3

Prerequisites: None

Corequisites: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 111 College Student Success 1 0 0 1

Prerequisites: None

Corequisites: None

FA, SP, SU

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122 College Transfer Success 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP, SU *College Transfer Course*

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Competencies

1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
2. Develop a strategic plan for transferring to a university and preparing for a new career.
3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
5. Identify essential college resources, including financial aid, advising, registration, tutoring,

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

library services, computer labs, and counseling services and recognize the importance of these resources on student success.

6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

Accounting

ACC 115 College Accounting 3 2 0 4

Prerequisites: None

Corequisites: None

FA, SP

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 0 4

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ACC 121 Principles of Managerial Accounting 3 2 0 4

Prerequisites: ACC 120

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ACC 122 Principles of Financial Accounting II 3 0 0 3

Prerequisites: ACC 120

Corequisites: None

SP, SU

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129 Individual Income Taxes 2 2 0 3

Prerequisites: ACC 120

Corequisites: None

FA

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.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

ACC 130 Business Income Taxes 2 2 0 3

Prerequisites: ACC 129

Corequisites: None

SP

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 0 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

FA

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 149 Introduction to Accounting Spreadsheets 1 2 0 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

SP

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150 Accounting Software Applications 1 2 0 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

SP

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 0 4

Prerequisites: ACC 122

Corequisites: None

FA

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 221 Intermediate Accounting II 3 2 0 4

Prerequisites: ACC 220

Corequisites: None

SP

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AGR 140 Agricultural Chemicals 2 2 0 3

Prerequisites: None

Corequisites: None

FA

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

Competencies

Student Learning Outcomes

1. Identify common agricultural pests.
2. Develop an integrated pest management plan on target species.
3. Prepare for the North Carolina Pesticide Applicator's Exam.

AGR 150 Ag-O-Metrics 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

AGR 160 Plant Science 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170 Soil Science 2 2 0 3

Prerequisites: None

Corequisites: None

SP

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

Competencies

Student Learning Outcomes

1. Identify the biological properties of soil.
2. Describe sustainable land care practices and how they impact soil quality.
3. Select and apply fertilizers according to sustainable practices.

AGR 210 Agricultural Accounting 1 4 0 3

Prerequisites: None

Corequisites: None

FA

This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes.

AGR 212 Farm Business Management 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course introduces budgeting, farm analysis, production costs, business organizations, and

Air Conditioning, Heating, and Refrigeration

AHR 110 Introduction to Refrigeration 2 6 0 5

Prerequisites: None

Corequisites: None

FA

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.

Competencies

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Identify and explain the theory, operating principle, and components of the refrigeration cycle.
3. Identify tools, materials, and equipment used in the refrigeration industry.
4. Evacuate, charge, recover, and safely operate a basic refrigeration /cooling system in accordance with EPA regulations.
5. Demonstrate refrigeration piping and soldering techniques.

AHR 111 HVACR Electricity 2 2 0 3

Prerequisites: None

Corequisites: None

FA

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.

Competencies

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Be able to use electrical test instruments.
3. Demonstrate knowledge of electricity as applied to heating, ventilation, air conditioning and refrigeration machines.
4. Identify the various electrical components used in HVAC equipment and explain their operation.
5. Use Ohm's Law to calculate the current, voltage, and resistance in a circuit.
6. Draw and interpret wiring schematics for installation and troubleshooting.
7. Follow systematic troubleshooting procedure to diagnose electrical problems and control circuit problems.

AHR 112 Heating Technology 2 4 0 4

Prerequisites: None

Corequisites: None

FA

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.

Competencies

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Use industry terminology to describe principles for oil, gas, and electric warm air heating systems.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

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 160 Refrigerant Certification 1 0 0 1

Prerequisites: AHR 110 or permission of instructor

Corequisites: None

SP

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180 HVACR Customer Relations 1 0 0 1

Prerequisites: None

Corequisites: None

SP

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211 Residential System Design 2 2 0 3

Prerequisites: None

Corequisites: None

SP

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.

Competencies

Student Learning Outcomes

1. Design and draw a duct system in accordance with the ACCA Manual D.
2. Apply appropriate HVACR codes to the design of residential HVACR systems.
3. Calculate heating and cooling loads for residential structures in accordance with ACCA Manual J.

Animal Science

ANS 110 Animal Science 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

Competencies

Student Learning Outcomes

1. Describe the importance of animal production and explain the major issues related to the production of livestock on an international, national, and state level.
2. Explain the relationship of science and animal production through the studies of biotechnology, technology, genetics, physiology, nutrition, and health.
3. Describe the basic physiology and terminology of the animal industries.
4. Describe the production (including sustainable production) methodologies of the swine, beef, dairy, sheep and horse industries.
5. Recognize the requirements of production animals, and the benefits of proper care, nutrition, genetics, and environment to the animal's productivity levels.

Anthropology

ANT 210 General Anthropology **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Art

ART 111 Art Appreciation **3 0 0 3**

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

ART 114 Art History Survey I **3 0 0 3**

Prerequisites: ENG 111

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

ART 115 Art History Survey II **3 0 0 3**

Prerequisites: ENG 111

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

ART 121 Two-Dimensional Design **0 6 0 3**

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 267 Videography II 0 6 0 3

Prerequisites: ART 266

Corequisites: None

FA, SP *College Transfer Course*

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 271 Computer Art II 0 6 0 3

Prerequisites: ART 171

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 281 Sculpture I 0 6 0 3

Prerequisites: None

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 282 Sculpture II 0 6 0 3

Prerequisites: ART 281

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 283 Ceramics I 0 6 0 3

Prerequisites: None

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 284 Ceramics II 0 6 0 3

Prerequisites: ART 283

Corequisites: None

FA, SP *College Transfer Course*

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

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

AST 111A Descriptive Astronomy Lab 0 2 0 1

Prerequisites: None

Corequisites: AST 111

FA College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA.*

Automation and Robotics

ATR 112 Introduction to Automation 2 3 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 214 Advanced PLCs 3 3 0 4

Prerequisites: "C" or better earned in ELN 260

Corequisites: None

SP

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.

Banking and Finance

BAF 110 Principles of Banking 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

Competencies

Student Learning Outcomes

1. Discuss banks and the monetary system.
2. Identify banking regulations and examinations.
3. Describe bank loans and accounting.
4. Define the relationship of banks to depositors.

Biology

BIO 110 Principles of Biology 3 3 0 4

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP, SU College Transfer Course

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA/AS.*

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

BIO 275 Microbiology 3 3 0 4

Prerequisites: "C" or better earned in BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Business

BUS 110 Introduction to Business 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Competencies

Student Learning Outcomes

1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

BUS 115 Business Law I 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Competencies

Student Learning Outcomes

1. Identify the elements of a contract.
2. Describe the structure of the U.S. court system.
3. Identify laws, conditions and regulations in national and international work environments.

BUS 121 Business Math 2 2 0 3

Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DMA 030

Corequisites: Satisfactory placement or DRE 096

FA, SP, SU

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 137 Principles of Management 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course is designed to be an overview of the major functions of management. Emphasis is

If 3 numbers: Class/Lab/Credit; **if 4 numbers:** Class/Lab/Clinic or Exp/Credit

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.

Competencies

Student Learning Outcomes

1. Describe job analysis and job evaluation techniques.
2. Describe benefits and pay-for-performance programs.
3. Develop and manage a basic compensation system to attract, motivate, and retain employees.
4. Define wage and salary surveys.

BUS 260 Business Communication 3 0 0 3

Prerequisites: CIS 110 and ENG 111

Corequisites: None

FA, SP, SU

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 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP

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.

Chinese

CHI 111 Elementary Chinese I 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA College Transfer Course

This course introduces the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

CHI 112 Elementary Chinese II 3 0 0 3

Prerequisites: "C" or better earned in CHI 111

Corequisites: None

SP College Transfer Course

This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. 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 Chinese and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

CHI 211 Intermediate Chinese I 3 0 0 3

Prerequisites: "C" or better earned in CHI 112

Corequisites: None

FA College Transfer Course

This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expressions in modern

If 3 numbers: Class/Lab/Credit; **if 4 numbers:** Class/Lab/Clinic or Exp/Credit

standard Chinese. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

CHI 212 Intermediate Chinese II 3 0 0 3

Prerequisites: "C" or better earned in CHI 211

Corequisites: None

SP College Transfer Course

This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Chemistry

CHM 131 Introduction to Chemistry 3 0 0 3

Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 096

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Natural Science.*

CHM 131A Introduction to Chemistry Lab 0 3 0 1

Prerequisites: None

Corequisites: CHM 131

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Natural Science.*

CHM 132 Organic and Biochemistry 3 3 0 4

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

SP College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Natural Science.*

CHM 151 General Chemistry I 3 3 0 4

Prerequisites: Satisfactory placement or

Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 and DRE 096

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065 and DRE 096

Corequisites: None

FA, SP College Transfer Course

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry,

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC 112 Criminology 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP

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 0 3

Prerequisites: None

Corequisites: None

SP

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 0 2

Prerequisites: None

Corequisites: None

FA

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 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC 122 Community Policing 3 0 0 3

Prerequisites: None

Corequisites: None

SP, SU

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law 3 0 0 3

Prerequisites: None

Corequisites: None

FA

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 and Evidence 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 0 3

Prerequisites: None

Corequisites: None

SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC 151 Introduction to Loss Prevention 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 Terrorism: Underlying Issues 3 0 0 3

Prerequisites: None

Corequisites: None

SP

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 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.

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

CJC 212 Ethics and Community Relations 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU

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 and Administration 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 0 4

Prerequisites: None

Corequisites: None

FA

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention 3 0 0 3

Prerequisites: None

Corequisites: None

FA

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,

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP

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 0 3

Prerequisites: CJC 111, CJC 221 and CJC 231

Corequisites: None

FA, SP

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.

