2023-2024 Catalog

Mitchell
COMMUNITY COLLEGE

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2023-2024 Catalog

Equal Opportunity College

The College is committed to equal employment and admission opportunities; therefore, it prohibits discrimination on the basis of race, color, religion, gender, gender identity, national origin, age, disability, sexual orientation, pregnancy and genetic information consistent with the applicable state and federal laws. This policy governs all aspects of employment, including, but not limited to: job selection, job assignment, compensation, performance evaluations, discipline, demotion, termination, benefits and training.

This policy also governs the admission of students and all campus programs, services and activities.

The College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. If at any time an employee feels that he/she has been subjected to or has observed discrimination, the employee must report such conduct to one of the College's Title IX Coordinators so that an investigation can be initiated and appropriate action be taken. The confidentiality of all such inquiries and reports will be respected to the fullest extent possible.

Employees can raise concerns and make reports without fear of reprisal. Employees will not be retaliated against in any manner for reporting perceived discrimination pursuant to this policy. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Equal Access
The College is committed to the policy that all persons shall have equal access to its programs, facilities and employment. The College supports an environment that fosters respect and values all people. It promotes diversity with fair and impartial treatment of all students and employees in all terms and conditions of admissions and employment.

Colegio universitario de igualdad de oportunidades

El Colegio Universitario está comprometido con la igualdad de oportunidades de empleo y admisión; por lo tanto, prohíbe la discriminación por motivos de raza, color, religión, género, identidad de género origen nacional, edad, discapacidad, orientación sexual, el embarazo e información genética de conformidad con las leyes estatales y federales aplicables. Esta política rige todos los aspectos del empleo, incluidos, entre otros: selección de trabajo, asignación de trabajo, compensación, evaluaciones de desempeño, disciplina, degradación, terminación, beneficios y capacitación.

Esta política también rige la admisión de estudiantes y todos los programas, servicios y actividades del campus.

El Colegio Universitario no discrimina por motivos de género en la admisión o empleo en sus programas o actividades educativas. Si en algún momento un empleado siente que ha sido sometido o ha observado discriminación, el empleado debe informar dicha conducta a uno de los coordinadores del Título IX del Colegio Universitario para que se pueda iniciar una investigación y se tomen las medidas apropiadas. La confidencialidad de todas estas consultas e informes se respetará en la mayor medida posible.

Los empleados pueden plantear inquietudes y hacer informes sin temor a represalias. No se tomarán represalias contra los empleados de ninguna manera por informar la discriminación percibida de conformidad con esta política. Cualquier persona que se encuentre involucrada en cualquier tipo de discriminación ilegal estará sujeta a medidas disciplinarias, que pueden incluir el despido.

Igualdad de acceso
El Colegio Universitario está comprometido con la política de que todas las personas tendrán igual acceso a sus programas, instalaciones y empleo. El Colegio Universitario apoya un ambiente que fomenta el respeto y valora a todas las personas. Promueve la diversidad con un trato justo e imparcial de todos los estudiantes y empleados en todos los términos y condiciones de admisión y empleo.

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.

This catalog was revised on August 29, 2023.

Statesville

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

North Center
156 Raider Rd., Olin, NC 28660

Technology and Workforce Development Center
701 W. Front St., Statesville, NC 28677
(704) 878-3224 phone
(704) 878-3245 fax

Mooresville

Mooresville Campus
219 N. Academy St., Mooresville, NC 28115
(704) 663-1923 phone
(704) 663-5239 fax

mitchellcc.edu

Table of Contents

Greetings

Welcome to Mitchell Community College!

Since 1852, Mitchell has provided higher education opportunities in Iredell County. With each decade, the College has expanded its program offerings, its resources and its footprint to position itself as an accessible and relevant option for higher education. Guiding student success, Mitchell functions as a comprehensive community college with many program options and educational opportunities to assist you on your personal, professional and educational journey.

By cultivating an inclusive campus culture, the College serves students from a variety of backgrounds such as high school students getting a head start on college coursework, established professionals looking to make a career change or upgrade skills, retirees taking a class for fun, and everyone in-between. The College makes it our mission to provide the tools, knowledge, skills and opportunities needed for the personal and professional growth of every student.

This would not be possible without our vast list of program offerings, designed to serve all our students, their experiences, knowledge, goals, and aspirations. Mitchell currently offers a variety of credential programs of study that lead to an associate degree or certificate, along with uniform and comprehensive articulation agreements that allow students to transfer to area colleges and universities.

Preparing our students for the workforce, Mitchell maintains a working partnership with local employers in both the public and private sectors to develop short-term credentialing and workforce training courses that equip students with the skills they need to be successful in today's job market. The College also offers noncredit courses for anyone interested in pursuing lifelong learning and personal enrichment.

Furthermore, the faculty and staff at Mitchell Community College are invested in student success. At Mitchell, we meet the student where they are on an evolving spectrum of knowledge and experiences, facilitating personal success by providing resources and support to assist every step of the way. Through this support, the College can assist students through a variety of potential obstacles like navigating college as a first-generation student, providing financial support for aspiring learners, aiding in the navigation of academic goals, overcoming social barriers to college admissions, and offering effective approaches to postsecondary coursework; this support aids Mitchell in providing inclusive access to a high-quality education.

With all of this said, I invite you to reach out to us and learn how you too can define your success here at Mitchell Community College. The entire Mitchell family looks forward to working with you as you continue your journey toward your goals and aspirations. As a community college, Mitchell prides itself in being student-focused; you, the student, are why we exist.

Sincerely,

James T. Brewer

James T. Brewer, Ed.D.
President

Directory

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

Accessibility Services ....(704) 878-3364
Admissions/Advising–Mooresville ....(704) 978-5415
Admissions/Advising–Statesville...(704) 978-5493
Advancement Office...(704) 878-4321
Alumni Services..(704) 878-4321
Basic Skills...(704) 878-3232
Bookstore..(704) 878-3275
Cashier—Curriculum (Statesville)..(704) 978-5445
Cashier—Curriculum (Mooresville) ....(704) 978-5404
Continuing Education...(704) 878-3220
Curriculum Transcripts/Grading/Records ....(704) 878-3243
Distance Learning ....(704) 978-1304
Equal Employment Officer..(704) 878-4341
Financial Aid...(704) 978-5435
Financial Services ....(704) 878-4396
General Information/Switchboard—Statesville Campus ....(704) 878-3200
Library..(704) 878-3271
Placement Testing...(704) 978-5493
President's Office ....(704) 878-3205
Security ....(704) 878-4367
Student Government Association..(704) 978-1301
Student Support Services...(704) 978-5426
Tutoring Center ....(704) 978-3116
Veteran Services (SCO)...(704) 878-3295
Vice President for Accounting/CFO...(704) 878-3212
Vice President for Learning..(704) 878-3264
Vice President for Student Services ....(704) 878-3281
Vice President for Workforce Development and Continuing Education.................(704) 878-3225
Work-Based Learning Coordinator ....(704) 978-1323

Address correspondence to any office in care of:
Mitchell Community College
500 W. Broad St.
Statesville, NC 28677

mitchellcc.edu

Academic Calendar

Fall Semester 2023

Aug. 1 (T)	Ten-month faculty return
Aug. 12 (SA)	Orientation Day *date subject to change*
Aug. 14 (M)	Fall classes for 16-week, first 12-week, first 8-week, and first 4-week sessions **begin**
Aug. 14 (M)	Last day to receive 75% refund for first 4-week session
Aug. 14 (M)	Fall BLET Day class begins
Aug. 14-16 (M-W)	Drop/Add
Aug. 17 (TH)	Last day to receive 75% refund for first 8-week session
Aug. 21 (M)	Last day to receive 75% refund for first 12-week session
Aug. 23 (W)	Last day to receive 75% refund for 16-week session
Aug. 30 (W)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Sept. 4 (M)	*Labor Day (College Closed)*
Sept. 7 (TH)	First 4-week session **ends**
Sept. 8 (F)	Grades due for first 4-week session
Sept. 11 (M)	Second 12-week and second 4-week sessions **begin**
Sept. 11 (M)	Last day to receive 75% refund for second 4-week session
Sept. 18 (M)	Last day to receive 75% refund for second 12-week session
Sept. 22 (F)	Last day to withdraw from first 8-week session in order to ensure a grade of "W"
Sept. 28 (TH)	Last day to withdraw from second 4-week session in order to ensure a grade of "W"
Oct. 5 (TH)	Second 4-week session ends
Oct. 6 (F)	First 8-week session ends
Oct. 9 (M)	Grades due for second 4-week and first 8-week sessions
Oct. 9-10 (M-T)	*Fall break (No Classes/College Open)*
Oct. 11 (W)	Second 8-week and third 4-week sessions **begin**
Oct. 11 (W)	Last day to receive 75% refund for third 4-week session
Oct. 16 (M)	Last day to receive 75% refund for second 8-week session
Oct. 18 (W)	Last day to withdraw from first 12-week session in order to ensure a grade of "W"
Oct. 31 (T)	Last day to withdraw from third 4-week session in order to ensure a grade of "W"
Nov. 7 (T)	Third 4-week session **ends**
Nov. 8 (W)	Grades due for third 4-week session
Nov. 8 (W)	Last day to withdraw from 16-week session in order to ensure a grade of "W"
Nov. 8 (W)	First 12-week session **ends**
Nov. 9 (TH)	Grades due for first 12-week session
Nov. 9 (TH)	Fourth 4-week session **begins**
Nov. 9 (TH)	Last day to receive 75% refund for fourth 4-week session
Nov. 14 (T)	Last day to withdraw from second 12-week session in order to ensure a grade of "W"
Nov. 21 (T)	Last day to withdraw from second 8-week session in order to ensure a grade of "W"
Nov. 22 (W)	*Thanksgiving Holiday (No Classes/College Open)*
Nov. 23-24 (TH-F)	*Thanksgiving Holiday (College Closed)*
Dec. 4 (M)	Last day to withdraw from fourth 4-week session in order to ensure a grade of "W"
Dec. 4 (M)	Last day of classes for 16-week session
Dec. 5-11 (T-M)	Final Exams for 16-week session
Dec. 8 (F)	Second 12-week and second 8-week sessions **end**
Dec. 11 (M)	16-week and fourth 4-week sessions **end**
Dec. 12 (T)	All grades due by 3 p.m.
Dec. 22-29 (F-F)	*Winter Break (College Closed)*

Spring Semester 2024

Jan. 1 (M)	*New Year 's Holiday (College Closed)*
Jan. 2 (T)	College reopens/spring registration resumes
Jan. 6 (F)	Orientation Day *date subject to change*
Jan. 8 (M)	16-week, first 12-week, first 8-week, and first 4-week sessions **begin**
Jan. 8 (M)	Last day to receive 75% refund for first 4-week session
Jan. 8-10 (M-W)	Drop/Add
Jan. 11 (TH)	Last day to receive 75% refund for first 8-week session
Jan. 15 (M)	*Martin Luther King, Jr. Holiday (College Closed)*
Jan. 16 (T)	Last day to receive 75% refund for first 12-week session
Jan. 18 (TH)	Last day to receive 75% refund for 16-week session
Jan. 25 (TH)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Feb. 1 (TH)	First 4-week session **ends**
Feb. 2 (F)	Grades due for first 4-week session
Feb. 5 (M)	Second 12-week and second 4-week sessions **begin**
Feb. 5 (M)	Last day to receive 75% refund for second 4-week session
Feb 12 (M)	Last day to receive 75% refund for second 12-week session
Feb. 16 (F)	Last day to withdraw from first 8-week session to ensure a grade of "W"
Feb. 22 (TH)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Feb. 29 (TH)	Second 4-week session **ends**
Mar. 1 (F)	First 8-week session **ends**
Mar. 1 (F)	Grades due for second 4-week and first 8-week sessions
Mar. 4-8 (M-F)	*Spring Break (No Classes/College Open)*
Mar. 11 (M)	Second 8-week and third 4-week sessions **begin**
Mar. 11 (M)	Last day to receive 75% refund for third 4-week session
Mar. 14 (TH)	Last day to receive 75% refund for second 8-week session
Mar. 18 (M)	Last day to withdraw for first 12-week session to ensure a grade of "W"
Mar. 28 (TH)	Last day to withdraw from third 4-week session to ensure a grade of "W"
Apr. 4 (TH)	Third 4-week session **ends**
Apr. 5 (F)	Grades due for third 4-week session
Apr. 8 (M)	Fourth 4-week session **begins**
Apr. 8 (M)	Last day to receive 75% refund for fourth 4-week session
Apr. 8 (M)	Last day to withdraw from 16-week session to ensure a grade of "W"

Apr. 8 (M)	First 12-week session **ends**
Apr. 9 (T)	Grades due for first 12-week session
Apr. 12 (F)	Last day to withdraw from second 12-week session to ensure a grade of "W"
Apr. 19 (F)	Last day to withdraw from second 8-week session to ensure a grade of "W"
Apr. 25 (TH)	Last day to withdraw from fourth 4-week session to ensure a grade of "W"
Apr. 29 (M)	Last day of classes for 16-week session
Apr. 30-May 6 (T-M)	Final Exams for 16-week session
May 2 (TH)	Fourth 4-week session **ends**
May 3 (F)	Second 12-week and second 8-week sessions **end**
May 6 (M)	16-week session **ends**
May 7 (T)	All grades due by 3 p.m.
May 11 (Sa)	Curriculum Graduation

Summer Semester 2024	
May 20 (M)	10-week session **begins**
May 24 (F)	Last day to receive 75% refund for 10-week session
May 27 (M)	*Memorial Day Holiday (No Classes/College Open)*
Jun. 3 (M)	8-week and first 4-week sessions **begin**
Jun. 3 (M)	Last day to receive 75% refund for first 4-week session
Jun. 3-4 (M-T)	Drop/Add
Jun. 6 (TH)	Last day to receive 75% refund for 8-week session
Jun. 20 (TH)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Jun. 27 (TH)	First 4-week session **ends**
Jun. 28 (F)	Grades due for first 4-week session
Jul. 1 (M)	Second 4-week session **begins**
Jul. 1 (M)	Last day to receive 75% refund for second 4-week session
Jul. 4 (TH)	*Independence Day Holiday (College Closed)*
Jul. 5 (F)	*Independence Day Holiday (No Classes/College Open)*
Jul. 11 (TH)	Last day to withdraw from 10-week session to ensure a grade of "W"
Jul. 16 (T)	Last day to withdraw from 8-week session to ensure a grade of "W"
Jul. 22 (M)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Jul. 29 (M)	Second 4-week session **ends**
Jul. 30 (T)	8-week session **ends**
Jul. 31 (W)	10-week session **ends**
Jul. 31 (W)	All grades due by 3 p.m.

Please Note: *Financial Aid Recipients who totally withdraw from all classes prior to the 60% point of each course may be responsible for the repayment of Pell Grant, FSEOG and/or State funds.*

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 that lead to equitable, social, and economic mobility for students.

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:
- Students and student success are the focal points of all efforts of the college;
- We are a community college that respects and celebrates diversity and inclusion;
- We have a responsibility to enhance the social, civic, cultural and economic development of our community and its place in a global society;
- We provide educational opportunities for those who might otherwise not have them;
- We make data driven decisions and monitor our progress toward stated goals;
- That we provide our employees with a safe and supportive work environment with the opportunity to grow and learn;
- We must foster an environment of trust and teamwork as we move toward a common goal;
- We must perform each day with competence, innovation and integrity;
- We make a positive difference in the lives of our students, our employees and our community...our work matters.

Values

- **Integrity**—We demonstrate integrity through professional, ethical, transparent and consistent behavior in both our decision-making and in our treatment of others; being accountable for our work and actions is the basis of trust.
- **Caring**—We demonstrate caring through attentive and responsive action to the needs of students and others. We listen with open minds, speak kindly and foster relationships based on mutual respect and trust.
- **Collaboration**—We demonstrate collaboration through the mutual commitment of individuals and organizations who come together for a common cause, encouraging self-reflection, teamwork and respect for ourselves and others.
- **Quality**—We demonstrate quality through innovation in the continuous improvement of all processes and services, encouraging students and others to become creative thinkers.
- **Inclusion**—We demonstrate inclusion by seeking involvement and providing access for those with diverse backgrounds to work toward a culture of equality while maintaining differences in a peaceful way.
- **Service**—We demonstrate service by striving to make the communities we serve great places to live, work and learn through our involvement, both as an organization and as individuals.
- **Leadership**—We demonstrate leadership by nurturing the full development of those we serve, identifying and empowering individuals' greatest strengths.

Approved by Mitchell Community College Board of Trustees May 27, 2015.

Vision Statement

Mitchell Community College will be the educational catalyst for our communities:
- Transforming lives by providing access to an exceptional teaching and learning environment
- Creating support services that engage students and meet community needs
- Providing clear educational paths for all students
- Assessing the progress of student learning for continuous improvement
- Increasing opportunities for student experiences that align with business and industry

Accreditation

Mitchell Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Mitchell Community College. *Note: The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*

Commission of Colleges of the Southern Association of Colleges and Schools (SACSCOC)
1866 Southern Lane, Decatur, Georgia 30033-4097, Phone (404) 679-4500, www.sacscoc.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB)
9355 113th St. N. #7709, Seminole, FL 33775-7709, Phone (727) 210-2350, www.caahep.org

National Association of Schools of Music (NASM)
11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, Phone (703) 437-0700, Fax (703) 437-6312, https://nasm.arts-accredit.org/

Accreditation Commission for Education in Nursing
3390 Peachtree Rd NE, Suite 1400, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org

Accreditation information is published to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Inquiries about Mitchell Community College, such as admissions requirements, financial aid, educational programs, etc., should be addressed directly to Mitchell Community College.

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 University Women
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 Planning and Research Organization
Cooperative Education Association
Council for Higher Education Accreditation
Greater Statesville Chamber of Commerce
International Association of Administrative Professionals
International Fire Service Accreditation (IFSAC)
League for Innovation in the Community College
Mooresville-South Iredell Chamber of Commerce
National Association of Education for Young Children (NAEYC)
National Association of Schools of Music
National Association of Student Financial Aid Administrators
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
North Carolina Community College Association of Distance Learning
Organization for Associate Degree Nursing
Online Learning Consortium (OLC)
Quality Matters (QM)
Southern Association of Colleges and Schools Commission on Colleges
Southern Association of Colleges with Associate Degrees
The College Board

Office for Advancement

The Office for Advancement is home for the college's fundraising, alumni relations, and community relations offices. The office is located in Kirkman House on the historic Statesville Campus. They can contact the Office for Advancement at (704) 878-4321.

Through the Mitchell Community College Foundation and Endowment for Excellence, the Advancement Office annually raises hundreds of thousands of dollars in support of financial aid, academic programs, and other college priorities. With assets totaling over $20 million, the College and Foundation endowments provide sustaining support to enhance every student's experience. To learn more, email giving@mitchellcc.edu.

Mitchell's Alumni Association supports our community of thousands of Mitchell graduates spanning nearly a century of time. From alumni who graduated from Mitchell in the 1930s to this year's class, the Alumni Association helps to keep connection to the college warm and friendly. Each May, the college hosts Alumni Day, welcoming all graduates back to campus for a weekend of gatherings and events. Email alumni@mitchellcc.edu for more information. *See also below.*

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. *See also above.*

Marketing and Communications

The Marketing and Communications Office is responsible for producing publications for the entire college. The office also maintains the college's website and social media channels and produces digital video and graphics to meet a number of advertising and marketing needs. Marketing and Communications also included the Printing & Graphic Design Services Center. Together with the community relations program, the college's marketing efforts strive to bring Mitchell to the Iredell County service area.

Veterans (Refer to section on Veteran Affairs)

EEO (Equal Employment Opportunity)

Mitchell Community College does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, genetic information or sexual orientation 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 Student Support, who serves as the Deputy Title IX Coordinator, located at 500 W. 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. *See also page 2.*

Accessibility Services

The Mission of Accessibility 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 Accessibility Services as soon as possible before the first day of class to determine and request accommodations. Students seeking assistance must provide documentation that includes relevant medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify the need for accommodation. Students will need to meet with Accessibility Services to complete an accommodation plan each semester. The Coordinator of Accessibility Services office is located in the Eason Student Services Center Room 110 on the Statesville Campus. Accessibility Services offices hours are by appointment on both the Statesville Campus and the Mooresville Campus. Accessibility Services provides reasonable academic accommodations for students with a documented disability under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Mitchell Community College 2021 Performance Measures North Carolina Community College System

Student Success Rate in College-Level English Courses:
- State Average: 62%
- Mitchell Outcome: 64.5%

Student Success Rate in College-Level Math Courses:
- State Average: 45.2%
- Mitchell Outcome: 46.1%

First Year Progression:
- State Average: 66.2%
- Mitchell Outcome: 71.9%

Curriculum Student Completion:
- State Average: 54.1%
- Mitchell Outcome: 55.7%

Licensure Pass Rate Index:
- State Average: 1.00
- Mitchell Outcome: 1.00

College Transfer Performance:
- State Average: 87.8%
- Mitchell Outcome: 88.3%

Information About the College

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

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 competitive enrollment programs or guarantee continued enrollment in the College.

Mitchell offers college transfer programs for students who plan to continue their education at a senior institution:
- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Fine Arts (A.F.A.)
- Associate in Engineering (A.E.)
- Associate in General Education (A.G.E.)—Nursing
- Associate in Arts in Teacher Preparation (AATP)
- Associate in Science in Teacher Preparation (ASTP)

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 student, applicants must present official 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 student, applicants must present official high school equivalency transcripts.

Admissions Requirements for Special Credit Students

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

How to Apply

- Complete Admissions Application and Residency Determination.
- 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.
- Determine Assessment Needs. Applicants who have graduated from a U.S. high school within 10 years will be exempt from placement assessment. Applicants who have graduated from high school more than 10 years ago and do not meet placement waiver criteria will need to take the Reinforced Instruction for Student Excellence (RISE) Placement Assessment.
- Contact an Admissions Specialist to determine assessment criteria.

Readmitted Students

Applicants who have not attended for one or more years must submit a new application. Applicants must contact an Admissions Specialist to determine assessment needs. Applicants will discuss any changes to the curriculum since their last date of attendance with 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. 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 contact an Admissions Specialist to determine assessment needs. 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/Special Credit Students

Students accepted by or enrolled at another institution and/or individuals who do not want to earn a degree, diploma or certificate must complete an admissions application and indicate SPECIAL CREDIT STUDENT as the program of interest. Individuals attending another institution should receive 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. All students must meet prerequisites or/and co-requisites for requested classes. Students who wish to convert "special" to "degree-seeking" must complete the full admissions process.

International Students

Mitchell Community College is not a school sponsored under SEVP, Student Exchange and Visitor Program, and as such, does not sponsor student visas. For a list of schools that sponsor these visas, students may visit https://studyinthestates.dhs.gov/schools. Non-U.S. Citizen students will need to contact the Admissions Office prior to submitting an admission application to confirm eligibility requirements.

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.

Student Identification

Effective Fall 2022, all Mitchell Community College students are required to have a Mitchell student identification card. If a student does not have a student id card and their identification cannot be verified by the census date of a course, the student will be dropped from the course and will be responsible for 25% of the course cost.

High School Students Career and College Promise

Mitchell Community College provides several programs for high school students. All public, private, charter, and home school students are encouraged to take advantage of dual enrollment opportunities at the College. There is no charge for tuition, but students must pay fees and purchase books and materials. High school students interested in taking courses at Mitchell Community College must meet program eligibility requirements.

- **College Transfer Pathways** provide course credits toward traditional transfer degrees that will transfer seamlessly to any public or participating private college or university in North Carolina, saving successful students time and money in pursuing four-year degrees. Interested students should contact their high school counselor. Students are dually enrolled at their high school and Mitchell.
- **Career and Technical Education Pathways** allow students to earn credits at Mitchell Community College toward a job credential, certificate, or diploma in a technical career. Interested students should contact their high school counselor. Students are dually enrolled at their high school and Mitchell.

Through an alliance with our public school partners, Mitchell Community College also offers opportunities for high school students through three early college high schools. Students take high school and college classes over 5 years (grades 9-13) in pursuit of a high school diploma and an associate degree or up to 2 years of college credit. Interested students should contact their high school counselor. The application is open to all eighth graders in Iredell County.

- **CCTL (The Collaborative College for Technology and Leadership)** is located on the Statesville Campus and provides a technology-enriched, leadership-focused curriculum. 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.

- **Crossroads Arts and Science Early College** is located on the campus of Statesville High School. Crossroads offers a traditional honors curriculum in conjunction with college course work. Crossroads provides a variety of Fine Arts electives for students, along with CTE options like Entrepreneurship and Project Management.

- **Agriculture and Science Early College** is located on the campus of North Iredell High School and has a strong focus in agriculture and science. Agriculture students are enrolled in college courses aligned with high school CTE classes and will have the opportunity to participate in North Iredell High School's extensive Future Farmers of America program. In addition, students will also have the option of earning credits toward a traditional transfer degree.

49erNext—Mitchell Community College/UNC Charlotte Transfer Partnership

49erNext is a program for Mitchell Community College students who plan to transfer to UNC Charlotte to pursue a bachelor's degree. This unique program promotes student success by offering collaborative advising that helps students progress toward timely degree completion, coordinated financial aid planning, and career advising. 49erNext students are guaranteed admission at UNC Charlotte after completing an eligible associate degree while earning the required minimum GPA.

Benefits
In addition to the student services one receives at Mitchell Community College, 49erNext students receive these benefits:
- guided transfer pathways for intended majors/programs at UNC Charlotte
- academic advising and career services support at Mitchell Community College
- 49er athletic event student tickets
- recreation center (UREC) access ($25 fee per semester, subject to change)
- UNC Charlotte library access
- CATS All-Transit Pass ($25 fee per semester for light rail and bus access, subject to change)
- financial aid/FAFSA workshops
- major and career exploration workshops

Eligibility requirements
- be a first time, full-time college student
- be a high school graduate
- be pursuing an AA, AS, or AE degree
- complete the Mitchell Community College 49erNext program Interest Form
- be pursuing a major offered at UNC Charlotte, except Architecture or Nursing *(Please talk to a Student Services advisor at Mitchell Community College if wishing to pursue any of these excluded majors to learn about other transfer pathways to UNC Charlotte.)*

Apprenticeship Iredell

Apprenticeship Iredell is a partnership between local industries and Mitchell Community College with a common goal of ensuring the demand is met for highly-skilled workers in Iredell County. Through Apprenticeship Iredell, apprentices are hired by an industry partner and receive paid on-the-job training while attending Mitchell to earn a selected credential. As apprentices master skills, there is a set wage increase they will be paid. At the end of the program, the apprentice earns state and federal certification as a journey worker, along with the industry-recognized credential from the College. All apprentices must meet minimum hiring requirements set by the industry partner and must meet all minimum technical standards required for the Mitchell program. For more information on Apprenticeship Iredell, call (704) 878-4263 or email apprenticeshipiredell@mitchellcc.edu.

Continuing Education Students

For admission to Continuing Education non-credit courses, it is recommended that the student be at least 18 years of age. Some continuing education courses have special admissions requirements.

Residency

Residency status is not determined by Mitchell Community College. In order to apply to Mitchell Community College, an applicant will need to complete the residency application through the North Carolina Residency Determination Service (RDS). For more information, please visit ncresidency.org , or call 1(919) 835-2290.

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. For information regarding tuition and fees for in and out of state residents, please see the college catalog section on Tuition and Fees (page 21-22).

Veterans who have separated from the service may qualify for Section 702 of the Choice Act. Please see the School Certifying official for more information regarding in-state tuition.

Placement Test Guidelines

Mitchell Community College uses a placement test program to assess specific academic skills and competencies in mathematics, reading, and writing. Test results are used by academic and faculty advisors to place students in appropriate courses to maximize their opportunity for success. Placement test scores are not required for general admission to Mitchell Community College. However, some placement test scores may be a part of the acceptance criteria for a few programs. There is no cost for placement testing!

Placement Test Criteria

The placement test is not necessary if:

1. The student has already earned a previous college degree, including Associate, Baccalaureate, Masters, or Doctoral degree from a regionally accredited college or university.
2. The student has graduated from a United States high school, either public or private, in the past ten years and has an unweighted high school GPA.
3. The student has completed their GED since 2014 and achieved a mastery score of 170 or above on all areas.
4. The student has completed the HISET in the past ten years and earned a score of 15 or higher, on all sections, with at least a score of four on the essay.
5. The student has SAT or ACT test scores that are less than ten years old and indicate college English and/or math placement, or has other valid placement test scores on file.

Students have the option to take the placement test for English and/or math if:

1. high school unweighted GPA is between 2.2 and 2.7999 and is within the past 10-years.
2. graduated from a foreign high school.
3. graduated from a U. S. high school beyond ten years.
4. earned a High School Equivalency or Adult High School Diploma, but did not meet the cutoff scores for placement.
5. waiving the placement test will result in placement into Transitions and BSP (Basic Skills) courses per prerequisite requirements of desired courses and programs.

After taking the placement test, students will be placed on one of the three paths below:

1. **Gateway Courses**, which are ENG-111, MAT-143, MAT-152, and MAT-171 (MAT-110 is not a gateway math course, but you could be placed in this course, as well, depending on your program). *Students may be placed into a college level English course with a supplemental course, which is a course to assist in reinforcing the content.
2. **Transitional Courses** (ENG-002, MAT-003, BSP-4002, or BSP-4003): 16-week, 12-week or 8-week course in either English or math, which allows a student to focus on strengthening foundational skills before moving to the gateway course.
3. **Combination of the previous two** depending on placement test scores.

Retest Policy

Students may take the placement test only once. It is important to give maximum effort. Study materials will be emailed after a testing appointment has been set. To schedule a placement test, visit mitchellcc.edu/placement-test.

Orientation

Mitchell requires new students to complete the online orientation prior to enrollment. Students are also encouraged to participate in orientation programs offered on campus 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. Student must meet with their advisor to fill out the change of program form. Students who change programs must follow the program requirements in the current catalog.

Credit for Prior Learning (CPL) Policy

General Information

Mitchell Community College has established a process for awarding credit for college-level learning obtained through prior learning experiences other than curriculum coursework. Credit for prior learning may be awarded when a student produces prior learning documentation that meets or exceeds a demonstration of the learning outcomes established as our College's standards for awarding credit for corresponding curriculum course(s). The following criteria is applied to the review of a student's submitted documentation requesting credit for prior learning:

- Mitchell may only award curriculum credit for prior learning that is directly applicable to a student's declared curriculum program of study
- Credit for prior learning for advanced courses does not negate the requirement to meet requisite learning outcomes
- Credit for prior learning may be used to fulfill program requirements except for mandatory institutional requirements
- No greater than seventy-five percent (75%) of credit hours required for graduation from a curriculum program of study may be earned through credit for prior learning
- Any credit for prior learning awarded by Mitchell shall be reflected in the student's records by the Registrar without quality points assigned except for allowances for graded military credit

To be eligible to receive credit for prior learning, students must meet all of the following criteria:

1. Meet all admission requirements for their program of study
2. Be enrolled in a curriculum program to which the credit will directly apply; and
3. Request a prior learning assessment consistent with Mitchell's credit for prior learning procedures and provide all documentation by published deadlines

Students requesting credit for prior learning must complete a Credit for Prior Learning Request Form. This form will be available in Student Services.

Mitchell may grant credit for program requirements as described below:

College Level Examination Program

Mitchell may allow credit of college work based on appropriate scores on the CLEP General Examination if the work is relevant to the student's program of study. A minimum of 25% of credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

CLEP Exam	Score Required	Hours Granted	Course(s) Satisfied
BUSINESS			
Financial Accounting	50	4	ACC 120
Information Systems	50	3	CIS 110

CLEP Exam	Score Required	Hours Granted	Course(s) Satisfied
Introductory Business Law	50	3	BUS 115
Principles of Management	50	3	BUS 137
Principles of Marketing	50	3	MKT 120
COMPOSITION AND LITERATURE			
American Literature	50	3	ENG 231
Analyzing and Interpreting Literature	50	3	ENG 113
College Composition	50	6	ENG 111, ENG 112 OR 113 OR 114
College Composition Modular	50	3	ENG 111
English Literature	50	3	ENG 241
WORLD LANGUAGES			
French Language, Level 1 Proficiency	50	6	FRE 111, FRE 112
French Level 2 Proficiency	59	9	FRE 111, FRE 112, FRE 211
German Language, Level 1 Proficiency	50	6	GER 111, GER 112
German Level 2 Proficiency	60	9	GER 111, GER 112, GER 211
Spanish Language, Level 1 Proficiency	50	6	SPA 111, SPA 112
Spanish Level 2 Proficiency	63	9	SPA 111, SPA 112, SPA 211
HISTORY AND SOCIAL SCIENCES			
American Government	50	3	POL 120
History of the United States I: Early Colonization to 1877	50	3	HIS 131
History of the United States II: 1865 to Present	50	3	HIS 132
Human Growth and Development	50	3	PSY 241
Introduction to Educational Psychology	50	3	PSY 263
Introductory Psychology	50	3	PSY 150
Introductory Sociology	50	3	SOC 210
Principles of Macroeconomics	50	3	ECO 252
Principles of Microeconomics	50	3	ECO 251
Western Civilization I : Ancient Near East to 1648	50	3	HIS 121
Western Civilization II: 1648 to Present	50	3	HIS 122
SCIENCE AND MATHEMATICS			
Biology	50	6	BIO 111
Calculus	50	4	MAT 271
Chemistry	50	6	CHM 151
College Algebra	50	3	MAT 161
College Mathematics	50	6	MAT 143 OR MAT 141, MAT 142
Natural Sciences	50	6	BIO 111
Pre-Calculus	50	3	MAT 171

College Board Advanced Placement Program

Mitchell may allow credit for 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. A minimum of 25% of the credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

AP Exam	Score Required	Hours Granted	Course(s) Satisfied
Art History	3	6	ART 114, 115
Biology	3	8	BIO 111, 112
Calculus AB	3	4	MAT 271
Calculus BC	3	8	MAT 271, 272
Chemistry	3	8	CHM 151, 152
Comparative Government & Politics	3	3	POL 230
Computer Science A	3	3	CIS 115
English Language & Composition	3	6	ENG 111, 112
English Literature & Composition	3	6	ENG 231, 232
French Language and Culture	3	6	FRE 111, 112
	4	9	FRE 111, 112, 211
	5	12	FRE 111, 112, 211, 212
German Language and Culture	3	6	GER 111, 112
	4	9	GER 111, 112, 211
	5	12	GER 111, 112, 211, 212
Italian Language and Culture	3	6	ITA 111, 112
	4	9	ITA 111, 112, 211
	5	12	ITA 111, 112, 211, 212
Macroeconomics	3	3	ECO 252
Microeconomics	3	3	ECO 251
Physics 1	3	4	PHY 151
Physics 2	3	8	PHY 151, 152
Physics C: Electricity and Magnetism	3	4	PHY 252
Physics C: Mechanics	3	4	PHY 251
Psychology	3	3	PSY 150
Spanish Language and Culture	3	6	SPA 111, 112
	4	9	SPA 111, 112, 211
	5	12	SPA 111, 112, 211, 212
United States Government & Politics	3	3	POL 120
Statistics	3	4	MAT 152
United States History	3	6	HIS 131, 132
World History	3	6	HIS 111, 112

International Baccalaureate® (IB) Diploma Programme

Mitchell may allow credit of college work based on exams as given through the International Baccalaureate® (IB) Diploma Programme if the work is relevant to the student's program of

study. A minimum of 25% of credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

Levels

SL = Standard Level = 150 hours of instructional time
HL = Higher Level = At least 240 hours of instructional time or more

Course/Exam	Level	Score	Hours Granted	Course(s) Satisfied
(English) Language A: Literature	SL	None	0	N/A
(English) Language A: Literature	HL	5+	6	ENG 111, 112
(English) Language A: Language and Literature	SL	None	0	N/A
(English) Language A: Language and Literature	HL	5+	6	ENG 111, 112
(English) Literature and Performance	SL	None	0	N/A
(Foreign Language) Language B	SL & HL	4	6	111, 112
(Foreign Language) Language B	SL & HL	6+	12	111, 112, 211, 212
Business Management	SL & HL	5+	3	BUS 110
Economics	SL	None	0	N/A
Economics	HL	5+	6	ECO 251, 252
Geography	SL	None	0	N/A
Geography	HL	5+	3	GEO 111
Global Politics	SL & HL	None	0	N/A
History	SL	None	0	N/A
History (dependent upon subject matter)	HL	5+	3-6	Depending on subject
Information Technology in a Global Society	SL & HL	None	0	N/A
Philosophy	SL & HL	None	0	N/A
Psychology	SL & HL	5+	3	PSY 150
Social and Cultural Anthropology	SL & HL	5+	3	ANT 220
World Religions	SL	5+	3	REL110
Biology	SL	5+	4	BIO 110
Biology	HL	5+	8	BIO 111, 112
Chemistry	SL	5+	4	CHM 131, 131A
Chemistry	HL	5+	8	CHM 151, 152
Computer Science	SL	5+	3	CSC 120
Computer Science	HL	5+	6	CSC 120, 130
Design Technology	SL & HL	None	0	N/A

Course/Exam	Level	Score	Hours Granted	Course(s) Satisfied
Environmental Systems and Societies	SL	None	0	N/A
Physics	SL	5+	8	PHY 151, 152
Physics	HL	5+	8	PHY 251, 252
Sports, Exercise, and Health Science	SL	None	0	N/A
Further Mathematics	HL	5+	8	MAT 271, 272
Mathematical Studies	SL	5+	4	MAT 171
Mathematics	SL	5+	4	MAT 271
Mathematics	HL	5+	8	MAT 271, 272
Dance	SL & HL	None	0	N/A
Film	SL & HL	None	0	N/A
Music—Must see Music Department Chair	SL & HL	4+	Individually Determined	Individually Determined
Theatre	SL & HL	None	0	N/A
Visual Arts—Must see Art Department Chair	SL & HL		Individually Determined	Individually Determined

Military Education and Training

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program of study 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 is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's program of study. Final acceptance or rejection of the credit lies with Mitchell. Credit for prior military courses and service is evaluated from the Joint Services Transcript.

