2019-2020 Catalog

Mitchell
COMMUNITY COLLEGE

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, national origin, age, disability, sexual orientation 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, origen nacional, edad, discapacidad, orientación sexual 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.

2019-2020 Catalog

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

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 |

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 April 24, 2020.

Table of Contents

Academic Calendar 7

General Information 10

Admissions 14

Tuition and Fees 24

Financial Aid 26

Veterans Affairs 32

Academic Policies 35

Support Services 43

Students Rights and Responsibilities 46

Corporate and Continuing Education 48

Programs of Study 52

Curriculum Course Descriptions 166

Administration, Faculty and Staff 270

Greetings

Dear Potential Students and Visitors,

It's truly my privilege to welcome you to Mitchell Community College. This institution has been a part of the higher education landscape in Iredell County for over 160 years. Through these years the College has adapted and recreated itself over and over to remain relevant with the programs that we offer. That tradition of evolving and changing continues today.

Mitchell's educational philosophy is one that is based on contextual teaching and learning. Our faculty work to create a connection between real world experiences and what you'll learn in the classroom.

We are a comprehensive community college that offers a wide range of courses, from music and fine arts programs to health sciences, advanced manufacturing and public safety training—just to name a few. Our college transfer program aligns with the University of North Carolina System and private colleges across the state, and our technical programs are equally aligned with business and industry needs.

With campus locations in downtown Statesville and Mooresville, the College is able to allow access to inviting and stimulating learning environments for both personal and professional development.

We are here to make sure that our students are successful. Everything that we do as an institution is done so to make sure students are Prepared to Excel.

I wish you the very best in your educational journey here.

Sincerely,

James T. Brewer

James T. Brewer, Ed.D.
President

Directory

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

Admissions–Mooresvillle	(704) 978-5415
Admissions–Statesville	(704) 978-5493
Advancement Office	(704) 878-4321
Alumni Services	(704) 878-4321
Basic Skills	(704) 878-3232
Bookstore	(704) 878-3275
Cashier	(704) 878-4270
College & Eason Student Services Reception	(704) 878-3200
Continuing Education	(704) 878-3220
Cooperative Education and Student Job Placement	(704) 878-4263
Curriculum Transcripts/Grading	(704) 878-3243
Disability Services	(704) 878-3364
Distance Learning	(704) 978-1304
Equal Employment Officer	(704) 878-4341
Financial Aid	(704) 978-5435
Financial Services	(704) 878-4396
General Information/Switchboard	(704) 878-3200
Library Services	(704) 878-3271
MIND Center	(704) 978-3116
Placement Testing	(704) 878-3267
President's Office	(704) 878-3205
Security	(704) 878-4367
Student Government Association	(704) 978-5426
Veteran Services	(704) 878-3295
Vice President for Accounting/CFO	(704) 878-3212
Vice President for Advancement	(704) 878-4321
Vice President for Instruction and Chief Academic Officer	(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	(704) 878-4263

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

mitchellcc.edu | | |

Academic Calendar

Fall Semester 2019	
Aug. 1 (TH)	Ten-month faculty return
Aug. 17 (SA)	Orientation Day **date subject to change**
Aug. 19 (M)	Fall classes for 16-week, first 8-week, and first 4-week sessions **begin**
Aug. 19-21 (M-W)	Drop/Add
Aug. 19 (M)	Last day to receive 75% refund for first 4-week session
Aug. 22 (TH)	Last day to receive 75% refund for first 8-week session
Aug. 28 (W)	Last day to receive 75% refund for 16-week session
Sept. 2 (M)	***Labor Day (College Closed)***
Sept. 5 (TH)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Sept. 12 (TH)	First 4-week session **ends**
Sept. 16 (M)	12-week and second 4-week sessions **begin**
Sept. 16 (M)	Last day to receive 75% refund for second 4-week session
Sept. 23 (M)	Last day to receive 75% refund for 12-week session
Sept. 27 (F)	Last day to withdraw from first 8-week session in order to ensure a grade of "W"
Oct. 3 (TH)	Last day to withdraw from second 4-week session in order to ensure a grade of "W"
Oct. 10 (TH)	Second 4-week session **ends**
Oct. 11 (F)	First 8-week session **ends**
Oct. 14-15 (M-T)	***Fall break (No Classes/College Open)***
Oct. 16 (W)	Second 8-week and third 4-week sessions **begin**
Oct. 16 (W)	Last day to receive 75% refund for third 4-week session
Oct. 21 (M)	Last day to receive 75% refund for second 8-week session
Nov. 5 (T)	Last day to withdraw from third 4-week session in order to ensure a grade of "W"
Nov. 12 (T)	Third 4-week session **ends**
Nov. 13 (W)	Last day to withdraw from 16-week session in order to ensure a grade of "W"
Nov. 14 (TH)	Fourth 4-week session **begins**
Nov. 14 (TH)	Last day to receive 75% refund for fourth 4-week session
Nov. 19 (T)	Last day to withdraw from 12-week session in order to ensure a grade of "W"
Nov. 26 (T)	Last day to withdraw from second 8-week session in order to ensure a grade of "W"
Nov. 27 (W)	***Thanksgiving Holiday (No Classes/College Open)***
Nov. 28-29 (TH-F)	***Thanksgiving Holiday (College Closed)***
Dec. 9 (M)	Last day to withdraw from fourth 4-week session in order to ensure a grade of "W"
Dec. 9 (M)	Last day of classes for 16-week session
Dec. 10-16 (T-M)	Final Exams for 16-week session
Dec. 13 (F)	12-week and second 8-week sessions **end**
Dec. 16 (M)	16-week and fourth 4-week sessions **end**
Dec. 17 (T)	All grades due by 3 p.m.
Dec. 24-31 (T-T)	***Winter Break (College Closed)***

Revised April 24, 2020

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.*

Spring Semester 2020	
Jan. 1 (W)	***New Year's Holiday (College Closed)***
Jan. 2 (TH)	College reopens/spring registration resumes
Jan. 10 (F)	Orientation Day **date subject to change**
Jan. 13 (M)	16-week, first 12-week, first 8-week, and first 4-week sessions **begin**
Jan. 13 (M)	Last day to receive 75% refund for first 4-week session
Jan. 13-15 (M-W)	Drop/Add
Jan. 16 (TH)	Last day to receive 75% refund for first 8-week session
Jan. 20 (M)	***Martin Luther King, Jr. Holiday (College Closed)***
Jan. 21 (T)	Last day to receive 75% refund for first 12-week session
Jan. 23 (TH)	Last day to receive 75% refund for 16-week session
Jan. 30 (TH)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Feb. 6 (TH)	First 4-week session **ends**
Feb. 10 (M)	Second 12-week and second 4-week sessions **begin**
Feb. 10 (M)	Last day to receive 75% refund for second 4-week session
Feb 17 (M)	Last day to receive 75% refund for second 12-week session
Feb. 24 (M)	Last day to withdraw from first 8-week session to ensure a grade of "W"
Feb. 27 (TH)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Mar. 5 (TH)	Second 4-week session **ends**
Mar. 6 (F)	First 8-week session **ends**
Mar. 9-13 (M-F)	***Spring Break (No Classes/College Open)***
Mar. 16-20 (M-F)	***Emergency Days (Treated Same as Inclement Weather Days)***
Mar. 23 (M)	Second 8-week and third 4-week sessions **begin**
Mar. 23 (M)	Last day to receive 75% refund for third 4-week session
Mar. 30 (M)	Last day to withdraw from first 12-week session to ensure a grade of "W"
Mar. 27 (F)	Last day to receive 75% refund for second 8-week session
Apr. 9 (TH)	Last day to withdraw from third 4-week session to ensure a grade of "W"
Apr. 13 (M)	Last day to withdraw for first 12-week session to ensure a grade of "WE" *(Withdrawals must be submitted to Record's Office by 3 p.m. on this day)*
Apr. 13 (M)	First 12-week session **ends**
Apr. 14 (T)	Grades due for first 12-week session
Apr. 16 (TH)	Last day to withdraw for third 4-week session to ensure a grade of "WE" *(Withdrawals must be submitted to Record's Office by 3 p.m. on this day)*
Apr. 16 (TH)	Third 4-week session **ends**
Apr. 17 (F)	Grades due for third 4-week session
Apr. 20 (M)	Fourth 4-week session **begins**
Apr. 20 (M)	Last day to receive 75% refund for fourth 4-week session
May 12 (T)	Last day of exams for second 12-week, second 8-week & 16-week sessions *(Exam dates and times to be determined by your instructor)*
May 14 (TH)	Fourth 4-week session **ends**
May 15 (F)	Last day to withdraw for second 12-week, second 8-week,16-week & fourth 4-week sessions to ensure a grade of "WE" *(Withdrawals must be submitted to Record's Office by 3 p.m. on this day)*
May 15 (F)	Grades due by 3 p.m. for second 12-week, second 8-week,16-week & fourth 4-week sessions

Revised April 24, 2020

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.*

Summer Semester 2020	
May 19 (T)	10-week session **begins**
May 25 (M)	***Memorial Day Holiday (No Classes/College Open)***
May 26 (T)	Last day to receive 75% refund for 10-week session
Jun. 3 (W)	8-week and first 4-week sessions **begin**
Jun. 3 (W)	Last day to receive 75% refund for first 4-week session
Jun. 3-4 (W-TH)	Drop/Add
Jun. 8 (M)	Last day to receive 75% refund for 8-week session
Jun. 23 (T)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Jun. 30 (T)	First 4-week session **ends**
Jul. 2 (TH)	***Independence Day Holiday (No Classes/College Open)***
Jul. 3 (F)	***Independence Day Holiday (College Closed)***
Jul. 6 (M)	Second 4-week session **begins**
Jul. 6 (M)	Last day to receive 75% refund for second 4-week session
Jul. 13 (M)	Last day to withdraw from 10-week session to ensure a grade of "W"
Jul. 16 (TH)	Last day to withdraw from 8-week session to ensure a grade of "W"
Jul. 23 (TH)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Jul. 30 (TH)	10-week, 8-week and second 4-week session **ends**

Revised April 24, 2020

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 to meet the changing and diverse lifelong learning needs of a multi-culturally diverse citizenry who live and work in a global society.

Purpose

Mitchell Community College commits its resources to:

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

Belief Statements

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

- 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.

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 (SACS-COC)
1866 Southern Lane, Decatur, Georgia 30033-4097, Phone (404) 679-4501, www.sacscoc.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater, FL 33756, Phone (727) 210-2350, www.caahep.org

National Association of Education for Young Children (NAEYC)
1313 L Street NW Suite 500, Washington, DC 20005, Phone (202) 232-8777, www.naeyc.org

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
3343 Peachtree Road NE, Suite 850, 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. Normal inquiries about Mitchell Community College, such as admissions requirements, financial aid, educational programs, etc., should be addressed directly to Mitchell Community College and not the listed accrediting organizations.

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
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
Organization for Associate Degree Nursing
Southern Association of Colleges and Schools Commision 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, marketing and communications, alumni relations, and community relations offices. The office is located in Kirkman House on the historic Statesville Campus. You 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 nearly $20 million, the College and Foundation endowments provide sustaining support to enhance every student's experience. To learn more, email giving@mitchellcc.edu.

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. Together with the community relations program, the college's marketing efforts strive to bring Mitchell to the Iredell County service area.

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 your 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.

Alumni

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

Veterans

Refer to section on Veteran Affairs.

EEO

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 Assistant Director of Financial Aid, who serves as the Deputy Title IX Coordinator, located at 500 West Broad Street, Statesville, NC 28677-5264; or, by contacting the Office for Civil Rights, District of Columbia Office, U.S. Department of Education: Telephone (202) 453-6020 email ocr.dc@ed.gov. *See also page 2.*

Disability Support Services

The Mission of Disability Services is to lead the Campus Community in the creation of an inclusive learning and working environment; and facilitate access, discourse, and involvement through innovative services, programs, and partnerships. Students should contact Disability Services as soon as possible before the first day of class for which accommodations are needed. Students seeking assistance must provide recent documentation which includes relevant medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify the need for accommodation. Students will need to meet with Disability Services to complete an accommodation plan each semester. For more information, please contact the Coordinator of Disability Services at your campus or by calling (704) 878-3242. Disability Services provides reasonable academic accommodations to students with a documented disability under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Mitchell Community College 2018 Performance Measures North Carolina Community College System

Success rate of students in college-level English courses:
- State Average: 53.0%
- Mitchell Outcome: 50.7%

Success rate of students in college-level Math courses:
- State Average: 32.5%
- Mitchell Outcome: 29.8%

First Year Progression:
- State Average: 70.9
- Mitchell Outcome: 71.2%

Curriculum Completion Rate:
- State Average: 43.4%
- Mitchell Outcome: 52.1%

Licensure Pass Rate:
- State Average: 79.8%
- Mitchell Outcome: 75.5%

Transfer Student Performance:
- State Average: 83.7%
- Mitchell Outcome: 83.3%

Information about the College

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

Admissions

Overview

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

Mitchell offers four college transfer programs for students who plan to continue their education at a senior institution:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Fine Arts (A.F.A.)
- Associate in Engineering (A.E.)

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

Admissions Requirements for Degree Seeking Students

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

- High school graduates
  In order to be admitted as a degree-seeking students, applicants must present 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 proof of high school equivalency diploma.

Admissions Requirements for Special Credit Students

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

How to Apply

- Complete 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.
- Take the College Placement Test (CPT). Testing requirements for specific programs of study are available from the Admissions Office. An applicant may be exempt from placement tests depending on past college credit earned. Also, applicants who have graduated high school within 5 years of college application who meet the following criteria may be exempt from placement testing under the NCCCS Multiple Measures for Placement Policy:
    1. Minimum unweighted GPA of 2.6 and four years of high school math including Algebra I, Geometry, Algebra II and an acceptable senior level math.
    2. Minimum scores for ACT and/or SAT.
- Contact an Admissions Specialist to discuss placement needs.

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 if any placement testing is needed. 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 if any placement testing is needed. A minimum of 25% of the credits required for a degree, diploma or certificate must be earned at Mitchell, in order to be eligible for graduation.

Visiting Students

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

Special Credit Students

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

Auditing/Non-Degree Students

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

High School Students Career and College Promise

Mitchell Community College provides several programs for high school students. 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 up to 41 hours of course credits toward the Associate in Arts, Associate in Science, or Associate in Engineering that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four-year degrees. Interested students should contact their high school counselor. 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 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.

Continuing Education Students

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

Residency

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 within the last three years may qualify for Section 702 of the Choice Act. Please see the School Certifying official for more information regarding In-state tuition.

Placement Testing

Applicants to associate level programs of study as well as all Career and College Promise students are required to show competence in English and mathematics. Diploma and certificate level students are required to take placement testing if any course within the diploma or certificate has English or math prerequisites. Applicants may do one of the following:

- Take the Accuplacer, Computerized Placement Tests (CPT). Students are placed in courses based on their scores.
- Completed transferable college-level coursework in English and math.
- Achieved minimum scores on ACT or SAT.
- A returning student with a completion of English and math courses.
- Received an associate degree or bachelor's degree from an accredited college or university.
- Applicants who have graduated high school within five years of college application who meet the following criteria may be exempt from placement testing under the NCCCS Multiple Measures for Placement Policy: Minimum unweighted GPA of 2.6 and four years of high school math including Algebra I, Geometry, Algebra II and an acceptable senior level math.
- Career and College Promise students may demonstrate proficiency using other approved achievement and/or placement tests. High school students should speak with their guidance counselor for more details.

Mitchell encourages prospective students to 'review' before taking placement tests. Counselors can provide information on review opportunities. Placement test scores are valid for five years. New students may retake the placement test one time before enrolling in coursework. The implementation of the RISE initiative will change placement testing Spring 2020.

Retest Policy

Test scores, including retest, will be binding for five years. After the second attempt, students seeking a subsequent retest:

*Must be requested from a developmental English or math instructor.

Orientation

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

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

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred based on requirements of the new program. 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.

College Level Examination Program

Mitchell may allow credit for 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 the 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
American Government	50	3	POL 120
American Literature	50	3	ENG 233
Analyzing and Interpreting Literature	50	3	ENG 131
College Composition	50	6	ENG 111, 112
College Composition Modular	50	3	ENG 111
English Literature	50	3	ENG 243
French Language, Level 1 Proficiency	50	6	FRE 111, 112
Level 2 Proficiency	59	9	FRE 111, 112, 211
German Language, Level 1 Proficiency	50	6	GER 111, 112
Level 2 Proficiency	60	9	GER 111, 112, 211
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
Information Systems	50	3	CIS 110
Introductory Business Law	50	3	BUS 115
Introductory Psychology	50	3	PSY 150
Introductory Sociology	50	3	SOC 210
Principles of Macroeconomics	50	3	ECO 252
Principles of Management	50	3	BUS 137

CLEP Exam	Score Required	Hours Granted	Course(s) Satisfied
Principles of Microeconomics	50	3	ECO 251
Spanish Language, Level 1 Proficiency	50	6	SPA 111, 112
Level 2 Proficiency	63	9	SPA 111, 112, 211

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*

AP Exam	Score Required	Hours Granted	Course(s) Satisfied
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*

Military Service Experience

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

School Service Training is evaluated on the basis of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit 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.

Competitive Enrollment Programs

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

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

Associate Degree 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 and submit to Student Services.
2. **High School or high school equivalency transcript**: Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
3. **College Transcripts**: Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Associate Degree in Emergency Medical Science Program.
4. **Biology Course**: Applicants must have completed with a grade of C or better, one year of high school biology and/or BIO 110 Principles of Biology, BIO 111, General Biology I, or BIO 168 Anatomy and Physiology I or equivalent or demonstration of competency. A biology course must be current within five years.
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

- 2-step tuberculosis skin test
- Tdap within last ten years (tetanus, diphtheria, pertussis)
- Annual influenza immunization

7. **Background Check and Drug Screen**: Meet requirements as prescribed by clinical agencies. Students who have not lived in North Carolina for the last five years must provide fingerprints (available from the Iredell County Sheriff Department).
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).

Associate Degree Nursing

The Department of Nursing understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the College does not, however, guarantee admission to the Associate Degree Nursing program. Admission into the nursing program is competitive. In addition to the College's requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing program:

1. **Mitchell Community College Application:** Applicants must complete the College application for admission and submit to Student Services.
2. **High School or high school equivalency transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
3. **College Transcripts:** Official transcripts from all previously attended colleges must be received by February 1 to the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Associate Degree Nursing Program.
4. **Required GPA:** Applicants must have a minimum 2.5 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. A biology course must be current within five years or demonstration of competency.
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 or equivalent.
7. **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 may be purchased through the Mitchell Community College Bookstore.
8. **Associate Degree Nursing Program Application:** Applicant must complete Program Application with assigned nursing advisor.
9. **Nursing Assistant I:** Applicant must be listed as a Nursing Assistant I on the Nurse Aide I Registry 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:
    - 2 MMR vaccines (measles, mumps, rubella) or positive titer
    - 2 varicella vaccines or positive titer
    - 2-step tuberculosis skin test
    - Tdap within last ten years (tetanus, diphtheria, pertussis)
    - Annual influenza immunization
    - Hepatitis B immunization
11. **CPR Certification:** Applicant must hold current CPR certification by the American Heart Association at the BLS Provider level by time of enrollment into the clinical nursing component and maintained throughout the NUR course sequence.
12. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies. Students who have not lived in North Carolina for the last five years must provide fingerprints (available from the Iredell County Sheriff Department).
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.

A limited number of openings exist in the Associate Degree Nursing program. Admissions consideration begins January 1 of each year. Applications will be accepted until February 15 of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: TEAS 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, written notification of admission as given by the Admissions Office 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

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

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 program utilizes e-textbooks and many assessments are completed online.

The Associate Degree Nursing program is accredited by the **Accreditation Commission for Education in Nursing** (ACEN) http://www.acenursing.org, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000,

Medical Assisting

Medical Assisting understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the College does not, however, guarantee admission to the Medical Assisting diploma program. The Medical Assisting curriculum is structured as a 1+1 technical program that ultimately leads to an A.A.S. degree. After successful completion of the externship practicum, the student graduates with a diploma in Medical Assisting and may be eligible to take the certification examination. The A.A.S. degree can be completed at a later time.

In addition to the College's admission requirements, the following are minimum requirements for admission into the Medical Assisting Diploma program:

1. **Mitchell Community College Application:** Applicants must submit the College application for admission and meet all entrance requirements.
2. **High School or high school equivalency transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
3. **College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Medical Assisting program. Anatomy and Physiology must be current within the most recent five years and MED prefix coursework must be from another CAAHEP accredited program and current within the most recent five years. Students requesting MED prefix course transfer credits from other CAAHEP accredited programs will be asked to show proficiency through competency testing for MAERB Cognitive, Psychomotor and Affective Domains. If the student is unable to show competency in the Cognitive, Psychomotor and Affective Domains for the requested transfer course, the course will need to be repeated in the Medical Assisting program.
4. **Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. All course work toward the MED diploma and subsequent A.A.S. curriculum must be completed with a grade of C or better.
5. **Medical Assisting Program Application:** Applicant must complete program application and submit in a sealed envelope to the Program Specialist in the Division of Nursing, Natural, and Health Sciences.
6. **CPR Certification and First Aid:** Applicant must hold both American Red Cross First Aid Certification and CPR certification by the American Heart Association at the BLS Provider level prior to enrolling in medical assisting clinical courses and current through the last day of the externship practicum. This certification must include hands-on skills components, AED use, and other lifesaving skills.

7. **Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations prior to enrolling in medical assisting clinical courses. Required immunizations include:
   - 2 MMR vaccines (measles, mumps, rubella) or positive titer
   - 2-step tuberculosis skin test (PPD), negative QuantiFERON Gold, or equivalent
   - Tdap within last ten years (tetanus, diphtheria, pertussis)
   - Hepatitis B immunization
   - Annual influenza immunization (strongly suggested)
   - 2 Varicella vaccine or positive titer
8. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies for placement into the externship practicum. The student will bear this cost. If any clinical agency refuses to allow the student to participate in externship practicum experiences, 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** (externship agency requirement).
10. **Student must carry personal health insurance** (externship agency requirement).

Medical Assisting is a limited enrollment program beginning each year in the fall; resources such as clinical externship sites and faculty limit the number of applicants accepted into the program. Students who have completed minimum requirements should submit the application beginning March 1st of each year. Qualified applicants will be accepted for the fall until the class is full. After that, an alternate list will be established. The Program Coordinator will notify candidates of their acceptance in late April. 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 criteria.

No student is considered to be a medical assisting student at Mitchell Community College until the student receives official, written notification of admission as given by the Admissions Office and the student enrolls in medical assisting courses.

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. The graduate shall make application to the AAMA and submit an application fee and written evidence of graduation from a course of study approved by Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727) 210-2350; Fax (727) 210-2354.

Paramedic to Associate Degree Nursing Option (A45110PB)

A limited number of openings exist in the Paramedic to Associate Degree Nursing Bridge option. 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. Accepted students will receive official, written notification of admission from the Office of Admissions. Mitchell Community College does not use waiting lists and applicants must re-apply for each year they wish to be considered for admission. Students applying for re-admission are required to meet current admission criteria.

The successful candidate for this program must complete the following:

1. **Mitchell Community College Application:** Applicants must submit the College application for admission and meet all entrance requirements.
2. **High School or high school equivalency transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
3. **College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Associate Degree Nursing Program.
4. **Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. General education course work toward the A.A.S. Nursing degree must be completed with grade of C or better. NUR coursework must be completed with grade B 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 may be purchased through the Mitchell Community College Bookstore.
6. **Paramedic to Associate Degree Nursing Bridge (A45110PB) Program Application:** Applicant must complete Paramedic Bridge Program Application with assigned 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 prior to enrolling. Required immunizations include:
   - 2 MMR vaccines (measles, mumps, rubella) or positive titer
   - 2 varicella vaccines or positive titer
   - 2-step tuberculosis skin test, negative QuantiFERON Gold, or equivalent
   - Tdap within last ten years (tetanus, diphtheria, pertussis)
   - Annual influenza immunization
   - Hepatitis B immunization
9. **CPR Certification:** Applicant must hold current BLS Provider CPR certification by the American Heart Association by time of enrollment into the clinical nursing component and maintained throughout the NUR course sequence.
10. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies. Students who have not lived in North Carolina for the last five years will need to provide fingerprints (available from the Iredell County Sherriff Department).
11. **Student must carry personal health insurance** (clinical agency requirement).
12. **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.