Communication

COM 110 Introduction to Communication 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute).*

COM 120 Introduction to Interpersonal Communication 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA ICAA as a general education course in English Composition.*

COM 140 Introduction to Intercultural Communication 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

College Transfer Course

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA ICAA as a general education course in English Composition.*

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

COM 231 Public Speaking 3 0 0 3

Prerequisites: ENG 111

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Communications—AA/AS.*

Cosmetology

COS 111 Cosmetology Concepts I 4 0 0 4

Prerequisites: None

Corequisites: COS 112

FA, SP

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0 24 0 8

Prerequisites: None

Corequisites: COS 111

FA, SP

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 4 0 0 4

Prerequisites: COS 111

Corequisites: COS 114

FA, SP

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 0 8

Prerequisites: COS 112

Corequisites: COS 113

FA, SP

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 0 4

Prerequisites: COS 111

Corequisites: COS 116

FA, SP

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 0 4

Prerequisites: COS 112

Corequisites: COS 115

FA, SP

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2 0 0 2

Prerequisites: COM 110, COS 111, COS 113 and COS 115

Corequisites: COS 118

FA, SP

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0 21 0 7

Prerequisites: COM 110, COS 112, COS 114 and COS 116

Corequisites: COS 117

FA, SP

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 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 0 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 0 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 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 0 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 0 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 0 5

Prerequisites: Must possess a valid license in Cosmetology

Corequisites: COS 272

FA

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 0 7

Prerequisites: Must possess a valid license in Cosmetology

Corequisites: COS 271

FA

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 0 5

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

SP

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 0 7

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

SP

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 0 3

Prerequisites: Satisfactory placement or

Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 and DRE 096

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065 and DRE 096

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CSC 151 JAVA Programming 2 3 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

Computer Technology Integration

CTI 110 Web, Programming, and Database Foundation 2 2 0 3

Prerequisites: None

Corequisites: None

FA

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network and Security Foundation 2 2 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 289 CTI Capstone Project 1 6 0 3

Prerequisites: CTI 110 and CTI 120

Corequisites: None

SP

This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.

Computer Information Technology

CTS 115 Information Systems Business Concepts 3 0 0 3

Prerequisites: None

Corequisites: None

SP College Transfer Course

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CTS 120 Hardware/Software Support 2 3 0 3

Prerequisites: None

Corequisites: None

SP

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 0 3

Prerequisites: CIS 110, CIS 111 or OST 137

Corequisites: None

FA, SP, SU

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.

Database Management Technology

DBA 110 Database Concepts 2 3 0 3

Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DRE 096

Corequisites: None

SP

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.

Design Drafting

DDF 252 Advanced Solid Modeling 2 2 0 3

Prerequisites: DFT 153 or DFT 154

Corequisites: None

SP

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.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

DFT 211 Gears, Cams, and Pulleys 1 3 0 2

Prerequisites: **Take One Set:**

Set 1: DFT 111, DFT 151, and MAT 121

Set 2: DFT 111, DFT 151, and MAT 171

Corequisites: None

SP

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.

Developmental Mathematics

DMA 010 Operations with Integers .75 .50 0 1

Prerequisites: None

Corequisites: Satisfactory placement or DRE 096

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

Competencies

- Visually represent an integer and its opposite on the number line.
- Explain the concept of the absolute value of an integer.
- Demonstrate the conceptual understanding of operations with integers to solve application problems.
- Correctly apply commutative and associative properties to integer operations.
- Apply the proper use of exponents and calculate the principal square root of perfect squares.
- Simplify multi-step expressions using the rules for order of operations.
- Solve geometric application problems involving area and perimeter of rectangles and triangles, angles, and correctly apply the Pythagorean theorem.

Student Learning Outcomes

1. Demonstrate an understanding of the concept of integers within contextual application problems.
2. Correctly represent integers on a number line.
3. Demonstrate the correct use of additive inverses.
4. Evaluate the absolute value of a number.
5. Apply integer operations in solving contextual application problems.
6. Correctly apply the associative and commutative properties.
7. Demonstrate understanding of exponents by converting between exponential and expanded form.
8. Evaluate exponents.
9. Calculate the square root of numbers containing perfect squares.
10. Evaluate integer expressions by using the correct order of operations.
11. Distinguish between appropriate use of area and perimeter formulas to solve geometric application problems.
12. Use the Pythagorean Theorem to solve geometric problems.
13. Represent the events of a geometric application problem included in this module pictorially, and evaluate the correct solution using the appropriate formula.
14. Demonstrate an understanding of what a variable represents.
15. Evaluate variable expressions and formulas.

DMA 020 Fractions and Decimals .75 .50 0 1

Prerequisites: Satisfactory placement or DMA 010

Corequisites: Satisfactory placement or DRE 096

FA, SP, SU

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

Competencies

- Solve contextual application problems involving operations with fractions and decimals.
- Visually represent fractions and their decimal equivalents.
- Simplify fractions.
- Find the lowest common denominator of two fractions.
- Correctly perform arithmetic operations on fractions.
- Explain the relationship between a number and its reciprocal.
- Correctly order fractions and decimals on a number line.
- Convert decimals between standard notation and word form.
- Round decimals to a specific place value.
- Estimate sums, differences, products, and quotients with decimals.
- Demonstrate an understanding of the connection between fractions and decimals.
- Convert between standard notation and scientific notation.
- Solve geometric applications involving the circumference and area of circles.

Student Learning Outcomes

1. Student Learning Outcomes.
2. Solve conceptual problems involving fractions and decimals.
3. Visually represent fractions and decimals.
4. Simplify fractions.
5. Visually represent equivalent fractions and correctly place the values on the number line.
6. Add and subtract fractions with like denominators.
7. Write an equivalent fraction with a given denominator.
8. Add and subtract fractions with unlike denominators using the correct LCD.
9. Visually represent the sum and difference of two fractions with unlike denominators.
10. Multiply fractions.
11. Visually represent multiplication of fractions.
12. Divide fractions using reciprocals.
13. Correctly round decimals to a specific place value.
14. Estimate sums, differences, products, and quotients with decimals.
15. Demonstrate an understanding of the connection between fractions and decimals.
16. Distinguish between the appropriate use of circumference and area of a circle in solving geometric applications.
17. Represent events in geometric problems pictorially and evaluate the solution using correct formulas.
18. Correlate negative exponents to fractions and decimals in base 10.
19. Convert between standard notation and scientific notation.

DMA 030 Proportion/Ratios/Rates/Percents

.75 .50 0 1

Prerequisites: Satisfactory placement or DMA 010 and DMA 020

Corequisites: Satisfactory placement or DRE 096

FA, SP, SU

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

Competencies

- Apply the concepts of ratio, rates, proportions, and percents to application problems.
- Recognize and choose the correct units in application problems using ratios, rates, and proportions.
- Calculate a unit rate.
- Convert measurements within and between the U.S. customary and metric system using unit analysis.
- Compare percents, decimals, and fractions.
- Apply the concepts of part, whole, and percent to solve contextual applications.

Student Learning Outcomes

1. Demonstrate an understanding of the concepts of ratios, rates, proportions, and percents in the context of application problems.
2. Write a ratio using a variety of notations.
3. Distinguish between events in a problem that should be represented by a ratio or a rate.
4. Calculate a unit rate.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

5. Convert measurements within the U.S. customary and metric system using unit analysis.
6. Convert measurements between the U.S customary and metric systems using unit analysis.
7. Represent percent as "parts of 100".
8. Correctly convert between fractions, decimals, and percents.
9. Solve application problems using ratios, rates, proportions, and percents.
10. Recognize that two triangles are similar and solve for unknown sides using proportions in contextual applications.

DMA 040 Expressions/Linear Equations/Inequalities .75 .50 0 1

Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DMA 030

Corequisites: Satisfactory placement or DRE 096

FA, SP, SU

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

Competencies

- Differentiate between expressions, equations, and inequalities.
- Simplify and evaluate, when appropriate, expressions, equations, and inequalities.
- Effectively apply algebraic properties of equality.
- Correctly represent the solution to an inequality on the number line.
- Represent the structure of application problems pictorially and algebraically.
- Apply effective problem solving strategies to contextual application problems.
- Demonstrate conceptual knowledge by modeling and solving applications using linear equations and inequalities.

Student Learning Outcomes

1. Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of linear equations or inequalities.
2. Represent verbal statements as algebraic expressions, equations, and inequalities.
3. Distinguish between problem events that use expressions, equations, or inequalities.
4. Solve linear equations and inequalities in one variable using algebraic properties of equality.
5. Demonstrate an understanding of the meaning of solutions to problems, i.e. identity, contradiction, conditional.
6. Represent solutions of inequalities on a number line.

DMA 050 Graphs/Equations of Lines .75 .50 0 1

Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030 and DMA 040

Corequisites: Satisfactory placement or DRE 096

FA, SP, SU

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

Competencies

- Read and interpret basic graphs to solve problems.
- Apply the concept of slope as a rate of change in real-world situations.
- Write and graph linear equations in two variables to model real-world situations.
- Represent real-world situations as linear equations in two variables in tabular form, graphically, and algebraically.

Student Learning Outcomes

1. Analyze and interpret basic graphs to solve problems.
2. Represent real world situations in tabular, graphical, and algebraic equation form using two variables.
3. Generate a table of values given an equation in two variables and plot in Cartesian plane to graph a line.
4. Demonstrate an understanding of the concept of slope as a rate of change in real world situations using the slope formula.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

5. Find and interpret the x- and y-intercepts of linear models in real world situations.
6. Graph linear equations using a variety of strategies.
7. Given a contextual application, write a linear equation and use the equation to make predictions.
8. Demonstrate a conceptual understanding of horizontal and vertical lines in terms of slope and graphically.
9. Demonstrate a conceptual understanding of the concept of an algebraic function.