Challenge Examinations (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. To receive credit by examination, a student must demonstrate convincing evidence of competency in knowledge and/or skills in the specific course outcomes. A written, oral, and/or performance examination will be administered by an instructor who is a subject matter expert in the specific course discipline. The examination is subject to the approval of the curriculum division dean/director. 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 previously 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 examination hours cannot be used in calculating enrollment status for payment of Financial Aid or Veteran Educational Benefits.

Mitchell Community College cannot guarantee the transferability of "CE" grades to other institutions.

State or Industry Recognized Credentials

Mitchell may allow credit for industry recognized, and state regulated credentials such as apprenticeships, certifications, and professional licensures if the work is relevant to the student's program of study. These credentials are often aligned to non-collegiate instructional programs, such as those that lead to certifications and licensures and frequently demonstrate competency attainments required for credit bearing certificate, diploma, and degree programs. A minimum of 25% of credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

Industry Certification	Credit Hours	Curriculum Course
American Welding Society Professional Certifications	Varies depending on the certification	WLD Courses
Manufacturing Skills Standard Council (MSSC) Certified Production Technician (Safety Module)	2	ISC 112 Industrial Safety
Manufacturing Skills Standard Council (MSSC) Certified Production Technician (Manufacturing Process Module)	3	MEC 145 Manufacturing Process
ServSafe Food Handler	2	CUL 110 Sanitation and Safety
NC Licensed Manicurist	6 6	COS 121 Manicure/Nail Technology I and COS 222 Manicure/Nail Technology II
NC Private Pesticide Applicator	3	AGR 140 Agricultural Chemicals
NC Basic Law Enforcement Course (since 1985) AND Passing score on the Criminal Justice Commission's Comprehensive Certification Exam	2 3 3 3 4 3 2	CJC 120 Interviews/Interrogations CJC 121 Law Enforcement Operations CJC 131 Criminal Law CJC 132 Court Procedures and Evidence CJC 221 Investigative Principles CJC 225 Crisis Intervention WBL 112 Work-Based Learning I
Detention Officer Certification	3 3	CJC 121 Law Enforcement Operations CJC 141 Corrections
NC Fire Inspector Level I	3	FIP 136 Inspections and Codes
NC Fire Instructor Level II	4	FIP 224 Fire Protection Project
NC Fire Officer II	3	FIP 240 Fire Service Supervision
NC Fire Educator II	3	FIP 124 Fire Prevention and Public Education
NC Firefighter	3	FIP 120 Introduction to Fire Protection
NC Arson Investigator	3	FIP 128 Detection and Investigation
NC Hazmat Technician	5	FIP 230 Chemistry of Hazardous Materials I
NC EMT	9	EMS 110 (Degree: Emergency Medical Science) 9 credit hours of major electives (Degree: Fire Protection Technology)
NC Paramedic	45	45 credit hours of the core program

Continuing Education to Curriculum Credit

Workforce continuing education courses are designed to provide instructional opportunities for students seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provide instruction around skill competencies that often lead to a recognized credential and/or meets local workforce labor needs. These courses frequently demonstrate competency attainments required for credit bearing certificate, diploma, and degree programs. Mitchell may award credit for prior learning for specific continuing education courses approved through the college level credit articulation agreement between continuing education and curriculum.

Course Title	Continuing Education Course ID	Curriculum Course ID	Credit Hours
Automation, Introduction to	ATR 3115 P35	ATR 112	3
Electrical: Residential Wiring	ELC 3119 H30	ELC 113	4
Electrical: Circuit Analysis I	ELC 3014 H30	ELC 131	4
Electrical: Commercial Wiring	ELC 3119 H30	ELC 114	4
Electrical: Industrial Wiring	ELC 3119 H30	ELC 115	4
Esthetician I	COS 3102 T75	COS 119 & COS 120	8
Esthetician II	COS 3102 T75	COS 125 & COS 126	8
HVAC: Duct Systems	AHR 3131 H30	AHR 151	2
HVAC: Servicing	AHR 3131 H30	AHR 133	4
HVAC: Comfort Cooling	AHR 3131 H30	AHR 113	4
HVAC: Heat Pump Technology	AHR 3131 H30	AHR 114	4
HVAC: Heating Technology	AHR 3131 H30	AHR 112	4
HVAC: Introduction to Refrigeration	AHR 3131 H30	AHR 110	5
HVAC: Refrigerant Certification	AHR 3128 H30	AHR 160	1
HVAC: Residential System Design	AHR 3131 H30	AHR 211	3
HVAC: Customer Relations	AHR 3131 H30	AHR 180	1
HVAC: Electricity	ELC 3014 H30	AHR 111	3
Manicurist/Nail Technician	COS 3101 T75	COS 121 & COS 222	12
Motors and Controls	MNT 3065 P35	ELC 117	4
Programmable Logic Controllers	ELN 3025 H30	ELN 260	4

High School to Community College Articulation Agreements

Mitchell Community College provides several programs for high school students. All public, private, charter, and home school students are encouraged to take advantage of dual enrollment opportunities at the College. There is no charge for tuition, but students must pay fees and purchase books and materials. High school students interested in taking courses at Mitchell must meet program eligibility requirements.

To receive articulated credit, students must enroll at Mitchell within two years of their high school graduation date and meet the following criteria:

- Final grade of B or higher in the high school course AND
- Score of 90 or higher on the standardized CTE post-assessment*

Courses available for articulation at Mitchell Community College:

High School Course(s)	Mitchell Community College Course(s)
AS32 Agriculture Mechanics II	AGR 111 Basic Farm Maintenance
AA22 Animal Science II	ANS 110 Animal Science
BA10 Accounting I	ACC 115 College Accounting
BA20 Accounting II	ACC 115 College Accounting
BM10 Microsoft Word, PowerPoint, & Publisher	OST 136 Word Processing
BD10 Multimedia & Webpage Design	WEB 110 Internet/Web Fundamentals
BN20 Network Administration I	NET 110 Data Comm/Networking OR NOS 110 Operating Sys Concepts
BN22 Network Administration II	NET 110 Data Comm/Networking AND NOS 230 Windows Admin I
FE11 Early Childhood Education I AND FE12 Early Childhood Education II	EDU 119 Intro to Early Childhood Education
FN41 Foods I AND FN42 Foods II	CUL 112 Nutrition for Food Service
FN42 Foods II Enterprise AND ServSafe Certification	CUL 110 Sanitation & Safety
HU40 Health Science I	MED 121 Medical Terminology I AND MED 122 Medical Terminology II
HN43 Nursing Fundamentals	NAS 101 Nursing Assistant I
MM51 Marketing	MKT 120 Principles of Marketing
IA32 Advanced Digital Media	DME 115 Graphic Design Tools OR DME 120 Intro to Multimedia Applications
II21 Computer Engineering Technology I	CTS 120 Hardware/Software Support
IA31 Digital Media	DME 110 Intro to Digital Media
IC61 Drafting I AND IC62 Drafting II	DFT 151 CAD I
IC41 Electrical Trades I AND IC42 Electrical Trades II	ELC 113 Basic Wiring
II11 Network Engineering Technology I	NET 125 Introduction to Networks OR NET 110 Networking Concepts
II12 Network Engineering Technology II	NET 125 Introduction to Networks OR NET 126 Routing Basics
IL55 HVAC I AND IL56 HVAC II**	AHR 110 Intro to Refrigeration AND AHR 111 HVACR Electricity AND AHR 113 Comfort Cooling AND AHR 180 HVACR Customer Relations
IM61 Welding Technology I	WLD 110 Cutting Processes
IM62 Welding Technology II	WLD 121 GMAW (MIG) FCAW/Plate
IM63 Welding Technology III	WLD 122 GMAW (MIG) Plate/Pipe

Mitchell Community College has partnered with Iredell-Statesville Schools and Mooresville Graded School Districts and agreed a score of 90 or higher on the post-assessment demonstrates sufficient mastery of a subject in accordance with the NCDPI ten-point grading scale.
**Credit awarded through a local articulation agreement between Mitchell Community College and Mooresville Graded School District*

To be awarded credit, students should complete a Credit for Prior Learning Request Form found on our website.

Public Safety Training (PST) Prefix Courses

Mitchell may award credit for prior learning for public safety courses completed for industry-recognized public safety training or recognized credentials. Final acceptance or rejection of the credit lies with Mitchell.

Curriculum Course Name	Curriculum Course Title	Credit Hours
PST 120	NCDPS Correctional Officer Training	8
PST 123	NC Sheriffs' Telecom Training	2
PST 124	NC Sheriffs' Detention Officer Training	8
PST 125	NC Basic Juvenile Justice Officer Training	7
PST 126	NC Basic Juvenile Justice Counsel Training	7
PST 127	NC Basic Probation Officer Training	9
PST 151	NC Justice Academy Training	1
PST 152	NC Justice Academy Training	2
PST 153	NC Justice Academy Training	3
PST 154	NC Justice Academy Training	4
PST 155	NC Justice Academy Training	5
PST 156	NC Justice Academy Training	6
PST 157	NC Justice Academy Training	7
PST 158	NC Justice Academy Training	8
PST 159	NC Justice Academy Training	9
PST 161	NC Office of State Fire Marshal	1
PST 162	NC Office of State Fire Marshal	2
PST 163	NC Office of State Fire Marshal	3
PST 164	NC Office of State Fire Marshal	4
PST 165	NC Office of State Fire Marshal	5
PST 166	NC Office of State Fire Marshal	6
PST 167	NC Office of State Fire Marshal	7
PST 168	NC Office of State Fire Marshal	8
PST 169	NC Office of State Fire Marshal	9
PST 171	NCCCS Public Safety Training	1
PST 172	NCCCS Public Safety Training	2
PST 173	NCCCS Public Safety Training	3
PST 174	NCCCS Public Safety Training	4
PST 175	NCCCS Public Safety Training	5
PST 176	NCCCS Public Safety Training	6
PST 177	NCCCS Public Safety Training	7
PST 178	NCCCS Public Safety Training	8
PST 179	NCCCS Public Safety Training	9
PST 181	NCDPS Unarmed Security Guard Training	1
PST 182	NCDPS Armed Security Officer Instructor Training	2

Curriculum Course Name	Curriculum Course Title	Credit Hours
PST 189	NCDOJ Professional Certification Program	9

To obtain credit for prior learning, a student must consult with their assigned advisor first. If the advisor recommends the student proceed, the student may be required to submit a Credit for Prior Learning Request Form. The student's advisor will provide them with the information if applicable.

Selective 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. Selective enrollment programs include:
- Associate Degree Emergency Medical Science
- Associate Degree Nursing
- Medical Assisting
- Paramedic to Associate Degree Nursing

Associate Degree Emergency Medical Science

Mitchell Community College has an open door policy for general admission to the College. Admission to the College does not, however, guarantee admission to the Associate Degree Emergency Medical Science program. Admission into the Emergency Medical Science program is competitive. In addition to the College's requirements for admission, the following are minimum requirements for admission to the Associate Degree Emergency Medical Science program:

1. **Mitchell Community College Application**: Applicants must complete the College application for admission.
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 sent to admissions. Grades less than a 'C' are not transferable into the Emergency Medical Science Associate Degree (A45340), the Emergency Medical Science Associate Degree Bridge program (A45340R), the Associate Degree Nursing program (A45110), or the Associate Degree Nursing/Paramedic Bridge Option (A45110PB).
4. **Biology Course**: Applicants must have completed one year of high school Biology and/or BIO 110 Principles of Biology, BIO 111 General Biology I with a grade of 'C' or higher. A biology course must be current within five years of application. Grades less than a 'C' are not transferable into the Emergency Medical Science Associate Degree (A45340), the Emergency Medical Science Associate Degree Bridge program (A45340R).
5. **Associate Degree Emergency Medical Science Program Application**: Applicant must complete Program Application with assigned Emergency Medical Science Coordinator.
6. **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 Emergency Medical Science program. Required immunizations include:
   - 2 MMR vaccines (measles, mumps, rubella)
   - 2 varicella vaccines or positive titer
   - Quantiferon Gold TB test
   - Tdap within last ten years (tetanus, diphtheria, pertussis)
   - Annual influenza immunization
7. **Background Check and Drug Screen**: Students must meet the requirements as prescribed by the field internship and clinical internship agencies. Student who have not lived in North Carolina for the last five years will be required to provide fingerprints as a part of the background check process. In submitting to the drug screen students need to be aware that use of CBD products might cause the student to test positive for Cannabis or Cannabis related derivatives and will automatically disqualify the candidate from the Clinical and Field Internship sites.
8. **Student must be 18 years of age prior to first day of the semester** (clinical agency requirement).
9. **Student must carry personal health insurance** (clinical agency requirement).
10. **Driver's License:** Students must hold a current, un-encumbered, driver's license.

11. **BLS Skill Proficiency for Transfer students:** If the student has taken EMS 4200/EMS 110 at another institution, the student complete a 40 hour BLS skill assessment class prior to admission into the Emergency Medical Science Degree program. If deficiencies are identified, the student must demonstrate competency before they may move on in the program.

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 process for admission.
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. Grades less than a C are not transferable into the Associate Degree Nursing Program.
4. **Required GPA:** Applicants must have a minimum 2.5 cumulative grade point average. General education courses 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, high school biology and/or BIO 110 Principles of Biology, BIO 111, General Biology I, or BIO 168 Anatomy and Physiology I or equivalent.
6. **Chemistry Course:** Applicants must have completed with a grade of C or better, high school chemistry and/or CHM 131 and 131A lab, Introduction to Chemistry, CHM 151 General Chemistry I, or equivalent.
7. **ATI TEAS Testing:** Applicant must achieve a minimum adjusted individual test score of 68 percent on the Test of Essential Academic Skills. For more information about the TEAS Exam, see the official website at http://www.atitesting.com/default.aspx. TEAS Review books and practice tests are available through the Mitchell Library. Applicant must hold current CPR BLS Provider certification by the American Heart Association or the Red Cross, and keep CPR maintained throughout the NUR course sequence.
8. **Associate Degree Nursing Program Application:** Applicant must complete Program Application with assigned pre-nursing advisor.
9. **Nursing Assistant I:** Applicant must be listed as a Nursing Assistant I on the Nurse Aide I Registry with no substantiated findings, from the N.C. Department of Health and Human Services Division of Health Service Regulation: Health Care Personnel Registry prior to the first day of NUR 111. Practical nurses with current license are exempt.
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. Required immunizations include: (clinical agency requirement)
    - MMR vaccine—2 doses (measles, mumps, rubella) or positive titers
    - Varicella vaccine—2 doses or positive titer
    - Tdap (tetanus, diphtheria, pertussis) one time and Td booster every 10 years Tuberculosis 2 step skin test (PPD), or negative TB Blood Test
    - Hepatitis B vaccine (HBV) 3 doses or Heplisav-B 2 doses
    - Influenza: current seasonal vaccine or approved exemption
    - COVID-19 vaccine or approved exemption

Note: At times, clinical agencies may change the above requirements or require additional immunizations. Students are expected to meet and maintain compliance with all requirements of clinical agencies throughout the duration of their enrollment even if they are not listed above.
11. **CPR Certification:** Applicant must hold current CPR BLS Provider certification by the American Heart Association or the Red Cross, and keep CPR 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 first day of the semester** (clinical agency requirement).
14. **Student must carry personal health insurance** (clinical agency requirement).

15. **Nursing students are required to have an electronic mobile device with access to the Internet.** For specific requirements see electronic mobile device policy in Nursing Student Policy Manual.

A limited number of openings exist in the Associate Degree Nursing program. Admissions consideration begins January of each year. Applications will be accepted until February 15 of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: TEAS score, related courses and grades earned, and previous post-secondary education. 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 notification and the student enrolls in the nursing courses. Mitchell Community College does not use waiting lists for the nursing program. Applicants must re-apply for each year they wish to be considered for admission.

Qualifications of Graduates for Examination

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.

Technology Requirement

The Associate Degree Nursing curriculum is taught using a concept based model. Students are expected to have reliable access to the Internet and an electronic mobile device is required.

The Associate Degree Nursing program is accredited by the **Accreditation Commission for Education in Nursing** (ACEN) http://www.acenursing.org, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020.

Medical Assisting

The purpose of the Medical Assisting Program is "To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. " (CAAHEP 2022 Standards and Guidelines).

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 can lead to an A.A.S. degree. After successful completion of the practicum, the student graduates with a diploma in Medical Assisting and may be eligible to take the certification examination. 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 complete the College application process for admission.
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. Grades less than C are not transferable into the Medical Assisting Program.
4. **Required GPA:** Applicants should have a minimum 2.0 cumulative grade point average.
5. **Medical Assisting Program Application:** Applicant must complete program application and submit to the Health Sciences Office, Cherry Street.
6. **CPR Certification:** Applicant must hold CPR certification (BLS for Healthcare Providers) by the American Heart Association, or the Red Cross prior to enrolling in the practicum and must remain current through the last day of the practicum.
7. **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 program. Required immunizations include: (externship agency requirement)
    *   MMR vaccine—2 doses (measles, mumps, rubella) or positive titers
    *   Varicella vaccine—2 doses or positive titer

*   Tdap (tetanus, diphtheria, pertussis) one time and Td booster every 10 years
    Tuberculosis 2 step skin test (PPD), or negative TB Blood Test
*   Hepatitis B vaccine (HBV) 3 doses or Heplisav-B 2 doses
    Influenza: current seasonal vaccine (strongly suggested)
8. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies for placement into the practicum. The student will bear this cost. If any clinical agency refuses to allow the student to participate in the practicum, for any reason, the student will not be able to complete the program.
9. Student must be 18 years of age prior to first day of summer semester (agency requirement).
10. MED students are required to have an electronic mobile device with access to the Internet.

A limited number of openings exist in the Medical Assisting program. Admission consideration begins March 1 of each year to fill the fall class. Applicants must re-apply for each year they wish to be considered for admission, as Mitchell Community College does not use waiting lists for the medical assisting program. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a medical assisting student at Mitchell Community College until the student receives official notification of admission and the student enrolls in medical assisting courses.

Qualifications of Graduates for Examination
Graduates from the medical assisting diploma program may be eligible for certification as a CMA (AAMA) after successful completion of all coursework required for the diploma. To apply for certification, the graduate shall make application to the AAMA and submit an application fee.

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, 9355 - 113th St. N, #7709, Seminole, FL 33775-7709 (727) 210-2350

Paramedic to Associate Degree Nursing Option (A45110PB)

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 guarantee admission to the Paramedic to Associate Degree Nursing Bridge program. Admission into the Paramedic to Associate Degree Nursing Bridge program is competitive. This entry option is designed for the Associate Degree in Emergency Medical Science Paramedic to transition into the nursing role. In addition to the College's requirements for admission, the following are minimum requirements for admission to the Paramedic to Associate Degree Nursing Bridge program:

1. **Mitchell Community College Application:** Applicants must complete the College application process for admission.
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. Grades less than C are not transferable into the Associate Degree Nursing Program.
4. **Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. General education courses toward the A.A.S. Nursing degree must be completed with a grade of C or better.
5. **ATI TEAS Testing:** Applicant must achieve a minimum adjusted individual test score of 68 percent on the Test of Essential Academic Skills (ATI TEAS). For more information about the ATI TEAS Exam, see the official website at http://www.atitesting.com/default.aspx. ATI TEAS Review books and practice tests are available through the Mitchell Library. Scores are valid for three years and the test may be taken three times at Mitchell, each application cycle. For multiple attempts, the applicants highest adjusted individual test score will be used. Applicant must print their result for the application process.
6. **Paramedic to Associate Degree Nursing Bridge Program Application:** Applicant must complete Program Application with their pre-nursing advisor.
7. **Valid, unrestricted North Carolina Paramedic certification or National Registry Paramedic Certification.**
8. **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. Required immunizations include: (clinical agency requirement)
- MMR vaccine—2 doses (measles, mumps, rubella) or positive titers
- Varicella vaccine—2 doses or positive titer
- Tdap (tetanus, diphtheria, pertussis) one time and Td booster every 10 years Tuberculosis 2 step skin test (PPD), or negative TB Blood Test
- Hepatitis B vaccine (HBV) 3 doses or Heplisav-B 2 doses
- Influenza: current seasonal vaccine or approved exemption
- COVID-19 vaccine or approved exemption

NOTE: At times, clinical agencies may change the above requirements or require additional immunizations. Students are expected to meet and maintain compliance with all requirements of clinical agencies throughout the duration of their enrollment even if they are not listed above.

9. **CPR Certification:** Applicant must hold current CPR BLS Provider certification by the American Heart Association or the Red Cross, and keep CPR maintained throughout the NUR course sequence.
10. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies.
11. **Student must carry personal health insurance** (clinical agency requirement).
12. **Nursing students are required to have an electronic mobile device with access to the Internet.** For specific requirements, see electronic mobile device policy in Nursing Student Policy Manual.

A limited number of openings exist in the Paramedic to Associate Degree Nursing Bridge program. Admissions consideration begins August 1 of each year. Applications will be accepted until September 30 of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: ATI TEAS score, related courses and grades earned, and previous post-secondary education. 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 notification of admission and the student enrolls in the nursing courses. Mitchell Community College does not use waiting lists for the paramedic to nursing bridge program. Applicants must re-apply for each year they wish to be considered for admission.

Please note: the certified Paramedic may also apply for the traditional Associate Degree Nursing Program as an alternate entry pathway but must satisfy all the requirements of the traditional Associate Degree Nursing program, as listed in the Nursing Program Admission Criteria for that program.

Qualifications of Graduates for Examination
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.

Technology Requirement
The Associate Degree Nursing curriculum is taught using a concept based model. Students are expected to have reliable access to the Internet and an electronic mobile device is required.

The Associate Degree Nursing program is accredited by the **Accreditation Commission for Education in Nursing** (ACEN) http://www.acenursing.org, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020.

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/academics. The Health Information Management accreditor of Pitt Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the associate degree in Health Information Technology has been reaffirmed through 2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@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 12 credit hours or more. Regular tuition charges apply for classes taken for audit.

In-State Tuition	$76.00 per credit hour
	$1,216.00 per semester maximum (full-time)
Out-of-State Tuition	$268.00 per credit hour
	$4,288.00 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 pay required student fees each semester.

Student Activity Fee*	$2.50 per credit hour for 1 – 8 credit hours
	$25.00 for 9 or more credit hours
Student Access Fee	$25.00 per semester
Technology Fee	$3.00 per credit hour
	$48.00 for 16 or more credit hours
Accident Insurance Fee	$1.25 per semester
Administrative Fee	$10.00 per semester

*Student Activity Fee is assessed in the Fall and Spring semesters only.

Specific Fees

Specific fees, in addition to tuition and required fees mentioned above, may be charged in some courses to cover specific extra costs for that class. 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, please refer to the refund policy.

Books

The cost of books varies from program to program. Most students pay an estimated $1,200 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 by the payment due date unless payment has been guaranteed by financial aid, a sponsor authorization agreement or a Nelnet payment plan. Please refer to mitchellcc.edu/payment-due-dates for payment due dates.

Payment Through Self Service—Full payments are accepted online via Self Service. Students may select the Self Service 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: (1) the Statesville Campus in the Eason Student Services Center, Room 200 or (2) the Mooresville Campus, George W. Brawley, Jr. Building (formerly MCA), Room 202. To pay by credit card, the person whose name is on the credit card must be present. Please note that starter checks are not accepted.

Sponsor Payment (ESC, Vocational Rehabilitation, Employer, etc.)—A new authorization form is required for each semester. The sponsor authorization should be mailed or brought to the Cashier's Office, Mitchell Community College, 500 West Broad Street, Statesville, NC 28677-5264 as early as possible before the semester begins, but no later than five days before the student plans to see their advisor and/or register.

Nelnet Business Solutions Online Payment Plan (Available Fall and Spring Semesters only)—The Nelnet Payment Plan provides students the option of contracting with Nelnet Business Solutions (NBS), a third party online payment company, to schedule monthly tuition payments. It can be used to budget curriculum tuition and fees only– no books. The payment plan option requires a $25.00 enrollment fee for scheduled payments. This enrollment fee is charged per semester and is nonrefundable. A valid bank account, which allows Automatic Bank Payment (ACH) or Credit/Debit Card is required. A link to "Create a Payment Plan" is available through Self Service under Financial Information. For students who 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.

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.

Refund Policy

Mitchell Community College issues tuition refunds according to the North Carolina state policy. Students may receive a full tuition refund if they officially withdraw before the first day of the academic term. Students may receive a 75% TUITION ONLY 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. All required fees and specific course fees are nonrefundable if the student withdraws after the first day of the academic term. For the refund schedule, please refer to: http://www.mitchellcc.edu/paying-college/refund-dates-and-liability-schedule. Students will receive full refunds for the classes canceled by Mitchell Community College. If a student dies during the semester, Mitchell Community College will refund all tuition and fees paid by the student, 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. Residency status is not determined by Mitchell Community College. In order to apply to Mitchell Community College, an applicant will need to complete the residency application through the North Carolina Residency Determination Service (RDS). For more information, please visit ncresidency.org, or call (919) 835-2290.

Financial Aid

The Mitchell Financial Aid Office recognizes students need financial assistance to pursue their educational goals and to succeed without the burden of debt often associated with obtaining a college degree.

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 student and one parent (if the student is under the age of 24) will need to create an FSA ID. The FSA ID is used to electronically sign the FAFSA. The IRS Data Retrieval Tool (DRT) is a feature that allows students and parents to access the IRS tax return information needed to the 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, Mitchell will receive a copy of the FAFSA 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 or can be viewed on Self-Service. Students who are not eligible for financial aid will receive a letter with information on special circumstances and a payment plan option.

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:
- 2023 Fall Semester —June 16
- 2024 Spring Semester—November 3
- 2024 Summer Semester—April 5

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 Scholarship (NCNBG)
- North Carolina Longleaf Commitment Grant (NCLCG)
- Scholarships
- Veterans Education Benefit
- Child Care Grant
- Alternative Loan Program(s)

Scholarships

Mitchell awards financial aid scholarships without regard to race, religion, sex, age, disability, or national origin. To be considered for a scholarship and retain a scholarship, a student should:
- Complete the FAFSA
- 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, NCNBG, NCLCG, 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 the student's 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 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. Students must notify their FA Specialist if they have attended any other college, this school year, using financial aid prior to the College finalizing 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 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 mini session classes and withdraw from all other classes that span an entire semester are subject to the Return of Title IV funds policy.
- The Financial Aid Office may release information pertaining to financial aid to any government agency that requires such information as allowed by the Family Educational Rights and Privacy Act (FERPA). Financial aid will no longer provide financial aid information to outside agencies.
- 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.
- Financial aid will only pay for course work required in a student's program of study.

Repeated Coursework

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

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

Census Date Enrollment

Financial Aid payment is based on the number of credit hours a student is enrolled in, at the 10% census date for a standard 16-week semester. An adjustment to the student's schedule may affect financial aid. Be sure to speak with a Financial Aid Specialist to determine if aid is affected.

Transfer Students

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

Mini Sessions

If a student registers for a mini 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, 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.

Degree Audit

Federal and State regulations mandate, for financial aid purposes, all students enroll only in courses that are required for admission and enrollment in an eligible program of study. Any coursework not required in a program of study will be excluded from a student's enrollment status and the student's financial aid will be prorated or canceled.

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 applies to all Federal Pell Grant eligible students and to all N.C. State Grant eligible students.

Eligible Programs for Financial Aid

Not all 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, reinforced instruction courses are not included in a transcript's 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÷30=90 percent.

Maximum Timeframe (MTF)—A financial aid student's maximum timeframe 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. Reinforced instruction 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 have previously received a "WF" will have those credits included in the number of attempted hours and will not count as successful completed hours. A "WF" will be counted in the GPA as an "F" grade.

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. A student may receive financial aid for a previous passed course, once.

Reinforced Instruction Courses—Reinforced Instruction 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. Reinforced instruction 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 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. Students not meeting SAP standards by the end of the warning period will be placed on suspension.

Financial Aid Suspension—Students who fail to regain SAP during their next semester of enrollment are placed on financial aid suspension, and not eligible for Financial Aid. Students on financial aid suspension may appeal. See "Reinstating Eligibility" for additional information regarding appeal.

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. See "Academic Plan" requirements for more information.

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

Nearing Maximum Timeframe—Students are placed in this category when 80% 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 timeframe' by completing a Satisfactory Academic Progress Appeal form, available in the Financial Aid Office and online on Mitchell's website, explaining why the student 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, prior to the start of each semester. 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 2.0 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. Students are eligible to receive financial aid as long as they continue to meet the conditions specified in their Academic Plan. Students who do not meet their conditions will be terminated and no longer be eligible for financial aid.

Questions regarding meeting Satisfactory Academic Progress (SAP) should be directed to a Financial Aid Specialist.

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 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 may be required to return unearned Title IV funds to the Title IV programs.

A student's withdrawal date is based:

1. on the last date of academic attendance as determined by the school from its attendance records in class(es), when a student begins the institution's withdrawal process; or notifies the institution of their intent to withdraw.

2. on the last date of academic attendance as determined by the attendance records in class(es), when a student is unofficially withdrawn by instruction.

Under the new regulations effective July 1, 2021, for all programs offered in modules, a student is considered withdrawn for Title IV purposes if the student ceases attendance and is not scheduled to begin another course within a payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending, unless the school obtains written confirmation from the student that he or she will attend a later module in the same payment period or period of enrollment. If a school obtains a written confirmation of future attendance but the student does not return as scheduled, the student is considered to have withdrawn.

In addition, a student is not considered to have withdrawn, if the student successfully completes:

1. All requirements for graduation from his or her program before completing the days or hours in the period that the student was scheduled to complete

2. One module that includes 49% or more of the number of days in the payment period

3. A combination of modules that when combined contain 49% or more of the number of payment period; or

4. Coursework equal to or greater than the coursework required for the institution's definition of a half-time student.

The Financial Aid Office determines if the student was a recipient of Title IV funds who withdrew prior to the 60 percent point and performs the Return of Tile IV Funds calculation. Under this policy, the school determines the amount of Title IV funds a student has earned and returns the unearned portion. The Financial Aid Office sends written notification to the student informing the student of the amount owed no later than thirty calendar days after the date of the school's determination that the student withdrew. The school must return any unearned Title IV funds it is responsible for within 45 days of the date the school determined the student withdrew.

If the Return of Title IV funds calculation determines 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 within 180 days of the date the institution determines the student withdrew. In order to make a post-withdrawal disbursement, the school must have a processed Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). To be eligible for a post-withdrawal disbursement, the student must also meet all Federal Guidelines outlined by the Department of Education. For a student who withdraws after the 60% point in time, a R2T4 calculation will be performed to determine whether the student is eligible for a post-withdrawal disbursement.

A school must return Title IV funds to the programs from which the student received aid, in the following order:

- FPELL
- FSEOG

If applicable, funds must also be returned to the State Grant Funds.

NOTE: The Return to Title IV Funds policy is separate from Mitchell Community College's institutional refund policy.

Active Duty Service Members

Active Duty/Veterans Services

Mitchell Community College is honored to welcome veterans, reservists, and active duty students to our campus. Our Veterans Support Team is available to assist with a variety of services including: Academic Advising, Veterans Affairs (VA) Education Benefits, Financial Aid, Accessibility Services, and acclimation to the college.

- For assistance with Admissions contact Admissions at admissions@mitchellcc.edu
- For assistance with Advising contact the Advising department at advising@mitchellcc.edu
- For assistance with Accessibility Services contact the Coordinator of Accessibility Services and 504, Marks Elder, at melder@mitchellcc.edu
- For assistance with military Tuition Assistance (TA), or VA Educational Benefits (GI Bill®), contact the VA Specialist, Amanda Tompkins, at atompkins@mitchellcc.edu
- For assistance with Financial Aid and Scholarships, contact the Financial Aid department at financialaid@mitchellcc.edu

Recruitment and Enrollment of Service Members and their Dependents

One of the core beliefs that Mitchell Community College operates under is that 'we must foster an environment of trust and teamwork as we move toward a common goal.' To this end, MCC abides by federal law and regulations, specifically the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). The following policy prohibits the college from participating in fraudulent and aggressive marketing tactics when recruiting military members and their dependents.

In order to eliminate unfair, deceptive, and abusive marketing aimed at Service members and their dependents, the staff and faculty of Mitchell Community College will:

1. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

2. Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

3. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to Tuition Assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

Eligibility

Active Duty service members may qualify for state or federal Tuition Assistance (TA) from their branch of service. Service members should receive approval from their Educational Services Officer (ESO) or military counselor within the Military Service prior to enrollment at Mitchell Community College. Obtain approval for Tuition Assistance (TA) before making a financial commitment to the College.

