

2020-2021 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, pregnancy and genetic information consistent with the applicable state and federal laws. This policy governs all aspects of employment, including, but not limited to: job selection, job assignment, compensation, performance evaluations, discipline, demotion, termination, benefits and training.

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

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

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

Equal Access

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

Colegio universitario de igualdad de oportunidades

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

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

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

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

Igualdad de acceso

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



Mitchell
COMMUNITY COLLEGE

2020-2021 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 October 14, 2020.

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Greetings

Dear Students,

Welcome to Mitchell Community College!

We are glad that you have chosen to continue your education with us. Mitchell is a comprehensive community college with many programs and opportunities to assist you on your personal, professional and educational journeys.

The College takes pride in our history and heritage while focusing on the current and future needs of students. There are so many opportunities that lie ahead for you. We are committed to helping you excel at these opportunities through our current and future program offerings and our diverse campus resources.

The entire Mitchell family looks forward to working with you as you continue your journey toward your goals and aspirations. We are student focused—you, the student, are why we exist.

On behalf of our Board of Trustees, your fellow students, as well as Mitchell's faculty and staff, we are glad to have you join us!

Sincerely,



James T. Brewer, Ed.D.
President



Directory

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

Accessibility Services	(704) 878-3364
Admissions–Mooresville.....	(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
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
Write Place.....	(704) 978-1320

Address correspondence to any office in care of:

Mitchell Community College

500 W. Broad St.
Statesville, NC 28677

mitchellcc.edu



Academic Calendar

Fall Semester 2020

Aug. 3 (M)	Ten-month faculty return
Aug. 15 (SA)	Orientation Day *date subject to change*
Aug. 17 (M)	Fall classes for 16-week, first 12-week, first 8-week, and first 4-week sessions begin
Aug. 17-19 (M-W)	Drop/Add
Aug. 17 (M)	Last day to receive 75% refund for first 4-week session
Aug. 20 (TH)	Last day to receive 75% refund for first 8-week session
Aug. 24 (M)	Last day to receive 75% refund for first 12-week session
Aug. 26 (W)	Last day to receive 75% refund for 16-week session
Sept. 2 (W)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Sept. 7 (M)	Labor Day (College Closed)
Sept. 10 (TH)	First 4-week session ends
Sept. 11 (F)	Grades due for first 4-week session
Sept. 14 (M)	Second 12-week and second 4-week sessions begin
Sept. 14 (M)	Last day to receive 75% refund for second 4-week session
Sept. 21 (M)	Last day to receive 75% refund for 12-week session
Sept. 28 (M)	Last day to withdraw from first 8-week session in order to ensure a grade of "W"
Oct. 1 (TH)	Last day to withdraw from second 4-week session in order to ensure a grade of "W"
Oct. 8 (TH)	Second 4-week session ends
Oct. 9 (F)	First 8-week session ends
Oct. 9 (F)	Grades due for second 4-week and first 8-week sessions
Oct. 12-13 (M-T)	Fall break (No Classes/College Open)
Oct. 14 (W)	Second 8-week and third 4-week sessions begin
Oct. 14 (W)	Last day to receive 75% refund for third 4-week session
Oct. 19 (M)	Last day to receive 75% refund for second 8-week session
Oct. 21 (W)	Last day to withdraw from first 12-week session in order to ensure a grade of "W"
Nov. 3 (T)	Last day to withdraw from third 4-week session in order to ensure a grade of "W"
Nov. 10 (T)	Third 4-week session ends
Nov. 11 (W)	Grades due for third 4-week session
Nov. 11 (W)	Last day to withdraw from 16-week session in order to ensure a grade of "W"
Nov. 11 (W)	First 12-week session ends
Nov. 12 (TH)	Grades due for first 12-week session
Nov. 12 (TH)	Fourth 4-week session begins
Nov. 12 (TH)	Last day to receive 75% refund for fourth 4-week session
Nov. 17 (T)	Last day to withdraw from second 12-week session in order to ensure a grade of "W"
Nov. 24 (T)	Last day to withdraw from second 8-week session in order to ensure a grade of "W"
Nov. 25 (W)	Thanksgiving Holiday (No Classes/College Open)
Nov. 26-27 (TH-F)	Thanksgiving Holiday (College Closed)
Dec. 7 (M)	Last day to withdraw from fourth 4-week session in order to ensure a grade of "W"
Dec. 7 (M)	Last day of classes for 16-week session
Dec. 8-14 (T-M)	Final Exams for 16-week session
Dec. 11 (F)	Second 12-week and second 8-week sessions end
Dec. 14 (M)	16-week and fourth 4-week sessions end
Dec. 15 (T)	All grades due by 3 p.m.
Dec. 24-31 (TH-TH)	Winter Break (College Closed)

Revised July 30, 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 2021

Jan. 1 (F)	New Year 's Holiday (College Closed)
Jan. 4 (M)	College reopens/spring registration resumes
Jan. 8 (F)	Orientation Day *date subject to change*
Jan. 11 (M)	16-week, first 12-week, first 8-week, and first 4-week sessions begin
Jan. 11 (M)	Last day to receive 75% refund for first 4-week session
Jan. 11-13 (M-W)	Drop/Add
Jan. 14 (TH)	Last day to receive 75% refund for first 8-week session
Jan. 18 (M)	Martin Luther King, Jr. Holiday (College Closed)
Jan. 19 (T)	Last day to receive 75% refund for first 12-week session
Jan. 21 (TH)	Last day to receive 75% refund for 16-week session
Jan. 28 (TH)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Feb. 4 (TH)	First 4-week session ends
Feb. 5 (F)	Grades due for first 4-week session
Feb. 8 (M)	Second 12-week and second 4-week sessions begin
Feb. 8 (M)	Last day to receive 75% refund for second 4-week session
Feb. 15 (M)	Last day to receive 75% refund for second 12-week session
Feb. 22 (M)	Last day to withdraw from first 8-week session to ensure a grade of "W"
Feb. 25 (TH)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Mar. 4 (TH)	Second 4-week session ends
Mar. 5 (F)	First 8-week session ends
Mar. 5 (F)	Grades due for second 4-week and first 8-week sessions
Mar. 8-12 (M-F)	Spring Break (No Classes/College Open)
Mar. 15 (M)	Second 8-week and third 4-week sessions begin
Mar. 15 (M)	Last day to receive 75% refund for third 4-week session
Mar. 18 (F)	Last day to receive 75% refund for second 8-week session
Mar. 22 (M)	Last day to withdraw for first 12-week session to ensure a grade of "W"
Apr. 1 (TH)	Last day to withdraw from third 4-week session to ensure a grade of "W"
Apr. 8 (TH)	Third 4-week session ends
Apr. 9 (F)	Grades due for third 4-week session
Apr. 12 (M)	Fourth 4-week session begins
Apr. 12 (M)	Last day to receive 75% refund for fourth 4-week session
Apr. 12 (M)	Last day to withdraw from 16-week session to ensure a grade of "W"
Apr. 12 (M)	First 12-week session ends
Apr. 13 (T)	Grades due for first 12-week session
Apr. 16 (F)	Last day to withdraw from second 12-week session to ensure a grade of "W"
Apr. 23 (F)	Last day to withdraw from second 8-week session to ensure a grade of "W"
Apr. 29 (TH)	Last day to withdraw from fourth 4-week session to ensure a grade of "W"
May 3 (M)	Last day of classes for 16-week session
May 4-10 (T-M)	Final Exams for 16-week session
May 6 (TH)	Fourth 4-week session ends
May 7 (F)	Second 12-week and second 8-week sessions end
May 10 (M)	16-week session ends
May 11 (T)	All grades due by 3 p.m.
May 14 (F)	Curriculum Graduation