DMA 060 Polynomial/Quadratic Applications .75 .50 0 1

Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050

Corequisites: Satisfactory placement or DRE 096

FA

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

Competencies

- Represent real-world applications as quadratic equations.
- Apply exponent rules.
- Solve application problems involving polynomial operations.
- Apply the principles of factoring when solving problems.
- Analyze the graph of a quadratic function.

Student Learning Outcomes

1. Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of quadratic equations.
2. Add and subtract polynomials.
3. Apply exponent rules.
4. Multiply polynomials.
5. Divide a polynomial by a monomial.
6. Factor trinomials using multiple methods.
7. Factor the difference of two squares.
8. Solve quadratic applications using the zero product property and critique the reasonableness of solutions found.
9. Given the graph of a parabola, identify the vertex and x-intercepts.

DMA 065 Algebra for Precalculus 1.5 1.0 0 2

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050

Corequisites: None

FA, SP, SU

Competencies

1. Represent real-world applications as quadratic equations
2. Apply exponent rules
3. Solve application problems involving polynomial
4. Apply the principles of factoring when solving problems
5. Represent and solve contextual application problems involving operations on expressions and/or equations
6. Explain the reasonableness of solutions found
7. Solve radical equations
8. Perform operations with radical expressions

Student Learning Outcomes

1. Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of quadratic and rational equations
2. Add and subtract polynomials
3. Apply exponent rules
4. Multiply polynomials
5. Divide a polynomial by a monomial
6. Factor trinomials using multiple methods
7. Factor the difference of two squares

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

- Given the graph of a parabola, identify the vertex and x-intercepts
- Solve quadratic applications using the zero product property and critique the reasonableness of solutions found
- Identify the domain of a rational expression
- Multiply and divide rational expressions
- Add and subtract rational expressions
- Solve basic rational equations
- Use rational exponents to rewrite radical expressions
- Simplify radical expressions
- Add and subtract radical expressions
- Multiply radical expressions
- Divide radical expressions
- Solve radical equations with one radical term
- Solve quadratic equations and applications using the quadratic formula

Digital Media Technology DME 110

Digital Media

**Introduction to
2 2 0 3**

Prerequisites: None

Corequisites: None

FA

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 115 Graphic Design Tools

2 2 0 3

Prerequisites: None

Corequisites: None

FA

This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.

DME 120 Introduction to Multimedia Application

2 2 0 3

Prerequisites: DME 110 and DME 115

Corequisites: None

SP

This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications.

DME 130 Digital Animation I

2 2 0 3

Prerequisites: DME 110, DME 115, and DME 120

Corequisites: None

FA

This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.

DME 210 User Interface Design

2 2 0 3

Prerequisites: DME 110, DME 115, and GRD 141

Corequisites: None

SP

This course covers current design approaches and emerging standards related to the design and development of user interfaces. Emphasis is placed on conducting research, and analyzing and reviewing current practices in effective interface design. Upon completion, students should be able to intelligently discuss and evaluate new and existing digital media products in terms of the user interface.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

DRA 131 Acting II

0 6 0 3

Prerequisites: DRA 130

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Developmental Reading/English

DRE 096 Integrated Reading and Writing

2.50 1 0 3

Prerequisites: None

Corequisites: ACA 090

FA, SP, SU

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. *Please note: (TM) stands for registered trademark.*

Competencies

Student Learning Outcomes

1. Students will demonstrate the use of pre-reading, reading, and post-reading strategies, including using previewing strategies to comprehend texts; activating prior knowledge; identifying text attributes; using context clues; identifying stated main ideas in paragraph-length texts; and making text-to-self connections.
2. Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text, establishing a clear main idea, generating supporting details, and determining appropriate organization.
3. Students will apply critical thinking strategies in reading and writing and demonstrate an understanding of technical and academic language, including the difference between formal and informal language.
4. Students will demonstrate an understanding of purpose, point of view, and tense.
5. Students will demonstrate an understanding of fact and opinion in reading and by writing paragraphs using facts and opinions for support of main ideas.
6. Students will recognize inferences in texts and analyze and evaluate graphic materials in a text.
7. Students will recognize and compose well-developed, coherent, and unified texts, including writing clear topic sentences and relevant body sentences; demonstrating an understanding of specific and adequate supporting information; and analyzing and evaluating body sentences in texts and student writings for specific and adequate support.
8. Students will demonstrate an understanding of coherence through organizational patterns, including employing a variety of organizational patterns to draft texts; and using transitions, key words, and synonyms to connect ideas and achieve coherence in writing.
9. Students will apply the conventions of Standard Written English.

DRE 097 Integrated Reading and Writing II

2.50 1 0 3

Prerequisites: DRE 096

Corequisites: None

FA, SP, SU

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. *Please note: (TM) represents registered trademark.*

Competencies

Student Learning Outcomes

1. Students will demonstrate the use of pre-reading, reading, and post-reading strategies, including applying a variety of previewing strategies to complex texts; activating prior knowledge; identifying important text attributes; using context clues; distinguishing between connotative and denotative meanings and between informal language and Standard Written English; employing introductory metacognitive strategies; identifying stated and implied main ideas at the introductory level; recognizing organizational patterns; responding in writing to complex texts using text-to-text connections; and paraphrasing and summarizing texts at an introductory level.
2. Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text; establishing a clear main idea (thesis statement); generating supporting details for a specific purpose and audience; determining appropriate organization; composing and revising drafts; and using MLA or APA guidelines.
3. Students will apply critical thinking strategies to analyze complex texts and to inform and strengthen their writing, including making logical conclusions based on prior knowledge and inference; understanding the difference between formal and informal language; using types of technical and academic language in complex texts; recognizing figurative language-simile, metaphor, and personification; determining the author's purpose, point of view, and tone in complex texts; identifying fact and opinion statements in complex texts; demonstrating an understanding of verbal and situational irony; and understanding bias, logical fallacies, and propaganda techniques.
4. Students will identify and write clear thesis statements, including identifying thesis statements in multi-paragraph complex texts, and writing clear, focused thesis statements for essays.
5. Students will demonstrate an understanding of specific and adequate supporting information, including analyzing and evaluating body paragraphs in complex texts and student writings for specific and adequate support; assessing, synthesizing, and integrating relevant and valid evidence from assigned readings to support a main idea; avoiding plagiarism by paraphrasing; and documenting source material using MLA or APA guidelines.
6. Students will achieve unity and coherence in essays, including identifying points that are off-topic in complex texts, and composing body paragraphs that support the thesis statement of an essay.
7. Students will apply the conventions of Standard Written English.
8. Students will employ appropriate technology when composing texts.

DRE 098 Integrated Reading and Writing III

2.50 1 0 3

Prerequisites: DRE 097

Corequisites: None

FA, SP, SU

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

Competencies

Student Learning Outcomes

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

1. Students will demonstrate the use of pre-reading, reading, and post-reading strategies to comprehend texts at the career and college ready level, including activating prior knowledge; identifying important text attributes; using context clues; distinguishing between connotative and denotative meanings and between informal language and Standard Written English; employing metacognitive strategies; identifying stated and implied main ideas and details in career and college ready texts and student writing; connections.
2. Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text; establishing a clear main idea; generating supporting details for a specific purpose and audience; determine appropriate organization; composing and revising drafts; using editing and proofreading strategies to reflect Standard Written English; using MLA or APA guidelines.
3. Students will apply critical thinking strategies to analyze texts at the career and college ready level and to inform and strengthen writing, including comprehending figurative language--simile, metaphor, personification; interpreting imagery, symbols, and analogies; determining the author's purpose and point of view; identifying fact and opinion statements; using inference skills; demonstrating an understanding of verbal and situational irony; understanding bias, logical fallacies, and propaganda techniques; and demonstrating consistent point of view, clear purpose, appropriate tone, and appropriate use of facts and expert opinions.
4. Students will recognize and compose well-developed, coherent, and unified texts, including clear thesis statements and specific and adequate supporting information; analyzing and evaluating body paragraphs in texts at the career and college ready level and student writing; assessing, synthesizing, and integrating relevant and valid evidence; employing a variety of organizational patterns to draft texts and using transitional strategies to connect ideas and achieve coherence; avoiding plagiarism by paraphrasing; and documenting source material using MLA or APA guidelines.
5. Students will apply the conventions of Standard Written English.
6. Students will employ appropriate technology when composing texts.

DRE 099 Integrated Reading and Writing III

2 0 0 2

Prerequisites: Satisfactory placement or DRE 097

Corequisites: ENG 111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

Competencies

Student Learning Outcomes

1. Students will demonstrate the use of pre-reading, reading, and post-reading strategies to comprehend texts at the career and college ready level, including activating prior knowledge; identifying important text attributes; using context clues; distinguishing between connotative and denotative meanings and between informal language and Standard Written English; employing metacognitive strategies; identifying stated and implied main ideas and details in texts at the career and college ready level and student writing; recognizing organizational patterns; summarizing; and responding to texts using text-to-world connections.
2. Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text; establishing a clear main idea; generating supporting details for a specific purpose and audience; determine appropriate organization; composing and revising drafts; using editing and proofreading strategies to reflect Standard Written English; using MLA or APA guidelines.
3. Students will apply critical thinking strategies to analyze texts at the career and college ready level and to inform and strengthen writing, including comprehending figurative language - -simile, metaphor, personification; interpreting imagery, symbols, and analogies;

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

determining the author's purpose and point of view; identifying fact and opinion statements; using inference skills; demonstrating an understanding of verbal and situational irony; understanding bias, logical fallacies, and propaganda techniques; and demonstrating consistent point of view, clear purpose, appropriate tone, and appropriate use of facts and expert opinions.