Priority Enrollment for Active Duty Service Members

Currently-enrolled Active Duty service members are allowed a Priority Registration period. This policy allows the current student veteran to register for classes earlier than other students.

Military Service Experience

Active Duty service members may receive credit for USAFI courses and service school training where appropriate to the student's program and where a comparable course is offered by Mitchell Community College. 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. Final acceptance or rejection of the credit lies with Mitchell Community College. Credit for prior military courses and service is evaluated from the Joint Services Transcript.

Withdrawals—Military Tuition Assistance (TA)

The Financial Aid Office determines if the student withdraws prior to the 60% mark of the term and received Federal Tuition Assistance. If the withdrawal is prior to the 60% point, a return of funds calculation is completed and any unearned TA is refunded to the government. If the withdraw is a result of documented "Active Duty Orders" then all TA funds will be returned and the student will not be charged tuition for the term. Any returned funds must be refunded within 45 days of the withdraw notification through the Business Office.

FALL 2023 August 14, 2023 – December 11, 2023	
Before or on August 13	100% refund
August 14 – August 23	75% refund
After August 23	0% refund

Withdrawals—Active Duty (not receiving Tuition Assistance)

At the request of the student, MCC shall grant a full refund of registration fees, as well as buy back textbooks through the college's bookstore operation to the extent allowable under the college's buy back procedures, to: military reserve and National Guard personnel called to Active Duty; or Active Duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements. Documentation of Active Duty Orders are required at the time of withdrawal.

Readmission After Deployment

Active Duty students will be permitted to return to their educational program after having to suspend their studies due to service requirements. Applicants who have not attended for one or more years must submit a new application. Applicants can contact an Admissions Specialist to determine any assessments needed. An advisor will be able to inform the applicant of any changes to the curriculum since their last date of an attendance.

Veterans Affairs

The Mitchell Community College Veteran Affairs Specialist 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
- 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 may 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.va.gov/education. The VA will send back a letter called the Certificate of Eligibility once the application has been processed. This letter will provide information regarding which VA chapter a student is eligible for and how many months of entitlement they have to use.
- 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.
- Submit official transcript from Joint Services for military credit. Request transcript at https://jst.doded.mil/smart/welcome.do.
- Provide the Admissions and Records Office with service schools or tests which may be evaluated for credit.
- Contact the Veteran Affairs Specialist to complete required paperwork for certification. The Veterans Affairs Specialist will need a copy of the Certificate of Eligibility on file.

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 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. Credit for prior military courses and service is evaluated from the Joint Services Transcript.

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 MHA 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 by attending classes as scheduled. A student must notify the Veteran Affairs Specialist for any reason for absences. If a student withdraws from class, they must notify the Veteran Affairs Specialist immediately to avoid overpayment.
- 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 receiving Post 9/11 GI Bill® are also required to verify their enrollment monthly. Check the VA website (va.gov/education) for more information.
- Students are expected to attend and participate in class meetings.
- Students who drop or withdraw from class must notify Mitchell's Veteran Affairs Specialist of this change. MHA benefits may be reduced for the remainder of the semester.
- Tuition for dropped classes may be required to be re-paid to Mitchell.
- Veterans using education benefits who Withdraw or Fail all coursework are reported to Veteran's Affairs (VA) using the Last Date of Attendance (LDA). The LDA will be used in

calculating potential overpayments and the student veteran may incur a DEBT for MHA and tuition and repayment of funds to VA and/or Mitchell Community College will be required.

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
- Emporium Model Developmental Math Courses

Satisfactory Academic Progress

Students receiving veteran's benefits through the Department of Veteran Affairs must meet the requirements for Satisfactory Academic Progress defined as a cumulative 2.0 GPA or the student will move to Probation 1. While on Probation 1, the student must maintain a Term GPA of 2.0, to remain eligible for benefits. Students who fail to maintain a 2.0 will not be certified for future terms. Reinstatement can occur with an academic plan approved by the School Certifying Official.

Priority Enrollment for Student Veterans

Currently enrolled student veterans are allowed a "Priority Registration" period. This policy allows the current student veteran to register for classes earlier than other students.

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 with a variety services including: Academic Advising, VA Education Benefits (GI Bill®), Financial Aid, Accessibility Services, and acclimation to college. For assistance with Admissions, Advising, and Accessibility Services, contact the Academic Advising Center.

- For assistance with Admissions contact Admissions at admissions@mitchellcc.edu
- For assistance with Advising contact the Advising department at advising@mitchellcc.edu
- For assistance with Accessibility Services contact the Coordinator of Accessibility Services and 504, Marks Elder, at melder@mitchellcc.edu
- For assistance with military Tuition Assistance (TA), or VA Educational Benefits (GI Bill®), contact the VA Specialist, Amanda Tompkins, at atompkins@mitchellcc.edu
- For assistance with Financial Aid and Scholarships, contact the Financial Aid department at financialaid@mitchellcc.edu

Note: Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are asked to attend an orientation session. Residency is determined through RDS. Please see the School Certifying official for more information regarding In-state tuition. Some veterans may qualify for Section 702 of the Choice Act.

Academic Policies

Semester System

Mitchell operates on a three-semester system. 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 Office of Student Records after registration.

Students in Transfer Programs (AA, AS, AFA, AE)

ACA 122 Requirement

Students who are seeking a transfer degree (AA, AS, AE, AFA, AATP, ASTP) must complete ACA 122 during their first or second semester. If a student who is seeking a transfer degree fails to complete ACA 122 during the first or second semester, registration for the student's third semester will be blocked.

"C" or Better Requirement

For transfer degree programs a passing grade of "C" or better is required in all coursework that applies to the degree, in order to be eligible to graduate.

Transfer Courses from Other Schools

Transfer courses that do not originate at a North Carolina Community College System (NCCCS) institution or at a UNC System institution are allowed to be used to complete transfer degrees at Mitchell Community College and would fall under the protections of the Comprehensive Articulation Agreement (CAA). Students transferring without the completed degree would have their individual courses from outside of NCCCS institutions subject to the receiving institution's regular transfer articulation procedures.

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 Instruction. 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 Student Records and approved by the 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

Mitchell Community College is an attendance taking institution. Instructors in all curriculum courses are required to report student attendance. Attendance begins on the first scheduled day of a course, even for students who register late. Mitchell Community College recognizes the connection between student attendance and student retention, achievement and success. Students are expected to attend all class sessions, clinical experiences, and laboratory periods for which they are enrolled. Absence from any of these learning experiences, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement.

Students are responsible for class attendance and for any class work missed during an absence. The instructor's policy on make-up work must be clearly stated in the class syllabus. Obtaining and making up missed work is the student's responsibility.

To remain enrolled in a course, a student must attend or participate in class on or before the class census date. If a student does not attend or participate in class by the census date, they will be reported as a "no show" (NS) and will be automatically removed from the course by the Registrar. To ensure students attend class and avoid being marked as a "NS", students need to:

- For traditional 100% seated classes, a student must be physically present in class on or before the class census date.

- For blended or hybrid classes, a student must either complete the mandatory course enrollment activity in the LMS or physically be present in class on or before the class census date.

- For 100% online classes, a student must complete the mandatory course enrollment activity in the LMS on or before the class census date.

If a student does not meet the census date requirement, the student must be reported as a "NS" for the class. Students reported as a "NS" are removed from the class. The "NS" date and the census date are the same date for a course and can be found on the course syllabus. For blended, hybrid, and online courses this date is also noted in the Mandatory Course Enrollment Activity.

When a student fails to comply with the attendance policy of the class or fails to attend/participate for two consecutive weeks (14 calendar days) without prior arrangements being made with the instructor, the instructor will process an administrative withdrawal (W) for the student, resulting in a grade of W (See Withdrawal Policy). Instructors will process an administrative withdrawal up until the end date of a course, if a student has not attended/participated for two consecutive weeks (14 calendar days).

Withdrawal Policy

The last day to withdraw from a course or from all courses with a grade of "W" is at the 75 percent point of the course. The exact date is published on the Academic Calendar. After the 75 percent point of the course, the student can no longer initiate a withdrawal and will receive the grade earned in the course at the end of the term.

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	
IE	Incomplete Emergency	
CE	Credit by Examination	
NC	No Credit (student does not pass credit by examination)	
W	Withdrawal	
WE	Withdrawal Emergency	
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)	
P	Pass ENG 011	

P1	Pass Tier 1 ENG or MAT Transitions Course
P2	Pass Tier 2 ENG or MAT Transitions Course
P3	Pass Tier 3 MAT Transitions Course
R	Repeat ENG or MAT Transitions 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." An incomplete grade may result in students being removed from a class(es) for an upcoming semester that requires a completed grade to satisfy prerequisite requirements.

Grade Reports

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

Grade Appeal

Mitchell Community College course instructors are responsible for determining the grade a student earns for the course. The grade determination is based upon the course grading policy as detailed in the course syllabus.

If a student disagrees with the final course grade they have received, the student may appeal the grade by following the procedures as outlined below:

A Mitchell Community College student who disagrees with a final course grade may appeal their grade following these procedures:

1. The student contacts the course instructor via their student email to discuss the grade. This must take place within five (5) business days of the initial assignment of the grade.
2. If the issue is not resolved, the student contacts the appropriate Director/Dean via their student email within three (3) business days after meeting with the instructor.
3. If the issue is not resolved, the student has three (3) business days to submit a written appeal to the Vice President for Instruction, stating the reason(s) that the grade is believed to be in error. The Vice President for Instruction will convene the Grade Appeal Committee within two (2) business days of receiving the appeal. The Grade Appeal Committee will be comprised of one faculty member from each curriculum division chosen from the full-time faculty in their respective divisions. For each appeal, the Committee will select one member to serve as a non-voting chair and recorder for the appeal.
4. The Grade appeal Committee will meet within two (2) business days of being convened. 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 majority opinion of the committee. The Committee will immediately 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. 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

A 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, i.e. 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 notation 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.

Procedures:
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 Registrar.
4. The Registrar evaluates the transcript and determines appropriate courses to be included in the forgiveness process.
5. Student is notified by a letter from the 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 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/Transitional 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 Registrar will notify students and their advisors by college email or letter of probationary status. Students with probationary status will be required to meet with their academic advisor prior to registration for any subsequent semesters.

Academic Suspension

A student who does not maintain a cumulative GPA of 2.0 or higher for two consecutive semesters will be placed on academic suspension. A suspended student is prohibited from registering for curriculum courses until the student 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. The petition form should include the reasons the student would like to be admitted, 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 petition and any other supporting documentation submitted by the student and will make a 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. Petitions for reinstatement should be e-mailed to academicreviewboard@mitchellcc.edu. Petitions may also be delivered, in person, to Students Services at either campus.

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 the student doesn't have the appropriate co- or prerequisite 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.

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.

Auditing Classes for Senior Citizens

Senior citizens age 65 or older as of the first day of the course session may audit classes free of tuition. Local fees, books, and required supplies are the responsibility of the student to pay. Interested applicants must apply for admission and self-identify with the Advising office. A student who audits a course section shall not displace students enrolling or registering to receive a grade in the course section. Therefore, registration for audit status can occur after the regular registration period for the session has ended." All other rules regarding auditing a class also apply to senior citizens. See "Auditing Classes" above."

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 placing a transcript order through the National Student Clearinghouse at https://tsorder.studentclearinghouse.org/school/welcome. No official 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.
5. Collaborate to achieve common goals.
6. Employ appropriate and relevant information technology.

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, the student must graduate under the catalog in effect at the time of the change or any subsequent catalog while the student 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. Please note that for transfer degree programs a passing grade of "C" or better is required in all coursework that applies to the degree to be eligible to graduate.
- Students are notified of graduation eligibility by the Office of Student Records during the last semester of enrollment. Students completing during the proceeding Summer semester who wish to participate in the May commencement must register for summer courses and self-identify with the Office of Student Records by the advertised deadline.
- A minimum of 25% of the credits required for a degree, diploma or certificate must be earned at 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

I. Policy Statement

Mitchell Community College puts forth every reasonable effort to maintain academic integrity in the instructional program. To compromise integrity through acts of academic dishonesty seriously jeopardizes the quality of instruction and the caliber of education we purport to provide our students. Any form of academic dishonesty is unacceptable and if detected will result in disciplinary action.

II. Definitions

Cheating: Intentionally and knowingly using unauthorized materials, information, or study aids in any academic exercise or matter.

Plagiarism: Intentionally and knowingly representing in any academic exercise or matter the words or ideas of another as one's own.

Fabrication: Intentionally and knowingly falsifying or inventing information or citations in an academic exercise.

Facilitating Academic Dishonesty: Intentionally and knowingly helping or attempting to help another to commit an act of cheating, plagiarism, or fabrication.

Identity Verification: The College must verify that any student who registers for an online, hybrid, or blended course is in fact the same student who participates in, completes, and receives the credit for the course.

For **Academic Dishonesty Procedure**, please visit mitchellcc.edu/academic-resources/academic-dishonesty-procedure.

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.

Support Services

Academic Advising: Student Services Division

Advisors provide onboarding support, academic advising, and success coaching for new career and technical education students enrolling in their first semester and for students in college transfer programs through their first year of college. Advisors promote student self-efficacy through success coaching and proactive interactions and interventions, review students' programs of study, instruct on the use and navigation of the student information and registration portal, SelfService, and assist with educational planning. Advisors also inform students of college processes and the transition from Student Services Advising to faculty advising. Advisors utilize Aviso Retention to support and communicate with students and to act proactively on the behalf of their advisees, referring to college and community resources. Student Services Advising is located in the Eason Student Services Building on the Statesville Campus and in the George W. Brawley, Jr. Building (formerly MCA) on the Mooresville Campus.

Faculty Advisors

Students who are seeking degrees in Associate in Fine Arts, Associate in Engineering, Associate in Applied Science, Diplomas and Certificates are assigned to a faculty advisor after their onboarding appointment in Student Services. Students who are in Associate in Arts and Associate in Science transfer programs transition to general education faculty advisors from Student Services advisors after their first year. Students meet with their faculty advisor to review educational goals, update career plans, make course selections, and discuss college transfer options. Faculty advisors are also available to provide academic support and guidance to their advisees. When making decisions about course selection, students need to be familiar with the Mitchell Catalog, the course requirements of their programs of study and course sequencing, and are responsible for making final decisions on academic matters. To locate faculty advisor's contact information, view Student Profile in Aviso or Self-Service.

Crisis Intervention and SAP

Mitchell Community College has partnered with McLaughlin Young to provide the Student Assistance Program (SAP). A SAP is a college-sponsored benefit that offers the support resources students need to address personal challenges and concerns. The services offered through McLaughlin Young are confidential and free to the student and members of the household who are at least 18 years old or with parent approval. Services include: short-term therapy, legal assistance, financial assistance (e.g. tax prep and, financial planning), work-life balance, parenting and elder care, substance abuse support and prevention, and more. Student interested in SAP services should contact the Student Support Services Center at studentsupport@mitchellcc.edu. The Mitchell Market offers free food to current students facing food insecurities. Students experiencing an unexpected financial emergency can request assistance through the Student Support located on the website. Students may also visit the center on our Statesville Campus, Eason Student Services Center, Room 208.

Accessibility Services

The Mission of Accessibility 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 Accessibility Services as soon as possible before the first day of class to determine and request accommodations. Students seeking assistance must provide documentation that includes relevant medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify the need for accommodation. Students will need to meet with Accessibility Services to complete an accommodation plan each semester. The Coordinator of Accessibility Services office is located in the Eason Student Services Center, room 110 on the Statesville Campus. Accessibility Services office hours are by appointment on both the Statesville Campus and the Mooresville Campus. Accessibility Services provides reasonable academic accommodations for students with a documented disability under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Work-Based Learning (WBL) 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 office.

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 or program faculty
- 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

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 information on how to participate in Work-Based Learning as a student, please speak with an advisor. For information on how to participate in Work-Based Learning as an employer, please call (704) 978-1300.

Bookstore

The Mitchell Community College Bookstore is located in the Montgomery Student Union. The Bookstore offers curriculum and Continuing Education textbooks for classes offered at Mitchell Community College. The Bookstore's website is available online for inquiry and purchases. The online Bookstore provides the title, author, edition, ISBN number, and price of the textbook(s) needed for each course. This information is provided online each semester.

When ordering textbook(s) using the online Bookstore, a credit card or financial aid funds may be used for payment. There are several options for picking up an online order. Orders may be picked up at the Statesville Campus or Mooresville Campus or may be shipped UPS to the student's address of choice.

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

The Bookstore has available to purchase book bags, calculators, supplies, and a variety of Mitchell Community College clothing. Required kits for designated programs are available as well as providing the opportunity for purchasing a laptop.

Library

The J.P. and Mildred Huskins Library, located on the Statesville Campus, and the Mooresville Campus Library, provide resources which support and enhance instructional programs at Mitchell Community College. Library services include reserve and reference assistance, book selection, group or individual library orientation and instruction, interlibrary loan, Internet access, and printing. Students have access to online resources, individual computers, computer labs, group study rooms and a makerspace. Learn more at the library homepage at https://mitchellcc.edu/library. For more information, contact the Huskins Library at (704) 878-3271 or the Mooresville Campus Library at (704) 978-3115 or email library@mitchellcc.edu.

Distance Learning

Mitchell Community College offers several distance learning opportunities for students including online, hybrid, and blended courses. Distance education is an educational process in which instruction (learner to learner interaction, instructor to student interaction, and learner to content interaction)

occurs when students and instructors are not in the same location. These courses provide students with more flexibility than a traditional classroom setting.

Students are expected to:
- Communicate via Mitchell Community College Office 365 Email (Outlook) and follow appropriate netiquette
- Check their Mitchell Community College Email (Outlook)
- Have reliable access to the Internet
- Use Internet browsers effectively
- Create and save files in commonly used word processing program formats such as docx, PDF, rich text, etc.
- Upload files, images and videos
- Have access to course specific software

Students enrolled in online courses receive the same credit, must satisfy the same course prerequisites, experience the same course content, and are assessed the same tuition as traditional students. For online courses, course content is published within the College's learning management system (LMS) and course communication is through the College's LMS and Mitchell Community College Office 365 Email (Outlook). Some online classes may have an optional online orientation or an optional in-person orientation. Students may have to come to campus to purchase books, pay tuition and/or complete assessments. Instructors are available to students via email, telephone, or by scheduled appointments. For hybrid and/or blended courses, instructional delivery can be a combination of in-person sessions and online instruction. Specific requirements are posted in the schedule listing on Self-Service and on the course syllabus.

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.

Online Course
An online course delivers 100% of instruction over the internet. Online courses may or may not require in-person or on-campus meetings for non-instructional purposes such as class orientation or proctored examinations (either on campus or at an approved proctor site). The online course content is delivered through the College's learning management system (LMS). Online courses allow for both synchronous and asynchronous class time.

Hybrid or Blended Course
A hybrid or blended course is conducted partially in the classroom and partially online. Hybrid and blended courses allow the student to benefit from both online and in-person teaching. The online portion of hybrid and blended courses allows students to attend synchronous "virtual" sessions via the Internet. In hybrid or blended courses, students may be required to attend in-person class meetings. In addition, some of the required meetings may be held online. The online course content for hybrid and blended courses is delivered through the College's learning management system (LMS). A hybrid course is one in which at least half to as much as 99% of the course is delivered online. A blended course is one in which 1% to as much as half the course is delivered online.

Asynchronous/Synchronous
Asynchronous class sessions allow students to complete work on their own time within a certain timeframe. Course content and activities (example: lectures, quizzes, assignments, discussion forums) are delivered through the College's LMS and most often include due dates.

Synchronous class sessions occur when both instructors and students are either in-person or online at the same time. These sessions take place on set schedules and within set timeframes to allow real-time interaction in lectures, discussions, presentations, and other class activities. Students may be expected to be online at specified times in order to participate in the course. These sessions can be described as "live" or "real-time" sessions.

The Tutoring Center
The Tutoring Center provides free quality instructional support services and tutoring that enables students to:
- Develop, enhance, and maximize their learning skills
- Improve their understanding, achievement, and enjoyment of coursework
- Become proficient in using computer software and equipment
- Employ successful learning strategies

The Tutoring Center employs peer tutors, professional tutors, and writing coaches. Writing coaches offer quality support for writing-related assignments and tasks, including:

- Understanding assignments
- Brainstorming
- Source Formatting and Documentation (APA/MLA)
- Revising
- Editing and Grammar

The Tutoring Center offers free peer tutoring by appointment in person and online. Students may make an appointment with a writing coach online at mitchellcc.mywconline.com. Walk-ins are welcome as long as a writing coach is available. Centers are located in both Statesville and Mooresville. For more information, contact the Statesville Tutoring Center at (704) 978-3116 or the Mooresville Tutoring Center at (704) 978-5412.

RISE—Reinforced Instruction for Student Excellence

Founded on the "open door" admissions philosophy, Mitchell provides reinforced instruction courses to ensure that students at all ability levels may be successful learners. Reinforced instruction 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, reinforced instruction courses ensure high academic standards by enabling learners to acquire competencies needed for success in mainstream college courses.

N.C. High School to Community College Articulation Agreement
Mitchell formally identifies, recognizes and awards 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 student services advisor at Mitchell.

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. Refer to the Student Handbook for a complete list of Student Right and Responsibilities, and the Student Code of Conduct.

Student Responsibility

Course selection and a field of study should be considered carefully by the student with the support of student services advisors, 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 Registrar 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 request is warranted
- 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 Coordinator of Accessibility Services 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 Accessibility 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.

Visitors and Children on Campus

To avoid disruptive behavior and ensure the safety of young visitors, all children on campus must be under the direct supervision of an adult. Any visitor not enrolled for the current term is not permitted in classrooms or laboratories.

Corporate and Continuing Education

Continuing Education programs and services provide adults opportunities to pursue learning for life by participating in a variety of non-credit programs or courses suited to individual needs. Courses are practical in nature and are based on individual needs, goals, and/or lifestyles, regardless of previous education and training experience. Courses are open to all adults 18 years of age and older. Persons 16-17 years of age may be admitted if space is available.

Workforce development education and training opportunities are provided through courses which train individuals for job advancement and/or skill building that can enhance one's present career or prepare for entry into a new career. In addition, courses of general and personal interest are offered that assist adults in better understanding their roles in today's changing world.

Continuing Education courses are offered on campus, off campus, and via distance education.

Visit our website (mitchellcc.edu/continuing-education) to obtain information about current programs.

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. Some self-supporting classes are not eligible for refunds.

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. Some outside certifying agencies have more stringent attendance criteria that must be met.

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 dance, yoga, guitar, calligraphy, painting, photography, 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, manufacturing, machining, 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 Protection Technology
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.

Adult 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.

The 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 seventeen-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 but require 80% attendance policy and pre and post testing.

Adult Basic Education (ABE) provides adults with learning needs reading, writing, and math instruction in the context of workplace literacy and skills. Preregistration is required to determine eligibility.

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 Language Acquisition (ELA) is a program provided to English Language learners who are adults, including professionals with degrees and credentials in their native countries, that enable such adult to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. This program shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

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.

Reinforced Instruction for Student Excellence (RISE) courses provide an opportunity to customize foundational English and math content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English and math. Upon completion, students should be able to build a stronger foundation for success in their gateway level English and math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. This course of study offers flexible schedule with open entry and exit dates to complete.

Programs of Study 2023-2024

College Transfer Programs — Program Code

	Program Code
Associate in Arts	A10100
Associate in Arts in Teacher Preparation	A1010T
Associate in Engineering	A10500
Associate in Fine Arts in Music	A10700
Associate in Fine Arts in Visual Art	A10600
Associate in Science in Teacher Preparation	A1040T
Associate in General Education—Nursing	A1030N
Associate in Science	A10400

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

Accounting and Finance	A25800
Advertising and Graphic Design	A30100
Agribusiness Technology	A15100
Associate Degree Nursing	A45110
Associate in General Education	A10300
Associate in General Education—Nursing-Paramedic Bridge	A1030NPB
Associate in General Education—Pre-Medical Assisting	A10300M
Associate in General Education—Pre-Emergency Medical Science	A10300E
Associate in General Education—Pre-Emergency Medical Science Bridge	A10300EB
Business Administration	A25120
Computer Engineering Technology	A40160
Computer Integrated Machining	A50210
Criminal Justice Technology	A55180
Culinary Arts	A55150
Early Childhood Education—Career	A55220C
Early Childhood Education—B-K Licensure Transfer	A55220L
Early Childhood Education—Non-Teaching Licensure Transfer	A55220NL
Electrical Systems Technology	A35130
Electronics Engineering Technology	A40200
Emergency Medical Services	A45340
Emergency Medical Services Bridging Option	A45340B
Fire Protection Technology	A55240
General Occupational Technology	A55280
Healthcare Management Technology	A25200
Health Information Technology (Collaborative Program)	A45360
Human Services Technology	A45380
Information Technology—Cyber Security	A25590C
Information Technology—Networking	A25590N
Information Technology—Software Development	A25590P
Mechanical Engineering Technology	A40320
Mechatronics Engineering Technology	A40350
Medical Assisting	A45400
Paralegal Technology	A25380
Paramedic to Associate Degree Nursing Option	A45110PB
Speech-Language Pathology Assistant (Collaborative Program)	A45730
Welding Technology	A50420

Diploma Programs

Accounting and Finance	D25800
Advertising and Graphic Design	D30100
Air Conditioning, Heating, and Refrigeration Technology	D35100
Business Administration	D25120
Computer Engineering Technology	D40160
Cosmetology	D55140
Early Childhood Education	D55220
Electrical Systems Technology	D35130
General Occupational Technology	D55280
Information Technology	D25590
Medical Assisting	D45400
Robotics	D40200R
Welding	D50420

Certificate Programs

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

Humanities/Fine Arts   (9 Credits)
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   120   Intro to Interpersonal Communications..3
COM   231   Public Speaking...3
ENG   231   American Literature I.......................................3
ENG   232   American Literature II 3
ENG   241   British Literature I..3
ENG   242   British 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 Credits)
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 Credits)
MAT   143   Quantitative Literacy......................................3
MAT   152   Statistical Methods I.......................................4
MAT   171   Precalculus Algebra..4

Natural Science   (4 Credits)
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   (14 Credits)

An additional 14 Credits 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.

ART	116	Survey of American Art	3
ART	117	Non-Western Art History	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
BIO	112	General Biology II	4
BIO	130	Introductory Zoology	4
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
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
ENG	241	British Literature I	3
ENG	242	British Literature II	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
GEO	130	General Physical Geography	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	3
HUM	160	Introduction to Film	3
LAT	111	Elementary Latin I	3
LAT	112	Elementary 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	114	Introduction to World 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 Credit)

ACA	122	College Transfer Success	1

An additional 14 Credits 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	Digital Design I	3
ART	215	Visual Art Portfolio	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	Digital Design II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
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	113	Juvenile Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
CSC	249	Data Structure & Algorithms	3
CSC	251	Advanced JAVA Programming	3
CTS	115	Info Systems Business Concepts	3
DFT	170	Engineering Graphics	3
DFT	171	Engineering Graphics	3
EDU	131	Child, Family and Community	3
EDU	144	Child Development I	3
EDU	145	Child Development II	3
EDU	216	Foundations of Education	3
EDU	221	Children with Exceptionalities	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
ENG	273	African-American Literature	3
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	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	3
MUS	122	Music Theory II	3
MUS	125	Aural Skills I	3
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	133	Band I	1
MUS	134	Band II	1
MUS	141	Ensemble I	1
MUS	142	Ensemble II	1
MUS	151G	Class Music—Guitar	1
MUS	151P	Class Music—Piano	1
MUS	151V	Clas Music—Voice	1
MUS	221	Music Theory III	3
MUS	222	Music Theory IV	3
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	233	Band III	1
MUS	234	Band IV	1
MUS	241	Ensemble III	1
MUS	242	Ensemble 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	125	Self-Defense: Beginning	1
PED	128	Golf—Beginning	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	171	Nature Hiking	1
PED	217	Pilates I	1
PED	239	Kickboxing	1
POL	130	State and Local Government	3
WBL	111	Work-Based Learning I	1*

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.

* WBL-111 is allowed as the 61st semester hour in this program. It cannot be factored into the required 60 credit hours for graduation.

Associate in Arts—Teacher Preparation [A1010T]

Degree Requirements

Universal General Education Transfer Component

English Composition
Take 6 credits

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

Communications
Take 3 credits

COM	120	Intro Interpersonal Com	3
COM	231	Public Speaking	3

Humanities/FA
Take 6 credits

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
DRA	111	Theatre Appreciation	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	241	British Literature I	3
ENG	242	British 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
Take 6 credits
Minimum 2 subjects

ECO	251	Prin of Microeconomics	3
ECO	252	Prin 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
Take 3 credits

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

Natural Sciences
Take 1 of 7 Groups
Group 1—Take 4 credits

AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1

Group 2—Take 4 credits

AST	151	General Astronomy I	3
AST	151A	General Astronomy I Lab	1

Group 3—Take 4 credits

BIO	110	Principles of Biology	4

Group 4—Take 4 credits
BIO   111   General Biology I...4

Group 5—Take 4 credits
CHM   151   General Chemistry I..4

Group 6—Take 4 credits
GEL   111   Geology...4

Group 7—Take 4 credits
PHY   110   Conceptual Physics..3
PHY   110A Conceptual Physics Lab 1

SOC Required
Take 3 credits
SOC   225   Social Diversity 3

Additional Gen Ed
Take 14 credits—see page 62 of the Associate in Arts degree.

Total Gen Ed Credits 45

Other Required Hours
Academic Transition (1 Credit)
ACA 122 College Transfer Success 1

Education (14 Credits)
EDU 187 Teaching and Learning for All.............................4
EDU 216 Foundations of Education...................................3
EDU 279 Literacy Development and Instruction.............4
EDU 250 Teacher Licensure Preparation 3

Total Program Hours.. 60

Associate in Engineering—A.E. [A10500]

Curriculum Description
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 (Credits) 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 Credits)
Required
ENG   111   Writing and Inquiry 3
ENG   112   Writing/Research in the Disciplines 3

Humanities/Fine Arts   (3 Credits)
Select one course.
ENG   231   American Literature I.......................................3
ENG   232   American Literature II 3
PHI   215   Philosophical Issues..3
PHI   240   Introduction to Ethics 3
REL   110   World Religions... 3
(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 Credits)
Select one course.
ART   111   Art Appreciation 3
ART   114   Art History Survey I...3
ART   115   Art History Survey II.......................................3
COM 231   Public Speaking..3
MUS 110   Music Appreciation...3
MUS 112   Introduction to Jazz..3

Social/Behavioral Sciences   (6 Credits)
Required
ECO   251   Principles of Microeconomics 3
Select one course.
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   (12 Credits)

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 Credits)

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 Credit)
ACA   122   College Transfer Success 1

Pre-major Elective   (2 Credits)
EGR   150   Introduction to Engineering.........................2

Other General Education and Pre-major Elective Hours   (15 Credits)

Take 15 Credits 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   214   Num Methods for Engineers 3
EGR   220   Engineering Statics 3
MAT   280   Linear Algebra 3
MAT   285   Differential Equations 3

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

Associate in Fine Arts in Visual Art—A.F.A. [A10600]

Curriculum Description
The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of college transfer 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.

Degree Requirements

English Composition   (6 Credits)
Required
ENG   111   Writing and Inquiry...3
ENG   112   Writing/Research in the Disciplines 3

Communication/Literature (3 Credits)
COM   120   Intro to Interpersonal Communications..3
COM   231   Public Speaking...3
ENG   231   American Literature I......................................3
ENG   232   American Literature II 3
ENG   241   British Literature I..3
ENG   242   British Literature II..3

History   (3 Credits)
HIS   111   World Civilizations I...3
HIS   112   World Civilizations II..3
HIS   131   American History I..3
HIS   132   American History II 3

Humanities/Fine Arts   (3 Credits)
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   (3 Credits)
ECO   251   Principles of Microeconomics 3
ECO   252   Principles of Macroeconomics 3
POL   120   American Government.....................................3
PSY   150   General Psychology..3
SOC   210   Introduction to Sociology.............................3

Math (3-4 Credits)
MAT   143   Quantitative Literacy......................................3
MAT   152   Statistical Methods 4
MAT   171   Precalculus Algebra...3
MAT   271   Calculus I...4

Natural Science   (4 Credits)
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   151   General Chemistry I...4
PHY   110   Conceptual Physics..3
PHY   110A   Conceptual Physics Lab 1

Total General Education Hours Required 25-26

Academic Transition (1 Credit)
ACA   122   College Transfer Success 1

Art Major Core Required   (15 Credits)
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

Additional Required Electives (Select 19 Credits)
ART   116   Survey of American Art...................................3
ART   117   Non-Western Art History 3
ART   132   Drawing II 3
ART   135   Figure Drawing I 3
ART   171   Digital Design I..3
ART   215   Visual Art Portfolio...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   Digital Design II...3
ART   281   Sculpture I..3
ART   282   Sculpture II...3
ART   283   Ceramics I...3
ART   284   Ceramics II..3
MAT   172   Precalculus Trigonometry..............................4
MAT   272   Calculus II 4
WBL   111   Work-Based Learning I................................1*

Total Credit Hours Required for A.F.A Degree 60-61

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.

* WBL-111 is allowed as the 61st semester hour in this program. It cannot be factored into the required 60 credit hours for graduation.

Associate in Fine Arts in Music [A10700]

Curriculum Description
The Associate in Fine Arts degree shall be granted for planned programs of study consisting of a minimum of 60 and a maximum of 61 semester hours of approved college transfer courses. (Ref. 23 NCAC 2E.0204) Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Degree Requirements
General Education
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. All Universal General Education Component courses will transfer for equivalency credit.

English Composition (6 Credits)
Required
ENG   111   Writing and Inquiry...3
ENG   112   Writing/Research in the Disciplines 3

Humanities/Fine Arts (3 Credits)
Select one course from the following 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
ENG   241   British Literature I..3
ENG   242   British 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 Credits)
Select two courses from two different subject areas:
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

Natural Science   (4 Credits)
Select one course including the accompanying laboratory work.
AST   111   Descriptive Astronomy...................................3
AST   111A   Descriptive Astronomy Lab 1
BIO   110   Principles of Biology...4
BIO   111   General Biology I...4
CHM   151   General Chemistry I...4
GEL   111   Geology..4
PHY   110   Conceptual Physics..3
PHY   110A   Conceptual Physics Lab 1

Math   (3-4 Credits)
MAT   143   Quantitative Literacy.......................................3
MAT   171   Precalculus Algebra...4

Additional Gen Ed Requirement (3 Credits)
An additional 3 Credits of courses should be selected from the following list of UGETC courses with the exception of foreign language. Students should select a course based on their intended major and Transfer University.
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
ENG	241	British Literature I	3
ENG	242	British Literature II	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
MUS	114	Introduction to World Music	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3

Voice majors are required to take one foreign language course, any foreign language course classified as general education /humanities on the Comprehensive Articulation transfer course list.