Revised July 30, 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 2021

May 17 (M)	10-week session begins
May 21 (F)	Last day to receive 75% refund for 10-week session
May 31 (M)	Memorial Day Holiday (No Classes/College Open)
Jun. 1 (T)	8-week and first 4-week sessions begin
Jun. 1 (T)	Last day to receive 75% refund for first 4-week session
Jun. 1-2 (T-W)	Drop/Add
Jun. 4 (F)	Last day to receive 75% refund for 8-week session
Jun. 21 (M)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Jun. 28 (M)	First 4-week session ends
Jun. 29 (T)	Grades due for first 4-week session
Jun. 30 (W)	Second 4-week session begins
Jun. 30 (W)	Last day to receive 75% refund for second 4-week session
Jul. 2 (F)	Independence Day Holiday (College Closed)
Jul. 5 (M)	Independence Day Holiday (No Classes/College Open)
Jul. 9 (F)	Last day to withdraw from 10-week session to ensure a grade of "W"
Jul. 14 (W)	Last day to withdraw from 8-week session to ensure a grade of "W"
Jul. 21 (W)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Jul. 28 (W)	10-week, 8-week and second 4-week session ends
Jul. 29 (TH)	All grades due by 3 p.m.

Revised July 30, 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.

Vision Statement

"Mitchell will be the preferred deliverer of workforce training and post-secondary education in Iredell County."

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.saccoc.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB)
25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, 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 Commission on Colleges
Southern Association of Colleges with Associate Degrees
The College Board

Office for Advancement

The Office for Advancement is home for the college's fundraising, 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. *See also below.*

Alumni

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

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 W. Broad Street, Statesville, NC 28677-5264; or, by contacting the Office for Civil Rights, District of Columbia Office, U.S. Department of Education: Telephone (202) 453-6020 email ocr.dc@ed.gov. *See also page 2.*

Accessibility Services

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

Mitchell Community College 2019 Performance Measures North Carolina Community College System

Student Success Rate in College-Level English Courses:

- State Average: 61.7%
- Mitchell Outcome: 60.8%

Student Success Rate in College-Level Math Courses:

- State Average: 41.5%
- Mitchell Outcome: 35.3%

First Year Progression:

- State Average: 67.2%
- Mitchell Outcome: 69.8%

Curriculum Student Completion:

- State Average: 47.6%
- Mitchell Outcome: 55.8%

Licensure Pass Rate Index:

- State Average: 1.00
- Mitchell Outcome: 1.04

College Transfer Performance:

- State Average: 89.5%
- Mitchell Outcome: 86.0%

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 competitive enrollment programs 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 Admissions Application and Residency Determination.
- Submit official copies of transcripts or records from high schools and all postsecondary schools attended, or acceptable high school equivalency scores. If an associate degree or higher has been earned, high school transcripts/high school equivalency scores are not required.
- Determine Assessment Needs. Applicants who have graduated from a U.S. high school within 10 years will be exempt from placement assessment. Applicants who have graduated from high school more than 10 years ago and do not meet placement waiver criteria will need to take the Reinforced Instruction for Student Excellence (RISE) Placement Assessment.
- Contact an Admissions Specialist to determine assessment criteria.

Readmitted Students

Applicants who have not attended for one or more years must submit a new application. Applicants must contact an Admissions Specialist to determine assessment needs. Applicants will discuss any changes to the curriculum since their last date of attendance with an advisor. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Transfer Students

Transfer students may enter Mitchell after meeting all admission requirements. Mitchell will accept credits (with equivalent credit hours and course content) from all institutions within the North Carolina Community College System and from other accredited colleges. Students may

transfer credits earned at other institutions if the grades meet Mitchell's academic standards and if Mitchell receives documentation proving that equivalent competencies were met. Mitchell must receive official transcripts for the student to receive transfer credit. Final acceptance or rejection is at the discretion of the College. Applicants must contact an Admissions Specialist to determine assessment needs. A minimum of 25% of the credits required for a degree, diploma or certificate must be earned at Mitchell, in order to be eligible for graduation.

Visiting Students

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

Special Credit Students

An individual who does not want to earn a degree, diploma or certificate, can enroll as a special credit student. The student should complete an application and indicate SPECIAL CREDIT STUDENT as the program of interest. Special credit students must meet prerequisites or corequisites. Students who wish to convert from "special" to "degree-seeking" must complete the full admissions process.

International Students

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

Auditing/Non-Degree Students

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

High School Students Career and College Promise

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

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

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

- **CCTL (The Collaborative College for Technology and Leadership)** is located on the Statesville Campus and provides a technology-enriched, leadership-focused curriculum. The curriculum is designed to meet the individual needs of students, ensuring that they are fully prepared to enter the workforce or to continue their education at a four-year institution.

- **Crossroads Arts and Science Early College** is located on the campus of Statesville High School. Crossroads offers a traditional honors curriculum in conjunction with college course work. Crossroads provides a variety of Fine Arts electives for students, along with CTE options like Entrepreneurship and Project Management.
- **Agriculture and Science Early College** is located on the campus of North Iredell High School and has a strong focus in agriculture and science. Agriculture students are enrolled in college courses aligned with high school CTE classes and will have the opportunity to participate in North Iredell High School's extensive Future Farmers of America program. In addition, students will also have the option of earning credits toward a traditional transfer degree.

49erNext—Mitchell Community College/UNC Charlotte Transfer Partnership

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

Benefits

In addition to the student services you receive at Mitchell Community College, 49erNext students receive these benefits:

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

Eligibility requirements

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

Continuing Education Students

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

Residency

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

A legal resident must have maintained his or her domicile in North Carolina for at least twelve months prior to his or her classification as a resident for tuition purposes. For information regarding tuition and fees for in and out of state residents, please see the college catalog section on Tuition and Fees (page 21-22).