4. Students will recognize and compose well-developed, coherent, and unified texts, including clear thesis statements and specific and adequate supporting information; analyzing and evaluating body paragraphs in texts at the career and college ready level and student writing; assessing, synthesizing, and integrating relevant and valid evidence; employing a variety of organizational patterns to draft texts and using transitional strategies to connect ideas and achieve coherence; avoiding plagiarism by paraphrasing; and documenting source material using MLA or APA guidelines.
5. Students will apply the conventions of Standard Written English.
6. Students will employ appropriate technology when composing texts.

Economics

ECO 251 Principles of Microeconomics 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences—AA/AS.*

ECO 252 Principles of Macroeconomics 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences—AA/AS.*

Education

EDU 119 Introduction to Early Childhood Education 4 0 0 4

Prerequisites: None

Corequisites: None

FA, SP, SU

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentionally developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU 126 Early Childhood Seminar I 2 0 0 2

Prerequisites: EDU 119 and EDU 221

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

Corequisites: Satisfactory placement or DRE 097
FA, SP

This course introduces 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, and Community 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097
FA, SP

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 Child Development I 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097; EDU 162
FA, SP

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145 Child Development II 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097; EDU 162
FA, SP

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097
FA, SP

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097

FA, SP

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 dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 Health, Safety, & Nutrition 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097

FA, SP

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 154 Social/Emotional/Behavioral Development 3 0 0 3

Prerequisites: EDU 144 and EDU 145

Corequisites: Satisfactory placement or DRE 097

FA, SP

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 162 Observation and Assessment in ECE 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097

FA, SP

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163 Classroom Management and Instructional Techniques 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 097

FA, SP

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 184 Early Childhood Introduction Practicum 1 3 0 2

Prerequisites: EDU 119

Corequisites: Satisfactory placement or DRE 097

SP

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216 Foundations of Education 4 0 0 4

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098

FA, SP

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

EDU 221 Children with Exceptionalities 3 0 0 3

Prerequisites: EDU 144 and EDU 145

Corequisites: Satisfactory placement or DRE 098

FA, SP, SU

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

EDU 223 Specific Learning Disabilities 3 0 0 3

Prerequisites: EDU 144 and EDU 145

Corequisites: Satisfactory placement or DRE 098

SP

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234 Infants, Toddlers, and Twos 3 0 0 3

Prerequisites: EDU 119

Corequisites: Satisfactory placement or DRE 098

FA, SP

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 234A Infants, Toddlers, and Twos Lab 0 2 0 1

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098; EDU 234

FA, SP

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

EDU 235 School-Age Development and Programs 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098

SP

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 243 Learning Theory 3 0 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098

FA, SP

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 eight 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 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098

SP

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 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098

SP

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 247 Sensory and Physical Disabilities 3 0 0 3

Prerequisites: EDU 144 and EDU 145

Corequisites: Satisfactory placement or DRE 098

SP

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

EDU 248 Developmental Delays 3 0 0 3

Prerequisites: EDU 144 and EDU 145

course requirement.

EGR 228 Introduction to Solid Mechanics 3 0 0 3

Prerequisites: EGR 220

Corequisites: None

College Transfer Course

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EGR 250 Statics/Strength of Materials 4 3 0 5

Prerequisites: MAT 121 or MAT 171

Corequisites: None

FA

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

EGR 285 Design Project 0 4 0 2

Prerequisites: **Take One Set:**

Set 1: ELN 131, ELN 152, ELN 232 and "C" or better earned in PHY 131 or PHY 151

Set 2: ELN 110, MAC 124 and "C" or better earned in PHY 131 or PHY 151

Corequisites: None

SP

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

Electricity

ELC 113 Residential Wiring 2 6 0 4

Prerequisites: None

Corequisites: None

FA

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Competencies

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in residential applications
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring.

ELC 114 Commercial Wiring 2 6 0 4

Prerequisites: ELC 113

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

Corequisites: None

SP

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

Competencies

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to commercial electrical circuits.
3. Draw, plan, and interpret electrical plans and symbols used in commercial applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with commercial electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in commercial wiring.

ELC 115 Industrial Wiring

2 6 0 4

Prerequisites: ELC 113

Corequisites: None

SP

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.

Competencies

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to industrial electrical circuits.
3. Draw, plan, and interpret electrical plans and symbols used in industrial applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with industrial electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in industrial wiring.

ELC 117 Motors and Controls

2 6 0 4

Prerequisites: "C" or better earned in ELC 135

Corequisites: None

SU

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.

Competencies

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.
3. Interpret and use ladder and wiring diagrams, symbols, and schematics.
4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.
5. Describe principles and operations related to electrical control circuits.
6. Describe the concepts of rotating electrical machinery.

ELC 119 NEC Calculations

1 2 0 2

Prerequisites: None

Corequisites: None

FA College Transfer Course

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

Competencies

Student Learning Outcomes

1. Describe, analyze, interpret and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from its beginnings to 1865 within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

ENG 232 American Literature II 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

Corequisites: None

SP College Transfer Course

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

Competencies

Student Learning Outcomes

1. Describe, analyze, interpret, and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from 1865 to the present within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

ENG 233 Major American Writers 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

Corequisites: None

SP College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 241 British Literature I 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 242 British Literature II 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

Corequisites: None
SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 243 Major British Writers 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

Corequisites: None
FA *College Transfer Course*

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British 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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 261 World Literature I 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

Corequisites: None
FA *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 262 World Literature II 3 0 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114

Corequisites: None
SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Emergency Preparedness

EPT 140 Emergency Management 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

Fire Protection

FIP 120 Introduction to Fire Protection 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

Competencies

Student Learning Outcomes

1. Illustrate and explain the history and culture of the fire service.
2. Discuss and describe the scope, purpose, and organizational structure of fire and emergency services.
3. Identify protection and emergency-service careers in both the public and private sector.
4. Describe the importance of wellness and fitness as it relates to emergency services.
5. Identify the primary responsibilities of fire prevention personnel including: code enforcement, public information, and public and private fire protection systems.

FIP 124 Fire Prevention and Public Education 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

Competencies

Student Learning Outcomes

1. Describe the relationship of fire prevention as it relates to the community.
2. Demonstrate an educational program for delivery to a defined audience.
3. Demonstrate the ability to gather research about fire deaths in the United States and knowledge of how fire prevention impacts this data.
4. Describe inspection practices and procedures.
5. Define the laws, rules, regulations, and codes and identify those relevant to fire prevention of the authority having jurisdictions.

FIP 128 Detection and Investigation 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

Competencies

Student Learning Outcomes

1. Identify key case law decisions that have affected fire investigations.
2. Describe proper evidence collection.
3. Describe proper courtroom procedures.
4. Explain the basic elements of fire dynamics and how they affect cause determination.
5. Present evidence and findings from an arson scene to a defined audience.

FIP 132 Building Construction 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

Competencies

Student Learning Outcomes

1. Describe building construction as it relates to fire fighter safety, building codes, fire prevention, code enforcement, firefighting strategy and tactics.
2. Analyze the hazards and tactical considerations associated with given types of building

construction.

3. Explain the correlation of loads and stresses that are placed on buildings during fires and fire suppression activities.
4. Identify the indicators of potential structural failure as they relate to firefighter safety.
5. Classify major types of building construction according to materials and methods used.

FIP 136 Inspections and Codes

3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

Competencies

Student Learning Outcomes

1. Describe the relationship of fire and building codes as they relate to a community.
2. Define the elements of a fire inspection program including application and the interpretation of codes, standards, and recommended practices.
3. Demonstrate an understanding of the code adoption process and the basis for each jurisdiction to enact such codes and regulations.
4. Demonstrate the ability to conduct a fire code compliance inspection and produce a written report.
5. Review a building drawing and identify fire systems.

FIP 146 Fire Protection Systems

3 2 0 4

Prerequisites: None

Corequisites: None

SP

This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements.

Competencies

Student Learning Outcomes

1. Identify the various types of automatic extinguishing systems.
2. Describe the proper procedure to maintain an extinguishing system.
3. Determine the design requirements for sprinklers and standpipes in a designated building.
4. Demonstrate a working knowledge of various sprinklers and alarm systems.
5. Define the proper application and maintenance of various sprinklers and alarm systems.

FIP 152 Fire Protection Law

3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

Competencies

Student Learning Outcomes

1. Define and describe the different types of laws within various levels of government.
2. Explain the purpose of national codes and standards.
3. Define and describe liability and negligence as it applies to fire and emergency services.
4. Discuss applicable court decisions influencing emergency services.
5. Explain current and emerging legal issues affecting emergency service delivery.

FIP 220 Fire Fighting Strategies 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

Competencies

Student Learning Outcomes

1. Identify and define the main functions within the National Incident Management System (NIMS) and how they interrelate during an incident.
2. Explain how pre-incident plan information is gathered using pre-formatted forms and methods for storing and retrieving pre-plan information.
3. Compare construction methods in terms of structural stability, fire extension, and fuel contribution.
4. Describe the 16 Firefighter Life Safety Initiatives and apply them to fire department operations.
5. Describe and compare offensive, defensive, and transitional fire attack methods for appropriate conditions and scenarios.

FIP 221 Advanced Fire Fighting Strategies 3 0 0 3

Prerequisites: FIP 220

Corequisites: None

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

Competencies

Student Learning Outcomes

1. Describe the relationship between the fire department, local/state government, and the federal government in large scale and extended duration incidents requiring state and federal assistance or involvement.
2. Explain strategic goals and tactical objectives for multi-family, commercial, and industrial/manufacturing fire incidents involving multiple agencies.
3. Discuss operational considerations for special situations and occupancies including hotels, high rise structures, health care facilities, and public assembly/school buildings.
4. Identify operational considerations for hazardous materials and terrorism incidents, and identify roles and responsibilities of responders from various agencies.