Total General Education Hours Required..25-26

Other Required Hours
Academic Transition (1 Credit-)
ACA	122	College Transfer Success	1

Music Theory Core   (16 Credits Required)
MUS	121	Music Theory I	3
MUS	122	Music Theory II	3
MUS	125	Aural Skills I	1
MUS	126	Aural Skills II	1
MUS	221	Music Theory III	3
MUS	222	Music Theory IV	3
MUS	225	Aural Skills III	1
MUS	226	Aural Skills IV	1

Applied Music Core   (8 Credits Required)
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   (3 Credits Required)
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	137	Orchestra I	1
MUS	138	Orchestra 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	237	Orchestra III	1
MUS	238	Orchestra IV	1
MUS	241	Ensemble III	1
MUS	242	Ensemble IV	1

Class Music Core   (2 Credits Required)
MUS	151	Class Music I	1
MUS	152	Class Music II	1

Music Electives   (6 Credits Required)
*MUS	260	Introduction to Music Education	2
MUS	271	Music History I	3
MUS	272	Music History II	3

*MUS 260 is optional but recommended for Music Education major.

Total Credit Hours Required for A.F.A Degree 60-61

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]

Curriculum Description
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 Credits)
Required
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3

Humanities/Fine Arts   (3 Credits)
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
ENG	231	American Literature I	3
ENG	232	American Literature II	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
ENG	273	African-American Literature	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	3
HUM	160	Introduction to Film	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
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 Credits)
One course from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required.
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	130	General Physical Geography	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	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   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 Credits)

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   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 Credits)

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 Credits 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   116   Survey of American Art 3
ART   117   Non-Western Art History 3
ART   122   Three-Dimensional Design 3
ART   135   Figure Drawing I 3
ART   171   Digital Design I 3
ART   215   Visual Art Portfolio 3
ART   231   Printmaking I 3
ART   232   Printmaking II 3
ART   267   Videography II 3
ART   271   Digital Design 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
CIS   110   Introduction to Computers 3
CIS   115   Introduction to Prog and Logic 3
CJC   111   Introduction to Criminal Justice 3
CJC   113   Juvenile Justice 3
CJC   121   Law Enforcement Operations 3
CJC   141   Corrections 3
CSC   249   Data Structure & Algorithms 3
CSC   251   Advanced JAVA Programming 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
DFT   171   Engineering Graphics 3
EDU   131   Child, Family and Community 3
EDU   144   Child Development I 3
EDU   145   Child Development II 3
EDU   216   Foundations of Education 3
EDU   221   Children with Exceptionalities 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   114   Introduction to World Music 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
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	125	Self-Defense: Beginning	1
PED	128	Golf—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	171	Nature Hiking	1
PED	217	Pilates I	1
PED	239	Kickboxing	1
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
WBL	111	Work-Based Learning I	1
WBL	112	Work-Based Learning I	1
WBL	121	Work-Based Learning II	1

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

Associate in General Education–Nursing [A1030N]

Curriculum Description

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

Degree Requirements

General Education Required Courses
                                                                    Credits
English Composition (6 credits)
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3

Humanities/Fine Arts (9 credits)
Take one (1) course from:
ART	111	Art Appreciation	3
HUM	115	Critical Thinking	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3

Take one (1) course from:
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3

Take one (1) course from:
ENG	231	American Literature I	3
ENG	232	American Literature II	3

Social/Behavioral Sciences (15 credits)
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
SOC	210	Introduction to Sociology	3

Take one (1) course from:
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3
SOC	230	Race and Ethnic Relations	3
SOC	240	Social Psychology	3

Take one (1) course from:
HIS	111	World Civilization I	3
HIS	112	World Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3

Natural Science (16 Credits)
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	275	Microbiology	4

Select one group.
CHM	151	General Chemistry I	4

or
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1

Math (7-8 credits)
MAT 152 Statistical Methods I.......................................4
Take one (1) course from:
MAT 143 Quantitative Literacy 3
MAT 171 Precalculus Algebra..4

Total General Education Required Hours 53-54

Other Required Hours
Academic Transition   (1 Credit)
ACA 122 College Transfer Success 1

Additional Required Courses   (6 Credits)
Take two (2) courses from:
CIS 110 Introduction to Computers...........................3
COM 231 Public Speaking 3
ECO 251 Principles of Microeconomics 3
ECO 252 Principles of Macroeconomics...................3
HUM 120 Cultural Studies 3
POL 120 American Government....................................3
SPA 111 Elementary Spanish I 3
SPA 112 Elementary Spanish II 3

Total Credit Hours Required for A.G.E.—Nursing Degree 60-61

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

Humanities/Fine Arts   (6 Credits)
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 120 Intro to Interpersonal Communications..3
COM 231 Public Speaking...3
ENG 231 American Literature I.......................................3
ENG 232 American Literature II 3
ENG 241 British Literature I..3
ENG 242 British 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 Credits)
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 Credits)
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

Natural Science   (8 Credits)
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 Credits)

An additional 11 Credits 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.

ART	116	Survey of American Art	3
ART	117	Non-Western Art History	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary 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
ENG	114	Professional Research and Reporting	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
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
GEO	130	General Physical Geography	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	3
HUM	160	Introduction to Film	3
LAT	111	Elementary Latin I	3
LAT	112	Elementary Latin II	3
MAT	143	Quantitative Literacy	3
MAT	152	Statistical Methods	4
MAT	272	Calculus II	4
MAT	273	Calculus III	4
MUS	114	Introduction to World 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 Credit)

ACA	122	College Transfer Success	1

An additional 14 Credits 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	Digital Design 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	Digital Design II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
BIO	150	Genetics in Human Affairs	3
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	113	Juvenile Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
CSC	249	Data Structure & Algorithms	3
CSC	251	Advanced JAVA Programming	3
CTS	115	Info Systems Business Concepts	3
DFT	170	Engineering Graphics	3
DFT	171	Engineering Graphics	3
EDU	131	Child, Family and Community	3
EDU	144	Child Development I	3
EDU	145	Child Development II	3
EDU	216	Foundations of Education	3
EDU	221	Children with Exceptionalities	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
ENG	273	African-American Literature	3
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	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	3
MUS	122	Music Theory II	3
MUS	125	Aural Skills I	3
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	133	Band I	1
MUS	134	Band II	1
MUS	141	Ensemble I	1
MUS	142	Ensemble II	1
MUS	151G	Class Music—Guitar	1
MUS	151P	Class Music—Piano	1
MUS	151V	Clas Music—Voice	1
MUS	221	Music Theory III	3
MUS	222	Music Theory IV	3
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	233	Band III	1
MUS	234	Band IV	1
MUS	241	Ensemble III	1
MUS	242	Ensemble 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	125	Self-Defense: Beginning	1
PED	128	Golf—Beginning	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	171	Nature Hiking	1
PED	217	Pilates I	1
PED	239	Kickboxing	1
POL	130	State and Local Government	3
WBL	111	Work-Based Learning I	1*

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.

* WBL-111 is allowed as the 61st semester hour in this program. It cannot be factored into the required 60 credit hours for graduation.

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
ENG	231	American Literature I	3
ENG	232	American Literature II	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	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	3
HUM	160	Introduction to Film	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	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
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	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	131	American History I	3
HIS	132	American History II	3
HIS	151	Hispanic Civilization	3
HIS	221	African-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

Associate in Science—Teacher Preparation [A1040T]

Degree Requirements

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

English Composition
Take 6 credits
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disc	3

Humanities/FA
Take 3 credits
ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
DRA	111	Theatre Appreciation	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	241	British Literature I	3
ENG	242	British 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

Required COM
Take 3 credits
COM	120	Intro Interpersonal Com	3
COM	231	Public Speaking	3

Social/Behavioral Sciences
Take 3 credits
ECO	251	Prin of Microeconomics	3
ECO	252	Prin 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
Take 8 credits
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

Natural Sciences
Take 1 of 10 Groups

Group 1—Take 8 credits
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4

Group 2—Take 8 credits
PHY	151	College Physics I	4
PHY	152	College Physics II	4

Group 3—Take 8 credits
PHY	251	General Physics I	4
PHY	252	General Physics II	4

Group 4—Take 8 credits
AST	151	General Astronomy I	3
AST	151A	General Astronomy I Lab	1
BIO	110	Principles of Biology	4

Group 5—Take 8 credits
AST	151	General Astronomy I	3
AST	151A	General Astronomy I Lab	1
GEL	111	Geology	4

Group 6—Take 8 credits
AST	151	General Astronomy I	3
AST	151A	General Astronomy I Lab	1
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Group 7—Take 8 credits
BIO	111	General Biology I	4
BIO	112	General Biology II	4

Group 8—Take 8 credits
BIO	110	Principles of Biology	4
GEL	111	Geology	4

Group 9—Take 8 credits
BIO	110	Principles of Biology	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Group 10—Take 8 credits
GEL	111	Geology	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Required SOC
Take 3 credits
SOC	225	Social Diversity	3

Additional Gen Ed
Take 11 credits—see page 80 of the Associate in Science degree.

Total Gen Ed Credits 45

Other Required Hours
Academic Transition (1 Credit)
ACA 122 College Transfer Success 1

Education (14 Credits)
EDU 187 Teaching and Learning for All 4
EDU 216 Foundations of Education 3
EDU 279 Literacy Development and Instruction 4
EDU 250 Teacher Licensure Preparation 3

Total Program Hours 60

Accounting and Finance

A.A.S. Degree [A25800]
Diploma Program [D25800]
Certificate Programs [C25800A, C25800B, C25800F, C25800I and C25800P]

Curriculum Description

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Course and Hour Requirements

General Education Required Courses

Credits

Required Courses
ECO 252 Principles of Macroeconomics 3
ENG 111 Writing and Inquiry 3

Communications (3 credits)
Take one (1) course from:
COM 110 Introduction to Communication.................3
COM 231 Public Speaking..3

Humanities (3 credits)
Take one (1) course from:
ART 111 Art Appreciation 3
HUM 115 Critical Thinking..3
MUS 110 Music Appreciation...3
PHI 240 Introduction to Ethics.....................................3

Math (3-4 credits)
Take one (1) course from:
MAT 110 Math Measurement and Literacy 3
MAT 143 Quantitative Literacy 3
MAT 171 Precalculus Algebra...4

Total General Education Required Hours 15-16

Major Required Courses

ACC 120 Principles of Financial Accounting.............4
ACC 121 Principles of Managerial Accounting........4
ACC 129 Individual Income Taxes................................3
ACC 130 Business Income Taxes 3
ACC 140 Payroll Accounting..2
ACC 149 Introduction to Accounting Spreadsheet....2
ACC 150 Accounting Software Applications 2
ACC 180 Bookkeeping Practices 3
ACC 220 Intermediate Accounting I..........................4
ACC 221 Intermediate Accounting II.........................4
BUS 110 Introduction to Business...............................3
BUS 115 Business Law I..3
BUS 125 Personal Finance...3
CIS 110 Introduction to Computers..........................3
ECO 251 Principles of Microeconomics 3

Major Electives

Select a total of 3 credits
BUS 137 Principles of Management............................3
BUS 260 Business Communication..............................3
BUS 270 Professional Development...........................3
MKT 120 Principles of Marketing................................3
WBL 111 Work Based Learning I 1
WBL 112 Work Based Learning I 2

Total Major Required Hours... 49

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

Semester-by-Semester Plan

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	149	2
ACC	150	2
BUS	125	3
MAT	110 or	
MAT	143 or	3
MAT	171	(4)
		14-15

Summer Semester	
Humanities/Fine Arts	3
	3

Second Year

Fall Semester		
ACC	129	3
ACC	140	2
ACC	220	4
BUS	115	3
ECO	251	3
		15

Spring Semester		
ACC	130	3
ACC	180	3
ACC	221	4
ECO	252	3
Major Electives		3
		16

Diploma [D25800]

			Credits
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	129	Individual Income Taxes	3
ACC	130	Business Income Taxes	3
ACC	149	Introduction to Accounting Spreadsheet	2
ACC	150	Accounting Software Applications	2
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	125	Personal Finance	3
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement and Literacy or	3
MAT	143	Quantitative Literacy or	3
MAT	171	Precalculus Algebra	(4)

Total Credit Hours Required for Diploma Program 36-37

Certificate Options

Accounting Certificate [C25800A]

			Credits
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	140	Payroll Accounting	2
ACC	149	Intro to Accounting Spreadsheets	2
ACC	150	Accounting Software Applications	2
BUS	125	Personal Finance	3

Total Credit Hours Required for Certificate Program 17

Accounting Foundations Certificate [C25800F]

ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3

Total Credit Hours Required for Certificate Program 14

Bookkeeping Certificate [C25800B]

ACC	120	Principles of Financial Accounting	4
ACC	140	Payroll Accounting	2
ACC	149	Intro to Accounting Spreadsheets	2
ACC	150	Accounting Software Applications	2
ACC	180	Bookkeeping Practices	3
BUS	110	Introduction to Business	3

Total Credit Hours Required for Certificate Program 16

Income Tax Preparer Certificate [C25800I]

ACC	120	Principles of Financial Accounting	4
ACC	129	Individual Income Taxes	3
ACC	130	Business Income Taxes	3
ACC	149	Intro to Accounting Spreadsheets	2
ACC	150	Accounting Software Applications	2
BUS	125	Personal Finance	3

Total Credit Hours Required for Certificate Program 17

Personal Finance Certificate (C25800P)

ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	129	Individual Income Taxes	3
BUS	125	Personal Finance	3
ECO	251	Principles of Microeconomics	3

Total Credit Hours Required for Certificate Program 17

Advertising and Graphic Design

A.A.S. Degree [A30100]
Diploma Program [D30100]
Certificate Program [C30100, C30100WG, C30100AH]

Curriculum Description

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Course and Hour Requirements

General Education Required Courses

			Credits
Required Courses			
ENG	111	Writing and Inquiry	3
Art (3 credits)			
Take one (1) course from:			
ART	115	Art History Survey II	3
ART	116	Survey of American Art	3
Communication (3 credits)			
Take one (1) course from:			
COM	110	Introduction to Communication	3
COM	231	Public Speaking	3
Math (3-4 credits)			
Take one (1) course from:			
MAT	110	Mathematical Measurement and Lit.	3
MAT	121	Algebra/Trigonometry I	3
MAT	143	Quantitative Literacy	3
MAT	152	Statistical Methods I	3
MAT	171	Precalculus Algebra	4
Social/Behavioral Sciences (3 credits)			
Take one (1) course from:			
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3

Total General Education Required Hours 15-16

Major Required Courses

ART	131	Drawing I or	3
GRD	121	Drawing Fundamentals I	2
DES	111	Creative Problem Solving	2
GRD	110	Typography I	3
GRD	111	Typography II	3
GRD	131	Illustration I	2
GRD	141	Graphic Design I	4
GRD	142	Graphic Design II	4
GRD	151	Computer Design Basics	3
GRD	152	Computer Design Techniques I	3
GRD	188	Graphic Design for Web I	3
GRD	240	User Interface/User Experience	3
GRD	241	Graphic Design III	4
GRD	280	Portfolio Design	4
GRD	281	Design of Advertising	2
GRD	282	Advertising Copywriting	2
GRD	285	Client Media Relations	2

Total Major Required Hours...46-47

Approved Electives

ART	261	Photography OR	3
ART	264	Digital Photography I	
GRA	255	Image Manipulation I	2
GRD	271	Multimedia Design I	2
GRD	272	Multimedia Design II	2
GRD	288	Graphic Design for Web II	3

Total Elective Hours 4-6

Total Credit Hours Required for A. A. S. Degree 65-69

Suggested Curriculum by Semesters

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

First Year
Fall Semester   **Credits**

ART 131 or	
GRD 121	2-3
DES 111	2
ENG 111	3
GRD 110	3
GRD 141	4
GRD 151	3
	17-18

Spring Semester

COM 110 or	
COM 231	3
GRD 142	4
GRD 152	3
GRD 188	3
GRD 240	3
	16

Second Year
Fall Semester

GRD 111	3
GRD 131	2
GRD 241	4
GRD 281	2
GRD 282	2
MAT 110 or	
MAT 121 or	
MAT 143 or	
MAT 152 or	
MAT 171	3-4
	16-17

Spring Semester

Major Elective	2-3
Major Elective	2-3
ART 115 or	
ART 116	3
GRD 280	4
GRD 285	2
PSY 150 or	
SOC 210	3
	15-17

Diploma [D30100]

First Year
Fall Semester   **Credits**

ART 131 or	
GRD 121	2-3
GRD 110	3
GRD 141	4
GRD 151	3
	12-13

Spring Semester

ENG 111	3
GRD 142	4
GRD 152	3
GRD 188	3
	13

Second Year
Fall Semester

COM 110 or	
COM 231	3
GRD 131	2
GRD 241	4
GRD 281	2
	11

Spring Semester

GRD 280	4
	4

Total Credit Hours Required for Diploma 41-42

Graphic Design Certificate [C30100]

	Credits
GRD 110 Typography I	3
GRD 141 Graphic Design I	4
GRD 142 Graphic Design II	4
GRD 151 Computer Design Basics	3
GRD 152 Computer Design Techniques I	3

Total Credit Hours Required for Certificate Program 17

First Year
Fall Semester   **Credits**

GRD 110	3
GRD 141	4
GRD 151	3
	10

Spring Semester

GRD 142	4
GRD 152	3
	7

Web + Graphic Design Certificate [C30100WG]

			Credits
GRD	110	Typography I	3
GRD	141	Graphic Design I	4
GRD	151	Computer Design Basics	3
GRD	188	Graphic Design for Web I	3
GRD	240	User Interface/User Experience	3

Total Credit Hours Required for Certificate Program 16

First Year
Fall Semester Credits
GRD	110		3
GRD	141		4
GRD	151		3
			10

Spring Semester
GRD	188		4
GRD	240		3
			7

Multimedia Design Essentials Certificate [C30100M]

			Credits
GRD	121	Drawing Fundamentals I	2
GRD	151	Computer Design Basics	3
GRD	152	Computer Design Techniques I	3
GRD	271	Multimedia Design I	2
GRD	272	Multimedia Design II	2

Total Credit Hours Required for Certificate Program 12

First Year
Fall Semester Credits
GRD	151		3
GRD	152		3
			6

Spring Semester
GRD	121		2
GRD	271		2
GRD	272		2
			6

Agribusiness Technology

A.A.S. Degree [A15100]
Certificate Programs [C15100A, C15100B, C15100C & C15100T]

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
Credits
General Education Required Courses
Required Courses
BIO	111	General Biology I	4
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:
ART	111	Art Appreciation	3
MUS	110	Music Appreciation	3
*REL	110	World Religions	3

Social/Behavioral Sciences (3 credits)
Take one (1) course from:
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
HIS	111	World Civilizations I	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
UMO Transfer Track only

Total General Education Required Hours 16

Major Required Courses
AGR	110	Agricultural Economics	3
AGR	111	Basic Farm Maintenance	2
AGR	139	Introduction 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	212	Farm Business Management	3
AGR	213	Agriculture Law and Finance	3
AGR	214	Agricultural Marketing	3
AGR	261	Agronomy	3
ANS	110	Animal Science	3
BUS	110	Introduction to Business	3
BUS	137	Principles of Management	3
CIS	110	Introduction to Computers	3
WBL	111	Work-Based Learning I or	1
WBL	112	Work-Based Learning I	2)
Agribusiness Major Electives			6
(See major electives on the following page)

Total Major Required Hours...51-52

Agribusiness Electives

Select 6 credits

AGR	121	Biological Pest Management	3
AGR	220	Agricultural Mechanization	3
AGR	226	Maintaining and Servicing of Prod. Fac	3
AGR	262	Weed ID and Control	3
AGR	265	Organic Crop Production: Spring	3
AGR	266	Organic Crop Production: Fall	3
ANS	111	Sustainable Livestock Management	3

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

Semester-by-Semester Plan

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

First Year

Fall Semester   Credits

AGR	111	2
AGR	139	3
ANS	110	3
BIO	111	4
BUS	110	3
ENG	111	3
		18

Spring Semester

AGR	110	3
AGR	150	3
AGR	214	3
CIS	110	3
ENG	112	3
AGR Elective		3
		18

Second Year

Fall Semester

AGR	140	3
AGR	160	3
AGR	213	3
AGR Elective		3
Social/Behavioral Sciences		3
		15

Spring Semester

AGR	170	3
AGR	212	3
AGR	261	3
BUS	137	3
WBL	111 or	1
WBL	112	(2)
Humanities/Fine Arts		3
		16-17

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program [D35100]
Certificate Programs [C35100I 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 diploma 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. Diploma graduates should be able to demonstrate an understanding of system selection and balance and advanced systems. Students may be awarded a non-degree credential (i.e., certificate) after completing a specific portion of the diploma program.

Course and Hour Requirements

           Credits

General Education Required Courses

COM	110	Introduction to Communication	3
MAT	110	Mathematical Measurements	3

Total General Education Required Hours **6**

Major Required Courses

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	130	HVACR Electricity	3
AHR	151	Ductwork	2
AHR	160	Refrigerant Certification	1
AHR	180	HVACR Customer Relations	1
AHR	213	HVACR Building Code	2
AHR	255	IAD	2

Total Major Required Hours...**30**

Total Credit Hours Required for Diploma Program **37**

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

Semester-by-Semester Plan

First Year

Fall Semester		Credits
AHR	110	5
AHR	111	3
AHR	113	4
AHR	151	2
AHR	160	1
AHR	180	1
		15

Spring Semester		
AHR	112	4
AHR	114	4
AHR	130	3
AHR	213	2
AHR	255	2
		15

Summer Semester		
COM	110	3
MAT	110	3
		6

Certificate Options

Credits

Residential Installation and Maintenance Certificate [C35100I]

AHR	110	Introduction to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	151	Ductwork	2
AHR	160	Refrigerant Certification	1
AHR	180	HVACR Customer Relations	1
AHR	213	Codes	2
AHR	255	IAD	2

Total Credit Hours Required for Certificate Program 16

Residential Service and Diagnostics Certificate [C35100S]

AHR	110	Introduction to Refrigeration	5
AHR	112	Heating Technology	4
AHR	114	Heat Pumps	4
AHR	130	HVACR Electricity	3
AHR	255	Residential System Design	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.

All students entering the Basic Law Enforcement Training program must meet the special requirements as indicated by the N.C. Criminal Justice Standards and the N.C. Sheriff's Standards Divisions of the N.C. Department of Justice. Students may not be convicted of any felony or serious misdemeanor offenses as defined by the Commission.

1. Students must contact BLET Coordinator before completing Mitchell Community College Application.
2. The Mitchell Community College Application must be completed.
3. **Have graduated from High School, have an Adult High School Diploma, or have passed the GED** with an equivalency certificate which meets the minimum requirements set by the State of North Carolina.
4. **Meet the minimum standards for employment** as established by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission which include being:
   - Minimum 20 years of age (Applicant must be 20 years of age as of the first day of class or have written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old.);
   - Be of good moral character;
   - Examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer.
5. **Have not ever committed or been convicted of any of the following:**
   a. a felony; a crime for which the punishment could have been imprisonment for more than two years; or
   b. a crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years; or
   c. four or more crimes or unlawful acts described in "b" above regardless of the date of occurrence; or
   d. four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months except if the last conviction date occurred more than two years prior to the date of enrollment; or
   e. a combination of four or more unlawful acts described in "b" or "d" above regardless of the date of conviction.
6. **Possess a valid North Carolina driver's license.**
7. **Reading test.** The NC Criminal Justice Education and Training Commission require all enrollees to take a nationally standardized reading test prior to being admitted to a BLET course. Scores indicating being proficient in reading will meet reading test requirements.
8. To be employed in this field, it is necessary to be a U.S. citizen.

ADMISSION INTERVIEW
Each applicant is interviewed by the BLET Coordinator or designee. The interview is used to determine if the applicant meets the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

TUITION (VA Approved)
Tuition is waived with a Sponsorship Form (background check) completed by a North Carolina law enforcement agency. Without a Sponsorship Form, applicants must pay in-state or out-of-state tuition. In addition, the Sponsorship Form **DOES NOT** constitute any responsibility to the law enforcement agency to hire or pay any costs associated with Basic Law Enforcement Training. Applicants may attend BLET training without a Sponsor Form but must pay full cost of in-state or out-of-state tuition.

Course and Hour Requirements

Credits

Major Required Courses

CJC 110	Basic Law Enforcement Training	20

Total Credit Hours Required for Certificate Program 20

Business Administration

A.A.S. Degree [A25120]
Diploma Program [D25120]
Certificate Program [C25120A, C25120HR, C25120M and C25120T]

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
Credits

General Education Required Courses
Required Courses
ECO	252	Principles of Macroeconomics	3
ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3

Communication (3 credits)
Take one (1) course from:
COM	110	Introduction to Communication	3
COM	231	Public Speaking	3

Math (3-4 credits)
Take one (1) course from:
MAT	110	Math Measurement & Literacy	3
MAT	143	Quantitative Literacy	3
MAT	152	Statistical Methods I	4
MAT	171	Precalculus Algebra	4

Total General Education Required Hours 15-16

Major Required Courses
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	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	239	Business Applications Seminar	2
BUS	260	Business Communication	3
BUS	270	Professional Development	3
CIS	110	Introduction to Computers	3
ECO	251	Principles of Microeconomics	3
MKT	120	Principles of Marketing	3
MKT	223	Customer Service	3
		Major Electives	6
		(See major electives on the following page)	

Total Major Required Hours.. 49

Major Electives
Students may select 6 credits from one of the three combinations below:
General Business Administration
BUS	253	Leadership and Management Skills	3

Human Resources Management
BUS	217	Employment Laws and Regulations	3
BUS	256	Recruiting, Selecting and Per. Planning	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:
BUS	217	Employment Laws and Regulations	3
BUS	253	Leadership and Management Skills	3
BUS	256	Recruiting, Selecting and Per. Planning	3
MKT	122	Visual Merchandising	3
MKT	123	Fundamentals of Selling	3

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

Semester-by-Semester Plan

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

First Year
Fall Semester — **Credits**
BUS	110	3
BUS	270	3
ENG	111	3
MKT	120	3
MKT	223	3
		15

Spring Semester
BUS	115	3
BUS	121	3
BUS	137	3
ECO	251	3
MAT	110 or	3
MAT	143 or	3)
MAT	152 or	4)
MAT	171	4)
		15-16

Summer Semester
ECO	252	3
		3

Second Year
Fall Semester
ACC	120	4
BUS	260	3
BUS	153	3
Humanities/Fine Arts		3
Major Elective		3
		16

Spring Semester
ACC	121	4
BUS	239	2
CIS	110	3
COM	110 or	
COM	231	3
Major Elective		3
		15

Diploma [D25120]

			Credits
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	137	Principles of Management	3
BUS	239	Business Applications Seminar	2
CIS	110	Introduction to Computers	3
COM	110	Introduction to Communication or	3
COM	231	Public Speaking	
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
ENG	111	Writing and Inquiry	3
MKT	120	Principles of Marketing	3

Total Credit Hours Required for Diploma Program 37

Certificate Options

Credits

Management Certificate [C25120A]

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
ECO	251	Principles of Microeconomics or	
ECO	252	Principles of Macroeconomics	3

Total Credit Hours Required for Certificate Program 18

Marketing Certificate [C25120M]

BUS	110	Introduction to Business	3
BUS	137	Principles of Management	3
ECO	251	Principles of Microeconomics or	
ECO	252	Principles of Macroeconomics	3
MKT	120	Principles of Marketing	3
MKT	122	Visual Merchandising	3
MKT	123	Fundamentals of Selling	3

Total Credit Hours Required for Certificate Program 18

Human Resource Management Certificate [C25120HR]

BUS	115	Business Law I	3
BUS	137	Principles of Management	3
BUS	153	Intro. to Human Resource Management	3
BUS	217	Employment Laws and Regulations	3
BUS	256	Recruiting, Selecting and Per. Planning	3
BUS	270	Professional Development	3

Total Credit Hours Required for Certificate Program 18

General Business Transfers Certificate [C25120T]

ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3

Choose one of the following

BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	137	Principles of Management	3

Total Credit Hours Required for Certificate Program 17

Computer Engineering Technology

A.A.S. Degree [A40160]
Diploma Program [D401600]
Certificate Programs [C40160B, C40160P and C40160R]

Curriculum Description

The Computer Engineering Technology program is designed to prepare graduates for the rapidly changing and integrated residential, commercial, and industrial automation world, emphasizing connectivity. The CET program bridges the gap between Electronics Engineering Technology and Information Technology to give graduates the knowledge and skills to operate in a career field focused on embedded and edge computing, based on the Internet of Things(IoT) market. Local employers utilize the skills in home automation, interactive digital customer kiosks, smart appliances, and Industry 4.0 standards. Potential students that plan to continue to a four-year university for a B.S. in CET should speak with the Program Coordinator before beginning this program of study.

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3
ECO	251	Principles of Microeconomics	3

Total General Education Required Hours 12

Major Required Courses

CSC	134	C++ Programming	3
CSC	151	Java Programming	3
CTS	120	Hardware/Software Support	3
ELC	131	Circuit Analysis I	4
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
ELN	232	Introduction to Microprocessors	4
MAT	171	Precalculus Algebra	4

Other Major Requirements

CTI	110	Web, Prog. and Database Foundation	3
CTI	120	Networking & Security Foundation	3
CTI	140	Virtualization Concepts	3
EGR	131	Intro to Electronics Tech	2
EGR	285	Design Project	2
NET	125	Introduction to Networks	3
NOS	110	Operating System Concepts	3
NOS	120	Linux/UNIX Single User	3
SEC	110	Security Concepts	3

Total Major Required Hours...54

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

Semester-by-Semester Plan

Applies to day offerings.

First Year

Fall Semester			Credits
CTI	110		3
EGR	131		2
ELN	133		4
MAT	171		4
NOS	110		3
			16

Spring Semester

CSC	134		3
CTI	120		3
CTS	120		3
ELC	131		4
NOS	120		3
			16

Second Year
Fall Semester

CSC	151		3
ELN	232		4
ENG	111		3
NET	125		3
SEC	110		3
			16

Spring Semester

COM	231		3
CTI	140		3
ECO	251		3
EGR	285		2
ELN	131		4
HUM	115		3
			18

CET Technician Diploma [D40160]

Credits

CSC	134	C++ Programming	3
CSC	151	Java Programming	3
CTI	110	Web, Prog. and Database Foundation	3
CTS	120	Hardware/Software Support	3
EGR	131	Intro to Electronics Tech	2
ELC	131	Circuit Analysis I	4
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
ELN	232	Introduction to Microprocessors	4
ENG	111	Writing and Inquiry	3
MAT	171	Precalculus Algebra	4
NET	125	Introduction to Networks	3

Total Credit Hours Required for Diploma Program.................................40

Certificate Options   Credits

IoT Basics Certificate [C40160B]

CTI	110	Web, Prog. and Database Foundation	3
CTI	120	Networking & Security Foundation	3
ELN	133	Digital Electronics	4
ELN	232	Introduction to Microprocessors	4
NET	125	Introduction to Networks	3

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

IoT Programming Certificate [C40160P]

CSC	134	C++ Programming	3
CSC	151	Java Programming	3
CTI	110	Web, Prog. and Database Foundation	3
ELN	133	Digital Electronics	4
ELN	232	Introduction to Microprocessors	4

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

Remote IoT Technician Basics Certificate [C40160R]

CTS	120	Hardware/Software Support	3
EGR	131	Intro to Electronics Tech	2
ELC	131	Circuit Analysis I	4
NET	125	Introduction to Networks	3
NOS	110	Operating System Concepts	3
SEC	110	Security Concepts	3

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

Computer-Integrated Machining

A.A.S. Degree [A50210]
Certificate Program [C50210]

Curriculum Description

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product. Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Course and Hour Requirements
Credits

General Education Required Courses
Required Courses

MAT	110	Math Measurement and Literacy	3

English/Communications (6 credits)
Take one group from the following:
Group 1

ENG	111	Writing and Inquiry	3
ENG	114	Professional Research and Reporting	3

Group 2

ENG	111	Writing and Inquiry	3
COM	231	Public Speaking	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:

ART	111	Art Appreciation	3
COM	140	Intro to Intercultural Communication	3
HUM	115	Critical Thinking	3
MUS	110	Music Appreciation	3
REL	110	World Religions	3

Social/Behavioral Sciences (3 credits)
Take one (1) course from:

ECO	251	Principles of Microeconomics	3
HIS	111	World Civilizations I	3
HIS	131	American History I	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3

Total General Education Required Hours 15

Major Required Courses

DFT	151	CAD I	3
DFT	154	Intro Solid Modeling	3
ISC	112	Industrial Safety	2
MAC	114	Intro to Metrology	2
MAC	122	CNC Turning	4
MAC	124	CNC Milling	2
MAC	131	Blueprint Reading/Mach I	2
MAC	132	Blueprint Reading/Mach II	2
MAC	141	Machining Applications I	4
MAC	142	Machining Applications II	4
MAC	151	Machining Calculations	2
MAC	152	Advanced Machining Calculations	2
MAC	222	Advanced CNC Turning	2
MAC	224	Advanced CNC Milling	2
MAC	232	CAM: CNC Milling	3
MAC	234	Advanced Multi-Axis Machining	3
MEC	110	Intro to CAD/CAM	2

MEC 145 Manufacturing Materials I.............................3
MEC 231 Computer-Aided Manufacturing I.............3
MEC 232 Computer-Aided Manufacturing II...........3

Total Major Required Hours.. 51

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

Semester-by-Semester Plan

First Year

Fall Semester		Credits
MAC	114	2
MAC	124	2
MAC	131	2
MAC	141	4
MAC	151	2
MEC	110	2
		14

Spring Semester		
MAC	132	2
MAC	142	4
ENG	111	3
MAC	152	2
MEC	231	3
MAC	122	2
		16

Summer Semester		
ENG	114 or	
COM	231	3
ART	111	3
SOC	210	3
		9

Second Year

Fall Semester		
DFT	151	3
DFT	154	3
ISC	112	3
MAC	232	3
MAT	110	3
		14

Spring Semester		
MAC	234	3
MEC	232	3
MEC	145	3
MAC	222	2
MAC	224	2
		13

Computer Integrated Machining Certificate [C50210]

ISC	112	Industrial Safety	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	131	Blueprint Reading/Mach I	2
MAC	151	Machining Calculations	2
MEC	110	Intro to CAD/CAM	2

Total Credit Hours Required for Certificate Program 12

Cosmetology

Diploma Program [D55140]
Certificate Program [C55140]

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

Credits

General Education Required Courses

COM	110	Introduction to Communication	3
PSY	150	General Psychology	3

Total General Education Required Hours 6

Major Required Courses

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

Total Major Required Hours... 41

Total Credit Hours Required for Diploma Program 47

Cosmetology Certificate [C55140]

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

Total Credit Hours Required for Certificate Program 41

Semester-by-Semester Plan

Fall Semester   **Credits**
COS   111 4
COS   112 8
                                                               12

Spring Semester
COS   113 4
COS   114 8
                                                               12

Summer Semester
COM   110 3
PSY   150 3
                                                               6

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

Criminal Justice Technology

A.A.S. Degree [A55180]
Certificate Programs [C55180B, C55180E, C55180I, C55180L]

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
                                                     Credits

General Education Required Courses
Required Courses
COM   231   Public Speaking...3
ENG   111   Writing and Inquiry 3
ENG   112   Writing & Research..3
MAT   110   Math Measurement and Literacy OR
MAT   143   Quantitative Literacy.....................................3
POL   130   State and Local Government 3
Humanities/Fine Arts (3 credits)
Take one (1) course from:
ART   111   Art Appreciation 3
MUS   110   Music Appreciation...3
HUM   115   Critical Thinking 3

Total General Education Required Hours 18

Major Required Courses
CIS   110   Introduction to Computers............................3
CJC   111   Introduction to Criminal Justice 3
CJC   112   Criminology 3
CJC   113   Juvenile Justice 3
CJC   120   Interviews/Interrogations..............................2
CJC   131   Criminal Law..3
CJC   132   Court Procedure and Evidence 3
CJC   141   Corrections...3
CJC   151   Intro to Loss Prevention.................................3
CJC   212   Ethics and Community Relations................3
CJC   221   Investigative Principles....................................4
CJC   225   Crisis Intervention 3
CJC   231   Constitutional Law 3
POL   120   American Government 3
PSY   150   General Psychology...3

Other Required Courses
Select 2-3 SCH from
CJC   121   Law Enforcement Operations or.................3
WBL   111** Work-Based Learning I...................................1
WBL   115** Work-Based Learning Seminar I................1

Total Major Required Hours..47-48

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

Semester-by-Semester Plan

Criminal Justice AAS Program (NO BLET)

First Year

Fall Semester			Credits
CJC	111		3
CJC	112		3
CJC	120		2
CJC	131		3
ENG	111		3
PSY	150		3
			17

Spring Semester			
CIS	110		3
CJC	113		3
CJC	132		3
CJC	141		3
ENG	112		3
POL	120		3
			18

Second Year

Fall Semester			
CJC	151		3
CJC	212		3
CJC	225		3
COM	231		3
POL	130		3
			15

Second Year

Spring Semester			
CJC	121		3
CJC	221		4
CJC	231		3
MAT	143	OR	
MAT	110		3
Humanities Elective			3
			16

Criminal Justice AAS Suggested Degree Tracks (if taking BLET)

First Year

Fall Semester			Credits
CJC	111		3
CJC	112		3
ENG	111		3
POL	130		3
PSY	150		3
			15

Spring Semester			
CJC	113		3
CJC	141		3
CJC	231		3
CIS	110		3
POL	120		3
Humanities Elective			3
			18

Second Year

Fall Semester			
CJC	151		3
CJC	212		3
COM	231		3
ENG	112		3
MAT	143	OR	
MAT	110		3
			15

BLET Program includes the following

CJC	120		2
CJC	121		3
CJC	131		3
CJC	132		3
CJC	221		4
CJC	225		3
WBL	111		1
WBL	115		1
			20

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, WBL-111, WBL-115 for a total of 20 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.