Veterans who have separated from the service 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 : Reinforced Instruction for Student Excellence (RISE)

You will not take the placement test if:

- You have already earned a previous college degree, including an Associate, Baccalaureate, Masters, or Doctoral degree from a regionally accredited college or university.
- You have graduated from a United States high school, either public or private, in the past 10 years

- You completed your G.E.D. since 2014 and achieved a mastery score of 170 or above, on all areas.
- You completed the HiSET in the past 10 years and earned a score of 15 or higher, on all sections, with at least a score of 4 on the essay.
- You have SAT or ACT test scores that are less than 10 years old, or have other valid placement test scores on file.

You have the OPTION to take the placement test if:

- You graduated from a foreign High School.
- You graduated from a United States high school more than 10 years ago.
- You earned your High School Equivalency or Adult High School Diploma, but did not met the cutoff scores for placement.

After taking the placement test, you will be placed on one of three paths

Gateway Course: A college-level course such.

Supplemental Course: A course that is taken in conjunction with your gateway course to reinforce the material.

Transitional Course: A fifteen week course in either English or math , which will allow you to focus on strengthening your foundational skills before moving into your gateway course.

Retest Policy

For English: Students have two attempts to achieve a passing score on each section, beginning with Tier 1. They must pass Tier 1 before they can move on to Tier 2. There are no other retest options.

For Math: Students have two attempts to achieve a passing score on each section, beginning with Tier 1. They must pass Tier 1 before they can move on to Tier 2, and Tier 2 before they can attempt Tier 3. There are no other retest options.

Orientation

Mitchell requires new students to complete the online orientation prior to enrollment. Students are also encouraged to participate in orientation programs offered on campus at the beginning of each semester. Orientation gives students an opportunity to:

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

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred based on requirements of the new program. Student must meet with their advisor to fill out the change of program form. Students who change programs must follow the program requirements in the current catalog.

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

CLEP Exam	Score Required	Hours Granted	Course(s) Satisfied
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
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
<i>Art History</i>	3	6	<i>ART 114, 115</i>
<i>Biology</i>	3	8	<i>BIO 111, 112</i>
<i>Calculus AB</i>	3	4	<i>MAT 271</i>
<i>Calculus BC</i>	3	8	<i>MAT 271, 272</i>
<i>Chemistry</i>	3	8	<i>CHM 151, 152</i>
<i>Comparative Government & Politics</i>	3	3	<i>POL 230</i>
<i>Computer Science A</i>	3	3	<i>CIS 115</i>
<i>English Language & Composition</i>	3	6	<i>ENG 111, 112</i>
<i>English Literature & Composition</i>	3	6	<i>ENG 231, 232</i>
<i>French Language and Culture</i>	3	6	<i>FRE 111, 112</i>
	4	9	<i>FRE 111, 112, 211</i>
	5	12	<i>FRE 111, 112, 211, 212</i>
<i>German Language and Culture</i>	3	6	<i>GER 111, 112</i>
	4	9	<i>GER 111, 112, 211</i>
	5	12	<i>GER 111, 112, 211, 212</i>
<i>Italian Language and Culture</i>	3	6	<i>ITA 111, 112</i>
	4	9	<i>ITA 111, 112, 211</i>
	5	12	<i>ITA 111, 112, 211, 212</i>

AP Exam	Score Required	Hours Granted	Course(s) Satisfied
<i>Macroeconomics</i>	3	3	<i>ECO 252</i>
<i>Microeconomics</i>	3	3	<i>ECO 251</i>
<i>Physics 1</i>	3	4	<i>PHY 151</i>
<i>Physics 2</i>	3	8	<i>PHY 151, 152</i>
<i>Physics C: Electricity and Magnetism</i>	3	4	<i>PHY 252</i>
<i>Physics C: Mechanics</i>	3	4	<i>PHY 251</i>
<i>Psychology</i>	3	3	<i>PSY 150</i>
<i>Spanish Language and Culture</i>	3	6	<i>SPA 111, 112</i>
	4	9	<i>SPA 111, 112, 211</i>
	5	12	<i>SPA 111, 112, 211, 212</i>
<i>United States Government & Politics</i>	3	3	<i>POL 120</i>
<i>Statistics</i>	3	4	<i>MAT 152</i>
<i>United States History</i>	3	6	<i>HIS 131, 132</i>
<i>World History</i>	3	6	<i>HIS 111, 112</i>

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

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. 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, CHM 151 General Chemistry I, 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 pre-nursing advisor.
9. **Nursing Assistant I:** Applicant must be listed as a Nursing Assistant I on the Nurse Aide I Registry with no substantiated findings, from the N.C. Department of Health and Human Services Division of Health Service Regulation: Health Care Personnel Registry prior to the first day of NUR 111. Practical nurses with current license are exempt.
10. **Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into the nursing program. Required immunizations include:
 - 2 MMR vaccines (measles, mumps, rubella) or positive titers
 - 2 varicella vaccines or positive titer
 - One dose Tdap (tetanus, diphtheria, pertussis)/TD booster every 10 years
 - 2-step tuberculosis skin test, or negative Quantiferon Gold TB, or equivalent
 - Annual influenza immunization (late fall)
 - 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, Fax (404) 975-5020.

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.
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 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.

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)

The Department of Nursing understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the College does not guarantee admission to the Paramedic to Associate Degree Nursing Bridge program. Admission into the Paramedic to Associate Degree Nursing Bridge program is competitive. This entry option is designed for the Associate Degree in Emergency Medical Science Paramedic to transition into the nursing role. In addition to the College's requirements for admission, the following are minimum requirements for admission to the Paramedic to Associate Degree Nursing Bridge program:

- 1. Mitchell Community College Application:** Applicants must complete the College application 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. Grades less than C are not transferable into the Associate Degree Nursing Program.
- 4. Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. General education courses toward the A.A.S. Nursing degree must be completed with a grade of C or better.
- 5. ATI TEAS Testing:** Applicant must achieve a minimum adjusted individual test score of 68 percent on the Test of Essential Academic Skills (ATI TEAS). For more information about the ATI TEAS Exam, see the official website at <http://www.atitesting.com/default.aspx>. ATI TEAS Review Books may be purchased through the Mitchell Community College Bookstore.

- 6. Paramedic to Associate Degree Nursing Bridge Program Application:** Applicant must complete Program Application with their pre-nursing advisor.
- 7. Valid, unrestricted North Carolina Paramedic certification or National Registry Paramedic Certification.**
- 8. Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into the nursing program. Required immunizations include:
 - 2 MMR vaccines (measles, mumps, rubella) or positive titers
 - 2 varicella vaccines or positive titer
 - One dose Tdap (tetanus, diphtheria, pertussis)/TD booster every 10 years
 - 2-step tuberculosis skin test, or negative Quantiferon Gold TB, or equivalent
 - Annual influenza immunization (late fall)
 - Hepatitis B immunization
- 9. 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.
- 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 Sheriff Department).
- 11. Student must carry personal health insurance** (clinical agency requirement).
- 12. Nursing students are required to have an electronic mobile device with access to the Internet.** For specific requirements, see electronic mobile device policy in Nursing Student Policy Manual.