FIP 224 Fire Instructor I and II 4 0 0 4

Prerequisites: None

Corequisites: None

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

Competencies

Student Learning Outcomes

1. Describe the skills and abilities needed to train others in the fire service.
2. Develop a lesson plan for a selected topic.
3. Demonstrate an educational program for delivery to a defined audience.
4. Identify safety considerations in various fire safety training scenarios and make appropriate provisions for a safe learning environment.

5. Demonstrate utilization of different types of media in an educational environment.

FIP 226 Fire Officer I and II 4 0 0 4

Prerequisites: None

Corequisites: None

This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.

Competencies

Student Learning Outcomes

1. Describe the roles and responsibilities of an officer in the fire service.
2. Develop a budget.
3. Demonstrate knowledge of supervisory and management skills within the fire service.
4. Demonstrate the ability to apply organizational guidelines and policies for given incident and non-incident situations.
5. Explain the importance of leading and motivating individuals and others as a company or unit.

FIP 228 Local Government Finance 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

Competencies

Student Learning Outcomes

1. Define the types of budgets and typical usage for each type.
2. Define and describe the different types of revenue fire departments receive including the advantages and disadvantages of each.
3. Develop and present a budget for a capital outlay.
4. Prepare a budget and written justification for the budget for presentation.
5. Define basic finance and budgeting principles in relation to governmental agencies.

FIP 229 Fire Dynamics and Combustion 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled referenced in NFPA standard 1001. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

Competencies

Student Learning Outcomes

1. Describe the theories and fundamentals of fire behavior.
2. Determine classifications of fire.
3. Describe the properties of matter and dynamics of fire.
4. Describe different fire sources and compare different suppressants and extinguishment techniques.

FIP 230 Chemistry of Hazardous Materials I 5 0 0 5

Prerequisites: None

Corequisites: None

SP

This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

Competencies

Student Learning Outcomes

1. Describe the relationship between the elements listed in the periodical table and fire.
2. Develop a response plan for a hazardous materials incident.
3. Demonstrate knowledge of the chemical behavior of hazardous materials.
4. Describe how NFPA standard 1072 affects operations at an incident.

FIP 232 Hydraulics and Water Distribution 2 2 0 3

Prerequisites: None

Corequisites: None

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

Competencies

Student Learning Outcomes

1. Describe flow of water through various appliances.
2. Describe pumping system.
3. Demonstrate the ability to perform hydraulic calculations.
4. Demonstrate knowledge of a water distribution system.

FIP 240 Fire Service Supervision 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.

Competencies

Student Learning Outcomes

1. Describe the importance and necessity of supervisory skills and practices within the fire protection and emergency services.
2. Develop disciplinary action plan.
3. Demonstrate the process for dealing with a grievance.
4. Demonstrate an understanding of the roles and responsibilities of effective fire service supervision.
5. Administer an employee performance evaluation.

FIP 244 Fire Protection Project 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter referenced in NFPA standard 1001. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.

Competencies

Student Learning Outcomes

1. Demonstrate the ability to develop a comprehensive program for a defined project.
2. Develop an educational program for delivery to a defined audience.
3. Demonstrate the ability to gather research about the fire service to defend decisions made within the fire service.

FIP 276 Managing Fire Services 3 0 0 3
Prerequisites: None
Corequisites: None
FA

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

Competencies

Student Learning Outcomes

1. Define the standards of efficiency and optimization.
2. Define the framework of management and planning in the fire service.
3. Develop management policies and plans for fire prevention and investigation practices.
4. Explain the concepts of human resource management of public organizations.
5. Explain how modern fire services function as all-hazards organizations.

French

FRE 111 Elementary French I 3 0 0 3
Prerequisites: Satisfactory placement or DRE 097 and DRE 098
Corequisites: None
College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

FRE 112 Elementary French II 3 0 0 3
Prerequisites: "C" or better earned in FRE 111
Corequisites: None
College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

FRE 211 Intermediate French I 3 0 0 3
Prerequisites: "C" or better earned in FRE 112
Corequisites: None
College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

FRE 212 Intermediate French II 3 0 0 3
Prerequisites: "C" or better earned in FRE 211
Corequisites: None
College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

GER 112 Elementary German II 3 0 0 3

Prerequisites: "C" or better earned in GER 111

Corequisites: None

SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

GER 211 Intermediate German I 3 0 0 3

Prerequisites: "C" or better earned in GER 112

Corequisites: None

FA *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

GER 212 Intermediate German II 3 0 0 3

Prerequisites: "C" or better earned in GER 211

Corequisites: None

SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Graphic Design

GRD 141 Graphic Design I 2 4 0 4

Prerequisites: None

Corequisites: None

FA

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

Gerontology

GRO 120 Gerontology 3 0 0 3

Prerequisites: None

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences—AA/AS.*

HIS 121 Western Civilization I 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

HIS 122 Western Civilization II 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

HIS 131 American History I 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences AA/AS.*

HIS 132 American History II 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences—AA/AS.*

HIS 151 Hispanic Civilization 3 0 0 3

Prerequisites: None

Corequisites: None

FA College Transfer Course

This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS 221 African-American History 3 0 0 3

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

Prerequisites: None

Corequisites: None

SP *College Transfer Course*

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS 226 The Civil War 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS 231 Recent American History 3 0 0 3

Prerequisites: None

Corequisites: None

FA *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS 236 North Carolina History 3 0 0 3

Prerequisites: None

Corequisites: None

SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Healthcare Management

HMT 110 Introduction to Healthcare Management 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 210 Medical Insurance 3 0 0 3

Prerequisites: MED 122

Corequisites: None

SP

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

HMT 211 Long-Term Care Administration 3 0 0 3

Prerequisites: HMT 110

Corequisites: None

FA

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

HMT 220 Healthcare Financial Management 4 0 0 4

Prerequisites: ACC 121 and HMT 110

Corequisites: None

SP

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

Human Services

HSE 110 Introduction to Human Services 2 2 0 3

Prerequisites: None

Corequisites: None

FA, SP

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I 1 2 0 2

Prerequisites: Enrollment in the HSE program

Corequisites: None

FA, SP, SU

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques 2 2 0 3

Prerequisites: None

Corequisites: None

FA, SP

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

FA, SP

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

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 160 HSE Clinical Supervision I 1 0 0 1

Prerequisites: None

Corequisites: HSE 161, HSE 162, HSE 163 or HSE 164

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.

HSE 163 HSE Clinical Experience I 0 0 9 3

Prerequisites: None

Corequisites: HSE 160

This course provides supervised clinical experience in human services delivery agencies.

Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210 Human Services Issues 2 0 0 2

Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: None

FA, SP

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 0 3

Prerequisites: HSE 110

Corequisites: None

FA, SP, SU

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 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU

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 and Adolescents in Crisis 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

SP

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.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

HSE 240 Issues in Client Services 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP

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.

HSE 260 HSE Clinical Supervision II 1 0 0 1

Prerequisites: None

Corequisites: HSE 261, HSE 262, HSE 263 or HSE 264

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.

HSE 263 HSE Clinical Experience II 0 0 9 3

Prerequisites: None

Corequisites: HSE 260

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

Humanities

HUM 110 Technology and Society 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 115 Critical Thinking 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 120 Cultural Studies 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 130 Myth in Human Culture 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

SP *College Transfer Course*

If 3 numbers: Class/Lab/Credit; **if 4 numbers:** Class/Lab/Clinic or Exp/Credit

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 150 American Women's Studies 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 160 Introduction to Film 2 2 0 3

Prerequisites: None

Corequisites: Satisfactory placement or DRE 098

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 180 International Cultural Exploration 2 3 0 3

Prerequisites: None

Corequisites: None

SU College Transfer Course

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.*

Hydraulics

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

Prerequisites: None

Corequisites: None

SP

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.

Competencies

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to fluid power systems.
3. Identify components of fluid power systems using symbols and schematics.
4. Assemble a fluid power system.
5. Calculate and demonstrate the basic physics of fluid mechanics.

Industrial Science

ISC 115 Construction Safety 2 0 0 2

Prerequisites: None

Corequisites: None

SP

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 121 Environmental Health and Safety 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Information Systems Security

Please refer to Catawba Valley Community College's catalog for Information Systems Security programs details.

Latin

LAT 111 Elementary Latin I 3 0 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA *College Transfer Course*

This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

LAT 112 Elementary Latin II 3 0 0 3

Prerequisites: "C" or better earned in LAT 111

Corequisites: None

SP *College Transfer Course*

This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

LAT 211 Intermediate Latin I 3 0 0 3

Prerequisites: "C" or better earned in LAT 112

Corequisites: None

FA *College Transfer Course*

This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

LAT 212 Intermediate Latin II 3 0 0 3

Prerequisites: "C" or better earned in LAT 211

Corequisites: None

SP College Transfer Course

This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Machining

MAC 122 CNC Turning 1 3 0 2

Prerequisites: None

Corequisites: None

SP

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 0 2

Prerequisites: None

Corequisites: None

FA

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 CAM: CNC Milling 1 4 0 3

Prerequisites: MAC 124 and MEC 110

Corequisites: None

SP

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 110 Math Measurement and Literacy 2 2 0 3

Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DMA 030

Corequisites: None

FA, SP

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Competencies

Student Learning Outcomes

1. Demonstrate estimation skills and justify results.
2. Use dimensional analysis to convert units of measurement.
3. Employ fractions, percentages and proportions to solve contextual problems.
4. Compute geometric measurements of perimeter, area, volume and angles.
5. Use technology to analyze and interpret elements of personal finance.
6. Compare and contrast measures of center and measures of dispersion.
7. Interpret tables, charts, and graphs and communicate results.