Certificate Options

			Credits

Investigations Certificate [C55180I]

ENG	111	Writing and Inquiry	3
CJC	111	Intro to Criminal Justice	3
CJC	121	Law Enforcement Operations	3
CJC	212	Ethics & Community Relations	3
CJC	231	Constitutional Law	3

Total Credit Hours Required for Certificate Program 15

BLET Preparation Certificate [C55180B]

CJC	111	Intro to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	212	Ethics & Community Relations	3

Total Credit Hours Required for Certificate Program 12

Loss Prevention Certificate [C55180L]

CJC	120	Interviews/Interrogations	2
CJC	132	Court Procedure & Evidence	3
CJC	151	Intro to Loss Prevention	3
CJC	221	Investigative Principles	4

Total Credit Hours Required for Certificate Program 12

Essentials of the Criminal Justice System Certificate [C55180E]

CJC	111	Intro to Criminal Justice	3
CJC	112	Criminology	3
CJC	131	Criminal Law	3
CJC	141	Corrections	3
CJC	151	Intro to Loss Prevention	3

Total Credit Hours Required for Certificate Program 15

Culinary Arts

A.A.S. Degree [A55150]
Certificate Programs [C55150C and C55150S]

Curriculum Description

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager

Course and Hour Requirements

			Credits

General Education Required Courses

COM	231	Public Speaking	3
ECO	251	Principles of Microeconomics	3
ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3
MAT	110	Math Measurement & Literacy	3

Total General Education Required Hours 15

Major Required Courses

CUL	110	Sanitation & Safety	2
CUL	112	Nutrition for Foodservice	3
CUL	130	Menu Design	2
CUL	135	Food & Beverage Service	2
CUL	140	Culinary Skills	5
CUL	160	Baking I	3
CUL	160A	Baking I Lab	1
CUL	170	Garde Manger I	3
CUL	230	Global Cuisines	5
CUL	240	Culinary Skills II	5
CUL	245	Contemporary Cuisines	5
CUL	260	Baking II	3
CUL	260A	Baking II Lab	1
CUL	270	Garde Manger II	3
HRM	220	Cost Control-Food & Beverage	3
HRM	245	Human Resource Management-Hospitality	3
WBL	111	Work-Based Learning I	1
WBL	121	Work-Based Learning II	1

Total Major Required Hours 51

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

Semester-by-Semester Plan

First Year

Fall Semester			Credits
CUL	110		2
CUL	135		2
CUL	140		5
ENG	111		3
HRM	220		3
			15

Spring Semester			Credits
COM	231		3
CUL	112		3
CUL	160		3
CUL	160A		1
CUL	240		5
MAT	110		3
			18

Second Year

Fall Semester			
CUL	170		3
CUL	230		5
CUL	260		3
CUL	260A		1
HUM	115		3
WBL	111		1
			16

Spring Semester			
CUL	130		2
CUL	245		5
CUL	270		3
ECO	251		3
HRM	245		3
WBL	121		1
			18

Certificate Options

			Credits

Culinary Arts Certificate [C55150C]

CUL	170	Garde Manger I	3
CUL	245	Contemporary Cuisines	5
CUL	270	Garde Manger II	3
WBL	111	Work-Based Learning I	1

Total Credit Hours Required for Certificate Program 12

Service Management Certificate [C55150S]

CUL	110	Sanitation & Safety	2
CUL	112	Nutrition for Foodservice	3
CUL	135	Food & Beverage Service	2
CUL	140	Culinary Skills	5
CUL	240	Culinary Skills II	5

Total Credit Hours Required for Certificate Program 17

Early Childhood Education

A.A.S. Degree [A55220C, A55220L, A55220NL]
Diploma Program [D55220]
Certificate Program [C55220E]

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.

Please contact the college and program coordinator for special requirements to enroll in this program. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements

Credits

Common General Education Required Courses

Required Courses

MAT	143	Quantitative Literacy	3
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
PSY	150	General Psychology	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3

Total Common General Education Required Hours 15

Common Major Required Courses

EDU	119	Introduction to Early Childhood Education	4
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	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers, and Twos	3
EDU	280	Language and Literacy Experiences	3
EDU	284	Early Childhood Capstone Practices	4

Total Common Major Required Hours 35

Common Major Electives

3 credits required.

EDU	248	Developmental Delays	3
EDU	281	Inst. Strategies/Reading and Writing	3

Total Common Required Hours 53

Additional Courses Required

Credits

Early Childhood Education A.A.S. Degree [A55220C]

CIS	110	Introduction to Computers	3
EDU	126	Early Childhood Seminar I	2
EDU	162	Observation and Assessment in ECE	3
EDU	259	Curriculum Planning	3

Total Credit Hours Required for A55220C A.A.S. Degree 64

Early Education B-K Licensure Transfer [A55220L]

BIO	111	General Biology I	4
CHM	151	General Chemistry I	4
ENG	112	Writing/Research in the Disciplines	3
SOC	210	Introduction to Sociology	3
EDU	216	Foundations of Education	3
EDU	250	Teacher Licensure Preparation	3

Total Credit Hours Required for A55220L A.A.S. Degree 73

Early Education Non-Teaching Licensure Transfer [A55220NL]

BIO	111	General Biology I	4
CHM	151	General Chemistry I	4
ENG	112	Writing/Research in the Disciplines	3
SOC	210	Introduction to Sociology	3
EDU	261	Early Childhood Administration I	3
EDU	262	Early Childhood Administration II	3

Total Credit Hours Required for A55220NL A.A.S. Degree 73

Semester-by-Semester Plan–Early Childhood Education A.A.S. Degree [A55220C]

First Year

Fall Semester		Credits
EDU	119	4
EDU	144	3
EDU	145	3
EDU	151	3
PSY	150	3
		16

Spring Semester		
EDU	146	3
EDU	153	3
EDU	234	3
ENG	111	3
MAT	143	3
		15

Summer Semester		
COM	231	3
Humanities Elective		3
		6

Second Year

Fall Semester		
CIS	110	3
EDU	131	3
EDU	162	3
EDU	259	3
		12

Spring Semester		Credits
EDU	126	2
EDU	221	3
EDU	280	3
EDU	284	4
Major Elective		3
		15

Semester-by-Semester Plan–Early Education B-K Licensure Transfer [A55220L]

First Year

Fall Semester		Credits
EDU	119	4
EDU	144	3
EDU	145	3
EDU	151	3
SOC	210	3
		16

Spring Semester		
BIO	111	4
EDU	146	3
EDU	153	3
EDU	234	3
ENG	111	3
		16

Summer Semester		
COM	231	3
ENG	112	3
MAT	143	3
		9

Second Year

Fall Semester		
CHM	151	4
EDU	131	3
EDU	250	3
PSY	150	3
Humanities Elective		3
		16

Spring Semester		
EDU	216	3
EDU	221	3
EDU	280	3
EDU	284	4
Major Elective		3
		16

Semester-by-Semester Plan–Early Education Non-Teaching Licensure Transfer [A55220NL]

First Year

Fall Semester
			Credits
EDU	119		4
EDU	144		3
EDU	145		3
EDU	151		3
SOC	210		3
			16

Spring Semester
BIO	111		4
EDU	146		3
EDU	153		3
EDU	234		3
ENG	111		3
			16

Summer Semester
CHM	151		4
ENG	112		3
MAT	143		3
PSY	150		3
			13

Second Year

Fall Semester
EDU	131		3
EDU	261		3
EDU	262		3
Major Elective			3
Humanities Elective			3
			15

Spring Semester
COM	231		3
EDU	221		3
EDU	280		3
EDU	284		4
			13

Early Childhood Diploma [D55220]

			Credits
COM	231	Public Speaking	3
EDU	119	Introduction to Early Childhood Education	4
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	162	Observation and Assessment in ECE	3
EDU	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers, and Twos	3
EDU	280	Language and Literacy Experiences	3
ENG	111	Writing and Inquiry	3

Total Credit Hours Required for Diploma Program 40

Certificate Options

Credits

Early Childhood Education Certificate [C55220E]
EDU	119	Introduction to Early Childhood Education	4
EDU	131	Child, Family, and Community	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	153	Health, Safety, and Nutrition	3

Total Credit Hours Required for Certificate Program 16

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
Credits

General Education Required Courses

Required Courses
COM   110   Introduction to Communication................3
ENG   111   Writing and Inquiry................................3

Natural Sciences/Math (3-4 credits)
Take one set from:
Set 1
MAT   110   Math Measurement & Literacy...................3
Set 2
PHY   110   Conceptual Physics...........................3
PHY   110A Conceptual Physics Lab 1

Humanities/Fine Arts (3 credits)
Take one (1) course from:
ART   111   Art Appreciation 3
ART   114   Art History Survey I........................3
COM   140   Intro to Intercultural Communication 3
ENG   125   Creative Writing I................................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 (3 credits)
Take one (1) course from:
ECO   251 Principles of Microeconomics........................3
ECO   252 Principles of Macroeconomics 3
HIS   111 World Civilizations I 3
HIS   131 American History I................................3
POL   120 American Government 3
POL   130 State and Local Government........................3
POL   210 Introduction to Sociology 3
PSY   150 General Psychology...........................3
SOC   210 Introduction to Sociology 3

Total General Education Required Hours..**15-16**

Major Required Courses
Take 50-51 credits from:
ATR   214 Advanced PLCs...................................4
CIS   110 Introduction to Computers............................3
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   215   Electrical Maintenance 3
ELN   131   Analog Electronics I........................4
ELN   133   Digital Electronics...........................4
ELN   260   Programmable Logic Controllers..............4
Major Electives... 2-3

Total Major Hours...**50-51**
Total Credit Hours Required for A.A.S. Degree....................................**64-67**

Major Electives
Select 2-3 credits
DFT   151   CAD I...3
HYD   110   Hydraulics/Pneumatics I................................3
ISC   112   Industrial Safety 2
WBL   111**Work-Based Learning I..................................1

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

Semester-by-Semester Plan for Completion of Associates

First Year

Fall		Credits
ELC	113	4
ELC	119	2
ELC	131	4
MAT	110	3
COM	110	3
		16

Spring		
ELC	114	4
ELC	115	4
ELC	135	3
ELC	131A	1
ENG	111	3
Social/Behavioral Sciences		3
		15

Summer		
CIS	110	3
ELC	117	4
		7

Second Year

Fall		
ELC	133	4
ELN	133	4
ELN	260	4
Humanities/Fine Arts		3
		15

Spring		
ELC	135	3
ELC	215	3
ATR	214	4
Major Elective		1-3
		11-13

Diploma [D35130]
Credits

General Education Required Courses
COM   110   Introduction to Communication................3
MAT   110   Math Measurement & Literacy or ....(3)
PHY   110   Conceptual Physics...........................3
PHY   110A Conceptual Physics Lab 1

Total General Education Required Hours **6-7**

Major Required Courses

ATR	214	Advanced PLCs	4
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	215	Electrical Maintenance	3
ELN	133	Digital Electronics	4
ELN	260	Programmable Logic Controllers	4

Total Major Required Hours... 38

Total Credit Hours Required for Diploma Program 44

Semester-by-Semester Plan 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

ELN	260		4
ELN	133		4
MAT	110		3
			11-12

Spring Semester

ATR	214		4
ELC	131A		1
ELC	215		3
			8

Electrical Systems Certificate Option [C35130E]

            Credits

ELC	113	Residential Wiring	4
ELC	114	Commercial Wiring	4
ELC	115	Industrial Wiring	4
ELC	119	NEC Calculations	2
ELC	131	Circuit Analysis I	4

Total Credits Hours Required for Certificate Program 18

Semester-by-Semester Plan 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 [D40200R]
Certificate Programs [C40200A, C40200B, C40200R and C40200N]

This program has two tracks, a Technical Track and a University Transfer Track. The Technical Track is designed to give students the education and skills needed to get a job as an electronics technicians/technologist in the local electronics industry. The University Transfer track is transferable to four-year schools in the UNC system that offer a Bachelor of Science in Electronics Engineering Technology degree. Graduates who complete a bachelor's degree in Electronics Engineering Technology should qualify for employment as an electrical or electronics engineer.

Curriculum Description

The Electronics Engineering Technology curriculum is designed to prepare 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 through the study and application of principles from mathematics, natural sciences, and technology.

Course work includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, microprocessors, lab equipment and procedures, electrical machines, and/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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements

            Credits

General Education Required Courses
Required Courses

COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3

Social/Behavioral Sciences (3 credits)
Take one (1) course from:

ECO	251	Principles of Microeconomics	3
SOC	210	Introduction to Sociology	3

Total General Education Required Hours 12

Major Required Courses

CSC	134	C++ Programming	3
EGR	131	Intro to Electronics Tech	2
EGR	285	Design Project...	2
ELC	131	Circuit Analysis I	4
ELC	133	Circuit Analysis II	4
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
ELN	232	Introduction to Microprocessors	4
ELN	260	Programmable Logic Controllers	4
MAT	171	Precalculus Algebra	4
MAT	172	Precalculus Trigonometry	4
PHY	151	College Physics I	4

Other Major Requirements

			Credits
Take 12 Credits from:			
ACA	122	College Transfer Success	1
DFT	170	Engineering Graphics	3
ELC	117	Motors and Controls	4
ELC	135	Electrical Machines	3
ELC	215	Electrical Maintenance	3
MAT	271	Calculus I	4
MAT	272	Calculus II	4
PHY	152	College Physics II	4
WBL	111	Work-Based Learning I	1

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

Total Major Required Hours.. 55

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

Semester-by-Semester Plan for Technical Track

Applies to day offerings.

First Year
Fall Semester Credits

ACA	122	1
MAT	171	4
EGR	131	2
ELN	133	4
ENG	111	3
		14

Spring Semester

COM	231	3
CSC	134	3
ELC	131	4
MAT	172	4
		14

Summer Semester

ELC	117	4
Social/Behavioral Sciences		3
		7

Second Year
Fall Semester

ELC	133	4
ELN	232	4
ELN	260	4
PHY	151	4
		16

Spring Semester

EGR	285	2
ELC	135	3
ELC	215	3
ELN	131	4
HUM	115	3
WBL	111	1
		16

Semester-by-Semester Plan for University Transfer Track

Applies to day offerings.

First Year
Fall Semester Credits

ACA	122	1
MAT	171	4
EGR	131	2
ELN	133	4
ENG	111	3
		14

Spring Semester

COM	231	3
CSC	134	3
ELC	131	4
MAT	172	4
		14

Summer Semester

MAT	271	4
Social/Behavioral Sciences		3
		7

Second Year
Fall Semester

ELC	133	4
ELN	232	4
ELN	260	4
PHY	151	4
		16

Spring Semester

EGR	285	2
ELN	131	4
HUM	115	3
MAT	272	4
PHY	152	4
		17

Industrial Robotics Diploma [D40200R]

			Credits
COM	110	Introduction to Communication or	
COM	120	Intro to Interpersonal Communication or	
COM	231	Public Speaking	3
ELC	117	Motors and Controls	4
ELC	131	Circuit Analysis I	4
ELC	133	Circuit Analysis II	4
ELC	135	Electrical Machines	3
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
ELN	260	Programmable Logic Controllers	4
MAT	171	Precalculus Algebra	4
MAT	172	Precalculus Trigonometry	4

Total Credit Hours Required for Diploma Program 38

Certificate Options

Credits

Analog Electronics Certificate [C40200A]
ELC   131   Circuit Analysis I..4
ELC   133   Circuit Analysis II...4
ELN   131   Analog Electronics I...4

Total Credit Hours Required for Certificate Program 12

Electrical Maintenance Certificate [C40200N]
ELC   117   Motors and Controls......................................4
ELC   131   Circuit Analysis I..4
ELC   135   Electrical Machines 3
ELC   215   Electrical Maintenance 3

Total Credit Hours Required for Certificate Program 14

Embedded Microprocessors Design Certificate [C40200B]
ELC   131   Circuit Analysis I..4
ELC   133   Circuit Analysis II...4
ELN   133   Digital Electronics...4
ELN   232   Introduction to Microprocessors 4

Total Credit Hours Required for Certificate Program 16

Industrial Robotics Certificate [C40200R]
ELC   117   Motors and Controls......................................4
ELC   135   Electrical Machines 3
ELN   133   Digital Electronics...4
ELN   260   Programmable Logic Controllers 4

Total Credit Hours Required for Certificate Program 15

Emergency Medical Science

A.A.S. Degree [A45340]

Curriculum Description

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Course and Hour Requirements

Credits

General Education Required Courses
Required Courses
BIO   275   Microbiology..4
ENG   111   Writing and Inquiry...3
ENG   112   Writing/Research in the Disciplines 3
Humanities/Fine Arts (3 credits)
Take one (1) course from:
ART   111   Art Appreciation 3
HUM   115   Critical Thinking 3
MUS   110   Music Appreciation..3
PHI   240   Introduction to Ethics 3
Social/Behavioral Science (3 credits)
Take one (1) course from:
POL   130   State & Local Government 3
PSY   150   General Psychology..3
SOC   210   Introduction to Sociology 3

Total General Education Required Hours.. 16

Major Required Courses
Note: Students must have BIO 110, BIO 111 OR High school Biology within 5 years.
BIO   163   Basic Anatomy & Physiology or ....(5)
BIO   168   Anatomy and Physiology I and..................4
BIO   169   Anatomy and Physiology II..........................4
EMS   110   Emergency Medical Technician (EMT)......9
EMS   122   EMS Clinical Practicum I 1
EMS   130   Pharmacology..4
EMS   131   Advanced Airway Management 2
EMS   160   Cardiology I..3
EMS   220   Cardiology II...3
EMS   221   EMS Clinical Practicum II 2
EMS   231   EMS Clinical Practicum III.............................3
EMS   240   Patients with Special Challenges...............2
EMS   241   EMS Clinical Practicum IV.............................4
EMS   250   Medical Emergencies....................................4
EMS   260   Trauma Emergencies.....................................2
EMS   270   Life Span Emergencies 4
EMS   285   EMS Capstone..2

Total Major Required Hours...52

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

Semester-by-Semester Plan

First Year

Fall Semester		Credits
EMS	110	9
BIO	163 or	5
BIO	168	4
ENG	111	3
		16-17

Spring Semester		
EMS	130	4
EMS	131	2
BIO	169	4*
EMS	160	3
EMS	122	1
Humanities/Fine Arts		3
		13-17

Summer Semester		
EMS	220	3
EMS	260	2
EMS	221	2
		7

Second Year

Fall Semester		
EMS	250	4
EMS	270	4
EMS	231	3
		13

Spring Semester		
BIO	275	4
EMS	240	2
EMS	241	4
EMS	285	2
ENG	112	3
Social/Behavioral Science.		3
		18

not needed if BIO 163 taken in First Fall semester

Emergency Medical Science Bridge Program

A.A.S. Degree [A45340B]

Curriculum Description

The Emergency Medical Science Bridging Option is designed to allow a currently certified, non-degreed Paramedic to earn an Associate of Applied Science in Emergency Medical Science by completing course requirements identified outside of the paramedic subject area. This program of study provides the student an opportunity to enhance learning already achieved through continuing education for Paramedic. Course work includes medical terminology, Biology, Mathematics, English, Humanities, and Social Sciences. Only Certified Paramedics are permitted in the Bridging Option. Contact the EMS Program Coordinator for prerequisites for admission requirements.

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

BIO	275	Microbiology	4
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:

ART	111	Art Appreciation	3
HUM	115	Critical Thinking	3
MUS	110	Music Appreciation	3
PHI	240	Introduction to Ethics	3

Social/Behavioral Science (3 credits)
Take one (1) course from:

POL	130	State & Local Government	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3

Total General Education Required Hours 16

Major Required Courses

Note: Students must have BIO 110, BIO 111 OR High school Biology within 5 years.

BIO	163	Basic Anatomy & Physiology or	5
*BIO	168	Anatomy and Physiology I and	(4)
BIO	169	Anatomy and Physiology II	(4)

Total Major Required Hours..5-8

Total Credit Hours Required for A.A.S Degree......................................21-24

Semester-by-Semester Plan

Fall Semester		Credits
BIO	163 or	5
BIO	168	4
ENG	111	3
		7-8

Spring Semester		
BIO	169	4
ENG	112	3
Humanities/Fine Arts		3
Social/Behavioral Sciences		3
		13

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. Some hours available online.

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
Credits

General Education Required Courses
None

Major Required Courses
			Credits
COS	119	Esthetics Concepts I	2
COS	120	Esthetics Salon I	6
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II	6

Total Major Required Hours.. 16

Total Credit Hours Required for Certificate Program 16

Semester-by-Semester Plan

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]
Certificate Programs [C55240, C55240FS]

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 fire prevention, building construction, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in fire departments, governmental agencies, industrial firms, insurance rating organizations and educational organizations. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program. The Fire Protection Technology degree is offered completely online in asynchronous delivery. Students may choose to take general education and other major hours in a traditional format or online.

Course and Hour Requirements
Credits

General Education Required Courses
Required Courses
			Credits
ENG	111	Writing and Inquiry	3
ENG	112	Writing & Research	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:
ART	111	Art Appreciation	3
HUM	115	Critical Thinking	3
HUM	160	Introduction to Film	3
MUS	110	Music Appreciation	3
PHI	240	Introduction to Ethics	3

Math (3-4 credits)
Take one (1) course from:
MAT	110	Math Measurement and Literacy	3
MAT	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra	4

Social/Behavioral Science (3 credits)
Take one (1) course from:
PSY	150	General Psychology	3
POL	130	State & Local Government	3
SOC	210	Introduction to Sociology	3

Total General Education Required Hours 15-16

Major Required Courses
CIS	110	Introduction to Computers	3
EPT	140	Emergency Management	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	228	Local Government Finance	3
FIP	229	Fire Dynamics and Combustion	3
FIP	276	Managing Fire Services	3

Total Major Required Hours.. 40

Major Electives
Select 9 credits

EMS	110	Emergency Medical Technician (EMT)	9
FIP	164	OSHA Standards	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	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
PAD	151	Intro to Public Admin	3
PAD	152	Ethics in Government	3
PAD	251	Public Finance and Budgeting	3
PAD	252	Public Policy Analysis	3
PAD	253	Intro to Urban Planning	3
PAD	254	Grant Writing	3

Total Major Elective Required Hours 9

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

Semester-by-Semester Plan

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
Major Electives	6
	9

Second Year
Fall Semester

ENG	112	3
EPT	140	3
FIP	132	3
FIP	276	3
Major Elective		3
		15

Spring Semester

FIP	220	3
FIP	228	3
FIP	229	3
Social Science		3
		12

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 240/Fire Officer if they hold a valid Fire Office I and II Certification from the NC Office of State Fire Marshal.
- Students may receive credits for FIP 124/Fire Prevention & Public Education if they hold a valid NC Fire Educator II certification from the NC Office of State Fire Marshal.
- Students may receive credits for FIP 128/Detection and Investigation if they hold a valid NC Arson Investigator certification from the NC Office of State Fire Marshal.
- Students may receive credits for up to 9 credit hours for a valid NC EMT certification from the NC Office of EMS.

Certificate Options

                                 Credits

Fire Protection Technology Certificate [C55240]

FIP	120	Intro to Fire Protection	3
FIP	124	Fire Prevention & Public Ed	3
FIP	132	Building Construction	3
FIP	152	Fire Protection Law	3
FIP	220	Fire Fighting Strategies	3
FIP	228	Local Government Finance	3

Total Credit Hours Required for Certificate Program 18

Fire Service Manager Certificate [C55240FS]

CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
EPT	140	Emergency Management	3
FIP	152	Fire Protection Law	3
FIP	228	Local Government Finance	3
FIP	276	Managing Fire Services	3

Total Credit Hours Required for Certificate Program 18

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

A.A.S. General Education Core.............................15 Credits
Diploma General Education Core.........................6 Credits

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

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
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3
ENG	232	American Literature II	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
ENG	273	African-American Literature	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	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

ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	130	General Physical Geography	3
HIS	111	World Civilization I	3
HIS	112	World 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
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	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 Credits
Total Major Hours Required for Diploma ....30 Credits

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	120	Prin of Financial Accounting	4
ACC	121	Prin of Managerial Accounting	4
ACC	129	Individual Income Taxes	3
ACC	130	Business Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	149	Intro to ACC Spreadsheets	2
ACC	150	Accounting Software Appl	2
ACC	180	Practices in Bookkeeping	3
ACC	220	Intermediate Accounting I	4
ACC	221	Intermediate Acct II	4
AGR	110	Agricultural Economics	3
AGR	111	Basic Farm Maintenance	2
AGR	121	Biological Pest Mgmt	3
AGR	139	Intro to Sustainable Ag	3
AGR	140	Agricultural Chemicals	3
AGR	150	Ag-O-Metrics	3
AGR	160	Plant Science	3
AGR	170	Soil Science	3
AGR	212	Farm Business Management	3
AGR	213	Ag Law & Finance	3
AGR	214	Agricultural Marketing	3
AGR	220	Ag Mechanization	3
AGR	226	Maint & Serv of Prod Faci	3
AGR	261	Agronomy	3
AGR	262	Weed ID & Control	3
AGR	265	Organic Crop Prod: Spring	3
AGR	266	Organic Crop Prod: Fall	3
AHR	110	Intro 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	130	HVAC Controls	3
AHR	151	HVAC Duct Systems I	2

NAS	101	Nurse Aide I	6
NAS	102	Nurse Aide II	6
NAS	103	Home Health Care Nurse Aide	6
NET	125	Introduction to Networks	3
NET	126	Switching and Routing	3
NET	225	Enterprise Networking	3
NET	289	Networking Project	3
NOS	110	Operating Systems Concepts	3
NOS	120	Linux/UNIX Single User	3
NOS	230	Windows Administration I	3
NUR	111	Intro 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
NUR	215	Paramedic/RN Bridge Concepts	6
PAD	151	Intro to Public Admin	3
PAD	152	Ethics in Government	3
PAD	251	Public Finance & Budgeting	3
PAD	252	Public Policy Analysis	3
PAD	253	Intro to Urban Planning	3
PAD	254	Grant Writing	3
PHY	110	Conceptual Physics NS-AAS	3
PHY	110A	Conceptual Physics Lab NS-AAS	1
PHY	151	College Physics I NS-AAS	4
PHY	152	College Physics II NS-AAS	4
POL	120	American Government SB-AAS	3
PSY	150	General Psychology SB-AAS	3
PSY	241	Developmental Psych SB-AAS	3
PSY	281	Abnormal Psychology SB-AAS	3
SAB	110	Substance Abuse Overview	3
SAB	135	Addictive Process	3
SAB	210	Addiction and Recovery Counsel	3
SEC	110	Security Concepts	3
SEC	151	Intro to Protocol Analysis	3
SEC	160	Security Administration I	3
SEC	175	Perimeter Defense	3
SEC	251	Advanced Protocol Analysis	3
SEC	258	Security Compliance	3
SOC	210	Introduction to Sociology SB-AAS	3
SOC	213	Sociology of the Family SB-AAS	3
SWK	110	Intro to Social Work	3
SWK	113	Working With Diversity	3
UAS	111	Unmanned Aircraft Systems	3
UAS	115	Small UAS Certification	2
UAS	230	UAS Aerial Photo Surveys	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
WBL	131	Work-Based Learning III	1
WEB	151	Mobile Application Dev I	3
WEB	251	Mobile Application Dev II	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 & 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**

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. (Students must apply for and be formally admitted to the HIT program to take any HIT courses.)

Course and Hour Requirements
Credits

General Education Required Courses
*ENG	111	Writing and Inquiry	3
*ENG	112	Writing/Research in the Disciplines	3
*HUM	115	Critical Thinking or	
*PHI	240	Introduction to Ethics	3
*MAT	152	Statistical Methods	3
*PSY	150	General Psychology	3

Total General Education Required Hours **15**

Major Required Courses
*ACA	111	College Student Success	1
*BIO	163	Basic Anatomy and Physiology or	
*BIO	168	Anatomy and Physiology I	4
*BIO	169	Anatomy and Physiology II	4
CIS	110	Introduction to Computers	3
CTS	130	Spreadsheets	3
HIT	110	Fundamentals of HIM	3
HIT	112	Health Law and Ethics	3
HIT	114	Health Data Systems/Standards	3
HIT	211	ICD Coding	4
HIT	213	Inpt Procedure Coding & Reporting	2
HIT	214	CPT/Other Coding Systems	2
HIT	215	Reimbursement Methodology	2
HIT	217	Quality & Data Analysis	2
HIT	218	Management Principles in HIT	3
HIT	220	Health Informatics & EHRs	2
HIT	225	Healthcare Informatics	4
HIT	226	Principles of Disease	3
HIT	280	Professional Issues	2
HSC	110	Orientation to Health Careers	1
*MED	121	Medical Terminology I	3
*MED	122	Medical Terminology II	3
OST	248	Diagnostic Coding	3

Professional Practice Experience
HIT	124	Professional Practice Experience II	1
HIT	224	Professional Practice Experience IV	2

Total Major Required Hours **61**
Total Credit Hours Required for A.A.S. Degree **74**

Healthcare Management

A.A.S. Degree [A25200]
Certificate Program [C25200]

Curriculum Description

The Healthcare Management 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

Credits

General Education Required Courses

ART	111	Art Appreciation	3
COM	110	Introduction to Communication	3
ECO	252	Principles of Macroeconomics	3
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy	3

Total General Education Required Hours 15

Major Required Courses

ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
CIS	110	Introduction to Computers	3
HMT	110	Introduction to Healthcare Management	3
HMT	210	Medical Insurance	3
HMT	211	Long-Term Care Administration	3
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3

Total Major Required Courses 28

Total Major Required Hours.. 43

General Healthcare Management

BUS	121	Business Math	3
BUS	137	Principles of Mgt	3
BUS	217	Employment Law and Regulations	3
BUS	253	Leadership and Mgt Skills	3
BUS	256	Recruiting, Plann	3
BUS	260	Business Communication	3
ECO	251	Principles of Microeconomics	3

Total Credit Hours Required for General Healthcare Management 21

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

Semester-by-Semester Plan

First Year
Fall Semester — Credits

ACC	120	4
BUS	253	3
HMT	110	3
MED	121	3
ENG	111	3
		16

Spring Semester

ACC	121	4
BUS	121	3
ECO	252	3
HMT	210	3
MED	122	3
		16

Summer Semester

ART	111	3
		3

Second Year
Fall Semester

BUS	217	3
BUS	260	3
HMT	211	3
MAT	110	3
MED	118	2
		14

Spring Semester

BUS	137	3
BUS	256	3
CIS	110	3
COM	110	3
ECO	251	3
		15

Certificate Option

Credits

Healthcare Management Certificate (C25200)

ACC	120	Prin of Financial Accounting	4
HMT	110	Intro to Healthcare Mgt	3
HMT	210	Medical Insurance	3
MED	121	Medical Terminology I	3
HMT	211	Long-Term Care Admin	3

Total Credit Hours Required for Certificate Program 16

Human Services Technology

A.A.S. Degree [A45380]
Certificate Programs [C45380H, C45380SW and 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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
Credits

General Education Required Courses
Required Courses
COM 231 Public Speaking..3
ENG 111 Writing and Inquiry 3
SOC 220 Social Problems..3

Humanities/Fine Arts (3 credits)
Take one (1) course from:
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
ENG 125 Creative Writing I...3
HUM 120 Cultural Studies...3
HUM 130 Myth in Human Culture 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

Natural Sciences/Math (3-4 credits)
Take one (1) course from:
BIO 110 Principles of Biology..4
BIO 111 General Biology I..4
MAT 143 Quantitative Literacy 3
MAT 171 Precalculus Algebra..4

Total General Education Required Hours 15-16

Major Required Courses
Required Courses   **Credits**
CIS 110 Introduction to Computers............................3
DDT 110 Developmental Disabilities.............................3
GRO 120 Gerontology 3
HSE 110 Introduction to Human Services.................3
HSE 112 Group Process I...2
HSE 123 Interviewing Techniques 3
HSE 125 Counseling 3
HSE 210 Human Services Issues....................................2
HSE 220 Case Management...3
HSE 225 Crisis Intervention 3
HSE 240 Issues in Client Services 3
Credits

PSY 150 General Psychology...3
SAB 110 Substance Abuse Overview 3
SOC 213 Sociology of the Family....................................3
WBL 111 Work-Based Learning I......................................1
WBL 115 Work-Based Learning Seminar I.................1
Psychology (3 credits)
Take one (1) course from:
PSY 241 Developmental Psychology...........................3
PSY 281 Abnormal Psychology.......................................3
SAB/SWK Elective (6 credits)
Take two (2) course from:
SAB 135 Addictive Process 3
SAB 210 Addiction and Recovery Counsel 3
SWK 110 Introduction To Social Work..........................3
SWK 113 Working With Diversity.....................................3

Total Major Required Hours... 51

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

Semester-by-Semester Plan

First Year
Fall Semester   **Credits**
ENG 111 3
HSE 110 3
HSE 112 2
HSE 125 3
SAB 110 3
                                                          14

Spring Semester
HSE 123 3
HSE 220 3
HSE 240 3
PSY 150 3
SAB/SWK Elective
SAB 210 or
SWK 113 3
                                                          15

Summer Semester
PSY 241 or
PSY 281 3
SOC 220 3
Humanities/Fine Arts...3
                                                          9

Second Year
Fall Semester
CIS 110 3
DDT 110 3
GRO 120 3
SOC 213 3
SAB/SWK Elective
SAB 135 or
SWK 110 3
                                                          15

Spring Semester   **Credits**

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BIO     110 or
BIO     111 or
MAT     143 or
MAT     171    ........................................................................ 3-4
COM     231    ...........................................................................3
HSE     210    ...........................................................................2
HSE     225    ...........................................................................3
WBL     111    ...........................................................................1
WBL     115    ...........................................................................1
                                                                   13-14
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Certificate Options

Credits

Human Services [C45380H]
```
HSE     110    Introduction to Human Services.................3
HSE     112    Group Process I.................................................2
HSE     123    Interviewing Techniques..............................3
HSE     125    Counseling .......................................................3
HSE     225    Crisis Intervention ........................................3
HSE     240    Issues in Client Services ..............................3
```
Total Credit Hours Required for Certificate Program 17

Social Work [C45380SW]
```
HSE     110    Introduction to Human Services.................3
HSE     123    Interviewing Techniques..............................3
HSE     125    Counseling .......................................................3
HSE     225    Crisis Intervention ........................................3
SWK     110    Introduction to Social Work.......................3
SWK     113    Working with Diversity..................................3
```
Total Credit Hours Required for Certificate Program 18

Substance Abuse [C45380SA]
```
HSE     110    Introduction to Human Services.................3
HSE     123    Interviewing Techniques..............................3
HSE     125    Counseling .......................................................3
HSE     225    Crisis Intervention ........................................3
SAB     110    Substance Abuse Overview..........................3
SAB     135    Addictive Process or.......................................3
SAB     210    Addiction and Recovery Counsel ............(3)
```
Total Credit Hours Required for Certificate Program 18

Evening Degree Pan

First Year

Fall Semester			Credits	
HSE	110	Introduction To Human Services	3	Hybrid—Evening
HSE	240	Issues In Client Services	3	Hybrid—Evening
ENG	111	Writing and Inquiry	3	Online
PSY	150	General Psychology	3	Online
CIS	110	Introduction To Computers	3	Online
			15	

First Year

Spring Semester			Credits	
HSE	125	Counseling	3	Hybrid—Evening
SAB	110	Substance Abuse Overview	3	Hybrid—Evening
HSE	225	Crisis Intervention	3	Online
SOC	213	Sociology of the Family	3	Online
COM	231	Public Speaking	3	Online
			15	

First Year

Summer Semester			Credits	
PSY	241	Developmental Psychology or		
PSY	281	Abnormal Psychology	3	Online
HUM		Elective	3	Online
SOC	220	Social Problems	3	Online
			9	

Second Year

Fall Semester			Credits	
HSE	123	Interviewing	3	Hybrid—Evening
HSE	220	Case Management	3	Hybrid—Evening
BIO	110	Principles of Biology or		
BIO	111	General Biology I	4	Online
HSE	112	Group Process I	2	Online
SWK	110	Introduction To Social Work	3	Online
			15	

Second Year

Spring Semester			Credits	
GRO	120	Gerontology	3	Hybrid—Evening or Online
DDT	110	Developmental Disabilities	3	Hybrid—Evening
HSE	210	Human Services Issues	2	Online
WBL	111	Work Based Learning 1	1	On Site
WBL	115	Work Based Learning Seminar	1	Online
SWK	113	Working With Diversity	3	Online
			13	

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

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
Credits

General Education Required Courses
None

Major Required Courses

EDU	119	Introduction to Early Childhood Education	4
EDU	131	Child, Family, and Community	3
EDU	144	Child Development I	3
EDU	153	Health, Safety, and Nutrition	3
EDU	234	Infants, Toddlers, and Twos	3

Total Major Required Hours.. 16

Total Credit Hours Required for Certificate Program 16

Information Technology

A.A.S. Degree [A25590C] Cyber Security
A.A.S. Degree [A25590N] Networking
A.A.S. Degree [A25590P] Software Development
Diploma [D25590]
Certificate Programs [C25590C, C25590CS, C25590D, C25590DF, C25590F, C25590I, and C25590P]

Curriculum Description
The Information Technology (IT) field is very broad. Mitchell offers four focused IT degrees: Cyber Security, Digital Media/Graphic Design, Networking, and Software Development. Several courses are common to all, but each degree has unique required courses. Graduates will be qualified for employment in entry-level positions with any public or private entity in their focus/degree area.