Technology Requirement

The 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 program utilizes e-textbooks and many assessments are completed online.

The Associate Degree Nursing program is accredited by the **Accreditation Commission for Education in Nursing** (ACEN) http://www.acenursing.org, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000,

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

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

Dietetic Technician (A.A.S.)

General admission information can be found in the Gaston College catalog and website, www.gaston.edu. The Dietetic Technician program at Gaston College is accredited by the Commission on Accreditation for Dietetics Education (CADE), American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, (312) 899-0040 ext. 5400. Website: www.eatright.org/ACEND.

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

General admission information can be found in the Caldwell Community College and Technical Institute catalog and website, www.cccti.edu. The Speech Language Pathology Assistant program is regulated by the N.C. Board of Examiners for Speech and Language Pathologists and Audiologists, P. O. Box 16885, Greensboro, N.C. 27416-0885, (336) 272-1828.

Health Information Technology (A.A.S.)

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

Tuition and Fees

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

Tuition

Tuition and fees for each semester are payable on or before the tuition due date deadlines located at mitchellcc.edu/payment-due-dates. Registration is not final until the student pays tuition and fees. For tuition purposes, a full-time student is enrolled in 16 credit hours or more. Regular tuition charges apply for classes taken for audit.

In-State Tuition	$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 per semester

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

Specific Fees

Specific fees, in addition to tuition, may be charged in some courses to cover the costs of supplies, facility charges, and materials. Students may also be required in certain courses to purchase tools and supplies. All specific fees charged for each term will be identified in the class schedule and are subject to change without notice. Fees are only refundable if the associated course is dropped before the first day of the academic term. For more information regarding refunds, please refer to the refund policy.

Books

The cost of books varies from program to program. Most students pay an estimated $1,400 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 or a sponsor authorization agreement. Please refer to mitchellcc.edu/payment-due-dates for payment due dates.

Payment Through WebAdvisor—Full payments are accepted online via WebAdvisor. Students may select the WebAdvisor link under My Mitchell on the College's website: www.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, Building A, Room 104. 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 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 arrange full payment or schedule monthly tuition payments. It can be used to budget curriculum tuition and fees only– no books. The payment plan option requires a $2.00 enrollment fee for full payment or a $25.00 enrollment fee for scheduled payments. These enrollment fees are charged per semester and are nonrefundable. A valid bank account, which allows Automatic Bank Payment (ACH) or Credit/Debit Card is required. A link to "Create a Payment Plan" is available through WebAdvisor 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 as published in section 2D.0300 of the NC Administrative Code. Students may receive a full tuition refund if they officially withdraw before the first day of the academic term. Students may receive a 75 percent tuition 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. Please refer to Withdrawal Policy on page 30. 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. Please refer to the withdrawal policy on page 36.

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 1(919) 835-2290.

Financial Aid

The purpose of the Mitchell Financial Aid Office is to provide access for students who would otherwise be unable to attend Mitchell without assistance.

How to Apply

A student can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The simplest way to complete the FAFSA online is by using the IRS Data Retrieval Tool (DRT). The DRT is a feature that allows students and parents to access the IRS tax return information needed to 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. 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:

- 2019 Fall Semester —July 1
- 2020 Spring Semester—November 4
- 2020 Summer Semester—April 8

Types of Financial Aid

Following is a list of financial aid available to students. A student may receive several different awards.

- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- North Carolina Community College Grant (NCCCG)
- North Carolina Education Lottery Scholarship (NCELS)
- Scholarships
- Veterans Education Benefit (See Veteran's Coordinator)
- Child Care Grant (see Child Care contact)
- Alternative Loan Program(s)

Scholarships

Mitchell awards financial aid scholarships without regard to race, religion, sex, age, disability, or national origin. To be considered for a scholarship and retain a scholarship, a student should:

- Complete the Free Application for Federal Student Aid form (FAFSA) at www.fafsa.gov
- Complete a Mitchell Community College Scholarship Application
- Have a 2.0 or higher GPA
- Be enrolled for nine or more credit hours

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

Distribution

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

Student Rights and Responsibilities

- Financial aid is not complete until the student receives an award letter from the Financial Aid Office via the student's Mitchell email account. Students who do not receive an award letter are responsible for paying tuition and fees as well as for books, and supplies.
- Financial aid applications remain valid for one academic year. Students must re-apply annually for financial aid for the next academic year.
- Award amounts may be subject to change based on enrollment status, available funding and/or regulatory changes.
- The duration of eligibility to receive Federal Pell Grant is limited to 12 semesters (or its equivalent) under the new Pell lifetime eligibility used (LEU) regulation.
- Financial aid students may not receive financial aid from more than one institution during the same semester within the same academic year. You must notify your FA Specialist if you have attended any other college, this school year, using financial aid prior to the College finalizing your award for Mitchell.
- Students may charge books and school supplies in the Mitchell Bookstore against financial aid prior to the beginning of each semester. This service is provided as a convenience to financial aid students. Students are not required to purchase books this way. Financial aid students wanting to purchase books from another vendor will need to pay for those purchases on their own and those costs will not be deducted from their financial aid.
- Financial aid will not pay for a class a student audits or receives credit by examination.
- Financial aid will only pay for one retake of any previously passed course.
- Awards are conditional upon enrollment in an eligible program for financial aid.
- Awards are conditional upon receipt of an official high school transcript or high school equivalency by the Admissions Office.
- A student may only receive financial aid for courses that count toward graduation requirements in the declared major as listed by the Admissions Office.
- The Financial Aid Office reserves the right to review, revise or cancel an award due to professional judgment decisions, or change of academic program.
- Awards are based on students continued satisfactory academic progress (SAP).
- Students are responsible for paying any tuition, fees, books and other outstanding charges not covered by financial aid if 'Ineligible' under Mitchell's financial aid SAP standards.
- Federal, state and scholarship funds committed in an award letter are contingent upon actual receipt of the funds by Mitchell.
- The FA Award Notification is divided equally into two academic semesters. The award, based on full-time enrollment, will be prorated each semester according to the actual number of hours enrolled.
- Any remainder of a semester's award will be disbursed, by check, and mailed from Financial Services after enrollment is confirmed for the semester.
- If a student withdraws 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 short 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.

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 attending. 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% point of the semester. An adjustment to your schedule may affect your financial aid in many different scenarios. Be sure to speak with a Financial Aid Specialist to determine if you 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.

Short Sessions

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

Exclusions

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

12 Semester Lifetime Limit for Federal Pell Grant and State Aid

The consolidated Appropriations Act of 2012 enacted changes that reduce the duration of a student's eligibility to receive a Federal Pell Grant to 12 semesters (or its equivalent). This change 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, developmental courses are not included in a transcripts GPA, but are included for financial aid. Students must have a "C" average at the end of two academic years to graduate. A student must not be suspended according to the College's academic satisfactory academic progress policy

Quantitative Measure (Completion requirement)—Students must successfully progress through their educational programs at a specific pace to ensure program completion within maximum timeframe. Pace is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted, regardless of enrollment status. Transfer credits are included in both the attempted and completed hours. If a student successfully earns 67 percent of the total cumulative credits hours attempted in their program of study, the student should complete their program within maximum timeframe. Pace is measured at the end of each semester by the Financial Aid Office. Pace calculation example: Student attempts 12 credits in the fall semester and successfully completes 12 credits. The student has earned 100 percent of the credits attempted. In the spring, the student attempts 18 credits and successfully completes 15. Student has a cumulative total of 27 credits completed. The cumulative total of attempted credits is 30. **Pace**: 27÷30=90 percent.

Maximum Time Frame (MTF)—A financial aid student's maximum time frame to complete a program cannot exceed 150 percent of the published length of the program. For example, if an academic program requires 68 credit hours to complete a degree, the student may attempt a maximum of 102 credit hours before the student exceeds their eligibility for financial aid. A student's entire academic history, including transfer hours accepted from other institutions is considered when evaluating academic progress within the established timeframe. Developmental education courses are excluded from this calculation. If a student changes majors, the total hours continue to accrue regardless of program completion. Students who decide to change majors are advised to do this early in their academic program. Students who double major must also adhere to the 150% maximum timeframe requirement. The maximum attempted credit hours allowable for financial aid will be based on the degree that requires the most credit hours.

Grades and SAP

Withdrawal—Students who receive a "W" or 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.

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

Evaluation of Satisfactory Academic Progress

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

Satisfactory Academic Progress Statuses

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

Financial Aid Warning—Students are placed on Financial Aid Warning 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 Time Frame 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 time frame' 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 will be required to return unearned Title IV funds to the Title IV programs.

Effective fall 2018, Mitchell Community College became an institution that does not require taking attendance. As result, a student's withdrawal date is:

(1) the date the student began the institution's withdrawal process; or officially notified the institution of intent to withdraw; or

(2) the midpoint of the period for a student who leaves without notifying the institution; or the student's last date of attendance at a documented academically-related activity, if available.

The withdrawal date determination must be made no later than 30 days after the end of the earlier payment period, or period of enrollment.

Students who stop attending class or leaves Mitchell Community College without following the official withdrawal procedures is subject to receiving a grade of "F" for each course in question. When a student receives all "F's", the student may be defined as 'unofficially withdrawn' for Title IV purposes. At the end of each semester, if a last date of attendance cannot be determined, the student is assumed to have attended 50% of the enrollment period and the Return of Title IV calculation is based on this length of attendance.

Under the October 29, 2010, final regulations for all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period, unless the school obtains written confirmation from the student at the time of the withdrawal that the student will attend a module that begins later in the same payment period.

The Financial Aid Office must determine if the student was a recipient of Title IV funds who withdrew prior to the 60 percent point and perform the Return of Title IV Funds calculation. Under this policy, the school must determine the amount of Title IV funds a student has earned and return the unearned portion. The Financial Aid Office is required to send written notification to the student informing the student of the amount owed. This notification must be sent to the student, no later than thirty calendar days after the date the Financial Aid Office is notified the student withdrew and 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 is performed and it determines that the student received less Title IV funds than the amount earned, the institution must make a post-withdrawal disbursement to the student of the earned aid that was not received. To be eligible for a post-withdrawal disbursement, the student must meet all Federal Guidelines outlined by the Department of Education.

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.

Veterans Affairs

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

Veterans Education Benefits

Educational assistance may be available to:

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

Eligibility

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

How to Apply

- Apply for education benefits online at www.gibill.va.gov
- Complete the Mitchell Community College application for admission
- Submit official copies of transcripts or records from high schools, or acceptable high school equivalency scores and official transcripts for all post-secondary schools attended.
- 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 Veterans Coordinator to schedule an appointment to complete required paperwork for certification

Military Service Experience

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

School Service Training is evaluated based on "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit 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 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 Veterans Affairs Coordinator for any reason for absences. If a student withdraws from class, they must notify the Veterans Coordinator 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.
- You are expected to attend and participate in class meetings
- Students who drop or withdraw from class must notify Mitchell's Veteran Affairs Coordinator of this change. Benefits will be reduced for the remainder of the semester.
- Tuition for dropped classes may be required to be paid to Mitchell.

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 veterans' benefits through the Department of Veterans Affairs must meet the requirements for Satisfactory Academic Progress defined as a cumulative 2.0 grade point average (CGPA). Students whose CGPA falls below 2.0 at the end of a term will be placed on Academic Probation 1. Students on Probation 1 must meet the minimum Term 2.0 GPA or the student will move to Probation level 2. If the student fails to maintain the 2.0 Term GPA while on probation 2, benefits will be suspended due to unsatisfactory progress. Satisfactory progress towards completion of training objective can be met if the student on probation successfully completes each term with a GPA 2.0 or higher.

U.S. Army Reserve Officers Training Program

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

Continuing Education—High School Credential Preparation/High School Equivalency Diploma (HSE)

Mitchell's High School Credential Preparation/High School Equivalency Diploma (HSE) is directed by the N.C. Community College System and the State Board of Community Colleges. To ensure the programs comply with standards established for the Department of Veterans Affairs, GI Bill education benefits contained in CFR 38, 21.4253 and 4254, this institution administers the following procedures:

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

Standards of Progress

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

Probation

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

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

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

Recertification

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

Military Tuition Assistance (TA)

The Financial Aid office determines if the student withdraws prior to the 60% of the term and received Federal Tuition Assistance. If the withdraw is prior to the 60% point, a return of funds calculation is completed and any unearned Tuition Assistance 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 be not be charged tuition for the term. Any returned funds must be refunded within 45 days of the withdraw notification through the business office.

Active Duty

At the request of the student, Mitchell Community College shall grant a full refund and registration fees 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: and Buy back textbook through the colleges' bookstore operation to the extent allowable under the college's buy back procedures. Documentation of Active Duty Orders are required at the time of withdraw.

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 you with a variety services including: Academic Advising, VA Education Benefits (GI Bill), Financial Aid, Disability Accommodations, and acclimation to college. For assistance with Admissions, Advising, and Disability Accommodations, contact the Academic Advising Center in Room 103 of the Student Services Center or (704) 878-3242. For assistance with VA Education Benefits and Financial Aid, contact the VA Coordinator in the Student Services Center, or call (704) 878-3295.

> **Note:** Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are asked to attend an orientation session and communicate with their instructors at least once a week. Please see the School Certifying official for more information regarding In-state tuition. Veterans who have separated from the service within the last three years 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.

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

Effective for Fall 2018, Mitchell Community College is a ***non-attendance taking institution***. However, Mitchell will collect attendance information from faculty through the census date (10% point) of a class session as required by the North Carolina Community College System.

Faculty are required to submit attendance rosters, indicating those students who have either never attended class(es) or have never participated in the course (i.e. by submitting assignments, completing a syllabus quiz, or attending an in-class meeting). Each Faculty member is required to communicate attendance expectations to their classes. These attendance expectations should be included in the course document and faculty members' syllabus for each course.

Attendance Expectations

Attendance begins on the first scheduled day of class, even for students who register late. All students are expected to attend and be on time for all classes and corresponding sessions (labs/clinics/etc.).

In order to remain enrolled in an *online class*, a student must attend class (verified by completion of a class assignment) on or before the class census date. For *seated and hybrid classes*, a student must be physically present in class on or before the class census date. **Being absent does not relieve the student from completing class requirements.**

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.

Attendance Exceptions

Attendance will still be required for High School Students (Early College and Career & College Promise), programs requiring licensure (BLET and Cosmetology) and Veteran students. For veterans to be eligible for benefits, their last day of attendance in each class must be monitored.

Census Date Policy

In order to remain enrolled in a course, a student must attend class (verified by completion of the class assignment) on or before the class census date. For seated classes, a student must be physically present in class before the class census data. Students enrolled in a hybrid class or an online class must take the census assignment.

If a student does not meet the Census Date requirement, the student must be reported as a no-show for the class. Students reported as a "no-show" are considered withdrawn from the class; a grade of "NS" will be reported on the students transcript.

Withdrawal Policy

It is the student's responsibility to withdraw from a class by the withdrawal date noted on the College's Academic Calendar.* Failure to withdraw by the required date **may** result in receiving a grade of "F" for the course(es). Students are encouraged to consult with their instructor and advisor prior to withdrawing from a class.

For students in violation of the College's Code of Conduct, the Vice President for Student Services reserves the right to issue an administrative withdrawal from one or all classes.**

** The Academic Calendar can be found on the College website or on Page 7 of the 2018-2019 Mitchell Community College Catalog.*

*** The Student Code of Conduct can be found on the College website and in the 2018-2019 Student Handbook.*

Grading System

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

Grade Point Average

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

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

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

Grade Appeal

The course instructor is responsible for determining the grade a student earns for the course. The grade determination should be based on the course grading policy as detailed in the course syllabus. Occasionally, a student may disagree with the final course grade as assigned by the instructor. In those cases, the student should follow the steps as outlined below:

1. The student should meet with the course instructor and discuss the grade. This meeting must take place within 30 calendar days of the initial assignment of the grade.
2. If the student still believes the grade has been incorrectly assigned then the student should meet with the instructor's curriculum division dean. After confirming that an effort has been made between student and instructor to reach an agreeable outcome regarding the grade in question, the dean will:
    a. Listen to the student's explanation of why the student thinks that the grade is in error,
    b. Talk with the instructor to confirm that the instructor can either demonstrate the grade was correctly assigned or to confirm that, upon reexamination, a grade change is in order,
    c. Communicate to the student the result of the dean/instructor discussion. If the student is dissatisfied with the outcome, a meeting will be arranged to include the instructor, the student and the dean to determine whether or not an agreeable outcome can be reached.
3. If the student remains dissatisfied with the outcome, the student should state the reason(s) that the grade is believed to be in error in a written appeal addressed to the Vice-President for Instruction. This written appeal must be submitted within ten calendar days after the meeting between the student, instructor, and dean. Upon receipt of a written appeal, the Vice President for Instruction will convene the Grade Appeal Committee. The Grade Appeal Committee will be comprised of one faculty member from each of the four curriculum divisions, to be chosen by the full-time faculty in their respective divisions. For each appeal, the committee will select one member to serve as non-voting chair and recorder for the appeal.
4. The student and instructor will be given an opportunity to address the committee and to answer questions. After reviewing all relevant information presented, the committee will render a decision reflecting the popular opinion of the committee. The committee will report its decision to the Vice President for Instruction who will notify the student and the instructor of the outcome.
5. The decision of the Grade Appeal Committee will be final.
6. As per procedure, should any portion of the process result in the need to change the grade the instructor will submit an Authorization to Change Grade form.

Academic Forgiveness

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 indication of calculation of the student's GPA.

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

Steps:

1. Student enrolls and achieves a minimum GPA of 2.00, with successful completion of at least 12 hours taken consecutively.
2. Student fills out a formal written request form and submits to his or her academic advisor.
3. The form is approved by the division dean and then sent to the Director of Student Records/Registrar.
4. The Director of Student Records/Registrar evaluates the transcript and determines appropriate courses to be included in the forgiveness process.
5. Student is notified by a letter from the Director of Student Records/Registrar about the outcome of the process.
6. A copy of the evaluation is included in the permanent student record and reflected in the student's transcript.

Course Examinations for 16-week Sections

The exam schedule for 16-week sections is published by the Director of Student Records/ Registrar. All exams and/or final projects are required to be held during the published exam hours.

Dean's List

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

Full-Time Dean's List applies to any student enrolled for at least 12 semester hours of 100 and 200 level courses and earning a grade point average of 3.5 or better with no grade below "C"

Part-Time Dean's List applies to any student enrolled for at least six semester hours of 100 and 200 level courses, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C."

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

Satisfactory Academic Progress

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

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

Academic Probation

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

Academic Suspension

A student who does not maintain a cumulative GPA of 2.0 or above for two consecutive semesters will be placed on academic suspension. A suspended student is prohibited from enrolling in the College until 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. This written statement should include the reasons the student would like to be admitted, his or her work schedule, proposed course load, educational goals and any other information that might provide an explanation of the circumstances that led to the academic suspension.

The Academic Review Board will review the letter and any other supporting documentation submitted by the student and will make its decision Re-enrollment may be contingent on the student taking specific courses or activities as required by the Academic Review Board. The sole intent of the Board will be to provide the student the greatest possible opportunity for academic success. Petitions for reinstatement should be e-mailed to ARB@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 pre-requisite coursework must satisfy the course instructor or area coordinator that she/he has the necessary knowledge or skills required for admission to the course. Further, the student will be made aware that the lack of the appropriate requisite course(s) may affect the student's performance in the course for which the requisite(s) exist. In order for the student to be registered in the course, the appropriate division dean must enter a requisite override on the student's record. The dean will electronically note who approved the waiver and the justification.

Credit by Examination

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

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

- Check with the course instructor for approval to attempt the credit by examination
- Obtain a Credit by Examination approval form. This form requires signatures of the administering instructor and the appropriate Curriculum Division Dean.
- With the appropriate signatures, take the form to Student Services. The Director of Student Records/Registrar will determine payment required.

- Pay any required tuition and present the receipt to the Director of Student Records for final signature.
- Once all signatures have been obtained, present the Credit by Examination approval form to the instructor administering the exam.
- After the exam, the instructor will notify the Records Office of the results. If successful, a grade of CE will be entered on the transcript. If unsuccessful, a grade of NC will be recorded.

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 completing a transcript request. 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.

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.
- 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

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

State Authorization

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

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

If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise

subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary [of Education] the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002)

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

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

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

Support Services

Academic Advising

New students have a Student Services Advisor for their first two semesters of college. Student Services Advisors promote advisees' self-efficacy through success coaching and proactive interactions, review advisees' programs of study, and instruct on the navigation and use of WebAdvisor, including course registration. Advisors also inform advisees of college processes and support services, and help them transition from first-year advising to faculty advising. The Advising Department is located in the Eason Student Services Center on the Statesville Campus. Advising Offices are also at the Mooresville Campus in the Student Services Department.

Faculty Advisors

Students who are seeking degrees in certain programs (A.A.S., Certificates, Diplomas, A.F.A., and A.E.) are assigned to both a faculty advisor in their chosen area of study and to Student Services Advisor upon receiving student status. Students who are in transfer programs specific transfer programs (A.A. and A.S.) are assigned a faculty advisor when they transition from their Student Services advisor.

Students meet with their faculty advisor to review educational goals, update career plans, make course selections, and complete change of major forms. Faculty advisors are also available to provide academic support and guidance to their advisees during non-advising periods.

When making decisions about course selection, students need to be familiar with the Mitchell Catalog and are responsible for making final decisions on academic matters. To locate your faculty advisor's contact information, log into your AVISO account.

Counseling

While Mitchell Community College does not provide personal counseling, students experiencing difficulties and in need of assistance are encouraged to communicate with their assigned Faculty Advisor or Student Services Advisor who can assist them with connecting to social supports or identifying community partners who treat mental health and substance abuse issues. Students, faculty, and staff can learn more about community resources by visiting the Student Services section on the website and viewing Community Resources. If you or someone you know is in crisis, you can contact Partners Behavioral Healthcare at 1-888-235-HOPE (4673) for assistance. Staff are available at this number 24 hours a day, seven days a week.

Disability Support Services

The Mission of Disability Services is to lead the Campus Community in the creation of an inclusive learning and working environment; and facilitate access, discourse, and involvement through innovative services, programs, and partnerships. Students should contact Disability Services as soon as possible before the first day of class 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 Disability Services to complete an accommodation plan each semester. The Coordinator of Disability Services office is located in the Eason Student Services Center, Advising Department on the Statesville Campus. Disability Services offices hours are by appointment on both the Statesville Campus and the Mooresville Campus. Disability 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.

Veterans Services

Mitchell Community College is honored to welcome veterans, reservists, and active duty students to our campuses. Mitchell Community College is available to assist you with a variety services including: Academic Advising, VA Education Benefits (GI Bill), Financial Aid, Disability Accommodations, and acclimation to college. For assistance with Admissions, Advising, and Disability Accommodations, contact the Academic Advising Center in Room 103 of the Student Services Center or (704) 878-3242. For assistance with VA Education Benefits and Financial Aid, contact the VA Coordinator in the Student Services Center, or call (704) 878-3295.

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 your advisor. For information on how to participate in Work-Based Learning as an employer, please call (704) 978-5441.

Bookstore

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

For ordering textbooks using the electronic Bookstore, a credit card is required for payment. There is the option for textbooks to be shipped UPS, to be picked up at the Statesville Campus Bookstore or at the Mooresville Campus.

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

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

Library

The J.P. & 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, interlibrary loan, Internet access, and copy services. Students have access to online resources, a computer lab and a group study room. For more information, contact the Huskins Library at (704) 878-3271 or the Mooresville Campus Library at (704) 978-1356.