MAT 121 Algebra/Trigonometry I 2 2 0 3

Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

Corequisites: None

FA

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Competencies

Student Learning Outcomes

1. Use geometric principles to solve industrial application problems involving perimeter, area, and volume.
2. Employ basic algebraic operations to simplify, evaluate, and solve proportions, radical and other algebraic functions, equations, and inequalities.
3. Perform basic algebraic operations involving complex numbers.
4. Solve applied problems using trigonometric principles involving right triangles.
5. Solve applied problems using systems of equations involving two and three variables.
6. Use technology to solve practical problems and communicate results.

MAT 143 **Quantitative Literacy** **2 2 0 3**

Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098

Corequisites: None

FA, SP, SU *College Transfer Course*

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics-AA.*

Competencies

Student Learning Outcomes

1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity
2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement
3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs
4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing
5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies
6. Determine probabilities and expected values and use them to assess risk and make informed decisions
7. Analyze civic and/or societal issues and critique decisions using relevant mathematics

MAT 152 **Statistical Methods I** **3 2 0 4**

Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098

Corequisites: None

FA, SP, SU *College Transfer Course*

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA.*

Competencies

Student Learning Outcomes

1. Organize, display, calculate, and interpret descriptive statistics
2. Apply basic rules of probability
3. Identify and apply appropriate probability distributions
4. Perform regression analysis
5. Analyze sample data to draw inferences about a population parameter
6. Communicate results through a variety of media

MAT 171 **Precalculus Algebra** **3** **2** **0** **4**

Prerequisites: Satisfactory placement or

Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 065

Set 3: "C" or better earned in MAT 121

Corequisites: None

FA, SP, SU *College Transfer Course*

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

Competencies

Student Learning Outcomes

1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.
2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.
3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.
4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.
5. Construct the composition and inverse of functions.
6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

MAT 172 **Precalculus Trigonometry** **3** **2** **0** **4**

Prerequisites: Satisfactory placement or "C" or better earned in MAT 171

Corequisites: None

FA, SP *College Transfer Course*

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AS.*

Competencies

Student Learning Outcome

1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions.
2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.
3. Demonstrate knowledge of vector definitions and perform vector operations.
4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.
5. Use multiple representations to define, construct and analyze conic sections.
6. Create, graph, and analyze parametric equations.

MAT 263 **Brief Calculus** **3** **2** **0** **4**

Prerequisites: Satisfactory placement or "C" or better earned in MAT 171

Corequisites: None

FA, SP *College Transfer Course*

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AS.*

Student Learning Outcomes

1. Calculate limits and verify using graphical, numerical and analytical methods.
2. Interpret the derivative as a rate of change.
3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
6. Use appropriate technology and communicate results through a variety of media.

MAT 271 **Calculus I** **3** **2** **0** **4**

Prerequisites: Satisfactory placement or "C" or better earned in MAT 172

Corequisites: None

FA, SP, SU *College Transfer Course*

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AS.*

Competencies

Student Learning Outcomes

1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.
2. Use derivatives to analyze and graph algebraic and transcendental functions.
3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.
4. Apply the definition of indefinite integral to solve basic differential equations.
5. Apply the definition of definite integral to evaluate basic integrals.
6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

MAT 272 **Calculus II** **3** **2** **0** **4**

Prerequisites: "C" or better earned in MAT 271

Corequisites: None

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FA, SP *College Transfer Course*

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

Competencies

Student Learning Outcomes

1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.
2. Evaluate proper and improper integrals using various integration techniques.
3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.
4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.
5. Solve separable and first-order linear differential equations.
6. Analyze and graph conic sections using calculus techniques.

MAT 273 Calculus III

3 2 0 4

Prerequisites: "C" or better earned in MAT 272

Corequisites: None

FA, SP *College Transfer Course*

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

Competencies

Student Learning Outcomes

1. Perform operations with vectors in two and three dimensional space and apply to analytic geometry.
2. Differentiate and integrate vector-valued functions and apply calculus to motion problems in two and three dimensional space.
3. Determine the limits, derivatives, gradients, and integrals of multivariate functions.
4. Solve problems in multiple integration using rectangular, cylindrical, and spherical coordinate systems.
5. Select and apply appropriate models and techniques to define and evaluate line and surface integrals; these techniques will include but are not limited to Green's, Divergence, and Stoke's theorems.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

MAT 280 Linear Algebra

2 2 0 3

Prerequisites: "C" or better earned in MAT 271

Corequisites: None

FA *College Transfer Course*

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Competencies

Student Learning Outcomes

1. Use analytical and graphical representations to apply vector operations in multiple-

FA

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 130 Mechanisms **2 2 0 3**

Prerequisites: None

Corequisites: None

FA

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 Manufacturing Materials I **2 3 0 3**

Prerequisites: None

Corequisites: None

FA

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

Competencies

Student Learning Outcomes

1. Identify the physical and mechanical properties of ferrous and non-ferrous materials.
2. Identify the physical and mechanical properties of plastics, ceramics, and composites
3. Compare and contrast various primary metal work
4. Compare and contrast material finishing operations.
5. Discuss various testing procedures and results of each on various materials.
6. Apply and demonstrate OSHA safety procedures with the various manufacturing processes and testing procedures.

Medical Assisting

MED 110 Orientation to Medical Assisting **1 0 0 1**

Prerequisites: Enrollment in the Medical Assisting diploma program

Corequisites: None

FA

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 0 2**

Prerequisites: Enrollment in the Medical Assisting diploma program or Healthcare Management Technology program

Corequisites: None

FA

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 0 3**

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3 0 0 3

Prerequisites: MED 121

Corequisites: None

FA

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 0 2

Prerequisites: Enrollment in the Medical Assisting diploma program

Corequisites: MED 121

FA

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 0 2

Prerequisites: MED 122 and MED 130

Corequisites: None

SP

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 0 5

Prerequisites: Enrollment in the Medical Assisting diploma program; BIO 163 and MED 122

Corequisites: MED 150

SP

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 0 5

Prerequisites: Enrollment in the Medical Assisting diploma program; BIO 163 and MED 122

Corequisites: MED 140

SP

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 232 Medical Insurance Coding 1 3 0 2

Prerequisites: BIO 163, MED 122 and MED 130

Corequisites: None

SP

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.

If 3 numbers: Class/Lab/Credit; if 4 numbers: Class/Lab/Clinic or Exp/Credit

MED 260 MED Clinical Practicum 15 0 0 5
Prerequisites: Enrollment in the Medical Assisting program, ENG 111, MED 118, MED 131, MED 140, MED 150, MED 232 and OST 135
Corequisites: PSY 150
SU

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: MED 260
Corequisites: None
FA

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy 3 0 0 3
Prerequisites: MED 260
Corequisites: None
FA

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Marketing and Retailing

MKT 120 Principles of Marketing 3 0 0 3
Prerequisites: None
Corequisites: None
FA, SP

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.

Competencies

Student Learning Outcomes

1. Define the role of marketing in business.
2. Explain the role of selling, customer relations and product management in marketing.
3. Describe marketing.
4. Define pricing and channel management strategies.

MKT 122 Visual Merchandising 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 096
SP

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.

MKT 123 Fundamentals of Selling 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 096

FA

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.

Competencies

Student Learning Outcomes

1. Identify appropriate sales techniques for various selling situations.
2. Describe sales techniques.
3. Explain the necessity of selling skills in modern business environment.

Medical Laboratory Technology

Please refer to Southwestern Community College's catalog for MLT course descriptions.

Music

MUS 110 Music Appreciation 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

MUS 111 Fundamentals of Music 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 112 Introduction to Jazz 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

MUS 121 Music Theory I 3 2 0 4

Prerequisites: Satisfactory music placement or "C" or better earned in MUS 111. Students wishing to take the music college placement test will need to schedule an appointment with the music department coordinator.

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 122 Music Theory II 3 2 0 4

Prerequisites: "C" or better earned in MUS 121

Corequisites: None

SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 131 Chorus I 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 132 Chorus II 0 2 0 1

Prerequisites: MUS 131

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 133 Band I 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 134 Band II 0 2 0 1

Prerequisites: MUS 133

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 135 Jazz Ensemble I 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 136 Jazz Ensemble II 0 2 0 1

Prerequisites: MUS 135

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 141 Ensemble I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 142 Ensemble II 0 2 0 1

Prerequisites: MUS 141

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 151 Class Music I 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 152 Class Music II 0 2 0 1

Prerequisites: MUS 151

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 161 Applied Music I 1 2 0 2

Prerequisites: Enrollment in the A.F.A.—Music and Music Education program (A1020D)

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 162 Applied Music II 1 2 0 2

Prerequisites: Enrollment in the A.F.A.—Music and Music Education program (A1020D) and MUS 161

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 210 History of Rock Music 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 211 History of Country Music 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 221 Music Theory III 3 2 0 4

Prerequisites: "C" or better earned in MUS 122

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 222 Music Theory IV 3 2 0 4

Prerequisites: "C" or better earned in MUS 221

Corequisites: None

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 231 **Chorus III** **0 2 0 1**

Prerequisites: MUS 132

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 232 **Chorus IV** **0 2 0 1**

Prerequisites: MUS 231

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 233 **Band III** **0 2 0 1**

Prerequisites: MUS 134

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 234 **Band IV** **0 2 0 1**

Prerequisites: MUS 233

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 235 **Jazz Ensemble III** **0 2 0 1**

Prerequisites: MUS 136

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 236 **Jazz Ensemble IV** **0 2 0 1**