The Cybersecurity curriculum is designed to provide students with the knowledge, skills, and abilities necessary to succeed in Cybersecurity focused job roles. Students will learn common tools, concepts, and methodologies used to protect individuals and organizations against modern cyber threats. Graduates should qualify for junior/entry-level Cybersecurity positions in many types of organizations including but not limited to: Cybersecurity consultancies, Large retailers, Manufacturing companies, Banks, Hospitals, Schools Systems, Government agencies and Energy providers.

Students that choose the Networking degree will develop an in-depth understanding of computer network operation, administration methods and best business practices through hands-on labs and access to world class curriculum resources developed by networking giant Cisco Systems. In addition, Networking students build familiarity with commonly used server roles installed on enterprise-grade Microsoft Operating Systems.

Students that choose the Software Development degree will learn to program in three of the most popular languages: Java, C++ and Python. Students will gain foundational skills to learn additional languages in the future. Students will learn to program both for PCs and mobile devices. Students will also learn database design and database SQL language.

Course and Hour Requirements for all Information Technology—A.A.S. Degrees [A25590N, A25590P, A25590C]
Credits

Common General Education Required Courses

Required Courses

COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:

ART	111	Art Appreciation	3
MUS	110	Music Appreciation	3
PHI	240	Introduction to Ethics	3

Math (3-4 credits)
Take one (1) course from:

MAT	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra	4

Social/Behavioral Sciences (3 credits)
Take one (1) course from:

ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	113	Economic Geography	x
POL	120	American Government	3
POL	130	Social Diversity	3
PSY	150	General Psychology	3
SOC	220	Social Problems	3

Total Common General Education Required Hours 15-16

Common Major Required Courses

CIS	115	Introduction to Programming and Logic	3
CTI	110	Web, Programming and Database Foundation	3
CTI	120	Networking & Security Foundation	3
CTS	115	Information System Business Concepts	3
CTS	120	Hardware/Software Support	3
NOS	110	Operating System Concepts	3
SEC	110	Security Concepts	3

Total Common Major Required Hours.. 21
Total Common Required Hours 36-37

Additional Courses

Information Technology—Cyber Security A.A.S. Degree [A25590C]

NET	125	Introduction to Networks	3
NET	126	Routing Basics	3
NOS	120	Linux/Unix Single User	3
CCT	231	Technology Crimes & Law	3
CCT	240	Data Recovery Techniques	3
CCT	241	Advanced Data Recovery	3
CCT	250	Network Vulnerabilities I	3
CCT	260	Mobile Phone Examination	3
CCT	289	Capstone Project	3
SEC	151	Intro to Protocol Analysis	3
SEC	251	Advanced Protocol Analysis	3
SEC	258	Security Compliance	3

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

Information Technology—Networking A.A.S. Degree [A25590N]

CTI	140	Virtualization Concepts	3
NET	125	Introduction to Networks	3
NET	126	Routing Basics	3
NET	225	Routing and Switching I	3
NET	289	Capstone Project	3
NOS	120	Linux/UNIX Single User	3
NOS	230	Windows Administration I	3
SEC	151	Intro to Protocol Analysis	3
SEC	160	Security Admin	3
SEC	175	Perimeter Defense	3

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

Information Technology—Software Development A.A.S. Degree [A25590P]

CIS	110	Introduction to Computers	3
CSC	134	C++ Programming OR	
CSC	153	C# Programming	3
CSC	151	Java Programming	3
CSC	234	Advanced C++ Programming OR	
CSC	253	Advanced C# Programming	3
CSC	249	Data Structure & Algorithms	3
CSC	251	Advanced Java Programming	3
CSC	289	Programming Capstone Project	3
DBA	110	Database Concepts	3
DBA	120	Database Programming I	3
WEB	151	Mobile Application Development I	3
WEB	251	Mobile Application Development II	3

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

Semester-by-Semester Plan—Cyber Security A.A.S. Degree [A25590C]

First Year
Fall Semester — **Credits**

CTI	120	Networking & Security Foundation	3
CTS	115	Information Systems Business Concepts	3
CTS	120	Hardware/Software Support	3
NOS	110	Operating System Concepts	3
CCT	231	Technology Crimes and Law	3
			15

First Year
Spring Semester

CTI	110	Web, Programming, and Database	3
CCT	240	Data Recovery Techniques	3
NET	125	Introduction to Networking	3
SEC	110	Security Concepts	3
ENG	111	Writing and Inquiry	3
			15

First Year
Summer Semester

MAT	143	Quantitative Literacy OR	3
MAT	171	Precalculus Algebra	3
Social/Behavioral Science			3
			6

Second Year
Fall Semester

SEC	151	Intro to Protocol Analysis	3
CCT	241	Advanced Data Recovery	3
CCT	260	Mobile Phone Examination	3
CIS	115	Intro to Programming and Logic	3
NET	126	Routing Basics	3
Humanities/Fine Arts			3
			18

Second Year
Spring Semester

SEC	251	Advanced Protocol Analysis	3
CCT	250	Network Vulnerabilities I	3
NOS	120	Linux/Unix Single User	3
SEC	258	Security Compliance	3
CCT	289	Capstone Project	3
COM	231	Public Speaking	3
			18

Semester-by-Semester Plan—Networking A.A.S. Degree [A25590N]

First Year
Fall Semester — **Credits**

CTS	115		3
NET	125		3
CTI	120		3
CTS	120		3
NOS	110		3
			15

Spring Semester

CTI	110		3
SEC	110		3
NOS	120		3
CTI	140		3
NET	126		3
			15

Summer Semester

ENG	111		3
Social/Behavioral Science			3
			6

Second Year
Fall Semester

SEC	151		3
NOS	230		3
NET	225		3
CIS	115		3
MAT	143	OR	3
MAT	171		
			15

Spring Semester

SEC	160		3
SEC	175		3
NET	289		3
COM	231		3
Humanities/Fine Arts			3
			15

Semester-by-Semester Plan—Software Development A.A.S. Degree [A25590P]

First Year

Fall Semester			Credits
CIS	110		3
CIS	115		3
CSC	151		3
CTI	110		3
NOS	110		3
			15

Spring Semester

CSC	134	OR	3
CSC	153		
CSC	251		3
CTI	120		3
MAT	143	OR	3
MAT	171		(4)
ENG	111		3
CTS	120		3
			18

Summer Semester

Social/Behavioral Elective		3
		3

Second Year

Fall Semester			Credits
CTS	115		3
CSC	234	OR	3
CSC	253		
DBA	110		3
DBA	120		3
WEB	151		3
			15

Spring Semester

CSC	249		3
CSC	289		3
COM	231		3
WEB	251		3
Humanities/FA Elective			3
SEC	110		3
			18

Information Technology Diploma [D25590]

			Credits
CIS	110	Introduction to Computers	3
CIS	115	Introduction to Programing and Logic	3
COM	231	Public Speaking	3
CTI	110	Web, Programming, & Database Found.	3
CTI	120	Network & Security Foundation	3
CTS	115	Information Systems Business Concepts	3
CTS	120	Hardware/Software Support	3
ENG	111	Writing and Inquiry	3
NOS	110	Operating Systems Concepts	3
NOS	130	Windows Single User	3
SEC	110	Security Concepts	3

Take one (1) course from:

CSC	151	JAVA Programming	3
DBA	110	Database Concepts	3
NET	110	Networking Concepts	3
NOS	230	Windows Administration I	3

Total Credit Hours Required for Diploma Program 36

Certificate Option

Cisco Certificate [C25590C]

			Credits
CTI	120	Network & Security Foundation	3
NET	125	Networking Basics	3
NET	126	Routing Basics	3
NET	225	Routing and Switching I	3
SEC	151	Intro to Protocol Analysis	3
SEC	160	Security Adminstration I	3

Total Credit Hours Required for Certificate Program 18

Database Foundations Certificate [C25590D]

CSC	151	JAVA Programming	3
CSC	251	Advanced JAVA Programming	3
CTI	110	Web, Programming, & Database Found.	3
DBA	110	Database Concepts	3
DBA	120	Database Programming	3

Total Credit Hours Required for Certificate Program 15

Information Technology Foundations Certificate [C25590I]

CIS	110	Introduction to Computers	3
CTI	110	Web, Programming, & Database Found.	3
CTI	120	Network & Security Foundation	3
CTS	115	Information Systems Business Concepts	3
CTS	120	Hardware/Software Support	3
NOS	110	Operating Systems Concepts	3

Total Credit Hours Required for Certificate Program 18

Software Development Foundations Certificate [C25590F]

CIS	115	Introduction to Programming and Logic	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
CSC	234	Advanced C++ Programming	3
CSC	251	Advanced JAVA Programming	3
CTI	110	Web, Programming, & Database Found.	3

Total Credit Hours Required for Certificate Program 18

Mobile Device Programming Certificate [C25590P]

CTI 110 Web, Programming, & Database Found. 3
CSC 151 Java Programming...3
CIS 115 Introduction to Programming and Logic 3
CSC 251 Advanced JAVA Programming....................3
WEB 151 Mobile Applications Dev I.............................3
WEB 251 Mobile Applications Dev II............................3

Total Credit Hours Required for Certificate Program 18

Cyber Security Certificate [C25590CS]

CTI 120 Network and Security Foundation.............3
CCT 250 Network Vulnerabilities I...............................3
SEC 151 Intro to Protocol Analysis.............................3
SEC 160 Security Administration I...............................3
SEC 175 Perimeter Defense..3
SEC 251 Advanced Protocol Analysis........................3

Total Credit Hours Required for Certificate Program 18

Digital Forensics Certificate [C25590DF]

CCT 231 Technology Crimes and Law 3
CCT 240 Data Recovery Techniques...........................3
CCT 241 Advanced Data Recovery 3
SEC 151 Intro to Protocol Analysis.............................3
CCT 260 Mobile Phone Examination 3
CCT 289 Capstone Project...3

Total Credit Hours Required for Certificate Program 18

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. Some hours available online.

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				6
COS 222 Manicure/Nail Technology II				6
Other Required courses				
BUS 110 Introduction to Business				3
BUS 270 Professional Development				3

Total Major Required Hours.. 18

Total Credit Hours Required for Certificate Program 18

Mechanical Engineering Technology

A.A.S. Degree [A40320]
Certificate Programs [C40320A, C40320C, C40320F and C40320M]

This program has two tracks- the Technical Track and the University Transfer Track. The Technical Track is designed to give the education and skills needed to get a job as a Mechanical Engineering technician/technologist in the local Mechanical, Manufacturing, and Drafting industry's as well as many other similar job opportunities. The University Transfer Track is transferable to four-year schools in the UNC system that offer a Bachelor of Science in Engineering Technology degree. Graduates who complete their bachelor's degree in Mechanical Engineering Technology should qualify for employment as a Mechanical/Manufacturing engineer and will have many other career paths to choose from. University graduates that finish Mitchell Community College's program first will have an associate's degree that will complement the university degree, making them more desirable to employers!

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
TECHNICAL TRACK

Credits

General Education Required Courses
Required Courses

ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3
MAT	171	Precalculus Algebra	4
MAT	172	Precalculus Trigonometry	4
SOC	210	Introduction to Sociology	3

Communications (3 credits)
Take one (1) course from:

COM	110	Introduction to Communication	3
COM	231	Public Speaking	3

Total General Education Required Hours 20

Major Required Courses

DDF	252	Advanced Solid Modeling	3
DFT	151	CAD I	3
DFT	152	CAD II	3
DFT	154	Intro Solid Modeling	3
EGR	250	Statics/Strength of Materials	5
ELC	131	Circuit Analysis	4
HYD	110	Hydraulics/Pneumatics I	3
ISC	112	Industrial Safety	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	232	CAM: CNC Milling	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	130	Mechanisms	3
MEC	145	Manufacturing Materials I	3
PHY	151	College Physics I	4
		Major Electives	2-4
		(See major electives below)	

Total Major Required Hours...50-52

Major Electives
Select 2-4 credits

ATR	112	Introduction to Automation	3
ELC	117	Motors and Controls	4
ELC	213	Instrumentation	4
ELC	135	Electrical Machines	3
ELN	133	Digital Electronics	4
ELN	260	Programmable Logic Controllers	4
MAT	172	Precalculus Trigonometry	4
WBL	111	Work-Based Learning I	1
WBL	112	Work-Based Learning I	2
WLD	110	Cutting Processes	2
WLD	141	Symbols and Specifications	3

Technical Track Total Credit Hours Required for A.A.S. Degree 70-74

Semester-by-Semester Plan 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	151		3
MAT	171		4
MEC	110		2
MEC	111		3
Major Elective			2-4
			14-16

Spring Semester			
DFT	152		3
ELC	131		4
MAT	172		4
MEC	130		3
MEC	145		3
			17

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

Second Year

Fall Semester			
DFT	154		3
EGR	250		5
ENG	111		3
MAC	124		2
PHY	151		4
			17

Spring Semester			
DDF	252		3
HYD	110		3
ISC	112		2
MAC	122		2
MAC	232		3
			13

Course and Hour Requirements
UNIVERSITY TRANSFER TRACK

Credits

General Education Required Courses
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3
MAT	171	Precalculus Algebra	4
SOC	210	Introduction to Sociology	3

Total General Education Required Hours 16

Major Required Courses
DFT	151	CAD I	3
DFT	154	Intro Solid Modeling	3
EGR	250	Statics/Strength of Materials	5
ELC	131	Circuit Analysis	4
ELC	213	Instrumentation	4
HYD	110	Hydraulics/Pneumatics I	3
ISC	112	Industrial Safety	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAT	172	Precalculus Trigonometry	4
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	130	Mechanisms	3
MEC	145	Manufacturing Materials I	3
PHY	151	College Physics I	4
PHY	152	College Physics II	4
		Major Electives	3-4
		(See major electives below)	

Total Major Required Hours..51-52

Major Electives
Select 3-4 credits
DDF	252	Advanced Solid Modeling	3
MAC	232	CAM: CNC Milling	3
MAT	271	Calculus I	4
		(MAT 271 is preferred)	

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

Semester-by-Semester Plan 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
ENG	111	3
MAT	171	4
MEC	110	2
MEC	111	3
		15

Spring Semester
ELC	131	4
HYD	110	3
MAT	172	4
MEC	130	3
MEC	145	3
		17

Summer Semester — **Credits**
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
	6

Second Year

Fall Semester
DFT	154	3
EGR	250	5
ELC	213	4
MAC	124	2
PHY	151	4
		18

Spring Semester
COM	110 or	
COM	231	3
ISC	112	2
MAC	122	2
PHY	152	4
Major Electives		3-4
		14-15

Certificate Options

Credits

Manufacturing Certificate [C40320A]
DFT	151	CAD I	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	145	Manufacturing Materials I	3

Total Credit Hours Required for Certificate Program 15

CAD Drafting Certificate [C40320C]
DDF	252	Advanced Solid Modeling	3
DFT	151	CAD I	3
DFT	152	CAD II	3
DFT	154	Intro Solid Modeling	3
MEC	110	Introduction to CAD/CAM	2

Total Credit Hours Required for Certificate Program 14

Mechanical Fabrication Certificate [C40320F]

DFT	151	CAD I	3
DFT	154	Intro Solid Modeling	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
WLD	110	Cutting Processes	2
WLD	141	Symbols & Specifications	3

Total Credit Hours Required for Certificate Program 16

Machining Certificate [C40320M]

DFT	151	CAD I	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	232	CAM: CNC Milling	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	145	Manufacturing Materials I	3

Total Credit Hours Required for Certificate Program 18

Mechatronics Engineering Technology

A.A.S Degree [A40350]
Certificate Programs [C40350A and C40350M]

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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3
MAT	171	Precalculus Algebra	4
PSY	150	General Psychology	3

Communication (3 credits)
Take one (1) course from:

COM	110	Introduction to Communication	3
COM	120	Intro to Interpersonal Communication	3
COM	231	Public Speaking	3

Total General Education Required Hours 16

Major Required Courses

ATR	112	Introduction to Automation	3
ATR	214	Advanced PLCs	4
CIS	110	Introduction to Computers	3
DFT	170	Engineering Graphics	3
ELC	117	Motor and Controls	4
ELC	131	Circuit Analysis I	4
ELC	133	Circuit Analysis II	4
ELC	213	Instrumentation	4
ELC	215	Electrical Maintenance	3
ELN	133	Digital Electronics	4
ELN	260	Programmable Logic Controllers	4
HYD	110	Hydraulics/Pneumatics I	3
ISC	112	Industrial Safety	2
MEC	111	Machine Processes	3
MEC	130	Mechanisms	3
PHY	151	College Physics	4

Total Major Required Hours 55

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

Semester-by-Semester Plan

First Year

Fall Semester		Credits
CIS	110	3
ELN	133	4
ENG	111	3
MAT	171	4
MEC	111	3
		17

Spring Semester		
COM	110, 120, 231	3
ELC	131	4
HYD	110	3
MEC	130	3
PHY	151	4
		17

Summer Semester		
ELC	117	4
HUM	115	3
PSY	150	3
		10

Second Year

Fall Semester		
ATR	112	3
DFT	170	3
ELC	133	4
ELN	260	4
		14

Spring Semester		
ATR	214	4
ELC	213	4
ELC	215	3
ISC	112	2
		13

Certificate Options

Credits

Automation Certificate [C40350A]

ATR	112	Intro To Automation	3
ELC	117	Motors and Controls	4
ELN	260	Programmable Logic Controllers	4
ATR	214	Advanced PLCs	4
HYD	110	Hyd/Pneumatics	3

Total Credit Hours Required for Certificate Program 18

Maintenance Certificate [C40350M]

MEC	111	Machine Processes	3
ELC	131	Circuit Analysis	4
ELC	117	Motors and Controls	4
HYD	110	Hyd/Pneumatics	3
ELC	215	Electrical Maintenance	3

Total Credit Hours Required for Certificate Program 17

Medical Assisting

A.A.S Degree [A45400]
Diploma Program [D45400]

Curriculum Description

The purpose of the Medical Assisting Program is "To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. " (CAAHEP 2022 Standards and Guidelines). The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, 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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3
MAT	143	Quantitative Literacy	3
PSY	150	General Psychology	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
HUM	115	Critical Thinking	3
MUS	110	Music Appreciation	3
MUS	112	Intro to Jazz	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3

Total General Education Required Hours 18

Major Required Courses

BIO	155	Nutrition	3
BIO	163	Basic Anatomy and Physiology	5
BUS	137	Principles of Management	3
BUS	153	Human Resource Management	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	260	MED Clinical Practicum	5
MED	264	Medical Assisting Overview	2
MED	270	Symptomatology	3
MED	272	Drug Therapy	3

Total Major Required Hours 47

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

Semester-by-Semester Plan

First Year

Fall Semester Credits

BIO	163	Basic Anatomy & Physiology	5
MED	110	Orientation to MED	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	130	Administrative Office Procedures I	2
MED	140	Exam Room I	5
			18

Spring Semester

MED	122	Medical Terminology II	3
MED	131	Admin Office Procedures II	2
MED	150	Laboratory Procedures I	5
MED	270	Symptomatology	3
PSY	150	General Psychology	3
ENG	111	Expository Writing	3
			19

Summer Semester

MED	260	MED Clinical Practicum	5
MED	264	Medical Assisting Overview	2
			7

Second Year

Fall Semester

ENG	112	Research/Writing in Disc	3
BUS	137	Principles of Management	3
MAT	143	Quantitative Literacy	3
HUM/Fine Arts Elective (Choose One)			3
ART	111	Art Appreciation	
ART	114	Art History Survey I	
ART	115	Art History Survey II	
HUM	115	Critical Thinking	
MUS	110	Music Appreciation	
MUS	112	Introduction to Jazz	
PHI	215	Philosophical Issues	
PHI	240	Introduction to Ethics	
			12

Spring Semester

COM	231	Public Speaking	3
BUS	153	Human Resource Management	3
BIO	155	Nutrition	3
MED	272	Drug Therapy	3
			12

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

Diploma [D45400]

Credits

BIO	163	Basic Anatomy and Physiology	5
MED	110	Orientation to Medical Assisting	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology	3
MED	130	Administrative Office Procedures I	2
MED	140	Exam Room Procedures I	5
			18

Spring Semester

MED	122	Medical Terminology II	3
MED	131	Administrative Office Procedures II	2
MED	150	Laboratory Procedures I	5
MED	270	Symptomatology	3
PSY	150	General Psychology	3
ENG	111	Expository Writing	3
			19

Summer Semester

MED 260	MED Clinical Practicum	5
MED 264	Medical Assisting Overview	2
		7

Total Credit Hours Required for Diploma Program 44

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 17.

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

BIO	275	Microbiology	4
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines or	
PSY	150	General Psychology	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
HUM	115	Critical Thinking
MUS	110	Music Appreciation
MUS	112	Introduction to Jazz
PHI	215	Philosophical Issues
PHI	240	Introduction to Ethics 3

Total General Education Required Hours 16

Major Required Courses

BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
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
PSY	241	Developmental Psychology	3

Total Major Required Hours 56

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

Semester-by-Semester Plan

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
NUR	114	5
PSY	241	3
		17

Summer Semester

BIO	275	4
ENG	111	3
Humanities/Fine Arts		3
		10

Second Year

Fall Semester

ENG	112	3
NUR	113	5
NUR	211	5
NUR	212AB	1.25
		14.25

Spring Semester

NUR	212BB	3.75
NUR	213	10
		13.75

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
Credits

General Education Required Courses
None

Major Required Courses
NAS	101	Nurse Aide I	6
NAS	102	Nurse Aide II	6
NAS	103	Home Health Care Nurse Aide	6

Total Major Required Hours.. 18

Total Credit Hours Required for Certificate Program 18

Paralegal Technology

A.A.S. Degree [A25380]

Curriculum Description
The Paralegal Technology curriculum prepares students to perform legal tasks and assist lawyers with many types of legal work. A paralegal does not practice law, give legal advice, or represent clients in a court of law but they can assist with any type of legal work that a lawyer does. The Paralegal Technology program's primary goal is to provide the legal knowledge and practical skills necessary to become a competent, ethical professional. Paralegals play an important role in allowing lawyers to provide high-quality, reasonably priced legal services. As a result, it is a fast-growing field. Paralegals, sometimes also called legal assistants, work in law firms, government agencies, business organizations, and anywhere else that a lawyer might work. After completing a two-year degree many paralegals go on to get a bachelor's degree and some even go to law school.

Course and Hour Requirements
Credits

General Education Required Courses
Required Courses
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disc	3
POL	130	State and Local Government	3

Humanities/Fine Arts (3 credits)
Take one (1) course from:
HUM	115	Critical Thinking	3
PHI	240	Introduction to Ethics	3

Math (3 credits)
Take one (1) course from:
MAT	110	Math Measurement & Literacy	3
MAT	143	Quantitative Literacy	3

Total General Education Required Hours 15

Major Required Courses
ACC	120	Prin of Financial Accounting	4
BUS	115	Business Law I	3
CIS	110	Introduction to Computers	3
LEX	121	Legal Research/Writing II	3
LEX	141	Civil Litigation II	3
LEX	110	Intro to Paralegal Study	2
LEX	120	Legal Research/Writing	3
LEX	130	Civil Injuries	3
LEX	140	Civil Litigation I	3
LEX	150	Commercial Law	3
LEX	180	Case Analysis/Reasoning	2
LEX	210	Real Property I	3
LEX	240	Family Law	3
LEX	250	Wills, Estates, and Trusts	3
LEX	270	Law Office Management	2
LEX	273	NCCP Review Course	2
LEX	280	Ethics & Professionalism	2
LEX	289	Constitutional Law	3

Total Major Required Hours.. 50

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

Semester-by-Semester Plan

First Year

Fall Semester Credits
ENG 111 Writing and Inquiry...3
CIS 110 Intro to Computers...3
LEX 110 Intro to Paralegal...2
LEX 150 Commercial Law...3
BUS 115 3
LEX 120 Legal Research & Writing 3
17

Spring Semester
ENG 112 Research in the Disc 3
LEX 180 Case Analysis and Reasoning 2
LEX 140 Civil Litigation 3
MAT 143 Quantitative Literacy 3
LEX 270 Law Office Mgmt/Technology 2
13

Summer Semester
LEX 273 NCCP Course Review 2
2

Second Year

Fall Semester
LEX 141 Civil Litigation II 3
LEX 130 Civil Injuries 3
LEX 240 Family Law 3
LEX 250 Wills, Estates & Trusts 3
POL 130 State and Local Government 3
HUM ELEC Elective 3
18

Spring Semester
ACC 120 Principles of Accounting 4
LEX 210 Real Property 1 3
LEX 289 US Constitutional Law 3
LEX 121 Legal Research & Writing 2 3
LEX 280 Ethics And Professionalism 2
15

Paramedic to Associate Degree Nursing

A.A.S. Degree [A45110PB]

Curriculum Description
The Paramedic to Associate Degree Nursing entry option is designed to allow currently certified paramedics who have completed the A. A. S. Degree in Emergency Medical Science to earn an Associate of Applied Science degree in Nursing. Paramedic graduates will apply to the Paramedic to Associate Degree Nursing Program option (A45110PB) and if accepted will take the transition course of NUR 215 Paramedic to RN Bridge Concepts.

After the student has successfully completed NUR 215 the Registrar's Office awards non-course credit for NUR 111, 112, 114 and 117.

Course and Hour Requirements
Credits
General Education Required Courses
Required Courses
BIO 275 Microbiology..4
ENG 111 Writing and Inquiry...3
ENG 112 Writing/Research in the Disciplines 3
PSY 150 General Psychology..3
Humanities/Fine Arts (3 credits)
Take one (1) course from:
ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
HUM 115 Critical Thinking
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz
PHI 215 Philosophical Issues
PHI 240 Introduction to Ethics.....................................3

Total General Education Required Hours 16

After successful completion of the NUR 215 bridge course, Paramedics are awarded non course credit:
NUR 111 Introduction to Health Concepts 8
NUR 112 Health-Illness Concepts..5
NUR 114 Holistic Health Concepts......................................5
NUR 117 Pharmacology...2

Non Course Credit Hours Awarded 20

Major Required Courses
BIO 168 Anatomy and Physiology I.............................4
BIO 169 Anatomy and Physiology II............................4
NUR 113 Family Health Concepts 5
NUR 211 Health Care Concepts.....................................5
NUR 212 Health System Concepts...............................5
NUR 213 Complex Health Concepts 10
PSY 241 Developmental Psychology..........................3

Total Major Required Hours... 36

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

Semester-by-Semester Plan

First Year

Spring Semester	Credits
NUR 215	6
	6

Second Year

Fall Semester

	Credits
NUR 113	5
NUR 211	5
NUR 212AB	1.25
	11.25

Spring Semester

	Credits
NUR 212BB	3.75
NUR 213	10
	13.75

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

Credits

General Education Required Courses

*ENG	111	Writing and Inquiry	3
*ENG	112	Writing/Research in the Disciplines OR	
*ENG	114	Professional Research and Reporting	3
*MAT	110	Math Measurement and Literacy	3
*PSY	150	General Psychology	3

Total General Education Required Hours 15

Major Required Courses

*ACA	122	College Transfer Success	1
*BIO	163	Basic Anatomy and Physiology	5
*CIS	110	Introduction to Computers or	3
CIS	111	Basic PC Literacy	(2)
*COM	120	Intro to Interpersonal Communication OR	
*COM	231	Public Speaking	3
*PSY	241	Developmental Psychology	3
PSY	265	Behavioral Modification	3
SLP	111	Ethics and Standards for SLPA's	3
SLP	112	SLPA Anatomy and Physiology	3
SLP	120	SLPA Administrative Procedures and Mgt	2
SLP	130	Phonetics/Speech Patterns	3
SLP	140	Normal Communication	3
SLP	150	Communication Dis in Diverse Populations	3
SLP	211	Developmental Disorders	4
SLP	212	Acquired Disorders	5
SLP	215	Treatment Intervention	4
SLP	220	Assistive Technology	2
SLP	230	SLPA Fieldwork	4
SLP	231	SLPA Fieldwork Seminar	3

Total Major Required Hours...57-58

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

Semester-by-Semester Plan

First Year

Fall Semester   Credits
*ACA	115 or	
*ACA	122	1
*BIO	163	5
SLP	111	3
SLP	140	3
SLP	150	3
		15

Spring Semester
*ENG	111	3
*PSY	150	3
SLP	112	3
SLP	120	2
SLP	130	3
		14

Summer Semester
*CIS	110 or	3
CIS	111	(2)
*COM	120 or	
*COM	231	3
*ENG	112 or	
*ENG	114	3
*MAT	110	3
		11-12

Second Year

Fall Semester
*PSY	241	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. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements
                                                    Credits

General Education Required Courses

Required Courses
ENG 111 Writing and Inquiry	3
HUM 115 Critical Thinking	3
MAT 110 Math Measurement & Literacy	3
PSY 150 General Psychology	3

Communications (3 credits)
Take one (1) course from:
COM 110 Introduction to Communication	3
COM 120 Intro to Interpersonal Communication	3
COM 231 Public Speaking	3

Total General Education Required Hours 15

Major Required Courses

Drafting Requirement (3 credits)
Take one (1) course from:
DFT	151 CAD I	3
DFT	170 Engineering Graphics	3

Required Courses
CIS 110 Introduction to Computers	3
ISC 112 Industrial Safety	2
MEC 130 Mechanisms	3
WBL 111** Work-Based Learning I	1
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 & Specifications	3
WLD 151 Fabrication I	4

Total Major Required Hours 44

Other Required Courses

Take five (5) credits from:

BUS 110 Intro to Business 3
DFT 152 CAD II 3
MAC 114 Intro to Metrology....................................2
MAC 131 Blueprint Reading/Mach I...................2
MEC 110 Introduction to CAD/CAM 2
MEC 111 Machine Processes I.................................3
PHY 110 Conceptual Physics..................................3
PHY 110A Conceptual Physics Lab........................1
WBL 121** Work Based Learning II 1

Total Other Required Hours **5**

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

Semester-by-Semester Plan

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

First Year

Fall Semester		Credits
COM		3
WLD	110	2
WLD	115	5
WLD	141	3
		13

Spring Semester		
WLD	121	4
WLD	131	4
MAT	110	3
PHY	110	3
PHY	110A	1
		15

Summer Semester		
CIS	110	3
ENG	111	3
WLD	151	4
		10

Second Year

Fall Semester		
DFT	151 or	
DFT	170	3
HUM	115	3
ISC	112	2
MEC	130	3
WLD	122	3
		14

Spring Semester		
PSY	150	3
WBL	111	1
WLD	116	4
WLD	132	3
		10

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

Diploma [D50420]

			Credits
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy	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 & Specifications	3
WLD	151	Fabrication I	4

Total Credit Hours Required for Diploma Program **41**

Certificate [C50420W]

			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 & Specifications	3

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

Curriculum Course Descriptions

Academic Related

ACA 085   Improving Study Skills   0   2   0   1
Prerequisites: None
Corequisites: None
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes.