Distance Learning

Mitchell Community College offers several distance learning opportunities for students. Distance education is an educational process in which the instruction (learner to learner interaction, instructor to student interaction, and learner to content interaction) in a course occurs when students and instructors are not located in the same area. These classes provide students with more flexibility than a traditional classroom setting. Students are expected to a) communicate via Mitchell Community College Office 365 Email and follow appropriate netiquette, b) check their Mitchell Community College email, c) have reliable access to the Internet, d) use Internet browsers effectively, e) create and save files in commonly used word processing program formats such as docx, PDF, rich text, etc. f) upload files, images and videos, and g) 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, all the course content is published within the learning management system, Blackboard Open LMS, and course communication is through the learning

management system, Blackboard Open LMS, and Mitchell Community College Office 365. Some online classes may have an optional online orientation or an optional face-to-face orientation. Students may have to come to campus to purchase books and/or to pay tuition. Instructors of Internet based courses are available to students via email, telephone, or by scheduled appointments.

For hybrid courses, instructional delivery is a combination of face-to-face sessions and online instruction through the learning management system, Blackboard Open LMS. The face-to-face sessions vary from minimal contact to over fifty percent required on-campus meetings. Specific requirements will either be posted in the schedule listing on WebAdvisor or communicated in 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. The distance learning instructor's signature is required on the Veteran Attendance Sheet which is turned in to the Assistant Financial Aid Director every three weeks.

North Carolina Information Highway

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

The MIND Center for Learning and Teaching

The MIND Center provides quality academic support services and tutoring that enable students to:

- Develop, enhance, and maximize their learning skills
- Improve their understanding, achievement, and enjoyment of course work
- Become proficient in using computer software and equipment
- Employ successful learning strategies

The MIND Center offers free peer tutoring in most courses by appointment. Centers are located in both Statesville and Mooresville.

Developmental Education Program

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

N.C. High School to Community College Articulation Agreement

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

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 Vice President for Student Services in writing by the third week of the semester that such information concerning themselves is not to be made available.

- Student's name, address, e-mail address, and telephone number
- Major field of study or program, club and sport activities
- Dates of attendance, degrees, diplomas, honors, or awards received and the most recent previous educational institution

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

Requests for confidential information shall not be honored without proper written consent. The

written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are:

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

Services to Individuals with Disabilities

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

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

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

- Does not identify a specific disability
- Fails to verify the need for the 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 Disability 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 Disability Services at the beginning of each semester. All requests should be made as far in advance as possible, as some accommodations will require time and resources to provide.

Special Populations

The purpose of the Carl D. Perkins Vocational and Technology Education Act of 1998 (P.L. 105-332) is to develop more fully the academic, vocational, and technical skills of secondary and post-secondary students who elect to enroll in vocational and technical education programs.

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

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

Registration

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

Cancellation and Refund Policy

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

Basic Skills Programs

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

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

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

High School Equivalency (HSE) is a high school equivalency program designed to test a student's knowledge in English, math, reading, natural science and social studies. Upon satisfactory completion of the tests, the student receives an HSE (high school equivalency diploma) issued by the State Board of Community Colleges. The HSE is recognized as the equivalent of a high school diploma. To qualify for this program, students must be at least 18 years old. Special need 16-17 year olds may be served upon completion of Minor Release Form that requires notarized parental permission, and release from the public school system. The HSE examiner should be contacted for further information. Students have the option to complete the program online.

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

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

Programs of Study 2019-2020

College Transfer Programs

	Program Code
Associate in Arts	A10100
Associate in Engineering	A10500
Associate in Science	A10400
Associate in Fine Arts in Visual Art	A10600
Associate in Fine Arts in Music	A10700

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

Accounting and Finance	A25800
Agribusiness Technology	A15100
Agribusiness Education	A15330
Associate Degree Nursing	A45110
Business Administration	A25120
Computer Integrated Machining	A50210
Criminal Justice Technology	A55180
Culinary Arts	A55150
Dietetic Technician (Collaborative Program)	A45310
Digital Media Technology	A25210
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-Networking	A25590N
Information Technology-Service/Support	A25590S
Information Technology-Software Development	A25590P
Mechanical Engineering Technology	A40320
Mechatronics Engineering Technology	A40350
Medical Assisting	A45400
Medical Laboratory Technology (Collaborative Program)	A45420
Paramedic to Associate Degree Nursing Option	A45110PB
Speech-Language Pathology Assistant (Collaborative Program)	A45730
Welding Technology	A50420

Diploma Programs

Accounting and Finance	D25800
Air Conditioning, Heating, and Refrigeration Technology	D35100
Business Administration	D25120
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

Accounting	C25800A
Accounting Foundations	C25800F
Agriculture Business Certificate	C15100A
Agriculture Science Certificate	C15100B

Agriculture Sustainable Farming Methods Certificate....C15100C
Air Conditioning, Heating, and Refrigeration....C35100A
Analog Electronics....C40200A
Automation Certificate....C40350A
Banking....C25120B
Basic Law Enforcement Training....C55120
BLET Preparation Certificate....C55180B
Business Office Certificate....C25120X
CAD Drafting....C40320C
Computer Integrated Machining....C50210
Cosmetology Instructor....C55160
Culinary Arts....C55150C
Culinary Arts-Service Management....C55150S
Digital Media....C25210
Digital Media Technology Essentials....C25210E
Early Childhood Administration....C55220A
Early Childhood Education....C55220E
Electrical Maintenance....C40200N
Electrical Systems....C35130E
Embedded Microprocessors Design....C40200B
Essentials of the Criminal Justice System Certificate....C55180E
Esthetics Technology....C55230
Fire Protection Technology....C55240
Fire Services Manager....C55240FS
Healthcare Management Certificate....C25200
Human Services....C45380H
Human Resources Management....C25120HR
Income Tax Preparer....C25800
Infant/Toddler Care....C55290
Information Technology-Starter....C25590A
Information Technology-Cisco....C25590C
Information Technology-Database Foundations....C25590D
Information Technology-IT Exploration Certificate....C25590E
Information Technology-Software Development Foundations....C25590F
Information Technology-IT Help Desk Foundations....C25590H
Information Technology-Foundations....C25590I
Information Technology-JAVA....C25590J
Information Technology-Mobile App Development....C25590M
Information Technology-Operating Systems Certificate....C25590S
Information Technology-Computer Science Certificate....C25590T
Investigations Certificate....C55180I
Loss Prevention Certificate....C55180L
Machining....C40320M
Maintenance Certificate....C40350M
Management....C25120A
Manicuring/Nail Technology....C55400
Manufacturing....C40320A
Marketing....C25120M
Mechanical Fabrication....C40320F
Nurse Aide....C45840
Parent Educator Certificate....C55220P
Personal Finance Certificate....C25800P
Refrigeration and Heating Servicing....C35100R
Robotics Certificate....C40200R
Social Work....C45380SW
Special Education Certificate....C55220S
Substance Abuse....C45380SA
Turf and Landscape Management....C15100
Welding....C50420W

Associate in General Education....A10300
Associate in General Education–Nursing....A1030N
Associate in General Education - Pre-Medical Assisting....A10300M

Associate in Arts—A.A. [A10100]

Degree Requirements

Universal General Education Transfer Component

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

English Composition (6 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	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
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
CHI	111	Elementary Chinese I	3
CHI	112	Elementary Chinese II	3
CHI	211	Intermediate Chinese I	3
CHI	212	Intermediate Chinese II	3
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	132	Organic and Biochemistry	4
CHM	152	General Chemistry II	4
CIS	110	Introduction to Computers	3
CIS	115	Introduction to Prog and Logic	3
COM	110	Introduction to Communication	3
COM	120	Intro to Interpersonal Communication	3
COM	140	Intro to Intercultural Communication	3
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	172	Precalculus Trigonometry	4
MAT	263	Brief Calculus	4
MAT	271	Calculus I	4
MAT	272	Calculus II	4
MAT	273	Calculus III	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4
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 Computer Art I 3
ART 231 Printmaking I 3
ART 232 Printmaking II 3
ART 240 Painting I 3
ART 241 Painting II 3
ART 261 Photography I 3
ART 262 Photography II 3
ART 266 Videography I 3
ART 267 Videography II 3
ART 271 Computer Art II 3
ART 281 Sculpture I 3
ART 282 Sculpture II 3
ART 283 Ceramics I 3
ART 284 Ceramics II 3
BIO 155 Nutrition 3
BIO 163 Basic Anatomy and Physiology 5
BIO 168 Anatomy and Physiology I 4
BIO 169 Anatomy and Physiology II 4
BIO 275 Microbiology 4
BUS 110 Introduction to Business 3
BUS 115 Business Law I 3
BUS 137 Principles of Management 3
CJC 111 Introduction to Criminal Justice 3
CJC 121 Law Enforcement Operations 3
CJC 141 Corrections 3
CSC 134 C++ Programming 3
CSC 151 JAVA Programming 3
CTS 115 Info Systems Business Concepts 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 4
MUS 122 Music Theory II 4
MUS 131 Chorus I 1
MUS 132 Chorus II 1
MUS 221 Music Theory III 4

MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	122	Yoga I	1
PED	123	Yoga II	1
PED	125	Self-Defense: Beginning	1
PED	128	Golf—Beginning	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	145	Basketball—Beginning	1
PED	171	Nature Hiking	1
PED	186	Dancing for Fitness	1
PED	217	Pilates I	1
PED	233	Ju-Jitsu	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 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 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 271 Calculus I 4
MAT 272 Calculus II 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	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	232	Printmaking II	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	266	Videography I	3
ART	267	Videography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
MAT	172	Precalculus Trigonometry	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
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
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

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 122 Three-Dimensional Design....3
ART 135 Figure Drawing I....3
ART 231 Printmaking I....3
ART 232 Printmaking II....3
ART 267 Videography II....3
ART 282 Sculpture II....3
ART 284 Ceramics II....3
ASL 111 Elementary ASL I....3
ASL 112 Elementary ASL II....3
BIO 155 Nutrition....3
BUS 110 Introduction to Business....3
BUS 115 Business Law I....3
BUS 137 Principles of Management....3
CHI 111 Elementary Chinese I....3

CHI	112	Elementary Chinese II	3
CIS	110	Introduction to Computers	3
CIS	115	Introduction to Prog and Logic	3
CJC	111	Introduction to Criminal Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
COM	110	Introduction to Communication	3
COM	120	Intro to Interpersonal Communication	3
COM	231	Public Speaking	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
CTS	115	Info Systems Business Concepts	3
DFT	170	Engineering Graphics	3
DRA	131	Acting II	3
EGR	150	Introduction to Engineering	2
EGR	210	Intro to Elec/Comp Engineering Lab	2
EGR	212	Logic System Design I	3
EGR	215	Network Theory I	3
EGR	216	Logic and Network Lab	1
EGR	220	Engineering Statics	3
EGR	225	Engineering Dynamics	3
EGR	228	Introduction to Solid Mechanics	3
ENG	114	Professional Research and Reporting	3
ENG	126	Creative Writing II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid and CPR	2
HEA	120	Community Health	3
HUM	180	International Cultural Exploration	3
LAT	111	Elementary Latin I	3
LAT	112	Elementary Latin II	3
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	133	Band I	1
MUS	134	Band II	1
MUS	135	Jazz Ensemble I	1
MUS	136	Jazz Ensemble II	1
MUS	141	Ensemble I	1
MUS	142	Ensemble II	1
MUS	151	Class Music I	1
MUS	152	Class Music II	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	233	Band III	1
MUS	234	Band IV	1
MUS	235	Jazz Ensemble III	1
MUS	236	Jazz Ensemble IV	1
MUS	241	Ensemble III	1
MUS	242	Ensemble IV	1
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
MUS	271	Music History I	3
MUS	272	Music History II	3
OST	134	Text Entry and Formatting	3
OST	135	Advanced Text Entry and Formatting	3
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	122	Yoga I	1

PED	123	Yoga II	1
PED	125	Self-Defense: Beginning	1
PED	128	Golf—Beginning	1
PED	134	Wrestling	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	145	Basketball—Beginning	1
PED	171	Nature Hiking	1
PED	186	Dancing for Fitness	1
PED	217	Pilates I	1
PED	233	Ju-Jitsu	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
Take one (1) course from:
ENG 112 Writing/Research in the Disciplines 3
ENG 114 Professional Research and Reporting.....3

Humanities/Fine Arts (9 credits)

Take two (2) courses 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 Introduction to Jazz.....3
PHI 215 Philosophical Issues.....3
PHI 240 Introduction to Ethics 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:

ECO 251 Principles of Microeconomics....3

ECO 252 Principles of Macroeconomics....3

POL 120 American Government....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	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
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 Computer Art I 3
ART 231 Printmaking I 3
ART 232 Printmaking II 3
ART 240 Painting I 3
ART 241 Painting II 3
ART 261 Photography I 3
ART 262 Photography II 3
ART 266 Videography I 3
ART 267 Videography II 3
ART 271 Computer Art II 3
ART 281 Sculpture I 3
ART 282 Sculpture II 3
ART 283 Ceramics I 3
ART 284 Ceramics II 3
BIO 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 121 Law Enforcement Operations 3
CJC 141 Corrections 3
CSC 134 C++ Programming 3
CSC 151 JAVA Programming 3
CTS 115 Info Systems Business Concepts 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 235 Survey of Film as Literature 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 4
MUS 122 Music Theory II 4
MUS 131 Chorus I 1

MUS	132	Chorus II	1
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	122	Yoga I	1
PED	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	145	Basketball—Beginning	1
PED	171	Nature Hiking	1
PED	186	Dancing for Fitness	1
PED	217	Pilates I	1
PED	233	Ju-Jitsu	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	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	261	World Literature I	3
ENG	262	World Literature II	3
HUM	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
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

Accounting and Finance

A.A.S. Degree [A25800]
Diploma Program [D25800]
Certificate Programs [C25800A, 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	220	Intermediate Accounting I	4
ACC	221	Intermediate Accounting II	4
ACC	227	Practices in Accounting	3
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
MKT	120	Principles of Marketing	3
WBL	111	Work Based Learning I	1
WBL	115	Work Based Learning Seminar I	1
WBL	121	Work Based Learni9ng II	1

Total Major Required Hours..... 51

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester			**Credits**
ACC	120		4
BUS	110		3
CIS	110		3
COM	110 or		
COM	231		3
ENG	111		3
			16

Spring Semester			
ACC	121		4
ACC	149		2
ACC	150		2
MAT	110 or		
MAT	143 or		3
MAT	171		(4)
			14-15

Summer Semester

Humanities/Fine Arts Elective			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	221		4
ACC	227		3
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	110	Introduction to Business	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	125	Personal Finance	3

Total Credit Hours Required for Certificate Program 14

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	110	Introduction to Business	3

Total Credit Hours Required for Certificate Program 17

Personal Finance Certificate (25800P)

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

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	170	Soil Science	3
AGR	210	Agricultural Accounting	3
AGR	212	Farm Business Management	3
AGR	213	Agriculture Law and Finance	3
AGR	214	Agricultural Marketing	3
AGR	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	160	Plant Science	3
AGR	220	Agricultural Mechanization	3
AGR	226	Maintaining and Servicing of Prod. Fac.	3
AGR	262	Weed ID and Control	3
AGR	265	Organic Crop Production: Spring	3
AGR	266	Organic Crop Production: Fall	3

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester			**Credits**
AGR	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	210		3
AGR	213		3
AGR Elective			3
Social/Behavioral Sciences Elective			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 Elective			3
			16-17

Certificate Options

Credits

Agriculture Business Certificate [C15100A]

AGR	110	Agricultural Economics	3
AGR	210	Agricultural Accounting	3
AGR	212	Farm Business Management	3
AGR	213	Agriculture Law & Finance	3
AGR	214	Agricultural Marketing	3
WBL	111	Work-Based Learning I	1 or
WBL	112	Work-Based Learning I	2

Total Credit Hours Required for Certificate Program 16-17

Agriculture Science Certificate [C15100B]

AGR	139	Introduction to Sustainable Agriculture or	
AGR	140	Agricultural Chemicals	3
AGR	170	Soil Science	3
AGR	261	Agronomy	3
ANS	110	Animal Science	3
BIO	111	General Biology I	4

Total Credit Hours Required for Certificate Program 16

Sustainable Farming Methods Certificate [C15100C]

AGR	111	Basic Farm Maintenance	2
AGR	121	Biological Pest Management	3
AGR	139	Introduction to Sustainable Agriculture	3
AGR	160	Plant Science	3
AGR	265	Organic Crop Production: Spring	3
AGR	266	Organic Crop Production: Fall	3

Total Credit Hours Required for Certificate Program 17

Turf and Landscape Management Certificate [C15100T]

AGR	140	Agricultural Chemicals	3
AGR	160	Plant Science	3
AGR	170	Soil Science	3
AGR	212	Farm Business Management	3
AGR	262	Weed ID and Control	3
WBL	111	Work-Based Learning I	1

Total Credit Hours Required for Certificate Program 16

Agribusiness Education

A.A.S. Degree [A15330]

Curriculum Description

The Agribusiness Education program is designed to provide students with agriculture and education foundation courses. Course work focuses on the foundational aspects of agriculture and education theory. Students will be introduced to classroom theory and management as well as soil, plant, and animal science. This curriculum will provide students with the knowledge and skills to be eligible to become extension agents, farm management specialists, 4-H specialists, crop service representatives, agri-tourism tour guides or work in agriculture sales, or environmental community education programs. Successful completion of the program will provide students with an opportunity to articulate their coursework to university programs in Agriculture Education.

Course and Hour Requirements

			Credits
General Education Required Courses			
Required Courses			
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3
MAT	143	Quantitative Literacy	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
REL	211	Intro to Old Testament	3
REL	212	Intro 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
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
Total General Education Required Hours			**15**
Major Required Courses			
Agribusiness Education			
AGR	110	Agricultural Economics	3
AGR	160	Plant Science	3
AGR	212	Farm Business Management	3
EDU	163	Classroom Mgmt. and Instruction	3
EDU	216	Foundations of Education	3
Pesticides/Alternatives			
AGR	140	Agricultural Chemicals	3
Technical Core			
AGR	139	Introduction to Sustainable Agriculture	3
AGR	170	Soil Science	3
AGR	261	Agronomy	3
AGR	262	Weed ID and Control	3
Work-Based Learning			
WBL	112	Work-Based Learning I	2
Total Major Required Hours			**32**
Total Credit Hours Required for A.A.S. Degree			**66**

Suggested Curriculum by Semesters

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

First Year

Fall Semester		**Credits**
AGR	139	3
ANS	110	3
EDU	131	3
ENG	111	3
MAT	143	3
		15

Spring Semester

AGR	110	3
AGR	214	3
AGR	220	3
EDU	163	3
ENG	112	3
Humanities/Fine Arts Elective		3
		18

Second Year

Fall Semester

AGR	140	3
AGR	160	3
CHM	131	3
CHM	131A	1
EDU	271	3
Social/Behavioral Sciences Elective		3
		16

Spring Semester

AGR	170	3
AGR	212	3
AGR	261	3
AGR	262	3
EDU	216	3
WBL	112	2
		17

Air Conditioning, Heating, and Refrigeration Technology

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

Curriculum Description

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

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

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems. 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
Additional General Education Requirement			
Take one (1) course from:			
ENG	111	Writing and Inquiry	3
MAT	110	Mathematical Measurements	3
MAT	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra	4
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	133	HVAC Servicing	4
AHR	160	Refrigerant Certification	1
AHR	180	HVACR Customer Relations	1
AHR	211	Residential System Design	3
AHR	213	HVACR Building Code	2
CIS	110	Introduction to Computers	3
WBL	111**	Work-Based Learning I	1
WBL	115**	Work-Based Learning Seminar I	1
Total Major Required Hours			**36**
Total Credit Hours Required for Diploma Program			**42**

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

Suggested Curriculum by Semesters

First Year

Fall Semester			**Credits**
AHR	110		5
AHR	111		3
AHR	112		4
			12

Spring Semester

AHR	113		4
AHR	114		4
AHR	160		1
AHR	180		1
AHR	211		3
			13

Summer Semester

AHR	133		4
AHR	151		2
			6

Second Year

Fall Semester

CIS	110		3
COM	110		3
WBL	111		1
WBL	115		1
GenEd Elective			3
			11

Certificate Options

			Credits
Air Conditioning, Heating, and Refrigeration Technology Certificate [C35100A]			
AHR	110	Introduction to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	113	Comfort Cooling	4
AHR	114	Heat Pump Technology	4
AHR	160	Refrigerant Certification	1
AHR	180	HVACR Customer Relations	1
Total Credit Hours Required for Certificate Program			**18**

Refrigeration and Heating Servicing Certificate [C35100R]			
AHR	110	Introduction to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	133	HVAC Servicing	4
AHR	151	HVAC Duct Systems I	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 Director 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 Director 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.

PROCEDURES FOR ADMISSION

1. Final approval to enroll in the program is contingent upon meeting admissions requirements, acceptable health certification, and proof that you meet all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission and have the School Director concurrence.
2. Obtain a BLET application packet from the BLET Office. Packets may be obtained in one of three ways: Picked up from the BLET Office; Mailed to the applicant; or Download from Mitchell's Website (https://www.mitchellcc.edu/basic-law-enforcement-training-blet/schedulesadditional-informationforms).
3. Along with completed application paperwork, provide the following supporting documentation:
   - A certified copy of GED or high school transcript. High school diplomas earned through correspondence enrollment are not recognized toward the educational requirements, by North Carolina Training and Standards.
   - Copy of birth certificate.
   - Obtain Medical Examination Report, obtained less than one year prior to the class starting date, (Form F-1 and F-2) which is included in the application packet to be completed by a physician licensed to practice medicine in North Carolina.
   - Obtain a certified copy of your arrest and driving history record from the Office(s) of the Clerk of Court in every county in which you have resided since the day you turned 16 years of age. The history/

histories must be dated, by the generating agency/agencies, no more than one year prior to the class starting date.
- Copy of North Carolina driver's license.
- Copy of MCC reading placement test results, taken less than one year prior to the class starting date. A score placing you into course DRE 098 or above at a North Carolina Community College is necessary to enter the BLET program.
- Obtain a Sponsorship Form which is included in the packet. (See **TUITION** below)
- Veterans are required to supply a copy of their DD-214, "Member 4" page.

4. Application packet must be submitted no later than one month prior to the first day of class.
5. Applicants must be punctual and present the first day of class.

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 100 Basic Law Enforcement Training 20

Total Credit Hours Required for Certificate Program 20

Subject	**Contact Hours**
Motor Vehicle Law	20
Preparing for Court and Testifying in Court	12
Elements of Criminal Law	24
Juvenile Laws and Procedures	8
Arrest, Search, and Seizure/Constitutional Law	28
ABC Laws and Procedures	4
Techniques of Traffic Law Enforcement	24
Explosives and Hazardous Materials Emergencies	12
Traffic Crash Investigation	24
In-Custody Transportation	8
Crowd Management	12
Patrol Techniques	28
Law Enforcement Radio Procedures and Information Systems	8
Rapid Deployment	8
Anti-Terrorism	4
Responding to Victims and the Public	10
Domestic Violence Response	16
Ethics for Professional Law Enforcement	4
Indiv. with Mental Illness or Develop. Disabilities	24
Crime Prevention Techniques	6
Communication Skills for Law Enforcement Officers	8
Fingerprinting and Photographing Arrestees	6
Field Note-Taking and Report Writing	12
Criminal Investigation	34
Interviews: Field and In-Custody	16
Controlled Substances	12
First Responder	32
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	54
Subject Control Arrest Techniques	40
Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6
Course Orientation	2
Human Trafficking	2
Testing	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, 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.