A limited number of openings exist in the Paramedic to Associate Degree Nursing Bridge program. Admissions consideration begins August 1 of each year. Applications will be accepted until September 30 of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: ATI TEAS score, related courses and grades earned, and previous post-secondary education. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a nursing student at Mitchell Community College until the student receives official, 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 paramedic to nursing bridge program. Applicants must re-apply for each year they wish to be considered for admission.

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 etextbooks 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, Fax (404) 975-5020.

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.

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 \$1,200 for books and required materials for the academic year. Bookstore policies and procedures are covered in the ***Student Handbook***.

Payment

Tuition and fees must be paid in full by the payment due date unless payment has been guaranteed by financial aid, a sponsor authorization agreement or a Nelnet payment plan. Please refer to mitchellcc.edu/payment-due-dates for payment due dates.

Payment Through 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 202. To pay by credit card, the person whose name is on the credit card must be present. Please note that starter checks are not accepted.

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

Nelnet Business Solutions Online Payment Plan (Available Fall and Spring Semesters only)—The Nelnet Payment Plan provides students the option of contracting with Nelnet Business Solutions (NBS), a third party online payment company, to schedule monthly tuition payments. It can be used to budget curriculum tuition and fees only—no books. The payment plan option requires a \$25.00 enrollment fee for scheduled payments. This enrollment fee is charged per semester and is nonrefundable. A valid bank account, which allows Automatic Bank Payment (ACH) or Credit/Debit Card is required. A link to "Create a Payment Plan" is available through 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. 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. If a student dies during the semester, Mitchell Community College will refund all tuition and fees paid by the student, to the estate of the deceased.

Returned Checks

A \$25.00 service fee will be charged to the student's accounts receivable file for all checks returned from the bank due to insufficient funds or closed accounts.

Residency

To qualify for in-state tuition, applicants must provide information regarding his or her length of residency in North Carolina. A legal resident must have maintained his or her domicile in North Carolina for at least twelve months prior to his or her classification as a resident for tuition purposes. Residency status is not determined by Mitchell Community College. In order to apply to Mitchell Community College, an applicant will need to complete the residency application through the North Carolina Residency Determination Service (RDS). For more information, please visit ncresidency.org, or call (919) 835-2290.

Financial Aid

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

How to Apply

A student can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The simplest way to complete the FAFSA online is by using the IRS Data Retrieval Tool (DRT). The DRT is a feature that allows students and parents to access the IRS tax return information needed to complete the FAFSA, and transfer the data directly into the FAFSA. The student should indicate Mitchell Community College's federal school code (002947) on the FAFSA. Once the FAFSA is submitted online, 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:

- 2020 Fall Semester—June 30
- 2021 Spring Semester—November 2
- 2021 Summer Semester—April 5

Types of Financial Aid

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

- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- North Carolina 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.
- Financial aid will only pay for course work required in a student's program of study.

Repeated Coursework

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

No Show

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

Degree Audit

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

12 Semester Lifetime Limit for Federal Pell Grant and State Aid

The consolidated Appropriations Act of 2012 enacted changes that reduce the duration of a student's eligibility to receive a Federal Pell Grant to 12 semesters (or its equivalent). This change applies to all Federal Pell Grant eligible students and to all N.C. State Grant eligible students.

Eligible Programs for Financial Aid

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

Satisfactory Academic Progress Standard

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

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

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

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

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

Grades and SAP

Withdrawal—Students who receive a "W" or have previously received a "WF" will have those credits included in the number of attempted hours and will not count as successful completed hours. A "WF" will be counted in the GPA as an "F" grade.

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

Repeated Course—The highest grade is recorded as the final grade for a repeated course. The grade points and credit hours earned will be used in the computation of satisfactory academic progress. A student may receive financial aid for a previous passed course, once.

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

Evaluation of Satisfactory Academic Progress

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

Satisfactory Academic Progress Statuses

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

Financial Aid Warning—Students are placed on Financial Aid Warning the first time the student fails to meet SAP standards. Students may continue to receive financial aid for one semester on this status. No appeal is necessary. Students not meeting SAP standards by the end of the warning period will be placed on suspension.

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

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

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

Nearing Maximum Timeframe—Students are placed in this category when 80% of the published length of the educational program is exceeded.

Notification—Students will be notified by the Financial Aid Office of his/her SAP status for financial aid by letter and/or email.

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

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

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

Academic Plan—Students who appeal will be given an academic plan to follow that will put the student on track to successful program completion. Academic Plans may be individualized and may, for example, require the student to earn and maintain a minimum 2.0 semester GPA and to have a 100 percent completion rate. (Example: A student who attempts 12 credit hours and successfully completes 12 has a 100 percent completion rate (12 divided by 12 = 100 percent)). It may be as complicated as a course by course plan toward degree completion. There may be other conditions included in the academic plan depending on the student's individual situation. Students are eligible to receive financial aid as long as they continue to meet the conditions specified in their Academic Plan. Students who do not meet their conditions will be terminated and no longer be eligible for financial aid.

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

Return of Title IV Funds

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

Effective fall 2020, Mitchell Community College reverted back to taking attendance. As a result, a student's withdrawal date is:

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

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

The goal of the R2T4 provision is to identify the date that most accurately reflects the point when a student ceases academic attendance. The most precise determination of a student's withdrawal date is one that is made from institutional attendance records.

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

If the Return of Title IV funds calculation determines the student received less Title IV funds than the amount earned, the institution must make a post-withdrawal disbursement to the student of the earned aid that was not received within 180 days of the date the institution determines the student withdrew. In order to make a post-withdrawal disbursement, the school must have a processed Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). To be eligible for a post-withdrawal disbursement, the student must also meet all Federal Guidelines outlined by the Department of Education. For a student who withdraws after the 60% point in time, a R2T4 calculation will be performed to determine whether the student is eligible for a post-withdrawal disbursement.

Under the final regulations of October 29, 2010, for all programs offered in modules, a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains a written confirmation from the student at the time of the withdrawal that they will attend a module that begins later in the same payment period or period of enrollment. If a school obtains a written confirmation of future attendance but the student does not return as scheduled, the student is considered to have withdrawn.

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.
- Veterans using education benefits who Withdraw or Fail a class are reported to Veteran's Affairs (VA) using the Last Date of Attendance (LDA). The LDA will be used in calculating potential overpayments and the student veteran may incur a DEBT and repayment of funds to VA and/or Mitchell Community College will be required.