ACA 111   College Student Success   1   0   0   1
Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122   College Transfer Success   0   2   0   1
Prerequisites: None
Corequisites: None
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.*

Accounting

ACC 120   Principles of Financial Accounting   3   2   0   4
Prerequisites   None
Corequisites: None
College Transfer Course
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *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
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 129   Individual Income Taxes   2   2   0   3
Prerequisites: ACC 120
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130   Business Income Taxes   2   2   0   3
Prerequisites: ACC 129
Corequisites: None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140   Payroll Accounting   1   3   0   2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 149   Introduction to Accounting Spreadsheets   1   3   0   2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
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   3   0   2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180   Practices in Bookkeeping   3   0   0   3
Prerequisites: ACC 120
Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

ACC 220   Intermediate Accounting I   3   2   0   4
Prerequisites: ACC 120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221   Intermediate Accounting II   3 2 0 4
Prerequisites: ACC 220
Corequisites: None
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.

Agriculture

AGR 110   Agricultural Economics   3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 111   Basic Farm Maintenance   1 3 0 2
Prerequisites: None
Corequisites: None
This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 121   Biological Pest Management   3 0 0 3
Prerequisites: None
Corequisites: None
This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 139   Introduction to Sustainable Agriculture   3 0 0 3
Prerequisites: None
Corequisites: None
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 140   Agricultural Chemicals   2 2 0 3
Prerequisites: None
Corequisites: None
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.

AGR 150   Ag-O-Metrics   3 0 0 3
Prerequisites: None
Corequisites: None
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
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.

AGR 212   Farm Business Management   3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213   Agriculture Law and Finance   3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214   Agricultural Marketing   3 0 0 3
Prerequisites: None
Corequisites: None
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 220   Agricultural Mechanization   2 2 0 3
Prerequisites: None
Corequisites: None
This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.

AGR 226   Maintaining and Servicing of Production Facilities   2 2 0 3
Prerequisites: None
Corequisites: None
This course provides a detailed look at maintaining and servicing of production facilities. Emphasis is placed on maintaining electrical equipment, plumbing systems, mechanical equipment, and basic welding and cutting practices. Upon completion, students should be able to troubleshoot and repair ventilation equipment, pumps and plumbing, feed lines, curtain controls, and basic electrical controls.

AGR 261   Agronomy   2 2 0 3
Prerequisites: None
Corequisites: None
This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

AGR 262   Weed ID and Control   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

AGR 265   Organic Crop Production: Spring   2   2   0   3
Prerequisites: None
Corequisites: None
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AGR 266   Organic Crop Production: Fall   2   2   0   3
Prerequisites: None
Corequisites: None
This course includes a study of fall organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students should be able to demonstrate a knowledge of organic crop production appropriate for the fall season.

Air Conditioning, Heating, and Refrigeration

AHR 110   Introduction to Refrigeration   2   6   0   5
Prerequisites: None
Corequisites: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111   HVACR Electricity   2   2   0   3
Prerequisites: None
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112   Heating Technology   2   4   0   4
Prerequisites: None
Corequisites: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113   Comfort Cooling   2   4   0   4
Prerequisites: None
Corequisites: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114   Heat Pump Technology   2   4   0   4
Prerequisites: AHR 110 or AHR 113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 133   HVAC Servicing   2   6   0   4
Prerequisites: None
Corequisites: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 160   Refrigerant Certification   1   0   0   1
Prerequisites: None
Corequisites: None
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
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
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 213   HVACR Building Code   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

Animal Science

ANS 110   Animal Science   3   0   0   3
Prerequisites: None
Corequisites: None
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.

ANS 111   Sustainable Livestock Management   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs,

sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small scale livestock production.

Art

ART 111   Art Appreciation   3   0   0   3
Prerequisites: None
Corequisites: None
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: None
Corequisites: None
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: None
Corequisites: None
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 116   Survey of American Art   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ART 117   Non-Western Art History   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ART 121   Two-Dimensional Design   0   6   0   3
Prerequisites: None
Corequisites: None
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.*

ART 122   Three-Dimensional Design   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 131   Drawing I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 132   Drawing II   0   6   0   3
Prerequisites: ART 131
Corequisites: None
College Transfer Course
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 135   Figure Drawing I   0   6   0   3
Prerequisites: ART 131
Corequisites: None
College Transfer Course
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 171   Digital Design I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 215   Visual Art Portfolio   0   6   0   3
Prerequisites: ART 121, ART 122, ART 131
Corequisites: None
College Transfer Course
This course covers the organization of a comprehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfolio,

and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation to juried gallery exhibitions. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 231   Printmaking I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 232   Printmaking II   0   6   0   3
Prerequisites: ART 231
Corequisites: None
College Transfer Course
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 240   Painting I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 241   Painting II   0   6   0   3
Prerequisites: ART 240
Corequisites: None
College Transfer Course
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 261   Photography I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 262   Photography II   0   6   0   3
Prerequisites: ART 261
Corequisites: None
College Transfer Course
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly

exposed images using a variety of photographic materials and processes. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 264   Digital Photography I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 265   Digital Photography II   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

ART 266   Videography I   0   6   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This 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
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   Digital Design II   0   6   0   3
Prerequisites: ART 171
Corequisites: None
College Transfer Course
This course includes advanced digital techniques in raster, vector, and time based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems 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
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
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
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
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 glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

American Sign Language

ASL 111   Elementary ASL I   3   0   0   3
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
College Transfer Course
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ASL 112   Elementary ASL II   3   0   0   3
Prerequisites: "C" or better earned in ASL 111
Corequisites: None
College Transfer Course
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Astronomy

AST 111   Descriptive Astronomy   3   0   0   3
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
College Transfer Course
This course introduces an overall view of modern astronomy. Topics include an overview of

the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AA.*

AST 111A   Descriptive Astronomy Lab   0   2   0   1
Prerequisites: None
Corequisites: AST 111
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 Science—AA.*

Automation and Robotics

ATR 112   Introduction to Automation   2   3   0   3
Prerequisites: None
Corequisites: None
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
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.

Biology

BIO 110   Principles of Biology   3   3   0   4
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
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 Science—AA/AS.*

BIO 111   General Biology I   3   3   0   4
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
College Transfer Course
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AA/AS.*

BIO 112   General Biology II   3   3   0   4
Prerequisites: "C" or better earned in BIO 111
Corequisites: None
College Transfer Course
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion,

students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AS.*

BIO 130   Introductory Zoology   3   3   0   4
Prerequisites: "C" or better earned in BIO 110 or BIO 111
Corequisites: None
College Transfer Course
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

BIO 140   Environmental Biology   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

BIO 140A   Environmental Biology Lab   0   3   0   1
Prerequisites: None
Corequisites: BIO 140
College Transfer Course
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

BIO 155   Nutrition   3   0   0   3
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
College Transfer Course
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 163   Basic Anatomy and Physiology   4   2   0   5
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
College Transfer Course
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 168   Anatomy and Physiology I   3   3   0   4
Prerequisites: Satisfactory placement or ENG 002 (Tier 1); Within the last 5 years a "C" or better earned in one of the following: BIO 110, BIO 111, BIO 163 or high school biology.
Corequisites: None
College Transfer Course
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 169   Anatomy and Physiology II   3   3   0   4
Prerequisites: "C" or better earned in BIO 168
Corequisites: None
College Transfer Course
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 275   Microbiology   3   3   0   4
Prerequisites: "C" or better earned in BIO 111, BIO 163, BIO 165 or BIO 168
Corequisites: None
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
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.*

BUS 115   Business Law I   3   0   0   3
Prerequisites: None
Corequisites: None
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.*

BUS 121   Business Math   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125   Personal Finance   3   0   0   3
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137   Principles of Management   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BUS 153   Human Resource Management   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217   Employment Laws and Regulations   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS 239   Business Applications Seminar   1   2   0   2
Prerequisites: Take one set:
              Set 1: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 151
              Set 2: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 251
              Set 3: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 252
Corequisites   None
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 253   Leadership and Management Skills   3   0   0   3
Prerequisites: None
Corequisites: None
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 256   Recruit Select & Per Plan   3   0   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

BUS 260   Business Communication   3   0   0   3
Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270   Professional Development   3   0   0   3
Prerequisites: None
Corequisites: None
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

Cyber Crime Technology

CCT 231   Technology Crimes & Laws   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240   Data Recovery Techniques   2   3   0   3
Prerequisites: None
Corequisites: None
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 241   Advanced Data Recovery   2   3   0   3
Prerequisites: CCT 240
Corequisites: None
This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.

CCT 250   Network Vulnerabilities I   2   2   0   3
Prerequisites: None
Corequisites: None
This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 260   Mobile Phone Examination   1   4   0   3
Prerequisites: None
Corequisites: None
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets.

CCT 289   Capstone Project   1   6   0   3
Prerequisites: None
Corequisites: None
This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs.

Chemistry

CHM 131   Introduction to Chemistry   3   0   0   3
Prerequisites: Satisfactory placement or MAT 003 (Tier 2)
Corequisites: CHM 131A
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
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 151   General Chemistry I   3   3   0   4
Prerequisites: Satisfactory placement or MAT 003 (Tier 3)
Corequisites: None
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, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science-AA/AS.*

CHM 152   General Chemistry II   3   3   0   4
Prerequisites: C or better earned in CHM 151
Corequisites: None
College Transfer Course
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science-AS.*

Information Systems

CIS 110   Introduction to Computers   2   2   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).*

CIS 115   Introduction to Programming and Logic   2   3   0   3
Prerequisites: Take one set:
                 Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
                 Set 2: DMA 025 and DMA 040
                 Set 3: MAT 121
                 Set 4: MAT 171
                 Set 5: MAT 003
                 Set 6: BSP 4003
Corequisites: None
College Transfer Course
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).*

Criminal Justice

CJC 110   Basic Law Enforcement Training   9   30   0   20
Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111   Introduction to Criminal Justice   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved 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
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
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
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
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
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
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
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
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
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 212   Ethics and Community Relations   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 221   Investigative Principles   3   2   0   4
Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 225   Crisis Intervention   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231   Constitutional Law   3   0   0   3
Prerequisites: None
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

Communication

COM 110   Introduction to Communication   3   0   0   3
Prerequisites: None
Corequisites: None
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 Communication.*

COM 120   Introduction to Interpersonal Communication   3   0   0   3
Prerequisites: None
Corequisites: None
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 and ICAA as a universal general education transfer component course (UGETC) in Communication.*

COM 140   Introduction to Intercultural Communication   3   0   0   3
Prerequisites: None
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 Communication.*

COM 231   Public Speaking   3   0   0   3
Prerequisites: ENG 111
Corequisites: None
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 Communication—AA/AS.*

Cosmetology

COS 111   Cosmetology Concepts I   4   0   0   4
Prerequisites: None
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, infection control, 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
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 and COS 112
Corequisites: None
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 111 and COS 112
Corequisites: None
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 and COS 112
Corequisites: None
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 111 and COS 112
Corequisites: None
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: COS 111 and COS 112
Corequisites: None
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: COS 111 and COS 112
Corequisites: None
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 surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

COS 125   Esthetics Concepts II   2   0   0   2
Prerequisites: COS 119
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: COS 120
Corequisites: None
This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

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 surface manipulation. 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.

Computer Science

CSC 134   C++ Programming   2   3   0   3
Prerequisites: Satisfactory placement or take one set:
                 Set 1: MAT 003 Tier 1
                 Set 2: MAT 171
Corequisites: None
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: Satisfactory placement or take one set:
                 Set 1: MAT 003 Tier 1
                 Set 2: MAT 171
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.

CSC 153   C# Programming   2   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 234   Advanced C++ Programming   2   3   0   3
Prerequisites: CSC 134
Corequisites: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 249   Data Structure & Algorithms   2   3   0   0   3
Prerequisites: CIS 115
Corequisites: None
College Transfer Course
This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems.

CSC 251   Advanced JAVA Programming   2   3   0   3
Prerequisites: CSC 151
Corequisites: None
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 253   Advanced C# Programming   2   3   0   0   3
Prerequisites: Take CSC 153
Corequisites: None
This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289   Programing Capstone Project   1   4   0   3
Prerequisite: Take All: CSC 251, CTI 110, CTI 120, CTS 115, DBA 120 and WEB 151
Corequisites: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

Computer Technology Integration

CTI 110   Web, Programming, and Database Foundation   2   2   0   3
Prerequisites: None
Corequisites: None
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
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 140   Virtualization Concepts   1   4   0   3
Prerequisites: NOS 110
Corequisites: None
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

Computer Information Technology

CTS 115   Information Systems Business Concepts   3   0   0   3
Prerequisites: None
Corequisites: None
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
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 155   Tech Support Functions   2   2   0   3
Prerequisites: None
Corequisites: None
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 220   Adv Hard/Software Support   2   3   0   3
Prerequisites: CTS 120
Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 289   System Support Project   1   4   0   3
Prerequisites: Take All: CTS 120, NOS 230, CTI 110, CTI 120, and CTS 115
Corequisites: None
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Culinary

CUL 110   Sanitation & Safety   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 112   Nutrition for Foodservice   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 130   Menu Design   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

CUL 135   Food & Beverage Service   2   0   0   2
Prerequisites: None
Corequisites: None
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 140   Culinary Skills I   2   6   0   5
Prerequisites: None
Corequisites: Take CUL 110
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/ sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

CUL 160   Baking I   1   4   0   3
Prerequisites: None
Corequisites: CUL 110 and CUL 160A
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 160A   Baking I Lab   0   3   0   1
Prerequisites: None
Corequisites: CUL 110 and CUL 160
This course provides a laboratory experience for enhancing student skills in basic baking. Emphasis is placed on the practical experiences of yeast/chemically leavened products, laminated/pastry dough, batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate a basic proficiency in bakeshop applications.

CUL 170   Garde Manger I   1   4   0   3
Prerequisites: None
Corequisites: CUL 110 and CUL 240
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology

CUL 230   Global Cuisines   1   8   0   5
Prerequisites: CUL 110 and CUL 140
Corequisites: None
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240   Culinary Skills II   1   8   0   5
Prerequisites: CUL 110 and CUL 140
Corequisites: None
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items

CUL 245   Contemporary Cuisines   1   8   0   5
Prerequisites: CUL 110 and CUL 140
Corequisites: None
This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines.

CUL 260   Baking II   1   4   0   3
Prerequisites: CUL 110 and CUL 160
Corequisites: CUL 260A
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

CUL 260A   Baking II Lab   0   3   0   1
Prerequisites: CUL 110 and CUL 160
Corequisites: CUL 260
This course provides a laboratory experience for enhancing student skills in classical desserts, laminated pastry dough, cake and torte decorating. Topics include practical experiences with classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to perform cake-decorating techniques, produce pastry showpieces, and prepare and plate assorted pastries.

CUL 270   Garde Manger II   1   4   0   3
Prerequisites: CUL 110, CUL 140 and CUL 170
Corequisites: None
This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

Database Management Technology

DBA 110   Database Concepts   2   3   0   3
Prerequisites: Satisfactory placement or MAT 003 Tier 1
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 120   Database Programming   2   2   0   3
Prerequisites: Satisfactory placement or MAT 003 Tier 1
Corequisites: None
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Design Drafting

DDF 252   Advanced Solid Modeling   2   2   0   3
Prerequisites: DFT 153 or DFT 154
Corequisites: None
This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create advanced solid models.

Developmental Disabilities

DDT 110   Developmental Disabilities   3   0   0   3
Prerequisites: None
Corequisites: None
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

DFT 151   CAD I   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152   CAD II   2   3   0   3
Prerequisites: DFT 151
Corequisites: None
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 154   Intro Solid Modeling   2   3   0   3
Prerequisites: None
Corequisites: None
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and

creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DFT 170   Engineering Graphics   2   2   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Economics

ECO 251   Principles of Microeconomics   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, 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
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
This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. 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, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

EDU 126   Early Childhood Seminar I   2   0   0   2
Prerequisites: EDU 119
Corequisites: None
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: None
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144   Child Development I   3   0   0   3
Prerequisites: None
Corequisites: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 145   Child Development II   3   0   0   3
Prerequisites: None
Corequisites: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 146   Child Guidance   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151   Creative Activities   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153   Health, Safety, & Nutrition   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 154   Social/Emotion/Behav Dev   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the emotional/social development of young children and the varied causes, expressions, prevention methods and management strategies of challenging behaviors. Emphasis is placed on culturally responsive and supportive caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and planning culturally responsive, equitable, developmentally appropriate intervention strategies. Upon completion, students should be able to identify factors that influence emotional/social development, utilize screening measures, and design positive behavioral supports for children and the environment, as well as effective teaching strategies.

EDU 162   Observation and Assessment in ECE   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to identify specific needs of individual children with diverse abilities and to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

EDU 163   Classroom Management and Instruction   3   0   0   3
Prerequisites: None
Corequisites: None
This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide culturally, linguistically and developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, student should be able to utilize developmentally appropriate behavior management, utilize high-quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 187   Teaching and Learning for All   3   3   0   0   4
Prerequisites: None
Corequisites: None
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216   Foundations of Education   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various

perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

EDU 221   Children with Exceptionalities   3   0   0   3
Prerequisites: Take one set:
                Set 1: EDU 144 and EDU 145
                Set 2: PSY 244 and PSY 245
Corequisites: None
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

EDU 223   Specific Learning Disab   3   0   0   3
Prerequisites: Set 1: EDU 144 and EDU 145
                Set 2: PSY 244 and PSY 245
Corequisites: None
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: None
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 243   Learning Theory   3   0   0   3
Prerequisites: None
Corequisites: None
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the 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 247   Sensory & Physical Disab   3   0   0   3
Prerequisites: Take one set:
                Set 1: EDU 144 and EDU 145
                Set 2: PSY 244 and PSY 245
Corequisites: None
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: Take one set:
                 Set 1: EDU 144 and EDU 145
                 Set 2: PSY 244 and PSY 245
Corequisites: None
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

EDU 250   Teacher Licensure Preparation   3   0   0   3
Prerequisites: Take one set:
                 Set 1: ENG 111 and MAT 143
                 Set 2: ENG 111 and MAT 152
                 Set 3: ENG 111 and MAT 171
Corequisites: None
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 259   Curriculum Planning   3   0   0   3
Prerequisites: CIS 110 and EDU 119
Corequisites: None
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261   Early Childhood Administration I   3   0   0   3
Prerequisites: None
Corequisites: EDU 119
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262   Early Childhood Administration II   3   0   0   3
Prerequisites: EDU 261 and EDU 119
Corequisites: None
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271   Educational Theory   2   2   0   3
Prerequisites: CIS 110
Corequisites: None
This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is

placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

EDU 279   Literacy Develop and Instruct   3   3   0   0   4
Prerequisites: None
Corequisites: None
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280   Language and Literacy Experiences   3   0   0   3
Prerequisites: None
Corequisites: None
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 281   Instructional Strategies/Reading and Writing   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 284   Early Childhood Capstone Practices   1   9   0   4
Prerequisites: Take one set:
                 Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
                 Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151
                 Set 3: EDU 119, EDU 144, PSY 245, EDU 146, and EDU 151
                 Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151
Corequisites: None
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

EDU 288   Adv Issues/Early Child Ed   2   0   0   2
Prerequisites: None
Corequisites: None
This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

Engineering

EGR 131   Intro to Electronics Tech   1   2   0   2
Prerequisites: None
Corequisites: None
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150   Introduction to Engineering   1   2   0   2
Prerequisites: None
Corequisites: None
College Transfer Course
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 210   Introduction to Electrical/Computer Engineering Lab   1   3   0   2
Prerequisites: MAT 271 and PHY 251
Corequisites: None
College Transfer Course
This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 212   Logic System Design I   3   0   0   3
Prerequisites: MAT 271 and PHY 251
Corequisites: None
College Transfer Course
This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 214   Num Methods for Engineers   3   0   0   3
Prerequisites: MAT 272
Corequisites: None
College Transfer Course
This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing: common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 220   Engineering Statics   3   0   0   3
Prerequisites: PHY 251
Corequisites: MAT 272
College Transfer Course
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EGR 225   Engineering Dynamics   3   0   0   3
Prerequisites: EGR 220
Corequisites: MAT 273
College Transfer Course
This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective 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 171
Corequisites: None
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   0   2
Prerequisites: EGR 131, ELC 131 and ELN 232
Corequisites: None
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.

Electrical

ELC 113   Residential Wiring   2   6   0   4
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC 114   Commercial Wiring   2   6   0   4
Prerequisites: None
Corequisites: None
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC 115   Industrial Wiring   2   6   0   4
Prerequisites: None
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117   Motors and Controls   2   6   0   4
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119   NEC Calculations   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 131   Circuit Analysis   3   3   0   4
Prerequisites: None
Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A   Circuit Analysis I Lab   0   3   0   1
Prerequisites: None
Corequisites: ELC 131
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 133   Circuit Analysis II   3   3   0   4
Prerequisites: ELC 131 and MAT 171
Corequisites: None
This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 135   Electrical Machines   2   2   0   3
Prerequisites: ELC 131
Corequisites: None
This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

ELC 213   Instrumentation   3   2   0   4
Prerequisites: None
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 215   Electrical Maintenance   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

Electronics

ELN 131   Analog Electronics I   3   3   0   4
Prerequisites: ELC 131 and MAT 171
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 133   Digital Electronics   3   3   0   4
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232   Introduction to Microprocessors   3   3   0   4
Prerequisites: "C" or better earned in ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 260   Programmable Logic Controllers   3   3   0   4
Prerequisites: None
Corequisites: None
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

Emergency Medical Science

EMS 110   Emergency Medical Technician (EMT)   6   6   3   9
Prerequisites: None
Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 122   EMS Clinical Practicum I   0   0   3   1
Prerequisites: EMS 110
Corequisites: EMS 130
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

EMS 130   Pharmacology   3   3   0   4
Prerequisites: EMS 110
Corequisites: EMS 122
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131   Advanced Airway Management   1 2 0 2
Prerequisites: EMS 110
Corequisites: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 160   Cardiology I   2 3 0 3
Prerequisites: EMS 110
Corequisites: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 220   Cardiology II   2 3 0 3
Prerequisites: EMS 122, EMS 130, and EMS 160
Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221   EMS Clinical Practicum II   0 0 6 2
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231   EMS Clinical Practicum III   0 0 9 3
Prerequisites: EMS 130 and EMS 221
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 240   Patients with Special Challenges   1 2 0 2
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241   EMS Clinical Practicum IV   0 0 12 4
Prerequisites: EMS 130 and EMS 231
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250   Medical Emergencies   3 3 0 4
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260   Trauma Emergencies   1 3 0 2
Prerequisites: EMS 122, EMS 130 and EMS 131
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270   Life Span Emergencies   3 3 0 4
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 285   EMS Capstone   1 3 0 2
Prerequisites: EMS 220, EMS 250 and EMS 260
Corequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

English

ENG 002   Transition English   0 6 0 3
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011   Writing and Inquiry Support   1 2 0 2
Prerequisites: None
Corequisites: ENG 111
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 111   Writing and Inquiry   3 0 0 3
Prerequisites: Take one set:
                Set 1: DRE 097
                Set 2: ENG 002
                Set 3: BSP 4002
Corequisites: ENG 011 may be required. Consult the Advising Center for more information.
College Transfer Course
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in English Composition—AA/AS.*

ENG 112   **Writing/Research in the Disciplines**   3   0   0   3
Prerequisites: "C" or better earned in ENG 111
Corequisites: None
College Transfer Course
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in English Composition—AA/AS.*

ENG 125   **Creative Writing I**   3   0   0   3
Prerequisites: ENG 111
Corequisites: None
College Transfer Course
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ENG 126   **Creative Writing II**   3   0   0   3
Prerequisites: ENG 125
Corequisites: None
College Transfer Course
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ENG 231   **American Literature I**   3   0   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
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.*

ENG 232   **American Literature II**   3   0   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
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.*

ENG 241   **British Literature I**   3   0   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
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 transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

ENG 242   **British Literature II**   3   0   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
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 transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

ENG 261   **World Literature I**   3   0   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
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
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.*

ENG 273   **African-American Literature**   3   0   0   3
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
College Transfer Course
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

FIP 124   Fire Prevention and Public Education   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 128   Detection and Investigation   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132   Building Construction   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

FIP 136   Inspections and Codes   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 146   Fire Protection Systems   3   2   0   4
Prerequisites: None
Corequisites: None
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.

FIP 152   Fire Protection Law   3   0   0   3
Prerequisites: None
Corequisites: None
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.

FIP 164   OSHA Standards   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 220   Fire Fighting Strategies   3   0   0   3
Prerequisites: None
Corequisites: None
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 221   Advanced Fire Fighting Strategies   3   0   0   3
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.

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.

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.

FIP 228   Local Government Finance   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

FIP 229   Fire Dynamics and Combustion   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled referenced in NFPA standard 1001. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

FIP 230   Chemistry of Hazardous Materials I   5   0   0   5
Prerequisites: None
Corequisites: None
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.

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.

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.

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.

FIP 276   **Managing Fire Services**   3   0   0   3
Prerequisites: None
Corequisites: None
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.

French

FRE 111   **Elementary French I**   3   0   0   3
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
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.*

Geography

GEO 130   **General Physical Geography**   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Geospatial Technology

GIS 111   **Introduction to GIS**   3
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.

GIS 121   **Georeferencing & Mapping**   3
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

GIS 230   **GIS Data Creation**   3
This course introduces the fundamental concepts of primary GIS data creation. Topics include the collection of field data, digital conversion of existing hardcopy maps, and the construction of spatial data from known geodetic locations. Upon completion, students should be able to demonstrate an ability to collect, create, and process spatial data within a variety of environments.

German

GER 111   **Elementary German I**   3   0   0   3
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
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
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.*

Graphic Design

GRD 110   **Typography I**   2   3   0   0   3
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition,

identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.
Prerequisites: None
Corequisites None

GRD 111   Typography II   2   2   0   0   3
This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.
Prerequisites: Take GRD 110
Corequisites: None

GRD 121   Drawing Fundamentals I   1   3   0   0   2
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.
Prerequisites: None
Corequisites: None

GRD 131   Illustration I   1   3   0   0   2
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.
Prerequisites: Take One: ART 131, DES 125, or GRD 121
Corequisites: None

GRD 141   Graphic Design I   2   4   0   0   4
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.
Prerequisites: None
Corequisites: None

GRD 142   Graphic Design II   2   4   0   0   4
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.
Prerequisites: Take One: ART 121, DES 135, or GRD 141
Corequisites: None

GRD 151   Computer Design Basics   1   4   0   0   3
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.
Prerequisites: None
Corequisites: None

GRD 152   Computer Design Tech I   1   4   0   0   3
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.
Prerequisites: Take GRD 151
Corequisites: None

GRD 188   Graphic Design for Web I   2   3   0   0   3
This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites.
Prerequisites: Take GRD 141
Corequisites: None

GRD 240   User Interface/User Experience   2   3   0   0   3
This course introduces a design-centric approach to user interface and user experience design, and offers practical, skill-based instruction centered around a visual communications perspective. Emphasis is placed on demonstrating the stages of the UI/UX development process, including user research and analysis, choosing methodologies, defining a project's strategy, scope, and information architecture, developing sitemaps and wireframes, performing user testing, and producing prototypes. Upon completion, students should be able to demonstrate current best practices and conventions in UX design and apply them to create effective and compelling digital screen-based experiences.
Prerequisites: GRD 141, GRD 151
Corequisites: None

GRD 241   Graphic Design III   2   4   0   0   4
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.
Prerequisites: Take One: DES 136 or GRD 142
Corequisites: None

GRD 271   Multimedia Design I   1   3   0   0   2
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.
Prerequisites: Take One: GRD 151 or GRA 151
Corequisites: None

GRD-272   Multimedia Design II   1   3   0   0   2
This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.
Prerequisites: Take GRD 271
Corequisites: None

GRD 280   Portfolio Design   2   4   0   0   4
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and

interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.
Prerequisites: Take One Set:
Set 1: GRD 142 and GRD 152
Set 2: GRD 142 and GRA 152
Corequisites: None

GRD 281   Design of Advertising   1   3   0   0   2
This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design.
Prerequisites: GRD 141, GRD 152
Corequisites: None

GRD 282   Advertising Copywriting   1   3   0   0   2
This course covers copywriting for print, online, and digital advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to develop content used to market and promote goods and services and comprehend the ethical and regulatory environment for advertising.
Prerequisites: Take One: ENG 110 or ENG 111; GRD 141
Corequisites: None

GRD 285   Client/Media Relations   1   3   0   0   2
This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' design, advertising, branding, or marketing needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.
Prerequisites: Take One Set:
Set 1: GRD 142 and GRA 121
Set 2: GRD 142 and GRA 152
Set 3: GRD 142 and GRD 152
Corequisites: None

GRD 288   Graphic Design for Web II   2   3   0   0   3
This course covers the advanced use of graphic design principles in front-end design for the multi-page websites. Emphasis is placed on online branding, responsive design, project management, UI/UX, web design using current web standards, and designing for content management systems. Upon completion, students should be able to employ the principles of design in the creation of websites across multiple platforms and devices.
Prerequisites: Take GRD 188
Corequisites: None

DES 111   Creative Problem Solving   2   0   0   0   2
This course is designed to improve conceptual abilities as applied to problems involved with creating practical designs. Emphasis is placed on the awareness of creative thinking techniques that are involved with producing a workable design in an innovative fashion. Upon completion, students should be able to apply creative thinking techniques to find innovative solutions to design challenges.
Prerequisites: None
Corequisites: None

GRA 255   Image Manipulation I   1   3   0   0   2
This course covers applications associated with electronic image manipulation, including color correction, color separation, special effects, and image conversion. Topics include image-capturing hardware, image-processing software, and output options. Upon completion, students

should be able to utilize hardware and software to acquire, manipulate, and output images to satisfy design and production.
Prerequisites: Take One: GRA 151 or GRD 151
Corequisites: None

Gerontology

GRO 120   Gerontology   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

Health

HEA 110   Personal Health/Wellness   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HEA 112   First Aid and CPR   1   2   0   2
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HEA 120   Community Health   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Health Information Technology

Please refer to Pitt Community College's catalog for HIT course descriptions.

History

HIS 111   World Civilizations I   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *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 112   World Civilizations II   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
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 131   American History I   3   0   0   3
Prerequisites: None
Corequisites: None
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
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
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
Prerequisites: None
Corequisites: None
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 236   North Carolina History   3   0   0   3
Prerequisites: None
Corequisites: None
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
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: None
Corequisites: None
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: None
Corequisites: None
This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant.

Hotel and Restaurant Management

HRM 220   Cost Control—Food & Beverage   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

HRM 245   Human Resource Management—Hospitality   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

Human Services

HSE 110   Introduction to Human Services   2   2   0   3
Prerequisites: None
Corequisites: None
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112   Group Process I   1   2   0   2
Prerequisites: Enrollment in the HSE program
Corequisites: None
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123   Interviewing Techniques   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125   Counseling   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210   Human Services Issues   2   0   0   2
Prerequisites: Successful completion of 12 Credits in the HSE program
Corequisites: None
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220   Case Management   2   2   0   3
Prerequisites: HSE 110
Corequisites: None
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225   Crisis Intervention   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 240   Issues in Client Services   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Humanities

HUM 115   Critical Thinking   3   0   0   3
Prerequisites: None
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: None
Corequisites: None
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: None
Corequisites: None
College Transfer Course
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 160   Introduction to Film   2   2   0   3
Prerequisites: None
Corequisites: None
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
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
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Industrial Science

ISC 112   Industrial Safety   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 115   Construction Safety   2   0   0   2
Prerequisites: None
Corequisites: None
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.

Latin

LAT 111   Elementary Latin I   3   0   0   3
Prerequisites: Satisfactory placement or ENG 002 (Tier 1)
Corequisites: None
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
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.*

Legal Education

LEX 110   Intro to Paralegal Study   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120   Legal Research/Writing I   2   2   0   3
Prerequisites: None
Corequisites: None
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121   Legal Research/Writing II   2   2   0   3
Prerequisites: LEX 120
Corequisites: None
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130   Civil Injuries   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140   Civil Litigation I   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

LEX 141   Civil Litigation II   2   2   0   3
Prerequisites: LEX 140
Corequisites: None
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150   Commercial Law I   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 180   Case Analysis & Reasoning   1   2   0   2
Prerequisites: LEX 120
Corequisites: None
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210   Real Property I   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 240   Family Law   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250   Wills, Estates & Trusts   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 270   Law Office Mgt/Technology   1   2   0   2
Prerequisites: None
Corequisites: None
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 273   NCCP Review Course   2   0   0   2
Prerequisites: LEX 121 and LEX 141
Corequisites: None
This course provides an overview of the topics assessed on the North Carolina Certified Paralegal (NCCP) Exam. Topics include Wills, Trusts, and Estates; Family Law; Civil Litigation; Real Property; Commercial Law; Ethics; legal research, grammar and writing. Upon completion, students should be prepared to sit for the NCCP exam.

LEX 280   Ethics & Professionalism   2   0   0   2
Prerequisites: None
Corequisites: None
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LEX 289   U.S. Constitutional Law   2   2   0   3
Prerequisites: LEX 110, LEX 120 and LEX 140
Corequisites: None
This course covers the creation, content, and interpretation of the Constitution of the United States and its amendments as it relates to civil law and practice. Topics include constitutional formation, structure, court interpretation and the implication of legal decision for legal practitioners. Upon completion, students should be able to discuss the formation of the Constitution, its interpretation and application to the practice of civil law.