Business Administration

A.A.S. Degree [A25120]
Diploma Program [D25120]
Certificate Program [C25120A, C25120B, C25120HR, C25120M and C25120X]

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

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

Human Resources Management

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

Marketing

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

or

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

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

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester	**Credits**
BUS 110	3
BUS 137	3
CIS 110	3
ENG 111	3
MKT 120	3
	15

Spring Semester

BUS 115	3
BUS 121	3
BUS 153	3
ECO 251	3
MAT 110 or	3
MAT 143 or	(3)
MAT 152 or	(4)
MAT 171	(4)
	15-16

Summer Semester

Social/Behavioral Sciences Elective	3
	3

Second Year

Fall Semester

ACC 120	4
BUS 260	3
MKT 223	3
Humanities/Fine Arts Elective	3
Major Elective	3
	16

Spring Semester

ACC 121	4
BUS 239	2
BUS 270	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	3
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

Management Certificate [C25120A]

			Credits
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

Banking Certificate [C25120B]

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

Total Credit Hours Required for Certificate Program 16

Business Office Certification [C25120X]

BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers	3
BUS	121	Business Math	3
OST	134	Text Entry & Formatting	3
OST	135	Adv Text Entry & Format	3
OST	181	Office Procedures	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	258	Compensation and Benefits	3
BUS	270	Professional Development	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 2
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

Suggested Curriculum by Semesters

First Year

Fall Semester **Credits**
MAC 124 2
MAC 131 2
MAT 110 3
MAC 141 4
MAC 151 2
MEC 110 2
15

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
MAC 232 3
DFT 151 3
DFT 154 3
ISC 112 3
MAC 114 2
13

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]

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**

Suggested Curriculum by Semesters

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

Cosmetology Instructor

Certificate Program [C55160]

Curriculum Description

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

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

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

Course and Hour Requirements

Credits

General Education Required Courses

None

Major Required Courses

COS	271	Instructor Concepts I	5
COS	272	Instructor Practicum I	7
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7

Total Major Required Hours..... 24

Total Credit Hours Required for Certificate Program 24

Suggested Curriculum by Semesters

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

Spring Semester			
COS	273		5
COS	274		7
			12

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	114	Professional Research and Reporting	3
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**

Suggested Curriculum by Semesters

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	114		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		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	114		3
MAT	143		3
			15

BLET Program includes the following

CJC 120
CJC 121
CJC 131
CJC 132
CJC 221
CJC 225 .....18 credits

Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following courses: CJC-120, CJC-121, CJC-131, CJC-132, CJC-221, CJC-225, for a total of 18 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

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 12

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	260	Baking II	3
CUL	260A	Baking II Lab	1
CUL	270	Garde Manger II	3
CUL	283	Farm-To-Table	5
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**

Suggested Curriculum by Semesters

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	240		5
MAT	110		3
			17

Second Year

Fall Semester			
CUL	170		3
CUL	230		5
CUL	260		3
HUM	115		3
WBL	111		1
			15

Spring Semester			
CUL	130		2
CUL	270		3
CUL	283		5
ECO	251		3
HRM	245		3
WBL	121		1
			17

Certificate Options

			Credits
Culinary Arts Certificate [C55150C]			
CUL	170	Garde Manger I	3
CUL	270	Garde Manger II	3
CUL	283	Farm-To-Table	5
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**

Dietetic Technician

A.A.S Degree [A45310]

Curriculum Description

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

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

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

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

Course and Hour Requirements

			Credits
General Education Required Courses			
Required Courses			
*ENG	111	Writing and Inquiry	3
*ENG	112	Writing/Research in the Disciplines	3
*MAT	143	Quantitative Literacy	3
		(or higher level math)	
*PSY	150	General Psychology	3
Humanities (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
*ENG	231	American Literature I	3
*ENG	232	American Literature II	3
*MUS	110	Music Appreciation	3
*MUS	112	Introduction to Jazz	3
*PHI	215	Philosophical Issues	3
*PHI	240	Introduction to Ethics	3
Total General Education Required Hours			**15**
Major Required Courses			
*BIO	168	Anatomy and Physiology I	4
*BIO	169	Anatomy and Physiology II	4
*BIO	275	Microbiology	4
CHM	130	General, Organic, and Biochemistry and	3
CHM	130A	General, Organic, and Biochemistry Lab or	1
*CHM	131	Introduction to Chemistry and	3
*CHM	131A	Introduction to Chemistry Lab	1
*CHM	132	Organic and Biochemistry	4
CUL	110	Sanitation and Safety	2
DET	112	Introduction to Nutrition	3
DET	113	Basic Food Science	3
DET	114	Supervised Practice I	2
DET	116	Food Mgt Systems and Nutrition Concepts	3
DET	117	Foodservice Management Systems	5
DET	118	Supervised Practice II	4
DET	221	Nutrition Assessment and Skills Dev.	3
DET	222	Nutrition Counseling and Education	3
DET	224	Supervised Practice III	2
DET	225	Profession of Dietetics	2
DET	226	Medical Nutrition Therapy	3
DET	227	Dietetics Overview	1
DET	228	Supervised Practice IV	2
*WBL	111	Work-Based Learning I	1

Academic Transition (1 Credit)

*ACA 111 College Student Success or
*ACA 122 College Transfer Success 1

Total Major Required Hours..... 56

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

Suggested Curriculum by Semesters

First Year

Fall Semester			**Credits**
*BIO	168		4
DET	112		3
DET	113		3
DET	114		2
*ENG	111		3
MAT	143		3
			18

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

Summer Semester			
*BIO	275		4
*ENG	112		3
			7

Second Year

Fall Semester			
CHM	130		3
CHM	130A		1
DET	221		3
DET	222		3
DET	223		3
DET	224		2
*ENG	112		3
			18

Spring Semester			
DET	225		2
DET	226		3
DET	227		1
DET	228		2
*PSY	241		3
*WBL	111		1
*Humanities/Fine Arts Elective			3
			15

Digital Media Technology

A.A.S. Degree [A25210]
Certificate Program [C25210, C25120E]

Curriculum Description

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

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

Graduates should qualify for employment as web designers, graphic artists/designers, multimedia specialists, web developers, web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field. 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			
ART	114	Art History Survey I	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
Math (3-4 credits)			
Take one (1) course from:			
MAT	110	Math Measurement and Literacy	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	115	Art History Survey II	3
ART	261	Photography I	3
BUS	110	Introduction to Business or	
MKT	120	Principles of Marketing	3
DME	110	Introduction to Digital Media	3
DME	115	Graphic Design Tools	3
DME	120	Introduction to Multimedia Application	3
DME	130	Digital Animation I	3
DME	140	Intro to Audio/Video Media	3
DME	210	User Interface Design	3
DME	215	Advanced Graphic Design Tools	3
DME	270	Professional Practice Digital Media	3
DME	285	Systems Project	3
GRD	110	Typography I	3
GRD	141	Graphic Design I	4
GRD	281	Design of Advertising	2
WEB	140	Web Development Tools	3
WEB	210	Web Design	3
WEB	214	Social Media	3
Total Major Required Hours			**54**
Total Credit Hours Required for A.A.S. Degree			**69**

Suggested Curriculum by Semesters

First Year

Fall Semester			**Credits**
DME	110		3
DME	115		3
ENG	111		3
GRD	110		3
GRD	141		4
			16

Spring Semester			
ART	114		3
DME	120		3
DME	210		3
DME	215		3
MAT	110 or		3
MAT	171		(4)
WEB	140		3
			18-19

Second Year

Fall Semester			
ART	115		3
ART	261		3
BUS	110 or		
MKT	120		3
DME	130		3
GRD	281		2
WEB	210		3
			17

Spring Semester			
COM	110 or		
COM	231		3
DME	140		3
DME	270		3
DME	285		3
PSY	150 or		
SOC	210		3
WEB	214		3
			18

Certificate Option

			Credits
Digital Media [C25210]			
DME	110	Introduction to Digital Media	3
DME	115	Graphic Design Tools	3
DME	120	Introduction to Multimedia Application	3
WEB	140	Web Development Tools	3
WEB	210	Web Design	3
Total Credit Hours Required for Certificate Program			**15**

Digital Media Technology Essentials [C25210E]			
DME	110	Intro to Digital Media	3
DME	115	Graphic Design Tools	3
DME	120	Intro to Multimedia Appl	3
DME	130	Digital Animation I	3
Total Credit Hours for Certificate			**12**

Early Childhood Education

A.A.S. Degree [A55220C, A55220L, A55220NL]
Diploma Program [D55220]
Certificate Programs [C55220A, C55220E, C55220P and C55220S]

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	154	Social/Emotional/Behavioral Dev.	3
EDU	223	Specific Learning Disabilities	3
EDU	247	Sensory and Physical Disabilities	3
EDU	248	Developmental Delays	3
EDU	281	Inst. Strategies/Reading and Writing	3
EDU	288	Adv. Issues/Early Childhood Education	2
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

Suggested Curriculum by Semesters–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
EDU	221		3
Humanities Elective			3
			9

Second Year

Fall Semester			
CIS	110		3
EDU	131		3
EDU	162		3
EDU	280		3
			12

Spring Semester	Credits
EDU 126	2
EDU 259	3
EDU 284	4
Major Elective	3
	12

Suggested Curriculum by Semesters–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	
EDU 131	3
EDU 221	3
EDU 280	3
PSY 150	3
Humanitites Elective	3
	15

Spring Semester	
CHM 151	4
EDU 216	3
EDU 250	3
EDU 284	4
Major Elective	3
	17

Suggested Curriculum by Semesters–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	131		3
EDU	146		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	153		3
EDU	261		3
EDU	262		3
Major Elective			3
Humanitites Elective			3
			15

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

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	280	Language and Literacy Experiences	3
ENG	111	Writing and Inquiry	3

Total Credit Hours Required for Diploma Program 37

Certificate Options

Credits

Early Childhood Administration Certificate [C55220A]

EDU	119	Introduction to Early Childhood Education	4
EDU	146	Child Guidance	3
EDU	153	Health, Safety, and Nutrition	3
EDU	261	Early Childhood Administration I	3
EDU	262	Early Childhood Administration II	3

Total Credit Hours Required for Certificate Program 16

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

Parent Educator's Certificate [C55220P]

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	234	Infants, Toddlers, and Twos	3
EDU	288	Adv. Issues/Early Childhood Education	2

Total Credit Hours Required for Certificate Program 17

Special Education Certificate [C55220S]

EDU	131	Child, Family, & Community	3
EDU	154	Social/Emotional/Behavioral Development	3
EDU	221	Children with Exceptionalities	3
EDU	223	Specific Learning Disabilities	3
EDU	247	Sensory & Physical Disabilities	3
EDU	248	Developmental Delays	3

Total Credit Hours Required for Certificate Program 18

Electrical Systems Technology

A.A.S. Degree [A35130]
Diploma Program [D35130]
Certificate Program [C35130E]

Curriculum Description

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

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

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

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 54-55

Total Credit Hours Required for A.A.S. Degree 69-71

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	115**	Work-Based Learning Seminar I	1

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

Suggested Curriculum by Semesters 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
			15

Summer

CIS	110		3
ELC	117		4
			7

Second Year

Fall

ELC	128		3
ELC	215		3
ELN	131		4
ELN	133		4
			14

Spring

ELN	260		4
Humanities Elective			3
Major Elective			2-3
Social/Behavioral Sciences Elective			3
			12-13

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

Suggested Curriculum by Semesters for Completion of Diploma

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

Summer Semester			**Credits**
COM	110		3
ELC	117		4
			7

Fall Semester			
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

Suggested Curriculum by Semesters for Certificate

Evening Certificate Option

Fall Semester			
ELC	113		4
ELC	119		2
ELC	131		4
			10

Spring Semester			
ELC	114		4
ELC	115		4
			8

Electronics Engineering Technology

A.A.S. Degree [A40200]
Diploma Program [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
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	115	Work-Based Learning Seminar I	1

Total Major Required Hours..... 49

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

Suggested Curriculum by Semesters for Technical Track

Applies to day offerings.

First Year

Fall Semester			**Credits**
MAT	171		4
EGR	131		2
ELN	133		4
HUM	115		3
Social/Behavioral Sciences Elective			3
			16

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

Summer Semester			
ELC	117		4
			4

Second Year

Fall Semester			
ELC	133		4
ELN	131		4
ELN	260		4
PHY	151		4
			16

Spring Semester			
ELC	135		3
ELC	215		3
ELN	232		4
ENG	111		3
WBL	111		1
WBL	115		1
			15

Suggested Curriculum by Semesters for University Transfer Track

Applies to day offerings

First Year

Fall Semester			**Credits**
ACA	122		1
EGR	131		2
ELN	133		4
HUM	115		3
MAT	171		4
			14

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

Summer Semester			
MAT	271		4
Social/Behavioral Sciences Elective			3
			7

Second Year

Fall Semester			
ELN	131		4
ELN	133		4
ELN	260		4
PHY	151		4
			16

Spring Semester			
ELN	232		4
ENG	111		3
MAT	272		4
PHY	152		4
			15

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 37

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

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

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

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

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	168	Anatomy and Physiology I and	4
BIO	169	Anatomy and Physiology II	4
EMS	110	EMT	9
EMS	122	EMS Clinical Practicum I	1
EMS	130	Pharmacology	4
EMS	131	Advanced Airway Management	2
EMS	160	Cardiology I	2
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
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
Total Major Required Hours			**52**
Total Credit Hours Required for A.A.S Degree			**68**

Suggested Curriculum by Semesters

First Year

Fall Semester		**Credits**
EMS	110	8
MED	121	3 (1st 8 weeks)
MED	122	3 (2nd 8 weeks)
BIO	163 or	5
BIO	168	4
ENG	111	3
		21-22

Spring Semester

EMS	130	4
EMS	131	2
BIO	169	4
EMS	160	2
EMS	122	1
		13

Summer Semester

EMS	220	3
EMS	260	2
EMS	221	2
		7

Second Year

Fall Semester

Humanities/Fine Arts Elective		3
EMS	250	4
EMS	270	3
EMS	231	3
		13

Spring Semester

ENG	112	3
Social/Behavioral Science Elective		3
EMS	240	2
EMS	241	4
EMS	285	2
		14

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

Suggested Curriculum by Semesters

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 Elective			3
Social/Behavioral Sciences Elective			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.

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

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

Suggested Curriculum by Semesters

Fall Semester **Credits**

COS 119 2
COS 120 6
8

Spring Semester

COS 125 2
COS 126 6
8

Fire Protection Technology

A.A.S. Degree [A55240]
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.

Course and Hour Requirements

			Credits
General Education Required Courses			
Required Courses			
ENG	111	Writing and Inquiry	3
ENG	114	Professional Research and Reporting	3
Humanities/Fine Arts Electives (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	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra	4
Social Science Elective (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

FIP	164	OSHA Standards	3
FIP	221	Advanced Fire Figthing 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

Total Major Elective Required Hours 9

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

Suggested Curriculum by Semesters

First Year

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

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

Summer Semester	
Humanities/Fine Arts Elective	3
Major Electives	3-6
	6-9

Second Year

Fall Semester			
ENG	114		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 Elective			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 6 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
ENG	114	Professional Research and Reporting	3

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

Humanities/Fine Arts

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
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
ACC	115	College Accounting	4
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	122	Principles of Financial Accounting II	3
ACC	129	Individual Income Taxes	3
ACC	130	Business Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	149	Intro. to Accounting Spreadsheet	2
ACC	150	Accounting Software Applications	2
ACC	220	Intermediate Accounting I	4
ACC	221	Intermediate Accounting II	4
ACC	226	Advanced Managerial Accounting	3
ACC	227	Practices in Accounting	3
AGR	110	Agricultural Economics	3
AGR	111	Basic Farm Maintenance	3
AGR	139	Intro. to Sustainable Agriculture	3
AGR	140	Agricultural Chemicals	3
AGR	150	Ag-O-Metrics	3
AGR	160	Plant Science	3
AGR	170	Soil Science	3
AGR	210	Agricultural Accounting	3
AGR	212	Farm Business Management	3
AGR	213	Agriculture Law and Finance	3
AGR	214	Agricultural Marketing	3
AGR	220	Agricultural Mechanization	3
AGR	226	Maintaining and Servicing of Prod. Fac	3
AGR	261	Agronomy	3
AGR	262	Weed ID and Control	3
AHR	110	Introduction to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	113	Comfort Cooling	4
AHR	114	Heat Pump Technology	4
AHR	133	HVAC Servicing	4

AHR	151	HVAC Duct Systems I	2
AHR	160	Refrigerant Certification	1
AHR	180	HVACR Customer Relations	1
AHR	211	Residential System Design	3
ANS	110	Animal Science	3
ART	121	Two-Dimensional Design	3
ART	122	Three-Dimensional Design	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	232	Printmaking II	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	266	Videography I	3
ART	267	Videography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
ATR	112	Introduction to Automation	3
ATR	214	Advanced PLCs	4
BAF	110	Principles of Banking	3
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
BIO	155	Nutrition	3
BIO	163	Basic Anatomy and Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	121	Business Math	3
BUS	137	Principles of Management	3
BUS	153	Human Resource Management	3
BUS	217	Employment Laws and Regulations	3
BUS	238	Integrated Management	3
BUS	253	Leadership and Management Skills	3
BUS	258	Compensation and Benefits	3
BUS	260	Business Communication	3
BUS	270	Professional Development	3
CHI	111	Elementary Chinese I	3
CHI	112	Elementary Chinese II	3
CHI	211	Intermediate Chinese I	3
CHI	212	Intermediate Chinese II	3
CHM	132	Organic and Biochemistry	4
CHM	152	General Chemistry II	4
CIS	115	Intro. to Programming and Logic	3
CJC	100	Basic Law Enforcement Training	19
CJC	111	Introduction to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	120	Interviews/Interrogations	2
CJC	121	Law Enforcement Operations	3
CJC	122	Community Policing	3
CJC	131	Criminal Law	3
CJC	132	Court Procedure and Evidence	3

CJC	141	Corrections	3
CJC	151	Introduction to Loss Prevention	3
CJC	160	Terrorism: Underlying Issues	3
CJC	170	Critical Incident Man. for Public Safety	3
CJC	212	Ethics and Community Relations	3
CJC	215	Organization and Administration	3
CJC	221	Investigative Principles	4
CJC	222	Criminalistics	3
CJC	223	Organized Crime	3
CJC	225	Crisis Intervention	3
CJC	231	Constitutional Law	3
CJC	255	Issues in Criminal Justice Application	3
COS	111	Cosmetology Concepts I	4
COS	112	Salon I	8
COS	113	Cosmetology Concepts II	4
COS	114	Salon II	8
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4
COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
COS	119	Esthetics Concepts I	2
COS	120	Esthetics Salon I	6
COS	121	Manicure/Nail Technology I	6
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II	6
COS	222	Manicure/Nail Technology II	6
COS	271	Instructor Concepts I	5
COS	272	Instructor Practicum I	7
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
CTI	110	Web, Prog. and Database Foundation	3
CTI	120	Network and Security Foundation	3
CTS	115	Information systems Business Concepts	3
CTS	120	Hardware/Software Support	3
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3
DDF	252	Advanced Solid Modeling	3
DDT	110	Developmental Disabilities	3
DFT	111	Technical Drafting I	2
DFT	151	CAD I	3
DFT	152	CAD II	3
DFT	153	CAD III	3
DFT	170	Engineering Graphics	3
DFT	211	Gears, Cams, and Pulleys	2
DME	110	Introduction to Digital Media	3
DME	115	Graphic Design Tools	3
DME	120	Introduction to Multimedia Application	3
DME	130	Digital Animation I	3
DME	210	User Interface Design	3
DME	215	Advanced Graphic Design Tools	3
DME	260	Emerging Tech Digital Media	3
DME	270	Professional Practice Digital Media	3
DME	285	Systems Project	3
DRA	131	Acting II	3
EDU	119	Intro. to Early Childhood Education	4
EDU	126	Early Childhood Seminar I	2
EDU	131	Child, Family, and Community	3
EDU	144	Child Development I	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	153	Health, Safety, and Nutrition	3
EDU	154	Social/Emotional/Behavioral Dev.	3
EDU	162	Observation and Assessment in ECE	3
EDU	163	Classroom Man. and Instr Techniques	3
EDU	216	Foundations of Education	4

EDU 221 Children with Exceptionalities 3
EDU 223 Specific Learning Disabilities 3
EDU 234 Infant, Toddlers, and Twos 3
EDU 234A Infant, Toddlers, and Twos Lab.....1
EDU 235 School-Age Dev. and Programs.....3
EDU 243 Learning Theory.....3
EDU 244 Human Growth/Development.....3
EDU 245 Policies and Procedures.....3
EDU 247 Sensory and Physical Disabilities 3
EDU 248 Developmental Delays.....3
EDU 252 Math and Science Activities 3
EDU 259 Curriculum Planning.....3
EDU 261 Early Childhood Administration I.....3
EDU 262 Early Childhood Administration II.....3
EDU 271 Educational Technology.....3
EDU 280 Language and Literacy Experiences.....3
EDU 281 Inst. Strategies/Reading and Writing.....3
EDU 284 Early Childhood Capstone Practices 4
EDU 288 Adv. Issues/Early Childhood Education....2
EGR 150 Introduction to Engineering.....2
EGR 210 Intro to Elec/Comp Engineering Lab 2
EGR 212 Logic System Design I.....3
EGR 215 Network Theory I.....3
EGR 216 Logic and Network Lab.....1
EGR 220 Engineering Statics 3
EGR 225 Engineering Dynamics.....3
EGR 228 Introduction to Solid Mechanics 3
EGR 250 Statics/Strength of Materials.....5
EGR 285 Design Project.....2
ELC 113 Residential Wiring 4
ELC 114 Commercial Wiring.....4
ELC 115 Industrial Wiring 4
ELC 117 Motors and Controls.....4
ELC 119 NEC Calculations 2
ELC 131 Circuit Analysis I.....4
ELC 131A Circuit Analysis I Lab 1
ELC 133 Circuit Analysis II.....4
ELC 135 Electrical Machines 3
ELC 213 Instrumentation 4
ELC 215 Electrical Maintenance 3
ELN 131 Analog Electronics I.....4
ELN 133 Digital Electronics.....4
ELN 232 Introduction to Microprocessors.....4
ELN 260 Programmable Logic Controllers 4
ENG 126 Creative Writing II 3
EPT 140 EmergencyManagement 3
FIP 120 Introduction to Fire Protection.....3
FIP 124 Fire Prevention and Public Education.....3
FIP 128 Detection and Investigation.....3
FIP 132 Building Construction.....3
FIP 136 Inspections and Codes.....3
FIP 146 Fire Protection Systems.....4
FIP 152 Fire Protection Law 3
FIP 220 Fire Fighting Strategies 3
FIP 221 Advanced Fire Fighting Strategies.....3
FIP 224 Fire Instructor I and II.....4
FIP 226 Fire Officer I and II.....4
FIP 228 Local Government Finance 3
FIP 229 Fire Dynamics and Combustion.....3
FIP 230 Chemistry of Hazardous Materials I.....5
FIP 232 Hydraulics and Water Distribution 3
FIP 240 Fire Service Supervision.....3
FIP 244 Fire Protection Project 3
FIP 276 Managing Fire Services.....3
FRE 111 Elementary French I.....3
FRE 112 Elementary French II.....3
GER 111 Elementary German I 3
GER 112 Elementary German II.....3

GRD	141	Graphic Design I	4
GRO	120	Gerontology	3
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid and CPR	2
HEA	120	Community Health	3
HIS	236	North Carolina History	3
HMT	110	Introduction to Healthcare Management	3
HMT	210	Medical Insurance	3
HMT	211	Long-Term Care Administration	3
HMT	220	Healthcare Financial Management	4
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	220	Case Management	3
HSE	225	Crisis Intervention	3
HSE	240	Issues in Client Services	3
HUM	115	Critical Thinking	3
HUM	180	International Cultural Exploration	3
HYD	110	Hydraulics/Pneumatics I	3
ISC	115	Construction Safety	2
ISC	121	Environmental Health and Safety	3
LAT	111	Elementary Latin I	3
LAT	112	Elementary Latin II	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	232	CAM: CNC Milling	3
MAT	152	Statistical Methods I	4
MAT	172	Precalculus Trigonometry	3
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4
MAT	272	Calculus II	4
MAT	273	Calculus III	4
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	130	Mechanisms	3
MEC	145	Manufacturing Materials I	3
MED	110	Orientation to Medical Assisting	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	2
MED	131	Administrative Office Procedures II	2
MED	140	Exam Room Procedures I	5
MED	150	Laboratory Procedures I	5
MED	232	Medical Insurance Coding	2
MED	260	MED Clinical Practicum	5
MED	270	Symptomatology	3
MED	272	Drug Therapy	3
MKT	120	Principles of Marketing	3
MKT	122	Visual Merchandising	3
MKT	123	Fundamentals of Selling	3
MUS	111	Fundamentals of Music	3
MUS	112	Introduction to Jazz	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	133	Band I	1
MUS	134	Band II	1
MUS	135	Jazz Ensemble I	1
MUS	136	Jazz Ensemble II	1
MUS	141	Ensemble I	1
MUS	142	Ensemble II	1
MUS	151	Class Music I	1