Exclusions

The following will not be used in calculating hours for payment purposes:

- Audited courses
- Independent study courses
- Credits by exam
- Courses taken outside the curriculum
- Courses for which transfer credit has been awarded
- Repeated courses where the student received a passing grade
- Study abroad
- Courses not counted toward graduation—Students can be paid for remedial courses as determined by College Placement Exams
- Emporium Model Developmental Math Courses

Satisfactory Academic Progress

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

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

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

ACA 122 Requirement

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

"C" or Better Requirement

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

Course Load

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

Change of Schedule

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

Classification

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

Attendance Policy

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

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

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

- For traditional 100% seated classes, a student must be physically present in class on or before the class census date.
- For blended or hybrid classes, a student must either complete the mandatory course enrollment activity in the LMS or physically be present in class on or before the class census date.
- For 100% online classes, a student must complete the mandatory course enrollment activity in the LMS on or before the class census date.

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

When a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks without prior arrangements being made with the instructor, the instructor will process an administrative withdrawal (W) for the student, resulting in a grade of W (See Withdrawal Policy). Instructors cannot process an administrative withdrawal beyond the 75 percent point of the course.

Withdrawal Policy

The last day to withdraw from a course or from all courses with a grade of “W” is at the 75 percent point of the course. The exact date is published on the Academic Calendar. After the 75 percent point of the course, the student will receive the grade earned in the course at the end of the term.

Grading System

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

Grade Point Average

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

Letter Grade	Description	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Fair	2.0
D	Pass	1.0
F	Fail	0.0
I	Incomplete	
IE	Incomplete Emergency	
CE	Credit by Examination	
NC	No Credit (student does not pass credit by examination)	
W	Withdrawal	
WE	Withdrawal Emergency	
AU	Audit (no points)	
TR	Transfer Credit	
NS	No Show (student registered but did not attend at least one class)	
#	Academic Forgiveness (grade not computed in grade point average)	
P1	Pass Tier 1 ENG or MAT Transitions Course	
P2	Pass Tier 2 ENG or MAT Transitions Course	
P3	Pass Tier 3 MAT Transitions Course	
R	Repeat ENG or MAT Transitions Course	

For an Incomplete, the student must satisfactorily complete the work within the next semester. In certain exceptions, the instructor may approve an extension of up to one year from the closing date of the course. If the “I” has not been removed by the designated date, the student will receive a “F.” An incomplete grade may result in students being removed from a class(es) for an upcoming semester that requires a completed grade to satisfy prerequisite requirements.

Grade Reports

Mitchell keeps records of progress and furnishes final grades to all students at the end of each semester through students' WebAdvisor 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 notation of calculation of the student's GPA.

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

Procedures:

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

Course Examinations for 16-week Sections

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

Dean's List

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

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

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

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

Satisfactory Academic Progress

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

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

Academic Probation

Since 2.0 is the minimum cumulative grade point average (GPA) required to graduate, curriculum students who fail to maintain a cumulative 2.0 GPA at the completion of any semester will be placed on academic probation for the following academic term. The Registrar will notify students and their advisors by college email or letter of probationary status. Students with probationary status will be required to meet with their academic advisor prior to registration for any subsequent semesters.

Academic Suspension

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

Academic Re-Instatement

Suspended students seeking readmission must petition the Academic Review Board prior to the beginning of the semester. The petition form should include the reasons the student would like to be admitted, proposed course load, educational goals and any other information that might provide an explanation of the circumstances that led to the academic suspension.

The Academic Review Board will review the petition and any other supporting documentation submitted by the student and will make a decision. Re-enrollment may be contingent on the student taking specific courses or activities as required by the Academic Review Board. The sole intent of the Board will be to provide the student the greatest possible opportunity for academic success. Petitions for reinstatement should be e-mailed to academicreviewboard@mitchellcc.edu. Petitions may also be delivered, in person, to Students Services at either campus.

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

Course Requirements

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

Prerequisite and Co-Requisite Waiver Policy

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

Credit by Examination

Students whose special knowledge/skills qualify them to accelerate in their studies and who are currently enrolled at Mitchell may receive credit by examination. Not all courses offered at Mitchell allow credit by examination. To receive credit by examination, a student must demonstrate convincing evidence of competency in knowledge and/or skills in the specific course outcomes. A written, oral, and/or performance examination will be administered by an instructor who is a subject matter expert in the specific course discipline. The examination is subject to the approval of the curriculum division dean/director. Students may challenge up to 20 percent of the courses in any program of study. Students may not challenge a course in which they are currently enrolled or in which they have previously received a grade of "D" or "F." A course may be challenged through credit by examination only once. A student who successfully completes a credit by examination will be awarded a grade of "CE" and credit hours for the course. Quality points will not be awarded; therefore, the grade is not included in the calculation of grade point average. A grade of "C" or better must be earned on the exam to receive credit. If a grade less than a "C" is earned, the student will receive a grade of "NC" (no credit awarded). Credit by 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/Director.
- With the appropriate signatures, take the form to Student Services. The Registrar will determine payment required.
- Pay any required tuition and present the receipt to the Registrar 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 recorded on the transcript.

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

Graduation Honors

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

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

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

Certificate programs do not qualify for honors.

Graduation Marshals

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

Academic Honesty

I. Policy Statement

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

II. Definitions

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

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

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

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

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

State Authorization

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

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

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

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

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

Support Services

Academic Advising

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.

Crisis Intervention and SAP

Mitchell Community College has partnered with McLaughlin Young to provide the Student Assistance Program (SAP). An SAP is a college-sponsored benefit that offers the support resources students need to address personal challenges and concerns. The service is confidential and free to the student and members of the household who are at least 18 years old. services include: short-term therapy, legal assistance, financial assistance (e.g. tax prep and, financial planning), work-life balance, parenting and elder care, substance abuse support and prevention, and more. Student interested in SAP services should contact the Student Support Services Center at (704) 878-5426 or studentsupport@mitchellcc.edu. Students may also visit the center on our Statesville campus, Eason Student Services Center, Room 208.

Accessibility Services

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

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 of 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. 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 and instruction, interlibrary loan, Internet access, and copy services. Students have access to online resources, individual computers, computer labs, and group study rooms. Learn more at the library homepage at <https://mitchellcc.edu/library>. For more information, contact the Huskins Library at (704) 878-3271 or the Mooresville Campus Library at (704) 978-1356.

Distance Learning

Mitchell Community College offers several distance learning opportunities for students including online, hybrid, and blended courses. Distance education is an educational process in which instruction (learner to learner interaction, instructor to student interaction, and learner to content interaction) occurs when students and instructors are not in the same location. These courses provide students with more flexibility than a traditional classroom setting.