Prerequisites: MUS 235

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 241 Ensemble III 0 2 0 1

Prerequisites: MUS 142

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 242 Ensemble IV 0 2 0 1

Prerequisites: MUS 241

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 261 Applied Music III 1 2 0 2

Prerequisites: Enrollment in the A.F.A.—Music and Music Education program (A1020D) and MUS 162

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 262 Applied Music IV 1 2 0 2

Prerequisites: Enrollment in the A.F.A.—Music and Music Education program (A1020D) and MUS 261

Corequisites: None

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 271 Music History I 3 0 0 3

Prerequisites: MUS 122

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 272 Music History II 3 0 0 3
Prerequisites: MUS 271
Corequisites: None
College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Nurse Aide

NAS 101 Nurse Aide I 3 4 3 6
Prerequisites: None
Corequisites: None

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II 3 2 6 6
Prerequisites: NAS 101
Corequisites: None

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 103 Home Health Care Nurse Aide 4 4 0 6
Prerequisites: NAS 101
Corequisites: None

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

Networking Technology

NET 110 Networking Concepts 2 2 0 3
Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DRE 096
Corequisites: None

SP
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125 Networking Basics 1 4 0 3
Prerequisites: None
Corequisites: None

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

NOS 130 Windows Single User 2 2 0 3

Prerequisites: CET 211, CTI 130 or NOS 110

Corequisites: None

SP

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 0 3

Prerequisites: NOS 130

Corequisites: None

FA

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NOS 231 Windows Administration II 2 2 0 3

Prerequisites: NOS 230

Corequisites: None

SP

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

Nursing

NUR 111 Introduction to Health Concepts 4 6 6 8

Prerequisites: Enrollment in the Associate Degree Nursing program

Corequisites: BIO 168, NUR 117, and PSY 150

FA

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts 3 0 6 5

Prerequisites: BIO 168, NUR 111, NUR 117, and PSY 150

Corequisites: BIO 169

SP

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts 3 0 6 5

Prerequisites: BIO 169, BIO 275, NUR 111, NUR 114, and PSY 241

Corequisites: None

FA

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 121 **Walk, Jog, Run** **0 3 0 1**

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 122 **Yoga I** **0 2 0 1**

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 123 **Yoga II** **0 2 0 1**

Prerequisites: PED 122

Corequisites: None

College Transfer Course

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 125 **Self-Defense—Beginning** **0 2 0 1**

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 128 **Golf—Beginning** **0 2 0 1**

Prerequisites: None

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 130 **Tennis—Beginning** **0 2 0 1**

Prerequisites: None

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 134 Wrestling 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the basics of wrestling. Emphasis is placed on the basic techniques and fundamentals of wrestling. Upon completion, students should be able to wrestle on a recreational level. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 137 Badminton 0 2 0 1

Prerequisites: None

Corequisites: None

SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 139 Bowling—Beginning 0 2 0 1

Prerequisites: None

Corequisites: None

SP College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 142 Lifetime Sports 0 2 0 1

Prerequisites: None

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 143 Volleyball—Beginning 0 2 0 1

Prerequisites: None

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 145 Basketball—Beginning 0 2 0 1

Prerequisites: None

Corequisites: None

SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 152 Swimming—Beginning **0 2 0 1**

Prerequisites: None

Corequisites: None

FA, SP, SU *College Transfer Course*

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 153 Swimming—Intermediate **0 2 0 1**

Prerequisites: PED 152

Corequisites: None

College Transfer Course

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 154 Swimming for Fitness **0 3 0 1**

Prerequisites: None

Corequisites: None

FA, SP, SU *College Transfer Course*

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.*

PED 155 Water Aerobics **0 3 0 1**

Prerequisites: None

Corequisites: None

FA, SP *College Transfer Course*

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 160 Canoeing—Basic **0 2 0 1**

Prerequisites: None

Corequisites: None

FA, SP, SU *College Transfer Course*

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 171 Nature Hiking **0 2 0 1**

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 175 Horseback Riding I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 176 Horseback Riding II 0 2 0 1

Prerequisites: PED 175

Corequisites: None

College Transfer Course

This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 186 Dancing for Fitness 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 216 Indoor Cycling 0 3 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate in a cycling for fitness program. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 217 Pilates I 0 2 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

College Transfer Course

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 257 Coaching Soccer 1 2 0 2

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 260 Lifeguard Training 1 2 0 2

Prerequisites: PED 153

Corequisites: None

College Transfer Course

This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Philosophy

PHI 215 Philosophical Issues 3 0 0 3

Prerequisites: ENG 111

Corequisites: None

College Transfer Course

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

Competencies

1. Engage in critical thinking.
2. Identify, reconstruct, and evaluate philosophical arguments.
3. Analyze key philosophical concepts within epistemology, metaphysics, and ethics.
4. Demonstrate an understanding of major philosophical views, and how they relate to contemporary issues.

PHI 240 Introduction to Ethics 3 0 0 3

Prerequisites: ENG 111

Corequisites: None

FA, SP *College Transfer Course*

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

Competencies

1. Engage in critical thinking about moral issues.
2. Identify, reconstruct and evaluate ethical arguments.

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

under the CAA and ICAA as a pre-major and/or elective course requirement.

POL 210 Comparative Government 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

POL 220 International Relations 3 0 0 3

Prerequisites: None

Corequisites: None

FA College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Psychology

PSY 150 General Psychology 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences-AA/AS.*

PSY 241 Developmental Psychology 3 0 0 3

Prerequisites: PSY 150

Corequisites: None

SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY 246 Adolescent Psychology 3 0 0 3

Prerequisites: PSY 150

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PSY 281 Abnormal Psychology 3 0 0 3

Prerequisites: PSY 150

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Religion

REL 110 World Religions 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

REL 211 Introduction to Old Testament 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

REL 212 Introduction to New Testament 3 0 0 3

Prerequisites: Satisfactory placement or DRE 096

Corequisites: None

FA, SP College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Substance Abuse

SAB 110 Substance Abuse Overview 3 0 0 3

Prerequisites: None

Corequisites: None

FA, SP

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 135 Addictive Process 3 0 0 3

Prerequisites: None

Corequisites: None

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

FA, SP *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC 225 Social Diversity 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

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 for transfer under the CAA and ICAA as a general education course 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 0 3

Prerequisites: Satisfactory placement or DRE 097 and DRE 098

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA 112 Elementary Spanish II 3 0 0 3

Prerequisites: "C" or better earned in SPA 111

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA 211 Intermediate Spanish I 3 0 0 3

Prerequisites: "C" or better earned in SPA 112

Corequisites: None

FA, SP, SU *College Transfer Course*

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA 212 Intermediate Spanish II 3 0 0 3

Prerequisites: "C" or better earned in SPA 211

Corequisites: None

If 3 numbers: *Class/Lab/Credit*; **if 4 numbers:** *Class/Lab/Clinic or Exp/Credit*

FA, SP, SU College Transfer Course

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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Social Work

SWK 110 Introduction to Social Work 3 0 0 3

Prerequisites: None

Corequisites: None

FA

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 Working with Diversity 3 0 0 3

Prerequisites: None

Corequisites: None

SP

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

Work-Based Learning

WBL 111 Work-Based Learning I 0 10 0 1

Prerequisites: None

Corequisites: None

FA, SP, SU

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 Work-Based Learning I 0 20 0 2

Prerequisites: None

Corequisites: None

FA, SP, SU

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 Work-Based Learning Seminar I 1 0 0 1

Prerequisites: None

Corequisites: WBL 111 or WBL 112

FA, SP, SU

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.

WBL 121 Work-Based Learning II **0 0 10 1**

Prerequisites: WBL 111

Corequisites: None

FA, SP, SU

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Web Technologies

WEB 110 Internet/Web Fundamentals **2 2 0 3**

Prerequisites: None

Corequisites: None

FA, SP

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 140 Web Development Tools **2 2 0 3**

Prerequisites: None

Corequisites: DME 115

FA, SP

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 187 Programming for Mobile Devices **2 2 0 3**

Prerequisites: CIS 115 and WEB 140

Corequisites: None

FA

This course introduces content development for mobile electronic devices with a focus on business-related, social media, and entertainment applications. Emphasis is placed on developing web content and creating applications for mobile devices, including internet/business practices and techniques for delivery on mobile platforms. Upon completion, students should be able to develop web content and business or entertainment applications for use on mobile electronic devices

WEB 210 Web Design **2 2 0 3**

Prerequisites: WEB 140

Corequisites: None

FA

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.

Welding

WLD 110 Cutting Processes **1 3 0 2**

Prerequisites: None

Corequisites: None

FA

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.

Competencies

Student Learning Outcomes

1. Identify the parts and functions of an oxy-acetylene cutting torch.
2. Identify the parts and functions of various cutting equipment.
3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.
4. Set-up and adjust cutting equipment.
5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a. Cut a straight marked line on various thickness steel plate. b. Cut various shapes out of carbon steel plate. c. Cut carbon steel plate to a bevel and pipe.

WLD 115 SMAW (Stick) Plate

2 9 0 5

Prerequisites: None

Corequisites: None

FA

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Competencies

Student Learning Outcomes

1. Demonstrate SMAW electrode classification in compliance with AWS codes.
2. Perform a groove weld according to AWS D1.1.
3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 116 SMAW (Stick) Plate/Pipe

1 9 0 4

Prerequisites: WLD 115

Corequisites: None

SP

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate

2 6 0 4

Prerequisites: None

Corequisites: None

SP

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.