MUS 152 Class Music II....1
MUS 161 Applied Music I....2
MUS 162 Applied Music II....2
MUS 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 261 Applied Music III....2
MUS 262 Applied Music IV....2
MUS 271 Music History I....3
MUS 272 Music History II....3
NAS 101 Nurse Aide I....6
NAS 102 Nurse Aide II....6
NAS 103 Home Health Care Nurse Aide....6
NET 110 Networking Concepts....3
NET 125 Introduction to Networks....3
NET 126 Routing Basics....3
NET 225 Routing and Switching I....3
NET 226 Routing and Switching II....3
NOS 110 Operating System Concepts....3
NOS 120 Linux/UNIX Single User....3
NOS 130 Windows Single User....3
NOS 230 Windows Administration I....3
NOS 231 Windows Administration II....3
NUR 111 Introduction to Health Concepts....8
NUR 112 Health—Illness Concepts....5
NUR 113 Family Health Concepts....5
NUR 114 Holistic Health Concepts....5
NUR 117 Pharmacology....2
NUR 211 Health Care Concepts....5
NUR 212 Health System Concepts....5
NUR 213 Complex Health Concepts....10
OST 134 Text Entry and Formatting....3
OST 135 Advanced Text Entry and Formatting....3
OST 164 Text Editing Applications....3
OST 181 Introduction to Office Systems....3
OST 184 Records Management....3
OST 247 Procedure Coding....2
OST 248 Diagnostic Coding....2
OST 249 CPC Certification....4
OST 289 Administrative Office Management....3
PED 110 Fit and Well for Life....2
PED 111 Physical Fitness I....1
PED 113 Aerobics I....1
PED 117 Weight Training I....1
PED 121 Walk, Jog, Run....1
PED 122 Yoga I....1
PED 123 Yoga II....1
PED 125 Self-Defense: Beginning....1
PED 128 Golf—Beginning....1
PED 134 Wrestling....1
PED 137 Badminton....1
PED 139 Bowling—Beginning....1
PED 142 Lifetime Sports....1
PED 143 Volleyball—Beginning....1
PED 145 Basketball—Beginning....1
PED 171 Nature Hiking....1
PED 186 Dancing for Fitness....1
PED 217 Pilates I....1
PED 233 Ju-Jitsu....1
PED 239 Kickboxing....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
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SAB	110	Substance Abuse Overview	3
SAB	135	Addictive Process	3
SAB	210	Substance Abuse Counseling	3
SEC	110	Security Concepts	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3
SWK	110	Introduction to Social Work	3
SWK	113	Working With Diversity	3
WBL	111	Work-Based Learning I	1
WBL	112	Work-Based Learning I	2
WBL	115	Work-Based Learning Seminar I	1
WBL	121	Work-Based Learning II	1
WEB	110	Internet/Web Fundamentals	3
WEB	140	Web Development Tools	3
WEB	187	Prog for Mobile Devices	3
WEB	210	Web Design	3
WLD	110	Cutting Processes	2
WLD	115	SMAW (Stick) Plate	5
WLD	116	SMAW (Stick) Plate/Pipe	4
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	122	GMAW (MIG) Plate/Pipe	3
WLD	131	GTAW (TIG) Plate	4
WLD	132	GTAW (TIG) Plate/Pipe	3
WLD	141	Symbols and Specifications	3
WLD	151	Fabrication I	4

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

Health Information Technology

A.A.S. Degree [A45360]

Curriculum Description

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

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

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

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

Course and Hour Requirements

			Credits
General Education Required Courses			
*ENG	111	Writing and Inquiry	3
*ENG	112	Writing/Research in the Disciplines	3
*HUM	115	Critical thinking	3
*MAT	143	Quantitative Literacy	3
*PSY	150	General Psychology	3
Total General Education Required Hours			**15**
Major Required Courses			
*ACA	111	College Student Success	1
*BIO	168	Anatomy and Physiology I	4
*BIO	169	Anatomy and Physiology II	4
CIS	111	Basic PC Literacy	2
HIT	110	Fundamentals of HIM	3
HIT	112	Health Law and Ethics	3
HIT	114	Health Data Systems/Standards	3
HIT	210	Healthcare Statistics	3
HIT	211	ICD Coding	4
HIT	214	CPT/Other Coding Systems	2
HIT	215	Reimbursement Methodology	2
HIT	216	Quality Management	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
*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			
ENG	111	Writing and Inquiry	3
COM	110	Introduction to Communication	3
ART	111	Art Appreciation	3
PSY	150	General Psychology	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
HMT	215	Legal Aspects of Healthcare Admin	3
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
Total Major Required Courses			**31**
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	258	Compensation and Benefits	3
BUS	260	Business Communication	3
HMT	220	Healthcare Financial Management	4
Total Credit Hours Required for General Healthcare Mangement			**22**
Total Credit Hours Required for A.A.S. Degree			**68**

Suggested Curriculum by Semesters

First Year

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

Spring Semester			
ACC	121		4
BUS	137		3
BUS	121		3
ENG	111		3
HMT	210		3
OST	247		2
			16

Summer Semester			
ART	111		3
PSY	150		3
			6

Second Year

Fall Semester			
BUS	217		3
COM	110		3
HMT	211		3
MAT	110		3
MED	118		2
			14

Spring Semester			
BUS	137		3
BUS	253		3
BUS	258		3
HMT	220		4
			13

Certificate Option

Healthcare Management Certificate (25200)

			Credits
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

General Education Required Courses

			Credits
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
ENG	233	Major American Writers	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	Substance Abuse Counseling	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

Suggested Curriculum by Semesters

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
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

Certificate Options

Human Services [C45380H]

			Credits
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	Substance Abuse Counseling	(3)

Total Credit Hours Required for Certificate Program 18

Infant/Toddler Care

Certificate Program [C55290]

Curriculum Description

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

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

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

Course and Hour Requirements

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 [A25590N] Networking
A.A.S. Degree [A25590P] Software Development
A.A.S. Degree [A25590S] Service/Support
Diploma [D25590]
Certificate Programs [C25590A, C25590C, C25590D, C25590E, C25590F, C25590H, C25590I, C25590J, C25590M, C25590S and C25590T]

Curriculum Description

The Information Technology (IT) field is very broad. Mitchell offers three focused IT degrees: Networking, Servic/Support 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.

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 Service/Support degree will develop a strong understanding of computer hardware through interaction with the hardware components that make up a modern day computer. In addition, students will be exposed to networking technologies through hands-on labs utilizing Netgear switches and 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, A25590S]

			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
HIS	111	World Civilizations I	3
HIS	112	World Civilizations II	3
HIS	131	American History I	3
POL	120	American Government	3
POL	130	Social Diversity	3
POL	210	Comparative Government	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
Total Common General Education Required Hours			**15-16**

Common Major Required Courses

CIS	110	Introduction to Computers	3
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
NOS	130	Windows Single User	3
SEC	110	Security Concepts	3

Total Common Major Required Hours..... 27

Total Common Required Hours.....42-43

Additional Courses (27 credits per degree)

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

NET	110	Networking Concepts	3
NET	125	Introduction to Networks	3
NET	126	Routing Basics	3
NET	175	Wireless Technology	3
NET	225	Routing and Switching I	3
NET	226	Routing and Switching II	3
NET	289	Networking Project	3
NOS	120	Linux/UNIX Single User	3
NOS	230	Windows Administration I	3

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

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

CSC	134	C++ Programming	3
CSC	151	Java Programming	3
CSC	234	Advanced C++ Programming	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

Information Technology—Service/Support Development A.A.S. Degree [A25590S]

CTI	140	Virtualization Concepts	3
CTS	155	Tech Support Functions	3
CTS	220	Advanced Hardware/Software Support	3
CTS	289	System Support Project	3
DBA	110	Database Concepts	3
NET	110	Networking Concepts	3
NOS	120	Linux/UNIX Single User	3
NOS	230	Windows Administration I	3
NOS	231	Windows Administration II	3

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

Suggested Curriculum by Semesters—Networking A.A.S. Degree [A25590N]

First Year

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

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

Summer Semester		
ENG	111	3
Social/Behavior Elective		3
		6

Second Year

Fall Semester		
CIS	115	3
MAT	143 or	3
MAT	171	(4)
NET	225	3
NOS	230	3
SEC	110	3
		15-16

Spring Semester		
COM	231	3
Humanities/Fine Arts		3
NET	175	3
NET	226	3
NET	289	3
NOS	120	3
		18

Suggested Curriculum by Semesters—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	3
CSC	251	3
CTI	120	3
MAT	143 or	3
MAT	171	(4)
NOS	130	3
		15-16

Summer Semester		
ENG	111	3
Social/Behavioral Elective		3
		6

Second Year

Fall Semester		**Credits**
CTS	115	3
CSC	234	3
DBA	110	3
DBA	120	3
SEC	110	3
WEB	151	3
		18

Spring Semester		
CSC	289	3
COM	231	3
CTS	120	3
WEB	251	3
Humanities/FA Elective		3
		15

Suggested Curriculum by Semesters—Service/Support A.A.S. Degree [A25590S]

First Year

Fall Semester		**Credits**
CIS	110	3
CTI	110	3
CTI	120	3
MAT	143 or	3
MAT	171	(4)
NOS	110	3
		15-16

Spring Semester		
CTS	115	3
CTS	120	3
CTS	155	3
NET	110	3
NOS	130	3
		15

Summer Semester		
ENG	111	3
Social/Behavior Elective		3
		6

Second Year

Fall Semester		
CIS	115	3
CTS	220	3
DBA	110	3
NOS	120	3
NOS	230	3
SEC	110	3
		18

Spring Semester		
COM	231	3
CTI	140	3
CTS	289	3
NOS	231	3
Humanities/FA Elective		3
		15

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	110	Networking Concepts	3
NET	125	Networking Basics	3
NET	126	Routing Basics	3
NET	225	Routing and Switching I	3
NET	226	Routing and Switching II	3

Total Credit Hours Required for Certificate Program 18

Computer Science Certificate [C25590T]

CIS	110	Introduction to Computers	3
CIS	115	Introduction to Programming and Logic	3
CTS	115	Information System Business Concepts	3
CSC	134	C++ Programming	3
CSC	151	Java Programming	3

Total Credit Hours Required for Certificate Program 15

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

Information Technology Starter Certificate [C25590A]

CTI	110	Web, Programming, & Database Found.	3
CTI	120	Network & Security Foundation	3
CTS	120	Hardware/Software Support	3
CTS	220	Adv Hard/Software Support	3

Total Credit Hours Required for Certificate Program 12

IT Exploration Certificate [C25590E]

			Credits
NOS	110	Operating Systems Concepts	3
CTI	110	Web, Programming, & Database Found.	3
CTI	120	Network and Security Foundation	3
CTS	120	Hardware / Software Concepts	3
CTS	155	Tech Support Functions	3
NET	125	Introduction to Networks	3

Total Credit Hours Required for Certificate Program 18

IT Help Desk Foundations Certificate [C25590H]

CTI	120	Network & Security Foundation	3
CTS	120	Hardware/Software Support	3
CTS	155	Tech Support functions	3
CTS	220	Adv Hard/Software Support	3
NOS	110	Operating Systems Concepts	3
NOS	130	Windows Single User	3

Total Credit Hours Required for Certificate Program 18

Java Certificate [C25590J]

CIS	115	Introductin to Programing and Logic	3
CSC	151	JAVA Programming	3
CSC	251	Advanced JAVA Programming	3
CTI	110	Web, Programming, & Database Found.	3
WEB	151	Mobile App Development I	3
WEB	251	Mobile App Development II	3

Total Credit Hours Required for Certificate Program 18

Mobile Application Development Certificate [C25590M]

CSC	151	JAVA Programming	3
CSC	251	Advanced JAVA Programming	3
DBA	110	Database Concepts	3
DBA	120	Database Programming	3
WEB	151	Mobile App Development I	3
WEB	251	Mobile App Development II	3

Total Credit Hours Required for Certificate Program 18

Operating Systems Certificate [C25590S]

CTS	115	Information Systems Business Concepts.	3
NOS	110	Operating Systems Concepts	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
NOS	230	Windows Administration I	3
NOS	231	Windows Administration II	3

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

Manicuring/Nail Technology

Certificate Program [C55400]

Curriculum Description

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits

General Education Required Courses

None

Major Required Courses

COS	121	Manicure/Nail Technology I				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 you 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 compliment the university degree. This makes you 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

Suggested Curriculum by Semesters for Technical Track

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

First Year

Fall Semester			**Credits**
DFT	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			
CSC	134	C++ Programming or	(3)
CSC	151	JAVA Programming	3
DFT	151	CAD I	3
DFT	152	CAD II or	(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
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

Suggested Curriculum by Semesters for College Transfer Track

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

First Year

Fall Semester			**Credits**
DFT	151		3
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

CSC	151		3
DFT	154	OR	
DFT	170		3
EGR	250		5
MAC	124		2
PHY	151		43
			17

Spring Semester

COM	110	or	
COM	231		3
MAC	122		2
PHY	152		4
Major Electives			3-4
			12-13

Certificate Options

Credits

Manufacturing Certificate [C40320A]

DFT	151	CAD I	3
DFT	154	Intro Solid Modeling or	(3)
DFT	170	Engineering Graphics	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 18

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 [C40320F]

DFT	151	CAD I	3
DFT	154	Intro Solid Modeling or	(3)
DFT	170	Engineering Graphics	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4

Total Credit Hours Required for Certificate Program 17

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**

Suggested Curriculum by Semesters

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

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

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. 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
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	242	British Literature II	3
ENG	261	World Literature I	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	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
Total General Education Required Hours			**18**
Major Required Courses			
BIO	155	Nutrition	3
BIO	163	Basic Anatomy and Physiology or	5
BIO	168	Anatomy and Physiology I and	(4)
BIO	169	Anatomy and Physiology II	(4)
BUS	137	Principles of Management	3
CIS	110	Introduction to Computers	3
MED	110	Orientation to Medical Assisting	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	2
MED	131	Administrative Office Procedures II	2
MED	140	Exam Room Procedures I	5
MED	150	Laboratory Procedures I	5
MED	232	Medical Insurance Coding	2

MED	260	MED Clinical Practicum	5
MED	272	Drug Therapy	3

Total Major Required Hours..... 47

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

Suggested Curriculum by Semesters

First Year

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

Spring Semester			
BIO	155		3
MED	131		2
MED	140		5
MED	150		5
MED	232		2
PSY	150		3
			20

Summer Semester			
MED	260		5
			5

Second Year

Fall Semester			
COM	231		3
ENG	112		3
MED	272		3
			9

Spring Semester			
BUS	137		3
MAT	143		3
Humanities/Fine Arts			3
			9

Diploma [D45400]

			Credits
BIO	155	Nutrition	3
BIO	163	Basic Anatomy and Physiology or	5
BIO	168	Anatomy and Physiology I and	(4)
BIO	169	Anatomy and Physiology II	(4)
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
MED	110	Orientation to Medical Assisting	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	2
MED	131	Administrative Office Procedures II	2
MED	140	Exam Room Procedures I	5
MED	150	Laboratory Procedures I	5
MED	232	Medical Insurance Coding	2
MED	260	MED Clinical Practicum	5
PSY	150	General Psychology	3

Total Credit Hours Required for Diploma Program 47

Medical Laboratory Technology

A.A.S Degree [A45420]

Curriculum Description

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

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

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

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

Course and Hour Requirements

			Credits
General Education Required Courses			
Required Courses			
*ENG	111	Writing and Inquiry	3
*ENG	114	Professional Research and Reporting	3
HUM	115	Critical Thinking	3
*MAT	143	Quantitative Literacy	3
*PSY	150	General Psychology	3
Total General Education Required Hours			**15**
Major Required Courses			
*CHM	131	Introduction to Chemistry and	3
*CHM	131A	Introduction to Chemistry Lab and	1
*CHM	132	Organic Chemistry	4
MLT	110	Introduction to MLT	3
MLT	111	Urinalysis and Body Fluids	2
MLT	116	Anatomy and Medical Terminology	(5)
MLT	120	Hematology/Hemostasis I	4
MLT	126	Immunology and Serology	2
MLT	127	Transfusion Medicine	3
MLT	130	Clinical Chemistry I	4
*BIO	275	Microbiology or	4
MLT	140	Introduction to Microbiology	(3)
MLT	215	Professional Issues	1
MLT	220	Hematology/Hemostasis II	3
MLT	230	Clinical Chemistry II	3
MLT	240	Special Clinical Microbiology	3
MLT	253	MLT Practicum I	3
MLT	263	MLT Practicum II	3
MLT	271	MLT Practicum III	1
MLT	272	MLT Practicum III	2
MLT	273	MLT Practicum III	3
MLT	274	MLT Practicum III	4
Total Major Required Hours			**52-59**
Other Required Hours			
ACA	111	College Student Success	1
Total Credit Hours Required for A.A.S. Degree			**67-74**

Suggested Curriculum by Semesters

First Year

Fall Semester			**Credits**
ACA	111		1
*CHM	131		3
*CHM	131A		1
MAT	143		3
MLT	110		3
MLT	111		2
MLT	116		5
			18

Spring Semester			
MLT	120		4
MLT	126		2
MLT	130		4
MLT	251		1
MLT	253		3
*BIO	275	or	4
MLT	140		(3)
			17-18

Summer Semester			
*ENG	111		3
*HUM	115		3
PSY	150		3
			9

Second Year

Fall Semester			
*ENG	114		3
MLT	127		3
MLT	220		3
MLT	230		3
MLT	240		3
			15

Spring Semester			
MLT	215		1
MLT	261		1
MLT	263		3
MLT	273		3
MLT	276		6
			14

Associate Degree Nursing

A.A.S. Degree [A45110]

Curriculum Description

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

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

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

Note: *See Admission requirements for the ADN program outlined in the "Admissions" section beginning on page 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	
ENG	114	Professional Research and Reporting	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

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

Suggested Curriculum by Semesters

First Year

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

Spring Semester			
BIO	169		4
NUR	112		5
NUR	114		5
PSY	241		3
			17

Summer Semester			
BIO	275		4
ENG	111		3
			7

Second Year

Fall Semester			
ENG	112	or	
ENG	114		3
NUR	113		5
NUR	211		5
			13

Spring Semester			
NUR	212		5 (12 weeks)
NUR	213		10
Humanities/Fine Arts			3
			18

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 successful completion of NUR 215 Paramedic to RN Bridge Concepts with grade B or better and completion of required general education coursework with grade C or better, the student will transition into the A45110 major. Credit will be articulated for NUR 111, 117, 112 and 114. Contact the Dean of Nursing for admission requirements.

Prior to acceptance in the A45110 Associate Degree Nursing Program, completed coursework, with C or better, must include:

- PSY 150 General Psychology
- PSY 241 Developmental Psychology
- BIO 168 Anatomy and Physiology I
- BIO 169 Anatomy and Physiology II
- BIO 275 Microbiology
- ENG 111 Writing and Inquiry
- ENG 114 Professional Research and Reporting or ENG 112 Writing/Research in the Discipline
- Humanities Elective (see specific list)
- NUR 215 Paramedic to RN Bridge Concepts completed with a grade of B or better.

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	
ENG	114	Professional Research and Reporting	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

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
NUR	215	Paramedic to RN Bridge Concepts	6

Total Major Required Hours..... 39

Total Credit Hours Required for A.A.S. Degree..... 55

Suggested Curriculum by Semesters

First Year

Spring Semester		**Credits**
NUR	215	6
PSY	241	3
		9

Summer Semester

BIO	275	4
		4

Second Year

Fall Semester

NUR	113	5
NUR	211	5
		10

Spring Semester

NUR	212	5
NUR	213	10
		15

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

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			**73-74**

Suggested Curriculum by Semesters

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)			
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
WBL	115**	Work-Based Learning Seminar 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			**45**
Major Required Courses			
PHY	110	Conceptual Physics.	3
PHY	110A	Conceptual Physics Lab	1
Total Other Required Hours			**4**
Total Credit Hours Required for A.A.S. Degree			**64**

Suggested Curriculum by Semesters

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

First Year

Fall Semester			**Credits**
CIS	110		3
MAT	110		3
WLD	110		2
WLD	115		5
WLD	141		3
			16

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

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

Second Year

Fall Semester			
COM	110 or		
COM	120 or		
COM	231		3
DFT	170		3
HUM	115		3
MEC	130		3
PSY	150		3
			15

Spring Semester			
ISC	112		2
PHY	110		3
PHY	110A		1
WBL	111		1
WBL	115		1
			8

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

Diploma [D50420]

			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 090 Study Skills **3 0 0 3**
Prerequisites: None
Corequisites: None
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 111 College Student Success **1 0 0 1**
Prerequisites: None
Corequisites: None
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.*
Competencies
1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
2. Develop a strategic plan for transferring to a university and preparing for a new career.
3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.
6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

Accounting

ACC 120 Principles of Financial Accounting 3 2 0 4
Prerequisites None
Corequisites: None
College Transfer Course
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ACC 121 Principles of Managerial Accounting 3 2 0 4
Prerequisites: ACC 120
Corequisites: None
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: None
Corequisites: None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting 1 2 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 2 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 2 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 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 an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II **3 2 0 4**
Prerequisites: ACC 220
Corequisites: None
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.

ACC 227 Practices in Accounting **3 0 0 3**
Prerequisites: ACC 220
Corequisites: None
This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

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.
Competencies
Student Learning Outcomes
1. Identify sustainable practices in production agriculture.
2. Explain the impact of sustainable agriculture on our environment and our economy.
3. Demonstrate application of sustainable agriculture in a traditional farm management plan.

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

AGR 150 Ag-O-Metrics 3 0 0 3
Prerequisites: None
Corequisites: None
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.
Competencies
Student Learning Outcomes
1. Identify the biological properties of soil.
2. Describe sustainable land care practices and how they impact soil quality.
3. Select and apply fertilizers according to sustainable practices.

AGR 210 Agricultural Accounting 1 4 0 3
Prerequisites: None
Corequisites: None
This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes.

AGR 212 Farm Business Management **3 0 0 3**
Prerequisites: None
Corequisites: None
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.
Competencies
Student Learning Outcomes
1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Identify and explain the theory, operating principle, and components of the refrigeration cycle.
3. Identify tools, materials, and equipment used in the refrigeration industry.
4. Evacuate, charge, recover, and safely operate a basic refrigeration /cooling system in accordance with EPA regulations.
5. Demonstrate refrigeration piping and soldering techniques.

AHR 111 HVACR Electricity 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.
Competencies
Student Learning Outcomes
1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Be able to use electrical test instruments.
3. Demonstrate knowledge of electricity as applied to heating, ventilation, air conditioning and refrigeration machines.
4. Identify the various electrical components used in HVAC equipment and explain their operation.
5. Use Ohm's Law to calculate the current, voltage, and resistance in a circuit.
6. Draw and interpret wiring schematics for installation and troubleshooting.
7. Follow systematic troubleshooting procedure to diagnose electrical problems and control circuit problems.

AHR 112 Heating Technology 2 4 0 4
Prerequisites: None
Corequisites: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Use industry terminology to describe principles for oil, gas, and electric warm air heating systems.
3. Identify the major components of oil, gas, and electric heating systems.
4. Install and start-up warm air heating systems.
5. Identify various types of energy sources used in heating and describe the individual characteristics of each.
6. Describe service procedures for heating systems.
7. Use tools and instruments necessary to troubleshoot and test system efficiency.