Students are expected to:

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

Students enrolled in online courses receive the same credit, must satisfy the same course prerequisites, experience the same course content, and are assessed the same tuition as traditional students. For online courses, course content is published within the Mitchell Community College's current learning management system (LMS) and course communication is through the current LMS and Mitchell Community College Office 365 Email (Outlook). Some online classes may have an optional online orientation or an optional in-person orientation. Students may have to come to campus to purchase books and/or to pay tuition. Instructors are available to students via email, telephone, or by scheduled appointments. For hybrid and/or blended courses, instructional delivery can be a combination of in-person sessions and online instruction. Specific requirements are posted in the schedule listing on WebAdvisor and on the course syllabus. Note: Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are required to attend an orientation session and communicate with their instructors at least once a week.

Online Course

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

Hybrid or Blended Course

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

Asynchronous/Synchronous

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

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

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 (Mitchell Instructional and Developmental) Center

The MIND Center provides free 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 by appointment in person and online. Centers are located in both Statesville and Mooresville. For more information, contact the Statesville MIND Center at (704) 978-3116 or the Mooresville MIND Center at (704) 978-5412.

The Write Place

The Write Place offers quality support for writing-related assignments and tasks, including:

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

The Write Place offers free tutoring by professional writing coaches. Students may make an appointment online at www.mitchellcc.mywconline.com. Walk-ins are welcome as long as a writing coach is available. The Write Place has locations on the Statesville and Mooresville campuses. For more information, contact Victoria Burns at (704) 978-1320.

RISE—Reinforced Instruction for Student Excellence

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

N.C. High School to Community College Articulation Agreement

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

Student Rights and Responsibilities

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

Student Responsibility

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

Student Records and Privacy Rights

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

"Educational Records" include files, documents, and other materials, which contain information directly related to students. The term "educational records" does not include the following:

- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of the student.
- Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are "not accessible or revealed to any other person except a substitute."

Release of Student Educational Records

The following "Directory Information" may be made available to the public by Mitchell without the student's written permission unless the student notifies the 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 Accessibility Services upon request.

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

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

Special Populations

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

Visitors and Children on Campus

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

Corporate and Continuing Education

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

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

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

We encourage you to visit our website (www.mitchellcc.edu/continuing-education) to obtain information about current programs.

Registration

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

Cancellation and Refund Policy

Mitchell reserves the right to cancel a class due to lack of enrollment. If this occurs, preregistered/prepaid students will receive a full refund. Preregistered/prepaid students who officially withdraw from a course prior to its beginning will receive a full refund. Students who officially withdraw from a course prior to the 10 percent point will receive a 75 percent refund. Students who withdraw from a course after the 10 percent point are ineligible for a refund. Some self-supporting classes are not eligible for refunds.

Fees and Supplies

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

Credits (CEUs)

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

Attendance

The attendance requirement for most classes is 80 percent. Other criteria may be necessary to satisfactorily complete the course. Some outside certifying agencies have more stringent attendance criteria that must be met.

Corporate and Continuing Education Programs

Community Service

These programs are designed to appeal to the avocational and special interests of adults in our community. Classes include dance, yoga, guitar, calligraphy, painting, photography, sewing, stained glass, and other topics. The community services program also sponsors various special events.

Occupational Extension

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

Allied Health

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

Fire Protection Technology

This program provides fire and rescue training. Registration fees are currently waived for active members of fire or rescue departments.

Human Resources Development (HRD)

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

Career Readiness Certificate (CRC)

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

Business and Industry Services

Training Programs

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

WorkKeys Employment Assessments and Job Profiling

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

Small Business Center

The Small Business Center (SBC) supports the economic growth of Iredell County by providing training and counseling for existing and prospective small business owners and employees. The SBC offers seminars, workshops and courses each semester. The SBC also provides a wide array of computer courses including word processing, spreadsheets, databases, desktop publishing, computerized accounting, and presentation programs. In addition to educational programs, the Center provides networking opportunities to assist the small business owner.

Customized Training Programs

This program provides training for companies new to Iredell County and for existing companies undergoing an expansion that will result in the addition of twelve or more new production jobs. These training programs are customized and designed cooperatively with the industry and local college personnel. Training is administered by the College and is available to the service area of Iredell County. This program also serves the training needs of an existing industry's skilled and semi-skilled workforce through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations.

Adult Basic Skills Programs

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

The Basic Skills Programs provide educational opportunities for adults 18 years or older who have not completed high school or who would like assistance with basic education skills. This includes reading, writing, speaking, problem-solving, or mathematics at a level necessary to function in society, on a job, or in the family. Sixteen- and 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 but require 80% attendance policy and pre and post testing.

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

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

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

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

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

Programs of Study 2020-2021

	Program Code
College Transfer Programs	
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
Agriculture Education.....	A15330
Associate Degree Nursing.....	A45110
Business Administration.....	A25120
Computer Integrated Machining.....	A50210
Criminal Justice Technology.....	A55180
Culinary Arts.....	A55150
Early Childhood Education–Career.....	A55220C
Early Childhood Education–B-K Licensure Transfer.....	A55220L
Early Childhood Education–Non-Teaching Licensure Transfer.....	A55220NL
Electrical Systems Technology.....	A35130
Electronics Engineering Technology.....	A40200
Emergency Medical Services.....	A45340
Emergency Medical Services Bridging Option.....	A45340B
Fire Protection Technology.....	A55240
General Occupational Technology.....	A55280
Healthcare Management Technology.....	A25200
Health Information Technology (Collaborative Program).....	A45360
Human Services Technology.....	A45380
Information Technology–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
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 120	Intro to Interpersonal Communications	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences (9 Credits)

Select three courses from two different disciplines.

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

Math (3-4 Credits)

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

Natural Science (4 Credits)

Select one group.

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

Additional General Education Hours (14 Credits)

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

ART	116	Survey of American Art	3
ART	117	Non-Western Art History	3
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
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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.....	3
MUS	122	Music Theory II.....	3
MUS	131	Chorus I.....	1
MUS	132	Chorus II.....	1
MUS	221	Music Theory III.....	3

MUS	222	Music Theory IV	3
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
<i>REL 110</i>	<i>World Religions</i>	<i>3</i>

(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
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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
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Pre-major Elective (2 Credits)

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

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

BIO	111	General Biology I.....	4
CHM	152	General Chemistry II.....	4
COM	110	Introduction to Communication.....	3
CSC	134	C++ Programming.....	3
CSC	151	JAVA Programming.....	3
DFT	170	Engineering Graphics.....	3
ECO	252	Principles of Macroeconomics.....	3
EGR	210	Intro to Elec/Comp Engineering Lab.....	2
EGR	212	Logic System Design I.....	3
EGR	214	Num Methods for Engineers.....	3
EGR	220	Engineering Statics.....	3
MAT	280	Linear Algebra.....	3
MAT	285	Differential Equations.....	3