Machining

MAC 114   Intro to Metrology   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 122   CNC Turning   1   3   0   2
Prerequisites: None
Corequisites: MEC 110
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: MEC 110
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 131   Blueprint Reading/Mach I   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132   Blueprint Reading/Mach II   1   2   0   2
Prerequisites: MAC 131
Corequisites: None
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 141   Machining Applications I   2   6   0   4
Prerequisites: None
Corequisites: MAC 114
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 142   Machining Applications II   2   6   0   4
Prerequisites: MAC 141
Corequisites: None
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 151   Machining Calculations   1   2   0   2
Prerequisites: None
Corequisites: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152   Advanced Machining Calculations   1   2   0   2
Prerequisites: MAC 151
Corequisites: None
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 222   Advanced CNC Turning   1   3   0   2
Prerequisites: MAC 122
Corequisites: None
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224   Advanced CNC Milling   1   3   0   2
Prerequisites: MAC 124
Corequisites: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 232   CAM: CNC Milling   1   4   0   3
Prerequisites: MAC 124 and MEC 110
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MAC 234   Advanced Multi-Axis Machining   2   3   0   3
Prerequisites: MAC 232
Corequisites: None
This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

Mathematics

MAT 003   Transition Math   0   6   0   3
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010   Math Measurement & Literacy Support   0   2   0   1
Prerequisites: None
Corequisites: MAT 110
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043   Quantitative Literacy Support   1   2   0   2
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, and DMA 030
                 Set 2: DMA 025
                 Set 3: MAT 003 Tier 1 or BSP 4003 Tier 1
Corequisites: MAT 143
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052   Statistical Methods I Support   1   2   0   2
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, and DMA 030
                 Set 2: DMA 025
                 Set 3: MAT 003 Tier 1 or BSP 4003 Tier 1
Corequisites: MAT 152
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071   Precalculus Algebra Support   0   4   0   2
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
                 Set 2: DMA 025, DMA 045
                 Set 3: MAT 003 Tier 1 and Tier 2 or BSP 4003 Tier 1 and Tier 2
Corequisites: MAT 171
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110   Math Measurement and Literacy   2   2   0   3
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, and DMA 030
                 Set 2: DMA 025
                 Set 3: MAT 003 Tier 1
Corequisites: None
For courses that are co-req courses (MAT 110-xxxxR) sections:
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, and DMA 030
                 Set 2: DMA 025
                 Set 3: MAT 003
                 Set 4: BSP 4003
Corequisites: MAT 010
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 143   Quantitative Literacy   2   2   0   3
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
                 Set 2: DMA 010, DMA 020, DMA 030, DMA 045, and DRE 098
                 Set 3: DMA 025, DMA 040, DMA 050, and DRE 098
                 Set 4: DMA 025, DMA 045, and DRE 098
                 Set 5: MAT 003 (Tier 1 and Tier 2) and ENG 002 (Tier 1 and Tier 2)
Corequisites: None
For courses that are co-req courses (MAT 143-xxxxR) sections:
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
                 Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
                 Set 2: DMA 010, DMA 020, DMA 030, ENG 002 (Tier 1 and Tier 2)
                 Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002 (Tier 1 and Tier 2)
                 Set 4: DMA 025 and DRE 098
                 Set 5: DMA 025 and ENG 002 (Tier 1 and Tier 2)
                 Set 6: DMA 025 and BSP 4002 (Tier 1 and Tier 2)
                 Set 7: MAT 003 (Tier 1) and DRE 098

Set 8: MAT 003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
Set 9: MAT 003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)
Set 10: BSP 4003 (Tier 1) and DRE 098
Set 11: BSP 4003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
Set 12: BSP 4003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)

Corequisites: MAT 043
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 universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 152   Statistical Methods I   **3   2   0   4**
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, DMA 045, and DRE 098
Set 3: DMA 025, DMA 040, DMA 050, and DRE 098
Set 4: DMA 025, DMA 045, and DRE 098
Set 5: MAT 003 (Tier 1 and Tier 2) and ENG 002 (Tier 1 and Tier 2)

Corequisites: None
For courses that are co-req courses (MAT 152-xxxxR) sections:
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, ENG 002 (Tier 1 and Tier 2)
Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002 (Tier 1 and Tier 2)
Set 4: DMA 025 and DRE 098
Set 5: DMA 025 and ENG 002 (Tier 1 and Tier 2)
Set 6: DMA 025 and BSP 4002 (Tier 1 and Tier 2)
Set 7: MAT 003 (Tier 1) and DRE 098
Set 8: MAT 003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
Set 9: MAT 003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)
Set 10: BSP 4003 (Tier 1) and DRE 098
Set 11: BSP 4003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
Set 12: BSP 4003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)

Corequisites: MAT 052
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/AS.*

MAT 171   Precalculus Algebra   **3   2   0   4**
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
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, DMA 065
Set 3: DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, DMA 070, and DMA 080
Set 4: DMA 010, DMA 020, DMA 030, DMA 045, DMA 065
Set 5: DMA 025, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 6: DMA 025, DMA 040, DMA 050, DMA 065
Set 7: DMA 025, DMA 045, DMA 060, DMA 070, and DMA 080
Set 8: DMA 025, DMA 045, and DMA 065
Set 9: MAT 003 (Tier 1, Tier 2, and Tier 3)
Set 10: "C" or better earned in MAT 121

Corequisites: None
For courses that are co-req courses (MAT 171-xxxxR) sections:
Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: DMA 010, DMA 020, DMA 030, DMA 045
Set 3: DMA 025, DMA 045
Set 4: DMA 025, DMA 040, DMA 050
Set 5: MAT 121
Set 6: MAT 003
Set 7: BSP 4003

Corequisites: MAT 071
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.*

MAT 172   Precalculus Trigonometry   **3   2   0   4**
Prerequisites: Satisfactory placement or "C" or better earned in MAT 171
Corequisites: None
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 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.*

MAT 263   Brief Calculus   **3   2   0   4**
Prerequisites: Satisfactory placement or "C" or better earned in MAT 171
Corequisites: None
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—AA/AS.*

MAT 271   Calculus I   **3   2   0   4**
Prerequisites: Satisfactory placement or "C" or better earned in MAT 172
Corequisites: None
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—AA/AS.*

MAT 272   Calculus II   **3   2   0   4**
Prerequisites: "C" or better earned in MAT 271
Corequisites: None
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 universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 273 Calculus III   3   2   0   4
Prerequisites: "C" or better earned in MAT 272
Corequisites: None
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 universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 280 Linear Algebra   2   2   0   3
Prerequisites: "C" or better earned in MAT 271
Corequisites: None
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.*

MAT 285 Differential Equations   2   2   0   3
Prerequisites: "C" or better earned in MAT 272
Corequisites: None
College Transfer Course
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Mechanical

MEC 110 Introduction to CAD/CAM   1   2   0   2
Prerequisites: None
Corequisites: None
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I   1   4   0   3
Prerequisites: None
Corequisites: None
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 130 Mechanisms   2   2   0   3
Prerequisites: None
Corequisites: None
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
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.

MEC 231 Computer-Aided Manufacturing I   1   4   0   3
Prerequisites: MEC 110
Corequisites: None
This course introduces computer-aided design/ manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

MEC 232 Computer-Aided Manufacturing II   1   4   0   3
Prerequisites: MEC 231
Corequisites: None
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

Medical Assisting

MED 110 Orientation to Medical Assisting   1   0   0   1
Prerequisites: Enrollment in the Medical Assisting Diploma program
Corequisites: BIO 163
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
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: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II   3   0   0   3
Prerequisites: "C" or better earned in MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130   Administrative Office Procedures I   1   2   0   2
Prerequisites: Enrollment in the Medical Assisting Diploma program
Corequisites: None
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: Enrollment in the Medical Assisting Diploma program, "C" or better earned in MED 130
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140   Exam Room Procedures I   3   4   0   5
Prerequisites: Enrollment in the Medical Assisting Diploma program
Corequisites: None
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, "C" or better earned in MED 140
Corequisites: None
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 260   MED Clinical Practicum   0   0   15   5
Prerequisites: Enrollment in the Medical Assisting Diploma program, and grade "C" or better earned in BIO 163, ENG 111, MED 110, MED 118, MED 122, MED 131, MED 150, MED 270 and PSY 150.
Corequisites: MED 264
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 264   MED Assisting Overview   2   0   0   2
Prerequisites: Enrollment in the Medical Assisting program, and "C" or better earned in MED 110, MED 118, MED 122, MED 131, MED 150, MED 270
Corequisites: MED 260
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon, completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270   Symptomatology   2   2   0   3
Prerequisites: Enrollment in the Medical Assisting Diploma program, and "C" or better earned in BIO 163 and MED 140.
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is place on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results.

Upon completion, student 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: Grade of "C" or better earned in MED 260 and MED 264
Corequisites: None
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
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 122   Visual Merchandising   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

MKT 123   Fundamentals of Selling   3   0   0   3
Prerequisites: None
Corequisites: None
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 223   Customer Service   3   0   0   3
Prerequisites: None
Corequisites: None
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students will be able to demonstrate the ability to handle customer relations.

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: None
Corequisites: None
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 pre-major and/or elective course requirement.*

MUS 111   Fundamentals of Music   3   0   0   3
Prerequisites: None
Corequisites: None
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: None
Corequisites: None
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 114   Introduction to World Music   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides a basic survey of World Music. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of World Music.

MUS 121   Music Theory I   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *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   0   0   3
Prerequisites: MUS 121
Corequisites: None
College Transfer Course
This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 125   Aural Skills I   0   2   0   1
Prerequisites: Course must be completed with a C or better.
Corequisites: None
College Transfer Course
This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 126   Aural Skills II   0   2   0   1
Prerequisites: MUS 125; Course must be completed with a C or better.
Corequisites: None
College Transfer Course
This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs;

utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *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
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
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
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
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
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
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 137   Orchestra I   0   2   0   1
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 138   Orchestra II   0   2   0   1
Prerequisites: MUS 137
Corequisites: None
College Transfer Course
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 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
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
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 (A10700)
Corequisites: None
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 (A10700) and MUS 161
Corequisites: None
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 221   Music Theory III   3   0   0   3
Prerequisites: MUS 122
Corequisites: None
College Transfer Course
This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. *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   0   0   3
Prerequisites: MUS 221
Corequisites: None
College Transfer Course
This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 225   Aural Skills III   0   2   0   1
Prerequisites: MUS 126; Course must be completed with a C or better.
Corequisites: None
College Transfer Course
This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 226   Aural Skills IV   0   2   0   1
Prerequisites: MUS 126 and MUS 225; Course must be completed with a C or better.
Corequisites: None
College Transfer Course
This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis

is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while using sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. *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
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
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
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
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
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
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 237   Orchestra III   0   2   0   1
Prerequisites: MUS 138
Corequisites: None
College Transfer Course
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 238   Orchestra IV   0   2   0   1
Prerequisites: MUS 237
Corequisites: None
College Transfer Course
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 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 260   Introduction to Music Education   2   0   0   2
Prerequisites: MUS 121
Corequisites: None
College Transfer Course
This course provides an introduction to the music education profession. Emphasis is placed on creating successful music learning environments and the role of the music educator. Upon completion, students should be able to demonstrate knowledge and skills related to the philosophy and methods of teaching music.

MUS 261   Applied Music III   1   2   0   2
Prerequisites: Enrollment in the A.F.A.—Music (A10700) and MUS 162
Corequisites: None
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 (A10700) and MUS 261
Corequisites: None
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.

Networking Technology

NET 110   Networking Concepts   2   2   0   3
Prerequisites: Satisfactory placement or MAT 003 Tier 1; Take CTI 120
Corequisites: None
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125   Introduction to Networks   1   4   0   3
Prerequisites: Satisfactory placement or MAT 003 Tier 1
Corequisites: None
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126   Switching and Routing   1   4   0   3
Prerequisites: NET 125
Corequisites: None
This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

NET 225   Enterprise Networking   1   4   0   3
Prerequisites: NET 126
Corequisites: None
This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

NET 289   Networking Project   1   4   0   3
Prerequisites: Take All: CTI 110, CTI 120, CTS 115, NET 225, NOS 230
Corequisites: None
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Networking Operating System

NOS 110   Operating System Concepts   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120   Linux/UNIX Single User   2   2   0   3
Prerequisites: NOS 110
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130   Windows Single User   2   2   0   3
Prerequisites: NOS 110
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230   Windows Administration I   2   2   0   3
Prerequisites: NOS 130
Corequisites: None
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
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
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   "C" or better earned in BIO 168, and PSY 150, and "B" or better earned in NUR 111 and 117
Corequisites   BIO 169
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   "C" or better earned in BIO 168, BIO 169, BIO 275, ENG 111, PSY 150, and PSY 241 and "B" or better earned in NUR 111, NUR 112, NUR 114 and NUR 117 or NUR 215
Corequisites   ENG 112
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.

NUR 114   Holistic Health Concepts   3   0   6   5
Prerequisites   "C" or better earned in BIO 168, PSY 150 and "B" or better earned in NUR 111, and NUR 117
Corequisites   BIO 169
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117   Pharmacology   1   3   0   2
Prerequisites: Enrollment in the Associate Degree Nursing program
Corequisites: NUR 111
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability,

pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211   Health Care Concepts   3   0   6   5
Prerequisites   "C" or better earned in BIO 168, BIO 169, BIO 275, ENG 111, PSY 150 and PSY 241 and "B" or better earned in NUR 111, NUR 112, NUR 114 and NUR 117 or NUR 215
Corequisites   ENG 112
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212   Health System Concepts   3   0   6   5
Prerequisites   "C" or better earned in BIO 168, BIO 169, BIO 275, ENG 111, ENG 112, PSY 150, PSY 241, and "B" or better earned in NUR 111, NUR 112, NUR 113, NUR114, NUR 117, NUR 113, and NUR 215
Corequisites   NUR 211, ENG 112
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213   Complex Health Concepts   4   3   15   10
Prerequisites   "C" or better earned in BIO 168, BIO 169, BIO 275, ENG 111, ENG 112, PSY 150, PSY 241 and "B" or better earned in NUR 111 and NUR 117 or NUR 113, NUR 211, and NUR 215
Corequisites   NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 215   Paramedic to RN Bridge Concepts   3   3   6   6
Prerequisites   Acceptance in the A45110PB Paramedic to Associate Degree Nursing Bridge Program
Corequisites   None
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the Associate Degree in Emergency Medical Science Paramedic transitions to the nursing role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, collaboration, clinical decision-making, professional behaviors, informatics, assessment, perfusion, oxygenation, elimination, and cellular regulation. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Office Systems Technology

OST 248   Diagnostic Coding   2   2   0   3
Prerequisites: MED 121
Corequisites: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Public Administration

PAD 151   Intro to Public Admin   3   0   0   3
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues.

Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.
Competencies
Student Learning Outcomes
1. Describe public personnel administration and management.
2. Explain decision making in public administration.
3. Explain the functions of government in society and in the lives of people composing that society.
4. Discuss ethics in public administration.

Requisite Courses   None

PAD 152   Ethics in Government   3   0   0   0   3
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.
Competencies
Student Learning Outcomes
1. Analyze ethical dilemmas and conflicts of interest that arise from individual, organizational and systemic approaches to ethical behavior.
2. Define the role of the public administrator in ethical decision making.
3. Apply the design approach to define the key ethical issues most often encountered in public administration.
4. Identify the important ethical principles for today's society.

Requisite Courses   None

PAD 251   Public Finance & Budgeting   3   0   0   0   3
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.
Competencies
Student Learning Outcomes
1. Define budgetary process theories and techniques.
2. Describe the impacts of government revenue and expenditure policies.
3. Describe the relation of government finance to the economy.
4. Explain the role of budgeting in executing government policy.

Requisite Courses   None

PAD 252   Public Policy Analysis   3   0   0   0   3
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.
Competencies
Student Learning Outcomes
1. Describe the relationship between public and private sectors.
2. Define the concepts of ecology and environmental impact.
3. Analyze the effectiveness of public programs.
4. Discuss the use of informal groups and information networks.

Requisite Courses   None

PAD 253   Intro to Urban Planning   3   0   0   0   3
This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

Requisite Courses   None

PAD 254   Grant Writing   3   0   0   0   3
This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

Requisite Courses   None

Physical Education

PED 110   Fit and Well for Life   1   2   0   2
Prerequisites: None
Corequisites: None
College Transfer Course
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 111   Physical Fitness I   0   3   0   1
Prerequisites: None
Corequisites: None
College Transfer Course
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 113   Aerobics I   0   3   0   1
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 117   Weight Training I   0   3   0   1
Prerequisites: None
Corequisites: None
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
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
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 125   Self-Defense—Beginning   0   2   0   1
Prerequisites: None
Corequisites: None
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
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 137   Badminton   0   2   0   1
Prerequisites: None
Corequisites: None
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
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
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
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 171   Nature Hiking   0   2   0   1
Prerequisites: None
Corequisites: None
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 217   Pilates I   0   2   0   1
Prerequisites: None
Corequisites: None
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.*

PED 239   Kickboxing   0   3   0   1
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces martial arts using the kickboxing form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. *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.*

PHI 240   Introduction to Ethics   3   0   0   3
Prerequisites: ENG 111
Corequisites: None
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.

Physics

PHY 110　　　Conceptual Physics　　　　　　　　　　3　0　0　3
Prerequisites:　Satisfactory placement or MAT 003 (Tier 3)
Corequisites:　PHY 110A
College Transfer Course
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA/AS.*

PHY 110A　　　Conceptual Physics Lab　　　　　　　　0　2　0　1
Prerequisites:　Satisfactory placement or ENG 002 (Tier 1); Satisfactory placement or MAT 003 (Tier 3)
Corequisites:　PHY 110
College Transfer Course
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA/AS.*

PHY 151　　　College Physics I　　　　　　　　　　3　2　0　4
Prerequisites:　MAT 171 or MAT 271
Corequisites:　MAT 172
College Transfer Course
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AS.*

PHY 152　　　College Physics II　　　　　　　　　　3　2　0　4
Prerequisites:　"C" or better earned in PHY 151
Corequisites:　None
SP　　　　　College Transfer Course
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AS.*

PHY 251　　　General Physics I　　　　　　　　　　3　3　0　4
Prerequisites:　MAT 271
Corequisites:　MAT 272
College Transfer Course
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AS.*

PHY 252　　　General Physics II　　　　　　　　　　3　3　0　4
Prerequisites:　MAT 272 and "C" or better earned in PHY 251
Corequisites:　None
College Transfer Course
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AS.*

Political Science

POL 120　　　American Government　　　　　　　　3　0　0　3
Prerequisites:　None
Corequisites:　None
College Transfer Course
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *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.*

POL 130　　　State and Local Government　　　　　3　0　0　3
Prerequisites:　None
Corequisites:　None
College Transfer Course
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved for transfer 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
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
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
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 281   Abnormal Psychology   3   0   0   3
Prerequisites: PSY 150
Corequisites: None
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: None
Corequisites: None
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: None
Corequisites: None
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: None
Corequisites: None
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
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
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210   Addiction and Recovery Counseling   2   2   0   3
Prerequisites: None
Corequisites: None
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

Information Systems Security

SEC 110   Security Concepts   2   2   0   3
Prerequisites: CTI 120
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 151   Intro to Protocol Analysis   2   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces protocol analysis. Topics include protocol analysis tools, TCP/IP concepts, Internet protocols, network traffic analysis, monitoring network traffic, network security protocol analysis, and understanding data flow through protocol analysis. Upon completion, students should be able to perform simple protocol analysis to determine baseline network performance and identify anomalies.

SEC 160   Security Administration I   2   2   0   0   3
Prerequisites: None
Corequisites: None
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SEC 175   Security Administration I   1   4   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

SEC 251   Advanced Protocol Analysis   2   3   0   3
Prerequisites: SEC 151
Corequisites: [list here or None]
This course is designed to provide advanced understanding of protocol analysis. Topics include advanced network protocol security analysis, data parsing, monitoring scanning logs, and network intrusion identification. Upon completion, students should be able to apply best practices in protocol analysis and apply the results to IT security frameworks.

SEC 258   Security Compliance   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces information security compliance and standards along with how they apply to corporate IT environments. Topics include ISO standards, government NIST frameworks, federal and state compliance requirements, security policies, incident response and business continuity planning. Upon completion, students should be able to apply compliance and availability requirements to corporate data enterprise scenarios.

Sociology

SOC 210   Introduction to Sociology   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC 213   Sociology of the Family   3   0   0   3
Prerequisites: None
Corequisites: None
College Transfer Course
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC 220   Social Problems   3   0   0   3
Prerequisites: None
Corequisites: None
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 ENG 002 (Tier 1)
Corequisites: None
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
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
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
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
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
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.

Unmanned Aircraft Systems

UAS 111   **Unmanned Aircraft Systems**   3
This course provides students with the various products and technologies commonly associated with unmanned aircraft systems utilized by hobbyists, government, industry, and the military. Topics include data acquisition, operations and the various technologies associated with unmanned flight. Upon completion, students should be able to demonstrate an understanding of flight control operations including programming telemetry and data acquisition.

UAS 115   **Small UAS Certification**   2
This course prepares learners for small Unmanned Aircraft Systems (UAS) flight certification to promote compliance with the requirements of Title 14 of the Code of Federal Regulations (14 CFR). Topics include FAA Title 14 CFR Part 107 study guide and NCDOT UAS flight standards to provide guidance in the areas of remote pilot certification, aircraft registration and marking, aircraft airworthiness, basic piloting skills, and the operation of small UAS. Upon completion, students should be able to meet requirements for small UAS certification through the NCDOT and perform basic small UAS piloting in accordance with FAA Title 14 CFR Part 107 regulations.

UAS 230   **UAS Aerial Photo Surveys**   3
This course introduces students to some of the popular unmanned aerial photographic applications commonly utilized in commercial unmanned aircraft systems (UAS) operations involving aerial surveys and photography. Topics include aerial photography and equipment, aerial vehicles, examples of successful UAS survey and photographic business models, and Federal Aviation Regulations governing airspace applications. Upon completion, students should be able to plan, implement and conduct a successful photo aerial survey mission.

Work-Based Learning

WBL 111   **Work-Based Learning I**   0   0   0   10   1
Prerequisites: None
Corequisites: None
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   0   0   20   2
Prerequisites: None
Corequisites: None
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   0   1
Prerequisites: None
Corequisites: WBL 111 or WBL 112
This course provides procedures necessary for the 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 benefit and process.

WBL 121   **Work-Based Learning II**   0   0   0   10   1
Prerequisites: WBL 111
Corequisites: None
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 151   **Mobile Application Dev I**   2   3   0   3
Prerequisites: CSC 151
Corequisites: None
This course introduces students to programming technologies, design, and development related to mobile applications. Topics include accessing device capabilities, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile devices.

WEB 251   **Mobile Application Dev II**   2   3   0   3
Prerequisites: WEB 151
Corequisites: None
This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity. Upon completion, students should be able to demonstrate effective programming techniques to develop advanced mobile applications.

Welding

WLD 110   **Cutting Processes**   1   3   0   2
Prerequisites: None
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 115   **SMAW (Stick) Plate**   2   9   0   5
Prerequisites: None
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116   **SMAW (Stick) Plate/Pipe**   1   9   0   4
Prerequisites: WLD 115
Corequisites: None
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
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122   GMAW (MIG) Plate/Pipe   1   6   0   3
Prerequisites: WLD 121
Corequisites: None
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
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132   GTAW (TIG) Plate/Pipe   1   6   0   3
Prerequisites: WLD 131
Corequisites: None
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
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151   Fabrication I   2   6   0   4
Prerequisites: None
Corequisites: None
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.

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The Mitchell Community College Board of Trustees meets on the fourth Tuesday evening of each month. The Board does not meet in July. Meetings are held at 6 p.m.

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    A.A.S. Mitchell Community College

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    B.A. University of North Carolina at Chapel Hill; M.A. Appalachian State University
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    B.A. Lenoir-Rhyne College

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    B.S. Appalachian State University
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    A.A. Mitchell Community College; B.A. Catawba College
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Kennison, Jennie ....Continuing Ed. Records and Registration Specialist
Menster, Janet...Coordinator, Allied Health
    A.A.S. Mitchell Community College; B.S.N. Gardner Webb University
Menster, Keith..Fire Protection Technology Coordinator
    A.A.S. Mitchell Community College; B.S. Fayetteville State Univeristy
Pence, Patricia..Program Coordinator, NC NA I
    Diploma in Nursing, Davis Hospital School of Nursing
Pierce, Cabanna...Administrative Assistant
Reid, Nina ....Registrar, CEC, & Support Staff Manager
    A.A.S. Mitchell Community College
Stutts, Allison...Education Navigator
    B.S.W. NC State University; M.S.W. University of North Carolina at Chapel Hill; M.A. East Carolina University
Worrell, Donna ....Administrative Assistant
    A.S. Mitchell Community College

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    A.A.S Mitchell Community College

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    B.S. Indiana University of Pennsylvania; M.A. and Ed.S. Appalachian State University
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Copeland, Sharon ....Librarian
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Dagenhardt, Crystal .... Learning Management System Administrator
    A.A.S Mitchell Community College
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    B.S. University of Virginia; M.P.H. University of North Carolina at Chapel Hill; PhD Georgia State Univeristy
Dezern, Donna...Curriculum Administrative Assistant
    A.A.S. Mitchell Community College
Easterling, Vivian...Salon Office Specialist (Administrative Assistant)

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Ellis, Sharon ....Early College Coordinator
    A.A.S. Mitchell Community College; B.S. Pfeiffer University
Hill, Melissa ....Director, Distance Learning
    B.S. Gardner-Webb University; M.S. East Carolina University
Hines, Sara ....Early College Liaison
    B.S. Appalachian State University; M.A. Appalachian State University
Houston, Mamie...Early College Liaison
    B.A. Livingstone College
Jordan, Teresa...MIND Center Administrative Specialist
    A.A. Mitchell Community College
Marcy, Marion... Administrative Assistant—Mooresville
    A.A.S. Sullivan Community College
Money, Michelle...Program Specialist for Nursing and Health Sciences
    A.A. Mitchell Community College

Faculty
Ausburn, Lisa ....English
    B.S. and M.A University of North Carolina at Wilmington
Bebler, Melanie...Biology
    B.S. Southeastern Louisiana University; M.S. Louisiana State University
Bennis, Youssef ....Mathematics
    B.S. Virginia University; M.S. University of Texas
Best, Tiffany..Spanish
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    A.A.S. Mitchell Community College
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Calvo, José R. .... Program Chair, Arts
    M.F.A. Towson University
Campagni, Jamie...Department Chair, MET & Associate in Engineering
    B.S. and M.S. University of North Carolina at Charlotte
Cannon, Ryan..Psychology
    B.A. and M.S. Gardner-Webb University
Chang, Aspen...Biology
    B.S. and M.B.T. North Carolina State University
Collins, Parks...Biology
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Davis, Dr. Marc...Economics/Business
    B.S. College of Charleston; MBA and M.A. Walsh College; Ed.D University of North Carolina at Charlotte
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    B.S. University of Charleston; B.S. and D.C. Logan College of Chiropractic
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    B.A. and M.Ed Winthrop University; North Carolina Licensed Clinical Addictions Specialist, Certified Clinical Supervisor
Dennis, Dr. Janay...Biology
    B.S. Saint Augustine's College; M.S Case Western Reserve University; Ph.D. Case Western
Doig, Valerie...Associate Degree Nursing
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Gaddy, Marek...Physical Education
B.S. East Carolina University, M.S. East Carolina University; M.A. East Carolina University

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Hauser, Madison...Associate Degree Nursing
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Hollar, Jason..Sociology
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James, Wayne.......................................Advanced Manufacturing Instructor/Coordinator
A.A.S. Mitchell Community College

Johnson, Sally..Cosmetology
Cosmetology License; Teaching Certificate

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B.A. Austin Peay State University; M.A. Murray State University; ABD, University of Memphis

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Matyushin, Vadim...Mathematics
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Mazaleski, Lillian...Mathematics
A.S. Western Piedmont Community College; B.S. North Carolina State University; M.S. Appalachian State University

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Gardner-Webb University

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A.A.S. Caldwell Community College & Technical Institute; B.S.N. Winston-Salem State University; M.S.N. University of North Carolina at Charlotte

Moss, David ....English
B.A., M.A. De Paul University

Murdock, Anna..Associate Degree Nursing
B.S.N. and M.S.N. University of North Carolina at Charlotte

Nielsen, R. Eric..Electrical/Electronics
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Owen, Christina ....Cosmetology
Cosmetology License; Teaching Certificate

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B.S. University of Phoenix

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Selfridge, Emily...Chemistry
B.S. North Carolina State University; M.S. University of North Carolina at Charlotte

Shuler, Sophia..Cosmetology

Singh, Kimberly ....English
B.A. Virginia Wesleyan College; M.A. Old Dominion University

Smith, Ethan..Mathematics
B.S. North Carolina Central University; M.A. Appalachian State University; M.E.D. Western Governors University

Steele, Troyie..Mathematics
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Stein, Paul...Early Childhood Education
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Stroud, Ronna.....................................Program Chair, Advertising and Graphic Design

A.A.S. Mitchell Community College; B.F.A. Academy of Art University

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B.S. Mars Hill College; M.S. Western Carolina University

Troutman, Lee...Coordinator AIMS Lab
A.A.S. Rowan Technical Institute

Turner, Wendy..Department Chair, Communication and Humanities
B.S. Appalachian State University; M.A. University of Georgia; Graduate Certificate, Appalachian State University

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B.A./B.S. Spanish, North Carolina State University; M.A. North Carolina State University

Williams, DeShaun...Department Chair, Natural Sciences
B.S. East Carolina University; M.S. East Carolina University

Williams, Robert "Chef Bob"...Culinary Arts
A.A. Scottsdale Culinary Institute; B.A. Le Cordon Bleu

Wilson, Fern...Associate Degree Nursing
A.A.S. Vermont Technical College; B.S.N. Franklin Pierce College; M.S.N. University of North Carolina at Wilmington

Wisdom, Kelly...English
B.A. Appalachian State University; M.A. University of North Carolina at Charlotte; M.F.A. Hollins University

Wise, Tamara..Business Administration
B.S. University of Maryland; M.B.A Liberty University

Yockey, Chris..Coordinator, Transitions Department
A.A.S. Mitchell Community College; B.A. Lenoir-Rhyne College; M.A. University of North Carolina at Charlotte

Equity and Inclusion

Brown, Dr. Beverly..Director of Equity and Inclusion
B.M. Appalachian State University; M.M.Ed. University of Georgia; Ph.D. University of North Carolina at Greensboro

Financial Services

Office of the Vice President

Hyde, Gerald ....Vice President for Accounting/CFO
B.A. Lenoir-Rhyne University; MBA Gardner-Webb University

Benge, Tonya...Assistant Controller
A.A.S. Mitchell Community College

Brown, Christina..Payroll Administrator
A.A.S. Mitchell Community College

Dixon, Kimberly..Staff Accountant
A.A.S. Mitchell Community College

Dogan, Nursel..AR Specialist/Cashier
A.A.S Fulton Montgomery Community College

Harris, Jonathan...Controller
A.A.S. Mitchell Community College; B.S. Gardner-Webb University

Morgan, Jane...AR Coordinator
A.A.S. Mitchell Community College

Parlier, Stephen ....Accounting Technician I
A.A.S Mitchell Community College; B.S. Gardner-Webb University

Rackley, Tammy...Purchasing Officer
Diploma Blanton's Business College

Tallman, Clay...Accounting Technician
A.A.S Catawba Valley Community College

Taylor, Lisa..Student Accounts Specialist
A.A.S. Mitchell Community College

Tuthill, Sydney..Accounting Technician

Waddell, Lee Jan ....Administrative Services Assistant
A.A. Mitchell Community College; B.A. Catawba College

Bookstore

Arnett, Donna..Bookstore Manager
A.A.S. Mitchell Community College; B.A. Gardner-Webb University

Miller, Jeanne...Bookstore/Mailroom Assistant
A.A.S. Mitchell Community College

Yang, Pang..Bookstore Technician
A.A.S. Mitchell Community College

Facilities

Lackey, Chad ....Director of Facilities
A.S. Catawba Valley Community College

Human Resources

Santos, Paul...Director, Human Resources
A.E. Wentworth Institute of Technology; B.S. Wentworth Institute of Technology

Craven, Jackie...Coordinator, Human Resources
A.A.S. Mitchell Community College

Smith, Erica ....Human Resources Data/Professional Development Coordinator
B.S. Appalachian State University

Information Technology

Armstrong, David..IT Support Technician
A.S. Nashville State Community College

Barker, Michael ....ERP Systems Manager
B.A. and MBA Lenoir-Rhyne University

Campbell, Bryan ....IT Support Technician
A.A.S. Mitchell Community College

Dubea, Erin...System Administrator
B.A. Southeastern Louisiana University; M.S. Kansas State University

Niswonger, Mark..Network Server Administrator
A.A. and A.A.S. Mitchell Community College

Sherrill, Jeff...IT Support Manager
A.A.S. Mitchell Community College; B.S. and GC Management of Information Technology, University of North Carolina at Charlotte

Smith, Lisa...IT Operations Manager
A.S. Central Piedmont Community College; B.A. Catawba College

Security

Selves, Matthew..Director of Safety & Security
A.A. University of Phoenix; B.S. Gardner-Webb University; M.B.A Gardner-Webb University

Vance, Jamie ....Assistant Director of Security
A.S. Mitchell Community College; B.S. Western Carolina University

Mooresville Campus

Harris, Marla ....Dean, Mooresville Campus
B.A. and M.Ed. University of South Carolina; M.Ed. Gardner-Webb University

Student Services

Office of the Vice President
McEachern, Dr. Daniel "JJ"..Vice President for Student Services
  B.A. University of North Carolina at Greensboro; M.A. University of North Carolina at
  Greensboro; Ed.D. Wingate University
Barnhill, Cindy ....Student Services Coordinator/Assistant to VP for Student Services
Gray, Carolyn..................Receptionist/Administrative Assistant to the VP for Student Services

Accessibility Services
Elder, Marks ....Coordinator, Accessibility Services and 504 Coordinator
  B.S. and M.Ed. Delta State University

Admissions
Anderson, Jessica..Admissions Specialist
  A.G.E. Mitchell Community College
Harrison, T'Sha ....Director of Admissions
  A.A.S. Mitchell Community College; B.S. University of North Carolina at Pembroke
Howell, Crystal...Senior Admissions Specialist
  A.A.S. Mitchell Community College; B.S. University of North Carolina at Pembroke
Nesbit, Debra...Receptionist, Admissions
  A.S. Mitchell Community College

Advising
Lewis, Myra...Director of Academic Advising
  B.S. Gardner-Webb University; M.Ed. Appalachian State University
Myers, Michelle ....Academic Advisor II
  B.A. North Carolina State University
Rodriguez, Iris..Coordinator of Transfer Services/Academic Advisor II
  B.S. University of Puerto Rico; M.A. Inter American University of Puerto Rico
Stickle, Bernadine..Academic Advisor II
  B.S. Ramapo College of New Jersey; M.S. Capella University
Willis, Samantha......................Mooresville Student Services Coordinator/Academic Advisor II
  B.S. East Carolina University; M.S. Kansas State University; Graduate Certificate,
  Appalachian State University

Career and College Promise
Scott, Hannah ....Career and College Promise Coordinator
  B.S. and M.S. North Carolina State University

Educational Partnerships
Tuthill, Hannah ....Apprenticeship Coordinator
  A.A. Mitchell Community College

Enrollment Management

Financial Aid
Cooper, Candace ....Director, Financial Aid
  B.S. Georgia College State University
Knox, Rachel...Financial Aid Specialist
  B.S. Gardner-Webb University
Ramirez, Gwen ....Financial Aid Specialist
  B.S. St. Theresa's College, Philippines

Tompkins, Amanda...Veteran Affairs Specialist
  B.S University of Georgia; M.S. Troy University
West, Mark...Financial Aid Specialist
  B.A. Lenoir-Rhyne University

Marketing and Communications
Jones, Haley...Director, Marketing and Communications
  A.A. Mitchell Community College; B.A. University of North Carolina at Greensboro; M.A.
  University of North Carolina at Greensboro
Ella-Webb, Nicole..Graphic Designer
  A.A.S Catawba Valley Community College; A.A.S Catawba Valley Community College;
  B.F.A Liberty University

Records
Patterson, Elizabeth "Betsy"..Registrar/Director of Records
  A.S. Mitchell Community College; B.S. East Carolina University
Nleya, Juliana ....Student Records Specialist
  A.A.S. Mitchell Community College; B.S. East Carolina University
Ramsey, Colleen ....Student Records Technician
  B.S. King's College

Student Activities
Leviner, Austin ....Coordinator of Student Activities and New Student Orientation
  A.S. Mitchell Community College

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