AHR 113 Comfort Cooling 2 4 0 4
Prerequisites: AHR 110
Corequisites: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Evaluate system operation using psychometrics, manufacturer specifications, and test instruments.
3. Demonstrate methods of installing, testing, maintaining, and repairing comfort cooling systems.
4. Demonstrate use of test equipment and interpretation of test equipment results.
5. Identify refrigerants used in residential and light commercial comfort cooling systems and demonstrate the proper procedures for handling these refrigerants.

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.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Diagram refrigerant flow through a heat pump in both the heating and cooling mode identifying refrigerant conditions and pressures.
3. Explain the defrost cycle for air-to-air heat pumps.
4. Identify and troubleshoot electrical control system components for heat pumps.
5. Identify and troubleshoot refrigeration system components for heat pumps.
6. Identify and describe the different types of heat pumps in relation to their source of heat.

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 151 HVAC Duct Systems I 1 3 0 2
Prerequisites: None
Corequisites: None
This course introduces the techniques used to lay out and fabricate ductwork commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate ductwork. Upon completion, students should be able to lay out and fabricate simple ductwork.

AHR 160 Refrigerant Certification 1 0 0 1
Prerequisites: AHR 110 or permission of instructor
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 psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.
Competencies
Student Learning Outcomes
1. Design and draw a duct system in accordance with the ACCA Manual D.
2. Apply appropriate HVACR codes to the design of residential HVACR systems.
3. Calculate heating and cooling loads for residential structures in accordance with ACCA Manual J.

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

Art

ART 111 Art Appreciation **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 096
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: ENG 111
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: ENG 111
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 Computer Art I **0 6 0 3**
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved 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 pre-major 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 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 Computer Art II **0 6 0 3**
Prerequisites: ART 171
Corequisites: None
College Transfer Course
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 281 Sculpture I **0 6 0 3**
Prerequisites: None
Corequisites: None
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 DRE 097 and DRE 098 or DRE 099
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 DRE 096
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 Sciences—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 Sciences—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.

Banking and Finance

BAF 110 Principles of Banking **3 0 0 3**
Prerequisites: None
Corequisites: None
This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.
Competencies
Student Learning Outcomes
1. Discuss banks and the monetary system.
2. Identify banking regulations and examinations.
3. Describe bank loans and accounting.
4. Define the relationship of banks to depositors.

Biology

BIO 110 Principles of Biology **3 3 0 4**
Prerequisites Satisfactory placement or DRE 096
Corequisites: None
College Transfer Course
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA/AS.*

BIO 111 General Biology I **3 3 0 4**
Prerequisites Satisfactory placement or DRE 096
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 Sciences—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 Sciences—AS.*

BIO 120 Introductory Botany **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 plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

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 DRE 096
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 DRE 096
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 DRE 096; 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 110, 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.*
Competencies
Student Learning Outcomes
1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

BUS 115 Business Law I **3 0 0 3**
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*
Competencies
Student Learning Outcomes
1. Identify the elements of a contract.
2. Describe the structure of the U.S. court system.
3. Identify laws, conditions and regulations in national and international work environments.

BUS 121 Business Math **2 2 0 3**
Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DMA 030
Corequisites: Satisfactory placement or DRE 096
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.*
Competencies
Student Learning Outcomes
1. Explain strategic management in business operations.
2. Define management, quality management, and project management.
3. Identify relevant issues in human resource management.

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: Satisfactory placement or DRE 096
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.
Competencies
Student Learning Outcomes

1. Define fair employment practices, EEO, affirmative action.
2. Identify employee rights and protections.
3. Evaluate organization policy for compliance.
4. Evaluate decisions to assure they are not contrary to law.

BUS 238 Integrated Management 3 0 0 3
Prerequisites: Satisfactory placement or DRE 096; ACC 120, BUS 110, BUS 115, BUS 121, BUS 137, BUS 153 and MKT 120
Corequisites: None
This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

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: Satisfactory placement or DRE 096
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 258 Compensation and Benefits 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.
Competencies
Student Learning Outcomes
1. Describe job analysis and job evaluation techniques.
2. Describe benefits and pay-for-performance programs.
3. Develop and manage a basic compensation system to attract, motivate, and retain employees.
4. Define wage and salary surveys.

BUS 260 Business Communication 3 0 0 3
Prerequisites: CIS 110 and ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development 3 0 0 3
Prerequisites: Satisfactory placement or DRE 096
Corequisites: None
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.

Chemistry

CHM 131 Introduction to Chemistry 3 0 0 3
Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 096
Corequisites: 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 132 Organic and Biochemistry 3 3 0 4
Prerequisites: "C" or better earned in CHM 131 and CHM 131A or CHM 151
Corequisites: None
College Transfer Course
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

CHM 151 General Chemistry I 3 3 0 4
Prerequisites: Satisfactory placement or
Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 and DRE 096
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065 and DRE 096
Corequisites: None
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 Sciences-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 Sciences-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: Satisfactory placement or take one set:
Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
Set 2: DMA 025 and DMA 040
Set 3: MAT 171
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 100 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 are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Introduction to Criminal Justice **3 0 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 160 Terrorism: Underlying Issues 3 0 0 3
Prerequisites: None
Corequisites: None
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 170 Critical Incident Management for Public Safety 3 0 0 3
Prerequisites: None
Corequisites: None
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJC 212 Ethics 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 215 Organization and Administration 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 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 222 Criminalistics 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon

completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime **3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention **3 0 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.

CJC 255 Issues in Criminal Justice Application **3 0 0 3**
Prerequisites: CJC 111, CJC 221 and CJC 231
Corequisites: None
This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Communication

COM 110 Introduction to Communication **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 096
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 Humanities/Fine Arts (Substitute).*

COM 120 Introduction to Interpersonal Communication **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 097 and DRE 098 or DRE 099
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 Humanities/Fine Arts-AA/AS.*.

COM 140 Introduction to Intercultural Communication 3 0 0 3
Prerequisites: Satisfactory placement or DRE 097 and DRE 098
Corequisites: None
College Transfer Course
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA ICAA as a general education course in English Composition.*

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 Communications—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, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0 24 0 8
Prerequisites: None
Corequisites: COS 111
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 massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 2 0 0 2
Prerequisites: 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, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4 6 0 6
Prerequisites: COS 121
Corequisites: None
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 271 Instructor Concepts I 5 0 0 5
Prerequisites: Must possess a valid license in Cosmetology
Corequisites: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0 21 0 7
Prerequisites: Must possess a valid license in Cosmetology
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II 5 0 0 5
Prerequisites: COS 271 and COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0 21 0 7
Prerequisites: COS 271 and COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

Computer Science

CSC 134 C++ Programming 2 3 0 3
Prerequisites: Satisfactory placement or take one set:
Set 1: DMA 010, DMA 020, DMA 030 and DMA 040
Set 2: DMA 025, DMA 040
Set 3: MAT171
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: DMA 010, DMA 020, DMA 030 and DMA 040
Set 2: DMA 025, DMA 040
Set 3: MAT171
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 234 Advanced C++ Programming 2 3 0 3
Prerequisites: Take 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 251 Advanced JAVA Programming 2 3 0 3
Prerequisites: Take CSC 151
Corequisites: None
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289 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 130 Spreadsheet 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 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, NET 110, 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 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 Manager 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, horsdoeuvres, 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.

CUL 283 Farm to Table **2 6 0 5**
Prerequisites: CUL-110 and CUL 140
Corequisites: None
This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine.

Database Management Technology

DBA 110 Database Concepts **2 3 0 3**
Prerequisites: Satisfactory placement or DMA 010, DMA 020 and DRE 096
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 DMA 010, DMA 020, and DRE 096
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.

Dietetic Technician

Please refer to Gaston College's catalog for DET course descriptions.

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 153 CAD III 2 3 0 3
Prerequisites: None
Corequisites: None
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 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.

Developmental Mathematics

DMA 010 Operations with Integers .75 .50 0 1
Prerequisites: None
Corequisites: Satisfactory placement or DRE 096
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

Competencies

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

Student Learning Outcomes

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

DMA 020 Fractions and Decimals .75 .50 0 1

Prerequisites: Satisfactory placement or DMA 010
Corequisites: Satisfactory placement or DRE 096

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

Competencies

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

Student Learning Outcomes

1. Student Learning Outcomes.
2. Solve conceptual problems involving fractions and decimals.
3. Visually represent fractions and decimals.
4. Simplify fractions.
5. Visually represent equivalent fractions and correctly place the values on the number line.
6. Add and subtract fractions with like denominators.
7. Write an equivalent fraction with a given denominator.

8. Add and subtract fractions with unlike denominators using the correct LCD.
9. Visually represent the sum and difference of two fractions with unlike denominators.
10. Multiply fractions.
11. Visually represent multiplication of fractions.
12. Divide fractions using reciprocals.
13. Correctly round decimals to a specific place value.
14. Estimate sums, differences, products, and quotients with decimals.
15. Demonstrate an understanding of the connection between fractions and decimals.
16. Distinguish between the appropriate use of circumference and area of a circle in solving geometric applications.
17. Represent events in geometric problems pictorially and evaluate the solution using correct formulas.
18. Correlate negative exponents to fractions and decimals in base 10.
19. Convert between standard notation and scientific notation.

DMA 030 Proportion/Ratios/Rates/Percents .75 .50 0 1

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

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

Competencies

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

Student Learning Outcomes

1. Demonstrate an understanding of the concepts of ratios, rates, proportions, and percents in the context of application problems.
2. Write a ratio using a variety of notations.
3. Distinguish between events in a problem that should be represented by a ratio or a rate.
4. Calculate a unit rate.
5. Convert measurements within the U.S. customary and metric system using unit analysis.
6. Convert measurements between the U.S customary and metric systems using unit analysis.
7. Represent percent as "parts of 100".
8. Correctly convert between fractions, decimals, and percents.
9. Solve application problems using ratios, rates, proportions, and percents.
10. Recognize that two triangles are similar and solve for unknown sides using proportions in contextual applications.

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

Prerequisites: Satisfactory placement or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030
Set 2: DMA 025
Corequisites: Satisfactory placement or DRE 096

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

Competencies

- Differentiate between expressions, equations, and inequalities.
- Simplify and evaluate, when appropriate, expressions, equations, and inequalities.
- Effectively apply algebraic properties of equality.
- Correctly represent the solution to an inequality on the number line.
- Represent the structure of application problems pictorially and algebraically.

- Apply effective problem solving strategies to contextual application problems.
- Demonstrate conceptual knowledge by modeling and solving applications using linear equations and inequalities.

Student Learning Outcomes

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

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

Prerequisites: Satisfactory placement or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030 and DMA 040
Set 2: DMA 025 and DMA 040

Corequisites: Satisfactory placement or DRE 096

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

Competencies

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

Student Learning Outcomes

1. Analyze and interpret basic graphs to solve problems.
2. Represent real world situations in tabular, graphical, and algebraic equation form using two variables.
3. Generate a table of values given an equation in two variables and plot in Cartesian plane to graph a line.
4. Demonstrate an understanding of the concept of slope as a rate of change in real world situations using the slope formula.
5. Find and interpret the x- and y-intercepts of linear models in real world situations.
6. Graph linear equations using a variety of strategies.
7. Given a contextual application, write a linear equation and use the equation to make predictions.
8. Demonstrate a conceptual understanding of horizontal and vertical lines in terms of slope and graphically.
9. Demonstrate a conceptual understanding of the concept of an algebraic function.

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

Prerequisites: Satisfactory placement or 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, and DMA 045
Set 2: DMA 025, DMA 040, and DMA 050
Set 3: DMA 025 and DMA 045

Corequisites: Satisfactory placement or DRE 096

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

Competencies

- Represent real-world applications as quadratic equations.
- Apply exponent rules.
- Solve application problems involving polynomial operations.

- Apply the principles of factoring when solving problems.
- Analyze the graph of a quadratic function.

Student Learning Outcomes

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

DMA 065 Algebra for Precalculus 2.25 1.50 0 3

Prerequisites: Satisfactory placement 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, and DMA 045
Set 3: DMA 025, DMA 040, and DMA 050
Set 4: DMA 025 and DMA 045

Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

Competencies

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

Student Learning Outcomes

1. Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of quadratic and rational equations
2. Add and subtract polynomials
3. Apply exponent rules
4. Multiply polynomials
5. Divide a polynomial by a monomial
6. Factor trinomials using multiple methods
7. Factor the difference of two squares
8. Given the graph of a parabola, identify the vertex and x-intercepts
9. Solve quadratic applications using the zero product property and critique the reasonableness of solutions found
10. Identify the domain of a rational expression
11. Multiply and divide rational expressions
12. Add and subtract rational expressions
13. Solve basic rational equations
14. Use rational exponents to rewrite radical expressions
15. Simplify radical expressions
16. Add and subtract radical expressions
17. Multiply radical expressions
18. Divide radical expressions
19. Solve radical equations with one radical term
20. Solve quadratic equations and applications using the quadratic formula

Digital Media Technology

DME 110 Introduction to Digital Media **2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 115 Graphic Design Tools **2 2 0 3**
Prerequisites: None
Corequisites: None
This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.

DME 120 Introduction to Multimedia Application **2 2 0 3**
Prerequisites: DME 110 and DME 115
Corequisites: None
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications.

DME 130 Digital Animation I **2 2 0 3**
Prerequisites: DME 110 and DME 120
Corequisites: None
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.

DME 140 Intro to Audio/Video Media **2 2 0 3**
Prerequisites: DME 120 and DME 130
Corequisites: None
This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications.

DME 210 User Interface Design **2 2 0 3**
Prerequisites: DME 110
Corequisites: None
This course covers current design approaches and emerging standards related to the design and development of user interfaces. Emphasis is placed on conducting research, and analyzing and reviewing current practices in effective interface design. Upon completion, students should be able to intelligently discuss and evaluate new and existing digital media products in terms of the user interface.

DME 215 Advanced Graphic Design Tools **2 2 0 3**
Prerequisites: DME 115
Corequisites: None
This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles.

DME 270 Professional Practice Digital Media 2 2 0 3
Prerequisites: DME 120, DME 130, DME 215, and GRD 141
Corequisites: None
This course introduces students to business skills needed to succeed in the digital media workplace. Topics include portfolio development, resume design, and preparation of media contacts. Upon completion, students should be able to prepare themselves and their work for a career in the digital media workplace.

DME 285 Systems Project 2 2 0 3
Prerequisites: DME 120, DME 130, DME 210, DME 215, WEB 140 and WEB 210
Corequisites: None
This course provides an opportunity to complete a significant digital media 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, maintain and implement a digital media project.

Developmental Reading/English

DRE 096 Integrated Reading and Writing 2.5 1 0 3
Prerequisites: None
Corequisites: None
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. *Please note: (TM) stands for registered trademark*.
Competencies
Student Learning Outcomes

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

DRE 097 Integrated Reading and Writing II 2.5 1 0 3
Prerequisites: Satisfactory placement or DRE 096
Corequisites: None
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward

understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. *Please note: (TM) represents registered trademark.*

Competencies

Student Learning Outcomes

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

DRE 098 Integrated Reading and Writing III 2.5 1 0 3

Prerequisites: Satisfactory placement or DRE 097

Corequisites: None

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

Competencies

Student Learning Outcomes

1. Students will demonstrate the use of pre-reading, reading, and post-reading strategies to comprehend texts at the career and college ready level, including activating prior knowledge; identifying important text attributes; using context clues; distinguishing between connotative and denotative meanings and between informal language and Standard Written English; employing metacognitive strategies; identifying stated and implied main ideas and details in career-and-college-ready texts and student writing; text-to-world-connections.
2. Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text; establishing a clear main idea; generating supporting details for a specific purpose and audience; determining appropriate organization; composing and revising drafts; using editing and proofreading strategies to reflect Standard Written English; using MLA or APA guidelines.

3. Students will apply critical thinking strategies to analyze texts at the career and college ready level and to inform and strengthen writing, including comprehending figurative language--simile, metaphor, personification; interpreting imagery, symbols, and analogies; determining the author's purpose and point of view; identifying fact and opinion statements; using inference skills;·demonstrating an understanding of verbal and situational irony; understanding bias, logical fallacies, and propaganda techniques; and demonstrating consistent point of view, clear purpose, appropriate tone, and appropriate use of facts and expert opinions.
4. Students will recognize and compose well-developed, coherent, and unified texts, including clear thesis statements and specific and adequate supporting information; analyzing and evaluating body paragraphs in texts at the career-and-college-ready level and in student writing; assessing, synthesizing, and integrating relevant and valid evidence; employing a variety of organizational patterns to draft texts and using transitional strategies to connect ideas and achieve coherence; avoiding plagiarism by paraphrasing; and documenting source material using MLA or APA guidelines.
5. Students will apply the conventions of Standard Written English.
6. Students will employ appropriate technology when composing texts.

DRE 099 Integrated Reading and Writing III 2 0 0 2

Prerequisites: Satisfactory placement or DRE 097
Corequisites: ENG 111

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

Competencies

Student Learning Outcomes

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

Economics

ECO 251 Principles of Microeconomics 3 0 0 3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences—AA/AS.*

ECO 252 Principles of Macroeconomics 3 0 0 3
Prerequisites: None
Corequisites: None
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 early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU 126 Early Childhood Seminar I 2 0 0 2
Prerequisites: EDU 119 and EDU 221
Corequisites: Satisfactory placement or DRE 097
This course introduces the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observations of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula.

EDU 131 Child, Family, and Community 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 Child Development I 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145 Child Development II 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 Health, Safety, & Nutrition 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 154 Social/Emotional/Behavioral Development 3 0 0 3
Prerequisites: EDU 144 and EDU 145
Corequisites: Satisfactory placement or DRE 097
This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 162 Observation and Assessment in ECE 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097
This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163 Classroom Management and Instruction 3 0 0 3
Prerequisites: None
Corequisites: Take DRE 097 or ENG 111
This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 216 Foundations of Education 3 0 0 3
Prerequisites: None
Corequisites: DRE 098
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: EDU 144 and EDU 145
Corequisites: Satisfactory placement or DRE 098
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

EDU 223 Specific Learning Disabilities 3 0 0 3
Prerequisites: EDU 144 and EDU 145
Corequisites: Satisfactory placement or DRE 098
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234 Infants, Toddlers, and Twos 3 0 0 3
Prerequisites: EDU 119
Corequisites: Satisfactory placement or DRE 098
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: Take DRE 098 or ENG 111
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 and Physical Disabilities 3 0 0 3
Prerequisites: EDU 144 and EDU 145
Corequisites: Satisfactory placement or DRE 098
This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

EDU 248 Developmental Delays 3 0 0 3
Prerequisites: EDU 144 and EDU 145
Corequisites: Satisfactory placement or DRE 098
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: Satisfactory placement or DRE 098
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: Satisfactory placement or DRE 098
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 Early Childhood Administration I 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 098; EDU 119
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262 Early Childhood Administration II 3 0 0 3
Prerequisites: EDU 261
Corequisites: Satisfactory placement or DRE 098; EDU 119
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: None
Corequisites: Take DRE 098 or ENG 111
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 280 Language and Literacy Experiences 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 098
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 281 Instructional Strategies/Reading and Writing 2 2 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 098
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: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, and instructor consent
Corequisites: Satisfactory placement or DRE 098
This course is designed to allow students to apply 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/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/ assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 288 Advanced Issues/Early Childhood Education 2 0 0 2
Prerequisites: None
Corequisites: Satisfactory placement or DRE 098
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
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
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
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
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.

EGR 215 Network Theory I 3 0 0 3
Prerequisites: MAT 272 and PHY 251
Corequisites: MAT 273 and PHY 252
College Transfer Course
This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EGR 216 Logic and Network Lab **0 3 0 1**
Prerequisites: MAT 272 and PHY 251
Corequisites: EGR 212 and EGR 215
College Transfer Course
This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques. *This course has been approved for transfer under the CAA and ICAA as a premajor 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 2**
Prerequisites: **Take One Set:**
Set 1: ELN 131, ELN 152, ELN 232 and "C" or better earned in PHY 151
Set 2: ELN 110, MAC 124 and "C" or better earned in PHY 151
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
FA
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits.
Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.
Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in residential applications
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring.

ELC 114 Commercial Wiring 2 6 0 4
Prerequisites: ELC 113
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.
Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to commercial electrical circuits.
3. Draw, plan, and interpret electrical plans and symbols used in commercial applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with commercial electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in commercial wiring.

ELC 115 Industrial Wiring 2 6 0 4
Prerequisites: ELC 113
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.
Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to industrial electrical circuits.
3. Draw, plan, and interpret electrical plans and symbols used in industrial applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with industrial electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in industrial wiring.

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: 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.
Competencies
Student Learning Outcomes
1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.
3. Interpret and use ladder and wiring diagrams, symbols, and schematics.
4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.
5. Describe principles and operations related to electrical control circuits.
6. Describe the concepts of rotating electrical machinery.

ELC 119 NEC Calculations 1 2 0 2
Prerequisites: None
Corequisites: None
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.
Competencies
Student Learning Outcomes
1. Identify and describe the operation of components used in DC/AC circuits.
2. Apply math formulas and circuit theorems in the analyses of DC/AC Circuits.
3. Locate and select DC/AC devices using component specifications based on circuit requirements.
4. Construct series, parallel and combination circuits.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

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: None
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.
Competencies
Student Learning Outcomes
1. Identify and describe operation of semiconductor devices.
2. Analyze where and how analog components are used.
3. Locate and select analog devices using component specifications based on circuit requirements.
4. Construct operational circuits using analog devices.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

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.
Competencies
Student Learning Outcomes
1. Identify and describe the operation of digital electronic devices and circuits.
2. Analyze where and how digital electronics circuits are used.
3. Locate and select digital electronic devices using component specifications based on circuit requirements.
4. Construct operational circuits using digital devices.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

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 EMT 6 6 0 8
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 include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 160 Cardiology I 1 3 0 2
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 basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic 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, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

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 and EMS 130
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 2 3 0 3
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 111 Writing and Inquiry 3 0 0 3
Prerequisites: Satisfactory placement or DRE 098
Corequisites: None
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.*
Competencies
Student Learning Outcomes
1. Demonstrate writing as a recursive process.
2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.
3. Reflect upon and explain the writing strategies.
4. Demonstrate the critical use and examination of printed, digital, and visual materials.
5. Locate, evaluate, and incorporate relevant sources with proper documentation.
6. Compose texts incorporating rhetorically effective and conventional use of language.
7. Collaborate actively in a writing community.

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 114 Professional Research and Reporting 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
College Transfer Course
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.*

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

ENG 232 American Literature II **3 0 0 3**
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
College Transfer Course
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*
Competencies
Student Learning Outcomes
1. Describe, analyze, interpret, and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from 1865 to the present within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

ENG 232 Major American Writers **3 0 0 3**
Prerequisites: Take one: ENG 112, ENG 113 or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

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 course in Humanities/Fine Arts.*

ENG 242 British Literature II **3 0 0 3**
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
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 course in Humanities/Fine Arts.*

ENG 261 World Literature I **3 0 0 3**
Prerequisites: "C" or better earned in ENG 112, ENG 113 or ENG 114
Corequisites: None
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: Take one: ENG 112, ENG 113 or ENG 114
Corequisites: None
College Transfer Course
TThis 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.
Competencies
Student Learning Outcomes
1. Illustrate and explain the history and culture of the fire service.
2. Discuss and describe the scope, purpose, and organizational structure of fire and emergency services.
3. Identify protection and emergency-service careers in both the public and private sector.
4. Describe the importance of wellness and fitness as it relates to emergency services.
5. Identify the primary responsibilities of fire prevention personnel including: code enforcement, public information, and public and private fire protection systems.

FIP 124 Fire Prevention and Public Education 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.
Competencies
Student Learning Outcomes
1. Describe the relationship of fire prevention as it relates to the community.
2. Demonstrate an educational program for delivery to a defined audience.
3. Demonstrate the ability to gather research about fire deaths in the United States and knowledge of how fire prevention impacts this data.
4. Describe inspection practices and procedures.
5. Define the laws, rules, regulations, and codes and identify those relevant to fire prevention of the authority having jurisdictions.