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

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

Curriculum Description

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Degree Requirements

English Composition (6 Credits)

Required

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

Communication/Literature (3 Credits)

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

History (3 Credits)

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

Humanities/Fine Arts (3 Credits)

MUS 110	Music Appreciation.....	3
MUS 112	Introduction to Jazz.....	3
PHI 215	Philosophical Issues.....	3
PHI 240	Introduction to Ethics.....	3

Social/Behavioral Sciences (3 Credits)

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3

Math (3-4 Credits)

MAT 143	Quantitative Literacy.....	3
MAT 152	Statistical Methods.....	4
MAT 271	Calculus I.....	4

Natural Science (4 Credits)

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

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

Total General Education Hours Required25-26

Academic Transition (1 Credit)

ACA 122 College Transfer Success1

Art Major Core Required (15 Credits)

ART 114 Art History Survey I.....3
ART 115 Art History Survey II.....3
ART 121 Two-Dimensional Design3
ART 122 Three-Dimensional Design.....3
ART 131 Drawing I3

Additional Required Electives (Select 19 Credits)

ART 132 Drawing II3
ART 135 Figure Drawing I3
ART 171 Computer Art I.....3
ART 215 Visual Art Portfolio.....3
ART 231 Printmaking I.....3
ART 232 Printmaking II.....3
ART 240 Painting I.....3
ART 241 Painting II.....3
ART 261 Photography I.....3
ART 262 Photography II.....3
ART 266 Videography I3
ART 267 Videography II.....3
ART 271 Computer Art II3
ART 281 Sculpture I.....3
ART 282 Sculpture II.....3
ART 283 Ceramics I.....3
ART 284 Ceramics II.....3
MAT 172 Precalculus Trigonometry.....4
MAT 272 Calculus II4
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
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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 Degree60-61

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 Inquiry3

Take one (1) course from:

ENG 112 Writing/Research in the Disciplines3

ENG 114 Professional Research and Reporting.....3

Humanities/Fine Arts (9 credits)

Take two (2) courses from:

ART 111 Art Appreciation3

ART 114 Art History Survey I.....3

ART 115 Art History Survey II.....3

HUM 115 Critical Thinking3

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 Literacy3

MAT 171 Precalculus Algebra4

Total General Education Required Hours 53-54

Other Required Hours

Academic Transition (1 Credit)

ACA 122 College Transfer Success1

Additional Required Courses (6 Credits)

Take two (2) courses from:

ECO 251 Principles of Microeconomics3

ECO 252 Principles of Macroeconomics3

POL 120 American Government3

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

Associate in Science—A.S. [A10400]

Degree Requirements

Universal General Education Transfer Component

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

English Composition (6 Credits)

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

Humanities/Fine Arts (6 Credits)

Select two courses from two different disciplines.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 120	Intro to Interpersonal Communications	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences (6 Credits)

Select two courses from two different disciplines.

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

Math (8 Credits)

MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4

Natural Science (8 Credits)

Select one group.

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

Additional General Education Hours (11 Credits)

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

ART	116	Survey of American Art3
ART	117	Non-Western Art History3
ASL	111	Elementary ASL I3
ASL	112	Elementary ASL II3
AST	111	Descriptive Astronomy3
AST	111A	Descriptive Astronomy Lab1
BIO	120	Introductory Botany4
BIO	130	Introductory Zoology4
BIO	140	Environmental Biology3
BIO	140A	Environmental Biology Lab1
CHI	111	Elementary Chinese I3
CHI	112	Elementary Chinese II3
CHI	211	Intermediate Chinese I3
CHI	212	Intermediate Chinese II3
CHM	131	Introduction to Chemistry3
CHM	131A	Introduction to Chemistry Lab1
CHM	132	Organic and Biochemistry4
CIS	110	Introduction to Computers3
CIS	115	Introduction to Prog and Logic3
COM	110	Introduction to Communication3
COM	120	Intro to Interpersonal Communication	...3
COM	140	Intro to Intercultural Communication3
ENG	114	Professional Research and Reporting3
ENG	241	British Literature I3
ENG	242	British Literature II3
ENG	261	World Literature I3
ENG	262	World Literature II3
FRE	111	Elementary French I3
FRE	112	Elementary French II3
GEO	130	General Physical Geography3
GER	111	Elementary German I3
GER	112	Elementary German II3
HUM	115	Critical Thinking3
HUM	120	Cultural Studies3
HUM	130	Myth in Human Culture3
HUM	160	Introduction to Film3
LAT	111	Elementary Latin I3
LAT	112	Elementary Latin II3
MAT	143	Quantitative Literacy3
MAT	152	Statistical Methods4
MAT	272	Calculus II4
MAT	273	Calculus III4
POL	210	Comparative Government3
POL	220	International Relations3
PSY	241	Developmental Psychology3
PSY	281	Abnormal Psychology3
REL	110	World Religions3
REL	211	Introduction to Old Testament3
REL	212	Introduction to New Testament3
SOC	213	Sociology of the Family3
SOC	220	Social Problems3
SOC	225	Social Diversity3
SPA	111	Elementary Spanish I3
SPA	112	Elementary Spanish II3
SPA	211	Intermediate Spanish I3
SPA	212	Intermediate Spanish II3

Total General Education Hours Required 45

Other Required Hours

Academic Transition (1 Credit)

ACA	122	College Transfer Success	1
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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.....	3
MUS	122	Music Theory II.....	3
MUS	131	Chorus I.....	1

MUS	132	Chorus II.....	1
MUS	221	Music Theory III.....	3
MUS	222	Music Theory IV.....	3
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)	
<i>Take one (1) course from:</i>	
COM 110 Introduction to Communication.....	3
COM 231 Public Speaking.....	3
Humanities (3 credits)	
<i>Take one (1) course from:</i>	
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)	
<i>Take one (1) course from:</i>	
MAT 110 Math Measurement and Literacy	3
MAT 143 Quantitative Literacy	3
MAT 171 Precalculus Algebra	4
Total General Education Required Hours	15-16

Major Required Courses

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

Major Electives

Select a total of 3 credits

BUS 137	Principles of Management.....	3
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 Learning 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.....	3
	3

Second Year

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

Spring Semester

ACC 130	3
ACC 180	3
ACC 221	4
ECO 252	3
Major Electives.....	3
	16

Diploma [D25800]

Credits

ACC	120	Principles of Financial Accounting.....	4
ACC	121	Principles of Managerial Accounting.....	4
ACC	129	Individual Income Taxes.....	3
ACC	130	Business Income Taxes.....	3
ACC	149	Introduction to Accounting Spreadsheet2	
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

Credits

Accounting Certificate [C25800A]

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

Bookkeeping Certificate [C25800B]