Competencies

Student Learning Outcomes

1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.
3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 122 GMAW (MIG) Plate/Pipe

1 6 0 3

Prerequisites: WLD 121

Corequisites: None

SP

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate 2 6 0 4

Prerequisites: None

Corequisites: None

SP

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Competencies

Student Learning Outcomes

1. Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.
2. Perform a groove weld in accordance with AWS code.
3. Perform a Fillet weld in accordance with AWS code.
4. Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3

Prerequisites: WLD 131

Corequisites: None

SU

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 Symbols and Specifications 2 2 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Competencies

Student Learning Outcomes

1. Identify and read welding symbols.
2. Identify and explain various lines, notes, and specifications on a blueprint.
3. Identify the different types of lines on a blueprint.
4. Interpret destructive testing symbols and their methods.
5. Interpret non-destructive testing symbols and their methods.
6. Develop a working sketch.
7. Create a bill of materials from a blueprint.

WLD 151 Fabrication I 2 6 0 4

Prerequisites: None

Corequisites: None

SU

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

Administration, Faculty and Staff

A complete directory of administration, faculty and staff is available at mitchellcc.edu/faculty-and-staff 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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SGA President	

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 Statesville Campus.

Office of the President

Brewer, Dr. James T.	President
B.S. Mars Hill College; M.R.R. North Carolina State University; Ed.D. North Carolina State University	

Student Services

Manning, Dan	Vice President for Student Services
B.A. University of Oklahoma; Graduate studies, University of Oklahoma and Golden Gate Seminary; M.S. Oklahoma State University	
Cooper, Candace	Director, Financial Aid
B.S. Georgia College State University	
Davis, Dr. Nikkole	Counselor
B.A. Winthrop University; M.Ed. University of Georgia; Ed.D. Northeastern University	
Dubea, Erin	Assistant Director, Admissions and Records/Registrar
B.A. Southeastern Louisiana University; M.S. Kansas State University	
Kirby, Donavon	Director, Counseling
B.A. Lenoir-Rhyne University; M.A. Lenoir-Rhyne College; Ed.S. Appalachian State University; Nationally Certified Counselor; North Carolina Licensed Professional Counselor	
Knox, Rachel	Financial Aid Specialist
B.S. Gardner-Webb University	
Lewis, Myra	Senior Academic Advisor
B.S. Gardner-Webb University; M. Ed. Appalachian State University	
Moore, Kirby	Director, Admissions/Registrar
B.S. Appalachian State University; M.A. Wake Forest University	

- Myers, Barbara**Academic Advisor
B.S. Case Western Reserve University; M.A. University of North Carolina at Charlotte
- Richardson, Libby**.....Counselor/Admissions Specialist
B.A. University of North Carolina at Charlotte; M.A. Appalachian State University
- Saunders, Ann**Assistant Director, Financial Aid
B.S. Ball State University; M.A. Appalachian State University
- Sutton-Brock, Dr. Cheron**.....Counselor – Disability Services Coordinator
B.A. Utica College of Syracuse University; M.A. Marymount University; D.P.A. Capella University
- Sylvestre, Amy**.....Coordinator, Student Activities
B.A. University of North Carolina at Charlotte; M.A. University of North Carolina at Charlotte
- Watkins, Jeremi**.....Financial Aid Specialist
B.A. Western Carolina University
- West, Mark**.....Financial Aid Specialist
B.A. Lenoir-Rhyne University
- Willis, Samantha**.....Counselor/Admissions Specialist
B.S. East Carolina University; M.S. Kansas State University; Graduate Certificate, Appalachian State University
- Wisecup, Corinne**.....Counselor/Admissions Specialist
B.S. Ohio University; M.Ed. Ohio University; N.C. Licensed Professional Counselor; NC Licensed Clinical Addictions Specialist

Instruction

- Reese, Dr. Camille**..... Vice President for Instruction
M.S.N., RN, CNE University of North Carolina at Greensboro; Ed.D. University of North Carolina at Greensboro
- Caldwell, Vicki**.....Librarian
A.A. Mitchell College; B.A. Mars Hill College; M.L.S. Appalachian State University
- Eisnagle, Eva**..... Director, Institutional Research & Planning
B.A. Ohio State University; MBA Pfeiffer University
- Fansler, Brett**..... Dean, Mooresville Campus
B.S./B.A. Western Carolina University; MBA Gardner-Webb University
- Jordan, Joan**..... Library Specialist.....
A.A.S. Mitchell Community College; B.S. Troy University; M.L.S. North Carolina Central University
- Martin, Dr. Todd**..... Director, Contextual Teaching and Learning
B.A. Lenoir-Rhyne College; M.A. University of North Carolina Greensboro; Ph.D. Appalachian State University

Faculty

- Atwell, Adam**.....Criminal Justice
B.S. Western Carolina University; M.S. University of Cincinnati
- Bebler, Melanie**.....Biology
B.S. and M.S. Southeastern Louisiana
- Benton, Bret**..... Coordinator, HVACR
A.A.S. Central Piedmont Community College
- Bilmanis, Mary**.....DE Math
B.S. University of Maryland
- Bloom-Hill, Debra**.....Accounting
B.S. Boston University; M.S. Suffolk University
- Breuer, Daniel**.....Mathematics
B.S. Florida State University; M.S. University of Florida

Brown, Beverly	Music
B.M. Appalachian State University; M.M.Ed. University of Georgia	
Burt, Nancy	Human Services
B.S. Florida State University; M.S.W. Florida State University	
Caldwell, Kesley	Information Systems
A.A.S. Central Piedmont Community College; Microsoft Certified Visual Fox Pro Programmer	
Cannon, Ryan	Psychology
B.A. Gardner-Webb University; M.S. Gardner-Webb University	
Chang, Aspen	Biology
B.S. North Carolina State University; M.B.T. North Carolina State University	
*Coleman, Tia	Dean, College Transfer
B.S. East Carolina University; M.S. East Carolina University	
Collins, Parks	Biology
B.S. Gardner-Webb University; M.S. University of Nebraska Kearney	
Cornelius, Dr. Sheryl	Program Coordinator, Associate Degree Nursing
A.D.N. Mitchell Community College; B.S.N. Winston-Salem State University; M.S.N. Duke University; Ed.D. Walden University	
Cox, Mike	Developmental English
A.S. Lakeland Community College; B.A. Eastern Illinois University; M.A. University of North Carolina at Charlotte	
Davis, Marc	Economics/Business
B.S. College of Charleston; MBA and M.A. Walsh College	
Dellinger, Sally	Program Coordinator, Human Services Program
B.A. Winthrop University; M.Ed Winthrop University, North Carolina Licensed Clinical Addictions Specialist, Certified Clinical Supervisor	
Dietrich, Mary Ann	Office Administration
A.A.S. Mitchell Community College; B.S. Gardner-Webb University	
DiMella, Toni	Mathematics
B.A. Mt. St. Mary College; M.S. Ed. Mt. St. Mary College	
Doig, Valerie	Associate Degree Nursing
B.S.N. University of North Carolina at Charlotte; M.S.N. University of North Carolina at Charlotte	
Downing, Beth	Associate Degree Nursing
B.S. Colby Sawyer College; M.S.N. University of North Carolina at Greensboro; RN-BC, ONC	
Dunst, Dede	Program Coordinator, Early Childhood Program
B.A. Queens College; M.Ed. University of North Carolina at Charlotte	
Earwood, Mary Ann	DE English
B.A. Lenoir-Rhyne University	
Flake, Mark	Art
B.F.A The University of Memphis; M.F.A. East Tennessee State University	
Fleming, Tina	Program Coordinator, Basic Law Enforcement Training
B.S. Gardner-Webb University	
Fraver, Shawn	Mechanical Engineering Technology
A.A.S. Mitchell Community College; B.S. University North Carolina at Charlotte	
Fukami, Andrea	Psychology
B.A. Pennsylvania State University; M.A., La Salle University	
Garcia, Eddie	Program Coordinator, Foreign Language
B.A. Foreign Language Institute, University of Havana; M.A. University of North Carolina at Charlotte	
Goins, Emily	Chemistry
B.S. North Carolina State University, M.S. University of North Carolina at Charlotte	
Goldsberry, Kenya	Chemistry
B.S. Howard University; M.S. Stanford University	

- Halsted, Clint** Program Coordinator, Electronics
B.S. University of Arkansas; M.S. University of Arkansas
- Head, Lena** Associate Degree Nursing
A.D.N. Gardner-Webb University; B.S. Winston-Salem State University; M.S. Duke University School of Nursing
- Herman, Stephen** Program Coordinator, Social Science
B.A. Lenoir-Rhyne University; M.A. Appalachian State University; Ed.S. Appalachian State University
- Hickerson, Cathy** Office Systems Technology
A.A.S. Catawba Valley Community College; B.S. Gardner-Webb University; M.A. Appalachian State University
- Hicks, Kelly** Associate Degree Nursing
A.D.N. Mitchell Community College; B.S.N. Winston-Salem State University; M.S.N. University of North at Charlotte
- Hilton, Sondra** Mathematics
B.S. Bob Jones University; M.S. University of North Carolina at Charlotte
- Hogue, Donna** Early Childhood
A.A.S. Rowan Cabarras Community College; B.A. Pfeiffer University; M.A. University of Phoenix
- Hollar, Jason** Sociology
B.S. Appalachian State University; M.A. Appalachian State University
- Holleran, Phillip** Business Administration
B.A. Wabash College; MBA Old Dominion University
- Houston, Mamie** Curriculum Coordinator
B.A. Livingstone College
- Johnson, Sally** Cosmetology
Cosmetology License; Teaching Certificate
- Kelly, Kristl** History
B.S. and M.S. University of North Carolina at Charlotte
- Kerley, Kellie** Associate Degree Nursing
B.S.N. Gardner Webb University; M.S.N. University of North Carolina at Greensboro
- Khurana, Dr. Pam** Physics
M.S. Panjab University; Ph.D. Indian Institute of Technology
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