FIP 128 Detection and Investigation 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.
Competencies
Student Learning Outcomes
1. Identify key case law decisions that have affected fire investigations.
2. Describe proper evidence collection.
3. Describe proper courtroom procedures.
4. Explain the basic elements of fire dynamics and how they affect cause determination.
5. Present evidence and findings from an arson scene to a defined audience.

FIP 132 Building Construction 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

Competencies
Student Learning Outcomes

1. Describe building construction as it relates to fire fighter safety, building codes, fire prevention, code enforcement, firefighting strategy and tactics.
2. Analyze the hazards and tactical considerations associated with given types of building construction.
3. Explain the correlation of loads and stresses that are placed on buildings during fires and fire suppression activities.
4. Identify the indicators of potential structural failure as they relate to firefighter safety.
5. Classify major types of building construction according to materials and methods used.

FIP 136 Inspections and Codes 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.
Competencies
Student Learning Outcomes

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

FIP 146 Fire Protection Systems 3 2 0 4
Prerequisites: None
Corequisites: None
This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements.
Competencies
Student Learning Outcomes

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

FIP 152 Fire Protection Law 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.
Competencies
Student Learning Outcomes

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

FIP 220 Fire Fighting Strategies 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/ control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.
Competencies
Student Learning Outcomes
1. Identify and define the main functions within the National Incident Management System (NIMS) and how they interrelate during an incident.
2. Explain how pre-incident plan information is gathered using pre-formatted forms and methods for storing and retrieving pre-plan information.
3. Compare construction methods in terms of structural stability, fire extension, and fuel contribution.
4. Describe the 16 Firefighter Life Safety Initiatives and apply them to fire department operations.
5. Describe and compare offensive, defensive, and transitional fire attack methods for appropriate conditions and scenarios.

FIP 221 Advanced Fire Fighting Strategies 3 0 0 3
Prerequisites: FIP 220
Corequisites: None
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.
Competencies
Student Learning Outcomes
1. Describe the relationship between the fire department, local/state government, and the federal government in large scale and extended duration incidents requiring state and federal assistance or involvement.
2. Explain strategic goals and tactical objectives for multi-family, commercial, and industrial/ manufacturing fire incidents involving multiple agencies.
3. Discuss operational considerations for special situations and occupancies including hotels, high rise structures, health care facilities, and public assembly/school buildings.
4. Identify operational considerations for hazardous materials and terrorism incidents, and identify roles and responsibilities of responders from various agencies.

FIP 224 Fire Instructor I and II 4 0 0 4
Prerequisites: None
Corequisites: None
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.
Competencies
Student Learning Outcomes
1. Describe the skills and abilities needed to train others in the fire service.
2. Develop a lesson plan for a selected topic.
3. Demonstrate an educational program for delivery to a defined audience.
4. Identify safety considerations in various fire safety training scenarios and make appropriate provisions for a safe learning environment.
5. Demonstrate utilization of different types of media in an educational environment.

FIP 226 Fire Officer I and II 4 0 0 4
Prerequisites: None
Corequisites: None
This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA

standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.

Competencies

Student Learning Outcomes

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

FIP 228 Local Government Finance 3 0 0 3

Prerequisites: None
Corequisites: None

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

Competencies

Student Learning Outcomes

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

FIP 229 Fire Dynamics and Combustion 3 0 0 3

Prerequisites: None
Corequisites: None

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

Competencies

Student Learning Outcomes

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

FIP 230 Chemistry of Hazardous Materials I 5 0 0 5

Prerequisites: None
Corequisites: None

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

Competencies

Student Learning Outcomes

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

FIP 232 Hydraulics and Water Distribution 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.
Competencies
Student Learning Outcomes
1. Describe flow of water through various appliances.
2. Describe pumping system.
3. Demonstrate the ability to perform hydraulic calculations.
4. Demonstrate knowledge of a water distribution system.

FIP 240 Fire Service Supervision 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.
Competencies
Student Learning Outcomes
1. Describe the importance and necessity of supervisory skills and practices within the fire protection and emergency services.
2. Develop disciplinary action plan.
3. Demonstrate the process for dealing with a grievance.
4. Demonstrate an understanding of the roles and responsibilities of effective fire service supervision.
5. Administer an employee performance evaluation.

FIP 244 Fire Protection Project 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter referenced in NFPA standard 1001. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.
Competencies
Student Learning Outcomes
1. Demonstrate the ability to develop a comprehensive program for a defined project.
2. Develop an educational program for delivery to a defined audience.
3. Demonstrate the ability to gather research about the fire service to defend decisions made within the fire service.

FIP 276 Managing Fire Services 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.
Competencies
Student Learning Outcomes
1. Define the standards of efficiency and optimization.
2. Define the framework of management and planning in the fire service.
3. Develop management policies and plans for fire prevention and investigation practices.
4. Explain the concepts of human resource management of public organizations.
5. Explain how modern fire services function as all-hazards organizations.

French

FRE 111 Elementary French I **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 097 and DRE 098 or DRE 099
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.*

German

GER 111 Elementary German I **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 097 and DRE 098 or DRE 099
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 2 0 3**
Prerequisites: None
Corequisites: None
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

GRD 141 Graphic Design I **2 4 0 4**
Prerequisites: None
Corequisites: None
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.

GRD 281 Design of Advertising **1 3 0 2**
Prerequisites: None
Corequisites: None
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.

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.

HMT 215 Legal Aspects of Healthcare Administration 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a practical examination of healthcare law from the administrative perspective. Emphasis is placed on healthcare law with a working knowledge of ways to improve quality and the legal delivery of healthcare. Upon completion, students should be able to understand and apply healthcare laws as they relate to the financing, delivery, privacy, and malpractice of healthcare organizations.

HMT 220 Healthcare Financial Management 4 0 0 4
Prerequisites: ACC 121 and HMT 110
Corequisites: None
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

Hotel & 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: Satisfactory placement or DRE 097 and DRE 098
Corequisites: None
College Transfer Course
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 120 Cultural Studies **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 097 and DRE 098
Corequisites: None
College Transfer Course
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 130 Myth in Human Culture **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 097 and DRE 098
Corequisites: None
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: Satisfactory placement or DRE 098
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.
Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to fluid power systems.
3. Identify components of fluid power systems using symbols and schematics.
4. Assemble a fluid power system.
5. Calculate and demonstrate the basic physics of fluid mechanics.

Industrial Science

ISC 112 **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
SP
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

Latin

LAT 111 Elementary Latin I **3 0 0 3**
Prerequisites: Satisfactory placement or DRE 097 and DRE 098 or DRE 099
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.*

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: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling **1 3 0 2**
Prerequisites: None
Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 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: None
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: None
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: None
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: None
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 110 Math Measurement and Literacy 2 2 0 3
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, and DMA 030
Set 2: DMA 025
Corequisites: None
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.
Competencies
Student Learning Outcomes
1. Demonstrate estimation skills and justify results.
2. Use dimensional analysis to convert units of measurement.
3. Employ fractions, percentages and proportions to solve contextual problems.
4. Compute geometric measurements of perimeter, area, volume and angles.
5. Use technology to analyze and interpret elements of personal finance.
6. Compare and contrast measures of center and measures of dispersion.
7. Interpret tables, charts, and graphs and communicate results.

MAT 143 Quantitative Literacy 2 2 0 3
Prerequisites: Take One Set:
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
Corequisites: None
College Transfer Course
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics-AA.*

Competencies
Student Learning Outcomes

1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity
2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement
3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs
4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing
5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies
6. Determine probabilities and expected values and use them to assess risk and make informed decisions
7. Analyze civic and/or societal issues and critique decisions using relevant mathematics

MAT 152 Statistical Methods I **3 2 0 4**

Prerequisites: Take One Set:
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
Corequisites: None
College Transfer Course
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA.*

Competencies
Student Learning Outcomes

1. Organize, display, calculate, and interpret descriptive statistics
2. Apply basic rules of probability
3. Identify and apply appropriate probability distributions
4. Perform regression analysis
5. Analyze sample data to draw inferences about a population parameter
6. Communicate results through a variety of media

MAT 171 Precalculus Algebra **3 2 0 4**

Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065
Set 3: 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, and 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, and DMA 065
Set 7: DMA 025, DMA 045, DMA 060, DMA 070, and DMA 080
Set 8: DMA 025, DMA 045, and DMA 065
Corequisites: None
College Transfer Course
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

Competencies
Student Learning Outcomes

1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.

2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.
3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.
4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.
5. Construct the composition and inverse of functions.
6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

MAT 172 Precalculus Trigonometry 3 2 0 4
Prerequisites: Satisfactory placement or "C" or better earned in MAT 171
Corequisites: None
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—AS.*
Competencies
Student Learning Outcome
1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions.
2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.
3. Demonstrate knowledge of vector definitions and perform vector operations.
4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.
5. Use multiple representations to define, construct and analyze conic sections.
6. Create, graph, and analyze parametric equations.

MAT 263 Brief Calculus 3 2 0 4
Prerequisites: Satisfactory placement or "C" or better earned in MAT 171
Corequisites: None
College Transfer Course
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AS.*
Student Learning Outcomes
1. Calculate limits and verify using graphical, numerical and analytical methods.
2. Interpret the derivative as a rate of change.
3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
6. Use appropriate technology and communicate results through a variety of media.

MAT 271 Calculus I 3 2 0 4
Prerequisites: Satisfactory placement or "C" or better earned in MAT 172
Corequisites: None
College Transfer Course
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics-AS.*

Competencies
Student Learning Outcomes

1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.
2. Use derivatives to analyze and graph algebraic and transcendental functions.
3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.
4. Apply the definition of indefinite integral to solve basic differential equations.
5. Apply the definition of definite integral to evaluate basic integrals.
6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

MAT 272 Calculus II **3 2 0 4**
Prerequisites: "C" or better earned in MAT 271
Corequisites: None
College Transfer Course
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*
Competencies
Student Learning Outcomes

1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.
2. Evaluate proper and improper integrals using various integration techniques.
3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.
4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.
5. Solve separable and first-order linear differential equations.
6. Analyze and graph conic sections using calculus techniques.

MAT 273 Calculus III **3 2 0 4**
Prerequisites: "C" or better earned in MAT 272
Corequisites: None
College Transfer Course
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*
Competencies
Student Learning Outcomes

1. Perform operations with vectors in two and three dimensional space and apply to analytic geometry.
2. Differentiate and integrate vector-valued functions and apply calculus to motion problems in two and three dimensional space.
3. Determine the limits, derivatives, gradients, and integrals of multivariate functions.
4. Solve problems in multiple integration using rectangular, cylindrical, and spherical coordinate systems.
5. Select and apply appropriate models and techniques to define and evaluate line and surface integrals; these techniques will include but are not limited to Green's, Divergence, and Stoke's theorems.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

MAT 280 Linear Algebra 2 2 0 3
Prerequisites: "C" or better earned in MAT 271
Corequisites: None
College Transfer Course
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*
Competencies
Student Learning Outcomes
1. Use analytical and graphical representations to apply vector operations in multiple-dimensions.
2. Solve systems of linear equations using multiple manual and technology-based methods; these methods will include but are not limited to Gaussian and Gauss-Jordan.
3. Use eigenvalues, eigenvectors and diagonalization to solve problems in appropriate situations.
4. Use matrix operations and linear transformations to solve problems in appropriate situations.
5. Demonstrate knowledge of orthogonal projections and orthogonal complements of subspaces, and apply to appropriate situations.
6. Use the fundamental concept of a basis for a subspace to give a precise definition of dimensions and rank, and to solve problems in appropriate situations.
7. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

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.*
Competencies
Student Learning Outcomes
1. Find general solutions to first-order, second-order, and higher-order homogeneous and non-homogeneous differential equations by manual and technology-based methods.
2. Identify and apply initial and boundary values to find particular solutions to first-order, second-order, and higher order homogeneous and non-homogeneous differential equations by manual and technology-based methods, and analyze and interpret the results.
3. Select and apply appropriate methods to solve differential equations; these methods will include, but are not limited to, undetermined coefficients, variation of parameters, eigenvalues and eigenvectors, LaPlace and inverse LaPlace transforms.
4. Select and apply series techniques to solve differential equations; these techniques will include but are not limited to Taylor series.
5. Select and apply numerical analysis techniques to solve differential equations; these techniques will include but are not limited to Euler, Improved Euler, and Runge-Kutta.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

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.
Competencies
Student Learning Outcomes
1. Identify the physical and mechanical properties of ferrous and non-ferrous materials.
2. Identify the physical and mechanical properties of plastics, ceramics, and composites
3. Compare and contrast various primary metal work
4. Compare and contrast material finishing operations.
5. Discuss various testing procedures and results of each on various materials.
6. Apply and demonstrate OSHA safety procedures with the various manufacturing processes and testing procedures.

MEC 231 Computer-Aided Manufacturing I **1 4 0 3**
Prerequisites: None
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: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 Medical Law and Ethics 2 0 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: Satisfactory placement or DRE 097 and DRE 098
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: Take MED 121 and BIO 163 OR take MED 121 and BIO 168 and BIO 169 with a "C" or better earned in each course.
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 118, MED 122 and MED 130
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam Room Procedures I 3 4 0 5
Prerequisites: Enrollment in the Medical Assisting Diploma program, "C" or better earned in BIO 163 or BIO 168 and BIO 169, MED 118 and MED 122
Corequisites: MED 150
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisites: Enrollment in the Medical Assisting Diploma program, "C" or better earned in BIO 163 or BIO 168 and BIO 169, MED 118 and MED 122
Corequisites: MED 140
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 Medical Insurance Coding 1 3 0 2
Prerequisites: Enrollment in the Medical Assisting Diploma program, "C" or better earned in BIO 163 or BIO 168 and BIO 169, MED 122, MED 130
Corequisites: None
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Practicum 15 0 0 5
Prerequisites: "C" or better earned in ENG 111, CIS 110, BIO 155, MED 110, MED 118, MED 131, MED 140, MED 150, MED 232 and PSY 150. Enrollment in the Medial Assisting Diploma program.
Corequisites: None
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 272 Drug Therapy 3 0 0 3
Prerequisites: MED 260; must earn a grade of "C" or better in MED 260
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.
Competencies
Student Learning Outcomes
1. Define the role of marketing in business.
2. Explain the role of selling, customer relations and product management in marketing.
3. Describe marketing.
4. Define pricing and channel management strategies.

MKT 122 Visual Merchandising 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 096
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

MKT 123 Fundamentals of Selling 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 096
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.
Competencies
Student Learning Outcomes
1. Identify appropriate sales techniques for various selling situations.
2. Describe sales techniques.
3. Explain the necessity of selling skills in modern business environment.

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 should 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: Satisfactory placement or DRE 096
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 universal general education transfer component course (UGETC) in Humanities/Fine Arts AA/AS.*

MUS 111 Fundamentals of Music 3 0 0 3
Prerequisites: Satisfactory placement or DRE 096
Corequisites: None
College Transfer Course
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 112 Introduction to Jazz 3 0 0 3
Prerequisites: Satisfactory placement or DRE 096
Corequisites: None
College Transfer Course
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts-AA/AS.*

MUS 121 Music Theory I **3 0 0 3**
Prerequisites: Non
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: None
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
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
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
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 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.

NAS 102 Nurse Aide II **3 2 6 6**
Prerequisites: NAS 101
Corequisites: None
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 103 Home Health Care Nurse Aide **4 4 0 6**
Prerequisites: NAS 101
Corequisites: None
This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

Networking Technology

NET 110 Networking Concepts **2 2 0 3**
Prerequisites: Satisfactory placement or DMA 010, DMA 020, and DRE 096 and 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 DMA 010, DMA 020, and DRE 096
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 Routing Basics 1 4 0 3
Prerequisites: NET 125
Corequisites: None
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 175 Wireless Technology 2 2 0 3
Prerequisites: CTI 120
Corequisites: None
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225 Routing and Switching I 1 4 0 3
Prerequisites: NET 126
Corequisites: None
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II 1 4 0 3
Prerequisites: NET 225
Corequisites: None
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 289 Networking Project 1 4 0 3
Prerequisites: Take All: CTI 110, CTI 120, CTS 115, NET 110, 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
Corequisites ENG 112 or ENG 114
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, NUR 112 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, pharmocokinetics, 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, PSY 241, and "B" or better earned in NUR 111, NUR 112, NUR 114, and NUR 117
Corequisites ENG 112 or ENG 114
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, NUR 114, NUR 117, and NUR 211
Corequisites NUR 213
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 "B" or better earned in NUR 111, NUR 117, and "C" or better earned in BIO 168, BIO 169, BIO 275, ENG 111, ENG 112, PSY 150, and PSY 241
Corequisites "B" or better earned in 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 134 Text Entry and Formatting 2 2 0 3
Prerequisites: None
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. More advanced business documents such as itineraries, agendas, newsletters, international formatting features, medical documents, legal documents, office forms, and publications are introduced.

OST 135 Advanced Text Entry and Format 2 2 0 3
Prerequisites: OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 164 Office Editing 3 0 0 3
Prerequisites: None
Corequisites: Satisfactory placement or DRE 097 and DRE 098 or DRE 099; OST 134
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 Office Procedures 2 2 0 3
Prerequisites: OST 134
Corequisites: None
This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. In addition, telephone techniques, mail services, travel arrangements, meeting/conference planning, and employment document preparation are introduced.

OST 184 Records Management 2 2 0 3
Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 247 Procedure Coding 2 2 0 3
Prerequisites: MED 121
Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

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.

OST 249 Med Coding Certification Prep 2 3 0 3
Prerequisites: OST 247 and OST 248
Corequisites: None
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 289 Office Administration Capstone **2 2 0 3**
Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

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 123 Yoga II **0 2 0 1**
Prerequisites: PED 122
Corequisites: None
College Transfer Course
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved for transfer under the CAA and ICAA as a premajor 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 145 Basketball—Beginning 0 2 0 1
Prerequisites: None
Corequisites: None
College Transfer Course
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 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 186 Dancing for Fitness 0 2 0 1
Prerequisites: None
Corequisites: None
College Transfer Course
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PED 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 233 Ju-Jitsu **0 3 0 1**
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces martial arts using the ju-jitsu 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.*

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.*
Competencies
1. Engage in critical thinking.
2. Identify, reconstruct, and evaluate philosophical arguments.
3. Analyze key philosophical concepts within epistemology, metaphysics, and ethics.
4. Demonstrate an understanding of major philosophical views, and how they relate to contemporary issues.

PHI 240 Introduction to Ethics **3 0 0 3**
Prerequisites: ENG 111
Corequisites: None
College Transfer Course
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*
Competencies
1. Engage in critical thinking about moral issues.
2. Identify, reconstruct and evaluate ethical arguments.
3. Analyze key ethical concepts.
4. Demonstrate understanding of major views in moral philosophy and how they relate to contemporary ethical and social issues.

Physics

PHY 110 Conceptual Physics 3 0 0 3
Prerequisites: Satisfactory placement or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DRE 096
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 DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DRE 096
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: Satisfactory placements or DRE 096; Take one: 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: Satisfactory scores on the college placements tests or DRE 096; 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.*
Competencies
1. Demonstrate an understanding of the essential concepts and theories in the course materials. Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government.
2. Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context.
3. Define the function of political parties, interest groups, public opinion, and the media.
4. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.

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: Satisfactory placement or DRE 096
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: Satisfactory placement or DRE 096
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: Satisfactory placement or DRE 096
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 Substance Abuse 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: NET 110 OR 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.

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 universal general education transfer component course (UGETC) in Social/Behavioral Sciences—AA/AS.*

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 DRE 097 and DRE 098 or DRE 099
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.

Work-Based Learning

WBL 111 Work-Based Learning I **0 10 0 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 20 0 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 1**
Prerequisites: None
Corequisites: WBL 111 or WBL 112
This course provides procedures necessary for the Co-op student to receive maximum benefit from his/her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

WBL 121 Work-Based Learning II **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 110 Internet/Web Fundamentals **2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 140 Web Development Tools **2 2 0 3**
Prerequisites: None
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 151 Mobile Application Dev I **2 2 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, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB 210 Web Design **2 2 0 3**
Prerequisites: DME 110, DME 115 and WEB 140
Corequisites: None
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 214 Social Media **2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

WEB 251 Mobile Application Dev II **2 2 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.
Competencies
Student Learning Outcomes
1. Identify the parts and functions of an oxy-acetylene cutting torch.
2. Identify the parts and functions of various cutting equipment.
3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.
4. Set-up and adjust cutting equipment.
5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a.Cut a straight marked line on various thickness steel plate. b.Cut various shapes out of carbon steel plate. c.Cut carbon steel plate to a bevel and pipe.

WLD 115 SMAW (Stick) Plate **2 9 0 5**
Prerequisites: None
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.
Competencies
Student Learning Outcomes
1. Demonstrate SMAW electrode classification in compliance with AWS codes.
2. Perform a groove weld according to AWS D1.1.
3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 116 SMAW (Stick) Plate/Pipe **1 9 0 4**
Prerequisites: WLD 115
Corequisites: None
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.
Competencies
Student Learning Outcomes
1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.

3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 122 GMAW (MIG) Plate/Pipe 1 6 0 3
Prerequisites: WLD 121
Corequisites: None
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.
Competencies
Student Learning Outcomes
1. Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.
2. Perform a groove weld in accordance with AWS code.
3. Perform a Fillet weld in accordance with AWS code.
4. Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3
Prerequisites: WLD 131
Corequisites: None
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.
Competencies
Student Learning Outcomes
1. Identify and read welding symbols.
2. Identify and explain various lines, notes, and specifications on a blueprint.
3. Identify the different types of lines on a blueprint.
4. Interpret destructive testing symbols and their methods.
5. Interpret non-destructive testing symbols and their methods.
6. Develop a working sketch.
7. Create a bill of materials from a blueprint.

WLD 151 Fabrication I 2 6 0 4
Prerequisites: None
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

Administration, Faculty and Staff

A complete directory of administration, faculty and staff is available at mitchellcc.edu/faculty-and-staff. All employee e-mail addresses are in the following format: first initial of first name last name@mitchellcc.edu (ex. jsmith@mitchellcc.edu).

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Holland, Vicki ..... Executive Administrative Assistant
A.A.S. Mitchell Community College

Advancement, Marketing, Alumni

Hogan, James ..... Vice President for Advancement
B.S. Western Carolina University
Nicholson, Molly ..... Coordinator, Annual Giving and Alumni Relations
B.A. University of North Carolina at Chapel Hill; M.A. Appalachian State University
Phillips, Judy ..... Director, Printing and Graphic Design Services Center
A.A. Mitchell Community College; B.A. Lenoir-Rhyne College
Suber, Megan ..... Director, Marketing and Communications
A.A. Western Piedmont Community College; B.A. and M.A. Appalachian State University
Thompkins, Aaron ..... Digital Media Specialist
Vanhorn, Donna ..... Advancement Services Specialist
B.A. Lenoir-Rhyne College

Continuing Education and Workforce Development

Johnson, Carol ..... Vice President for Workforce Development and Continuing Education
A.A. Mitchell College; B.A. University of North Carolina at Charlotte; M.A. Appalachian State University; Ed.S. Appalachian State University
Clarke, Sherry ..... Instructional Coordinator, Basic Skills
B.S. and M.S. Appalachian State University

Bullins, David ..... Director, Public Safety
B.S. University of Cincinnati; M.S. Oklahoma State University
Flemming, Tina ..... Coordinator, Basic Law Enforcement Training
B.S. Gardner Webb University
Hedrick, Hedy ..... HRD Coordinator
B.A. American University; M.A. George Mason University
Larsen, James ..... Program Coordinator, Emergency Services
B.S. Appalachian State University
Lazenby, Deborah ..... Business Services Coordinator
A.A. Mitchell Community College, B.A. Catawba College
Pence, Pat ..... Program Coordinator, NC NA I
Reid, Nina ..... Registrar, CEC
A.A.S. Mitchell Community College
Scipione, Betty ..... Director, Customized Training
B.S. University of North Carolina at Charlotte
Siegfried, Pamela ..... Educational Navigator
B.S. Wayne State University
Wallace, Suzanne ..... Director, Small Business Center
B.S. Western Carolina University; M.S. High Point University

Division of Curriculum and Instruction Faculty and Staff

Office of the Vice President

Reese, Dr. Camille ..... Vice President for Instruction
M.S.N., RN, CNE University of North Carolina at Greensboro; Ed.D. University of North Carolina at Greensboro
Money, Amy ..... Instructional Services Assistant
A.A.S Mitchell Community College

Staff

Benfield, Denise ..... Curriculum Administrative Assistant
A.A.S. Mitchell Community College
Dagenhardt, Crystal ..... Learning Management System
A.A.S Mitchell Community College
Dezern, Donna ..... Curriculum Administrative Assistant
A.A.S. Mitchell Community College
Easterling, Vivian ..... Salon Office Specialist (Administrative Assistant)
A.A.S. Mitchell Community College
Eisnaugle, Dr. Eva ..... Executive Director of Institutional Research
B.A. Ohio State University; MBA Pfeiffer University; Ed.D. Wingate University
Ellis, Sharon ..... Early College Liaison
A.A.S. Mitchell Community College; B.S. Pfeiffer University
Goodman, Angie ..... Curriculum Administrative Assistant
A.A.S. Mitchell Community College
Hill, Melissa ..... Distance Learning Coordinator
B.S. Gardner-Webb University; M.S. East Carolina University
Houston, Mamie ..... Early College Liaison
B.A. Livingstone College
Johnson, Janice ..... Administrative Assistant II
A.A.S. Mitchell Community College; B.S. Gardner-Webb University
Landry, Dr. Sandra ..... Director, Student Academic Success
B.S. Loyola University; M.A. Our Lady of Holy Cross College; Ph.D. University of New Orleans
Money, Michelle ..... Program Specialist for Nursing, Natural, and Health Sciences.
A.A. Mitchell Community College
Patterson, Elizabeth "Betsy" ..... Coordinator of Assessment
B.S. East Carolina University

Rhea, Amanda ..... Director, Educational Partnerships
B.S. and M.A. Appalachian State University

Rufty, Beverly ..... Library Director
A.A. Central Piedmont Community College; B.A. University of North Carolina at Charlotte; M.A. University of North Carolina at Greensboro

Snyder, Allison ..... Early College Liaison
B.A. Salem College

Wierckz, Courtney ..... Librarian
B.S. Appalachian State University; M.L.S. University of North Carolina at Greensboro

Faculty

Atwell, Adam ..... Criminal Justice
B.S. Western Carolina University; M.S. University of Cincinnati

Ausburn, Lisa ..... English
B.S. and M.A University of North Carolina at Wilmington

Bebler, Melanie ..... Biology
B.S. and M.S. Southeastern Louisiana

Blair, Emily ..... English
B.A. and M.A. University of Louisville

Briceno, Tony ..... Electronics Engineering
A.A.S. Mitchell Community College

Brown, Dr. Beverly ..... Music
B.M. Appalachian State University; M.M.Ed. University of Georgia; Ph.D. University of North Carolina at Greensboro

Burt, Nanci ..... Human Services
B.S. and M.S.W. Florida State University

Cain, Gregory ..... Information Technology
B.S. Keller-DeVry University

Campagni, Jamie ..... Program Coordinator, Mechanical 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

***Coleman, Tia** ..... Dean, College Transfer
B.S. and M.S. East Carolina University

Collins, Parks ..... Biology
B.S. Gardner-Webb University; M.S. University of Nebraska Kearney

Davis, Marc ..... Economics/Business
B.S. College of Charleston; MBA and M.A. Walsh College

Day, Dr. Danielle ..... Biology
B.S. University of Charleston; B.S. and D.C. Logan College of Chiropractic

Dellinger, Sally ..... Program Coordinator, Human Services Program
B.A. and M.Ed Winthrop University, North Carolina Licensed Clinical Addictions Specialist, Certified Clinical Supervisor

Dennis, Janay ..... Biology
B.S Saint Augustine's College; M.S Case Western Reserve University

DiMella, Toni ..... Mathematics
B.A. Mt. St. Mary College; M.S. Ed. Mt. St. Mary College

Doig, Valerie ..... Associate Degree Nursing
B.S.N. University of North Carolina at Charlotte; M.S.N. University of North Carolina at Charlotte

Downing, Beth ..... Program Coordinator, Associate Degree Nursing
B.S.N. Colby Sawyer College; M.S.N. University of North Carolina at Greensboro

Duncan, Mary-Catherine ..... History
B.A. University of North Carolina at Greensboro; M.A. University of North Carolina at Wilmington

Flake, Mark ..... Art
B.F.A The University of Memphis; M.F.A. East Tennessee State University

Fleming, Tina ..... Program Coordinator, Basic Law Enforcement Training
B.S. Gardner-Webb University

Fraver, Shawn ..... Mechanical Engineering
A.A.S. Mitchell Community College; B.S. University North Carolina at Charlotte

Fukami, Andrea ..... Psychology
B.A. Pennsylvania State University; M.A. La Salle University

Garcia, Eddie ..... Program Coordinator, Foreign Language
B.A. Foreign Language Institute, University of Havana; M.A. University of North Carolina at Charlotte

Goins, Emily ..... Chemistry
B.S. North Carolina State University, M.S. University of North Carolina at Charlotte

Goldsberry, Kenya ..... Chemistry
B.S. Howard University; M.S. Stanford University

Graham Lindsy ..... Cosmetology
Cosmetology License, Mitchell Community College

Guiton, Paula ..... Associate Degree Nursing
B.S.N. Winston-Salem State University; M.S.N. Chamberlain College of Nursing

Haynes, Peggy ..... Cosmetology
Cosmetology License, Mitchell Community College; A.A.S. Surry Community College

Hilton, Sondra ..... Mathematics
B.S. Bob Jones University; M.S. University of North Carolina at Charlotte

Hogue, Donna ..... Program Coordinator, Early Childhood
A.A.S. Rowan Cabarras Community College; B.A. Pfeiffer University; M.A. University of Phoenix

Hollar, Jason ..... Sociology
B.S. Appalachian State University; M.A. Appalachian State University

Holleran, Phillip ..... Business Administration
B.A. Wabash College; MBA Old Dominion University

Imbus, Mark ..... HVAC Instructor
B.A University of South Carolina

James, Wayne ..... Welding
A.A.S. Mitchell Community College

Johnson, Sally ..... Cosmetology
Cosmetology License; Teaching Certificate

Kerley, Kellie ..... Associate Degree Nursing
B.S.N. Gardner Webb University; M.S.N. University of North Carolina at Greensboro

Khurana, Dr. Pam ..... Physics
M.S. Panjab University; Ph.D. Indian Institute of Technology

Kofke, Ramona ..... Associate Degree Nursing
B.S.N East Carolina University, M.S.N. University of North Carolina at Charlotte

Leake, Marc ..... History
B.A. and M.A University of North Carolina at Pembroke

Leamon-Smith, Jenny ..... Mathematics
B.A. University of North Carolina at Greensboro; M.A. Gardner-Webb University

Leonard, Justin ..... Biology
B.S. Montreat College; M.A. Prescott College

Little, Ginny ..... Associate Degree Nursing
B.S.N. Winston-Salem State University; M.S.N. Gardner-Webb University

Lofland, Al ..... Welding
Certificate, Catawba Valley Technical Institute

Marks, Mary .....Program Coordinator, Medical Assisting and Allied Health
Diploma—Nursing, Kings County Hospital Center School of Nursing, Brooklyn, NY; B.S.N. University of North Carolina at Charlotte; M.S.N. University of North Carolina at Greensboro; Post-Graduate Certificate, Family Nurse Practitioner, Western Carolina University

Martin, Dr. Todd .....Psychology
B.A. Lenoir-Rhyne University; M.A. University of North Carolina at Greensboro; Ed.S. Appalachian State University; Ed.D. Appalachian State University

McMiller, Beniah .....Business Administration
B.S. Johnson C. Smith University; M.B.A. University of Phoenix

Miller, Keith .....Business
B.S. Hawaii Pacific University; M.S. Troy University

Moore, Annette .....English
B.A. Bennett College; M.A. North Carolina A&T State University

Moose, Amanda ..... Simulation Coordinator, Associate Degree Nursing
A.A.S. Caldwell Community College & Technical Institute, B.S.N. Winston-Salem State University, M.S.N. Univeristy 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
B.S. Biola University

Owen, Christina ..... Cosmetology
Cosmetology License; Teaching Certificate

Patterson, Amanda ..... Sociology
A.A. Mitchell Community College; B.S. Gardner-Webb University; M.S. Lenoir-Rhyne University; Graduate Certificate Sociology/Gerontology Appalachian State University

Payne, Dr. Nancy .....Mathematics
B.S. Salem University; M.S. Appalachian State University; Ph.D. University of North Carolina at Greensboro

Piervincenti, Arthur.....Program Coordinator, Criminal Justice
B.S. Long Island University; M.S. Long Island University; J.D. Hofstra University School of Law

Pocock, Dale.....Accounting
B.S. Clemson University; M.P. Accounting Clemson University; Institute of Management Accountants; National Association of Tax Professionals

Poirier, Amy ..... Agribusiness
B.S. and M.S. North Carolina State University

Pressley, Benjamin .....English
B.A. Pfeiffer University; M.A. University of North Carolina at Greensboro

Robinson, Colin.....Mechanical Engineering
A.A.S. Mitchell Community College

Roseman, Glenn.....Criminal Justice/Political Science
B.S. Appalachian State University; M.S. Appalachian State University

Salamon, Barbara .....Mathematics
B.A. DePaul University; M.S. Purdue University

Schuttenberg, Emily..... Music
B.A. Huntingdon College; M.M. Western Carolina University

Shoffner, Kent.....Mathematics
B.S. Indiana University of Pennsylvania; M.A. and Ed.S. Appalachian State University

Singh, Kimberly .....English
B.A. Virginia Wesleyan College; M.A. Old Dominion University

***Smalley, Mark** .....Dean, Business Administration, Criminal Justice, Cosmetology
B.S. Truman State University; MBA The Lindenwood University

Stroud, Ronna.....Program Coordinator, Digital Media
A.A.S. Mitchell Community College; B.F.A. Academy of Art University

Taggert, Rita ..... Communications
B.A. and M.A. University of North Carolina at Greensboro

Theisen, Robert ..... Information Technology
A.A.S. Mitchell Community College

Townsend, Tessa ..... Mathematics
B.S. Mars Hill College; M.S. Western Carolina University

Troutman, Lee ..... Coordinator AIMS Lab
A.A.S. Rowan Technical Institute

Turner, Wendy ..... Communications
B.S. Appalachian State University; M.A. University of Georgia; Graduate Certificate, Appalachian State University

Watt, Loraine ..... Information Technology
B.S. Syracuse University; M.S. North Carolina State University; M.S. Virginia Commonwealth University

Weddington, Emily ..... Foreign Language
B.A./B.S. Spanish, North Carolina State University; M.A. North Carolina State University

***Wiersch, Linda** ..... Dean, Nursing, Natural and Health Sciences
B.S.N. Radford University; M.S.N. Old Dominion University

Williams, DeShaun ..... Program Coordinator, 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

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, Christina ..... Developmental English
A.A.S. Mitchell Community College; B.A. Lenoir-Rhyne College; M.A. University of North Carolina at Charlotte

Yost, Corey ..... Mathematics
B.S. and M.A. Appalachian State University

**Academic Dean*

Financial Services

Hyde, Gerald ..... Vice President for Accounting/CFO
B.A. Lenoir-Rhyne University; MBA Gardner-Webb University

Benge, Tonya ..... Student Accounts Manager
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

Harris, Jonathan ..... Controller
A.A.S. Mitchell Community College

Kessler, Anita ..... Equipment and Surplus Coordinator
A.A.S. Mitchell Community College

Moore, Kimberly ..... - AR Specialist/Cashier
A.A. Mitchell Community College

Morgan, Jane ..... AR Specialist/Cashier
A.A.S. Mitchell Community College

Rackley, Tammy ..... Purchasing Officer
Diploma-Blanton's Business College

Rowe, Pam ..... Payroll Assistant
A.A.S. Western Piedmont Community College; B.A and M.A. Gardner-Webb University

Tallman, Clay.....Accounting Technician
A.A.S Catawba Valley Community College
Taylor, Lisa.....Student Accounts Specialist
A.A.S. Mitchell Community College
Watson, Kyle.....Staff Accountant
A.A.S. Mitchell Community 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

Human Resources

Ferral, Nydia.....Professional Development Coordinator
B.A. Sacred Heart University, Puerto Rico
Moon, Rose.....Human Resources Coordinator
B.A. University of North Carolina at Greensboro

Information Technology

Armstrong, David.....Network Coordinator
A.S. Nashville State Community College
Barker, Michael.....ERP Systems Manager
B.A. and MBA Lenoir-Rhyne University
Benfield, Jeff.....Chief Information Technology Officer
B.S. University of Phoenix; M.S. University of Phoenix
Gomez, Jesus.....Institutional Technology Coordinator
A.A.S. Mitchell Community College
Niswonger, Mark.....ECM Technology Manager/Webmaster
A.A. and A.A.S. Mitchell Community College
Roseberry, Joyce.....Assistant Systems Administrator
TOADS System Administrator Certificate from NC Dept. of Community Colleges
Sherrill, Jeff.....Helpdesk Supervisor
A.A.S. Mitchell Community College; B.S. and GC Management of Information Technology, University of North Carolina at Charlotte
Smith, Lisa.....IT Network Manager
A.S. Central Piedmont Community College; B.A. Catawba College
Wood, Renee.....Audio-Visual Coordinator
A.A.S. Mitchell Community College

Student Services

Office of the Vice President

Brannon, Dr. T. Porter.....Vice President for Student Services
B.S. St. John's University; M.S. St. John's University; Ed.D. Fordham University
Gray, Carolyn.....Assistant to the Vice President

Admissions

Harrison, T'Sha.....Coordinator, Admissions and Special Programs
A.A.S. Mitchell Community College
Howell, Crystal.....Senior Admissions Specialist
A.A.S. Mitchell Community College

Johnson, Brenna.....Admissions Specialist
B.A. University of North Carolina at Charlotte

Advising

Caudill, Jessica .....Student Services Advisor
B.S. Campbell University; M.A. East Carolina University
Frederick, Michael Leon .....Student Services Advisor
B.S. Catawba College; M.S. Walden University
Groff, Rebecca .....Student Services Advisor
B.A. Biola University; M.S. California State University, Long Beach
Lewis, Myra.....Director of Academic Advising
B.S. Gardner-Webb University; M.Ed. Appalachian State University
Myers, Barbara .....Student Services Advisor
B.S. Case Western Reserve University; M.A. University of North Carolina at Charlotte
Nesbit, Debra.....College Receptionist
A.A.S Mitchell Community College; Certificate Mitchell Community College
Willis, Samantha.....Student Services Advisor
B.S. East Carolina University; M.S. Kansas State University; Graduate Certificate, Appalachian State University

Enrollment

Spencer, Theresa .....Coordinator of Enrollment
A.A. Mitchell Community College; B.S. East Carolina University

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
West, Mark.....Financial Aid Specialist
B.A. Lenoir-Rhyne University
Wright, Ann.....Assistant Director, Financial Aid
B.S. Ball State University; M.A. Appalachian State University

Student Activities

Patrick, Elizabeth .....Student Activities Coordinator
B.S. Southern Connecticut State University; M.Ed. Springfield College

Student Records

Dubea, Erin.....Assistant Director, Admissions and Records/Registrar
B.A. Southeastern Louisiana University; M.S. Kansas State University
Fields, Nancy.....Records Maintenance Technician,
A.S. Mitchell Community College
Ireland, Carole.....Curriculum Maintenance Technician
A.A.S Mitchell Community College
Nleya, Juliana .....Records Specialist
A.A. Mitchell Community College; B.S. East Carolina University

Index

A

Academic Calendar 7-9
Academic Forgiveness 37-38
Academic Honesty 41
Academic Policies 35-42
Academic Probation 38
Academic Re-Instatement 39
Academic Related 166
Academic Suspension 38
Accounting and Finance 75-77, 167-168
Accreditation 11
Administration, Faculty and Staff 270-277
Admissions 14-23
- Associate Degree Emergency Medical Science 19-20
- Associate Degree Nursing 20-21
- Auditing/Non-Degree Students 15
- Change of Program 17
- College Board Adv. Placement Program 18
- College Level Examination Program 17-18
- Competitive Enrollment Programs 19
- Continuing Education Students 16
- Dietetic Technician 23
- Emergency Medical Science 19-20
- Health Information Technology 23
- High School Students Career and College Promise 15-16
- How to Apply 14
- Medical Assisting 21-22
- Medical Laboratory Technology (MLT) 23
- Military Service Experience 19
- Orientation 17
- Overview 14
- Paramedic to Associate Degree Nursing 22-23
- Placement Testing 16
- Readmitted Students 14-15
- Requirements for Degree Seeking Students 14
- Requirements for Special Credit Students 14
- Residency 16
- Retest Policy 17
- Special Credit Students 15
- Speech Language Pathology Assistant 23
- Transfer Students 15
- Visiting Students 15

Advancement 12, 270
Air Conditioning, Heating and Refrigeration Technology 83-84, 171-173
Agribusiness Technology 78-80
Agribusiness Education 81-82
Agriculture 168-171
Allied Health 49
Alumni 12, 270
American Sign Language 178
Animal Science 173
Art 174-178
Associate Degree Emergency Medical Science ..... see *Emergency Medical Science*
Associate Degree Nursing 155-156, 252-253
Associate in Arts 54-57
Associate in Fine Arts in Visual Art 60-61
Associate in Engineering 58-59
Associate in Fine Arts in Music 62-63
Associate in General Education 64-67
Associate in General Education–Nursing 68-69
Associate in Science 70-73
Astronomy 168-169
Attendance Expectations 35
Attendance Exceptions 35
Attendance Policy 35
Auditing Classes 40
Automation and Robotics 178-179

B

Banking and Finance 179
Basic Law Enforcement Training 85-86
Basic Skills Programs 50
Belief Statements 10
Biology 179-181
Board of Trustees 270
Bookstore 44, 276
Business 181-183
Business Administration 87-89
Business and Industry Services 49

C

Campus Locations 3
Career Readiness Certificate (CRC) 49
Change of Schedule 35
Chemistry 184
Classification 35
Communication 188-189
Computer Information Technology 193-194
Computer-Integrated Machining 90-91
Computer Technology Integration 193
Computer Science 192
Continuing Education 48-50
Continuing Education and Workforce Development 270-271
Corporate and Continuing Education 48-50
- Attendance 48
- Cancellation and Refund Policy 48
- Credits (CEUs) 48
- Fees and Supplies 48
- Programs 48-50
- Registration 48

Cosmetology 92, 189-191
Cosmetology Instructor 93
Counseling 43
Course Examinations 38
Course Load 35
Course Repeats 40
Course Requirements 39
Course Substitutions 40
Credit by Examination 39-40
Criminal Justice Technology 94-96, 185-188
Culinary Arts 97-98, 194-196
Curriculum Course Descriptions 166-269
Customized Training Programs 49

D

Database Management Technology 196
Dean's List 38
Design Drafting 196
Developmental Disabilities 197
Developmental Education Program 45
Developmental Reading/English 203-206
Developmental Mathematics 197-201
Dietetic Technician 99-100, 196
Digital Media Technology 100-102, 202-203
Directory 6
Disability Support Services 13, 43
Distance Learning 44-45

E

Early Childhood Education 103-107, 206-210
Economics 197
EEO 2,13
Education (Early Childhood) 103-107, 206-210
Electrical 213-215
Electrical Systems Technology 108-110
Electronics 215-216
Electronics Engineering Technology 111-114
Emergency Medical Science 115-116, 216-218
Emergency Medical Science Bridge Program ..117
Emergency Preparedness 220
Endowment for Excellence (Advancement) 12
Engineering 211-212
English 218-220
Esthetics Technology 118

F

Faculty 272-275
Faculty Advisors 43
Financial Aid 26-31
- 12 Semester Lifetime Limit for Federal Pell Grant and State Aid 28
- Deadlines 26
- Distribution 26
- Eligible Programs for Financial Aid 28
- Eval of Satisfactory Academic Progress 29
- Exclusions 28
- Grades and SAP 29
- How to Apply 26
- No Show 27
- Repeated Coursework 27
- Return of Title IV Funds 30-31
- Satisfactory Academic Prog Standard 28-29
- Satisfactory Academic Progress Statuses .. 29-30
- Scholarships 26
- Student Rights and Responsibilities 27
- Transfer Students 28
- Types of Financial Aid 26

Financial Services Division 275-276
Fire Protection Technology 119-121, 221-225
Fire Protection Technology (Continuing Ed) 49
Foundation (Advancement) 12
French 226

G

General Information 10-13
General Occupational Technology 122-129
Geography 226
German 226
Gerontology 227
Grade Appeal 37
Grade Point Average 36
Grade Reports 37
Grading System 36
Graduation Honors 41
Graduation Marshals 41
Graduation Requirements 41
Graphic Design 227
Greetings 5

H

Health 227-228
Health Information Technology 130, 228
Healthcare Management Tech 131-132, 229-230
History 228-229
History of Mitchell 10
Hotel & Restaurant Management 230
Human Resource Development (HRD) 49
Human Services Technology 133-135, 230-231
Humanities 231-232
Hybrid Courses (Distance Learning) 44-45
Hydraulics 232

I

Industrial Science 233
Infant/Toddler Care 136
Information About the College 10
Information Systems 185
Information Systems Security 262
Information Technology 137-142
- Networking 137-140
- Software Development 137-140
- Service/Support 137-140

Instruction 271-275

L

Latin 233
Learning Resources Center/Huskins Library 44

M

Machining 233-235
Manicuring/Nail Technology 143
Marketing and Retailing 242-243
Mathematics 235-239
Mechanical 240
Mechanical Engineering Technology 144-148
Mechatronics Engineering Technology 149-150
Medical Assisting 151-152, 241-242
Medical Laboratory Technology 153-154, 243
Memberships 11-12
MIND Center for Learning and Teaching 45
Mission 10
Music 243-250

N

Networking Operating System 251-252
Networking Technology 250-251
North Carolina Information Highway 45
Nurse Aid 159, 250
Nursing 155-156, 252-253

O

Occupational Extension 48
Office of the President 270
Office Systems Technology 254-255
Online Courses (Distance Learning) 41

P

Paramedic to Associate Degree Nursing 157-158
Philosophy 258
Physical Education 255-258
Physics 259-260
Political Science 260-261
Prerequisite and Co-Requisite Waiver Policy 39
Programs of Study 52-164
Psychology 261
Purpose 10

R

Registration 35
Release of Student Educational Records..... 46-47
Religion 261-262

S

Satisfactory Academic Progress 28-30, 33, 38
Semester System 35
Services to Individuals with Disabilities..... 47
Small Business Center 49
Social Work..... 264
Sociology..... 262-263
Spanish..... 263-264
Special Populations 47
Speech-Language Pathology Assist 160-161, 263
Student Records and Privacy Rights 46
Student Responsibility..... 46
Student Rights and Responsibilities 46-47
Student Services 276-277
Substance Abuse..... 262
Support Services 43-45

T

Table of Contents 4
Training Programs (Business and Industry)..... 49
Transcripts 40
Tuition and Fees..... 24-25
- Books..... 24
- Fulfillment of Financial Obligations..... 25
- Payment 24-25
- Refunds..... 25
- Residency..... 25
- Returned Checks 25
- Specific Fees 24
- Tuition 24

V

Veterans Affairs (Veterans) 32-34
- Attendance..... 33
- Eligibility..... 32
- Exclusions 33
- How to Apply 32
- Military Service Experience..... 32
- Payment 32
- Satisfactory Academic Progress..... 33
- U S Army Reserve Officers Train Program 33
- Veterans Educational Benefits 32

Veterans Services 34, 43

W

Web Technologies..... 265-266
Welding..... 162-164, 266-267
Withdrawal Policy..... 36
Work-Based Learning 264-265
Work-Based Learning Program..... 43-44
WorkKeys Employment Assessments and Job Profiling 49