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

Total Credit Hours Required for Certificate Program 16

Income Tax Preparer Certificate [C25800I]

ACC	120	Principles of Financial Accounting.....	4
ACC	129	Individual Income Taxes.....	3
ACC	130	Business Income Taxes.....	3
ACC	149	Intro to Accounting Spreadsheets.....	2
ACC	150	Accounting Software Applications.....	2
BUS	110	Introduction to Business.....	3

Total Credit Hours Required for Certificate Program 17

Personal Finance Certificate (C25800P)

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

Total Credit Hours Required for Certificate Program 17

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	Agromony	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	3
		15

Spring Semester

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

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

Agriculture Education

A.A.S. Degree [A15330]

Curriculum Description

The Agriculture 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

CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
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 19

Major Required Courses

Agriculture

AGR 139	Introduction to Sustainable Agriculture	3
AGR 140	Agricultural Chemicals	3
AGR 160	Plant Science	3
AGR 170	Soil Science	3
AGR 220	Agriculture Mechanization	3
AGR 261	Agronomy	3
AGR 262	Weed ID and Contro	3
ANS 110	Animal Science	3

Agribusiness

AGR 110	Agricultural Economics	3
AGR 212	Farm Business Management	3
AGR 214	Agricultural Marketing	3
CIS 110	Introduction to Computers	3

Education

EDU 163	Classroom Mgmt and Instr Techniques	3
EDU 216	Foundations of Education	3
EDU 271	Educational Technology	3
WBL 112	Work Based Learning I	2

Total Major Required Hours..... 47

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
CIS 110	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	3
		18

Second Year

Fall Semester		
AGR 140	3
AGR 160	3
CHM 131	3
CHM 131A	1
EDU 271	3
Social/Behavioral Sciences	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 diploma covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. Diploma graduates should be able to demonstrate an understanding of system selection and balance and advanced systems. Students may be awarded a non-degree credential (i.e., certificate) after completing a specific portion of the diploma program.

Course and Hour Requirements

Credits

General Education Required Courses

COM 110	Introduction to Communication	3
MAT 110	Mathematical Measurements	3

Total General Education Required Hours 6

Major Required Courses

AHR 110	Introduction to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 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..... 32

Total Credit Hours Required for Diploma Program 38

*** 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 113	4
AHR 160	1
AHR 180	1
	14

Spring Semester

AHR 112	4
AHR 114	4
AHR 211	3
AHR 213	2
MAT 110	3
	16

Summer Semester

CIS 110	3
COM 110	3
WBL 111	1
WBL 115	1
	8

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 151 HVAC Duct Systems I.....	2
AHR 160 Refrigerant Certification.....	1
AHR 211 Residential System Design.....	3

Total Credit Hours Required for Certificate Program 18

Basic Law Enforcement Training

Certificate Program [C55120]

Curriculum Description

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

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

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

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

ADMISSION INTERVIEW

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

TUITION (VA Approved)

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

Course and Hour Requirements

Credits

Major Required Courses

CJC 110 Basic Law Enforcement Training 20

Total Credit Hours Required for Certificate Program 20

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, WBL-111, WBL-115 for a total of 20 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

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	3
	3

Second Year

Fall Semester	Credits
ACC 120	4
BUS 260	3
MKT 223	3
Humanities/Fine Arts.....	3
Major Elective.....	3
	16

Spring Semester

ACC 121	4
BUS 239	2
BUS 270	3
COM 110 or	3
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 Management3
BUS	239	Business Applications Seminar.....2
CIS	110	Introduction to Computers.....3
COM	110	Introduction to Communication.....3
ECO	251	Principles of Microeconomics3
ECO	252	Principles of Macroeconomics3
ENG	111	Writing and Inquiry.....3
MKT	120	Principles of Marketing.....3
Total Credit Hours Required for Diploma Program		37

Certificate Options

		Credits
Management Certificate [C25120A]		
BUS	110	Introduction to Business.....3
BUS	115	Business Law I.....3
BUS	121	Business Math.....3
BUS	137	Principles of Management3
BUS	153	Human Resource Management.....3
ECO	251	Principles of Microeconomics or
ECO	252	Principles of Macroeconomics3
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 Selling3
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 & Format3
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 Macroeconomics3
MKT	120	Principles of Marketing3
MKT	122	Visual Merchandising.....3
MKT	123	Fundamentals of Selling3
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 Literacy3

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 Appreciation3

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 Microeconomics3

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 I3

DFT 154 Intro Solid Modeling.....3

ISC 112 Industrial Safety2

MAC 114 Intro to Metrology2

MAC 122 CNC Turning.....2

MAC 124 CNC Milling.....2

MAC 131 Blueprint Reading/Mach I2

MAC 132 Blueprint Reading/Mach II2

MAC 141 Machining Applications I.....4

MAC 142 Machining Applications II4

MAC 151 Machining Calculations.....2

MAC 152 Advanced Machining Calculations2

MAC 222 Advanced CNC Turning2

MAC 224 Advanced CNC Milling2

MAC 232 CAM: CNC Milling3

MAC 234 Advanced Multi-Axis Machining3

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		Credits
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. Some hours available online.

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 Hours6

Major Required Courses

COS 111 Cosmetology Concepts I4
COS 112 Salon I8
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 IV2
COS 118 Salon IV7

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

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 1202
CJC 1213
CJC 1313
CJC 1323
CJC 2214
CJC 2253
WBL 1111
WBL 1151
	20

Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following courses: CJC-120, CJC-121, CJC-131, CJC-132, CJC-221, CJC-225, WBL-111, WBL-115 for a total of 20 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

Certificate Options**Credits****Investigations Certificate [C55180I]**

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

Total Credit Hours Required for Certificate Program 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	245	Contemporary Cuisines.....	5
CUL	260	Baking II	3
CUL	260A	Baking II Lab	1
CUL	270	Garde Manger II.....	3
HRM	220	Cost Control-Food & Beverage.....	3
HRM	245	Human Resource Management-Hospitality	3
WBL	111	Work-Based Learning I.....	1
WBL	121	Work-Based Learning II.....	1

Total Major Required Hours..... 51

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

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

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

Certificate Options

		Credits
Culinary Arts Certificate [C55150C]		
CUL 170	Garde Manger I.....	3
CUL 245	Contemporary Cuisines.....	5
CUL 270	Garde Manger II.....	3
WBL 111	Work-Based Learning I.....	1

Total Credit Hours Required for Certificate Program 12

Service Management Certificate [C55150S]

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

Total Credit Hours Required for Certificate Program 17

Digital Media Technology

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.

Certificate Option

Credits

Digital Media Technology [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	Introduction to Multimedia Application.....	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 Literacy3
COM	231	Public Speaking3
ENG	111	Writing and Inquiry3
PSY	150	General Psychology3

Humanities/Fine Arts (3 credits)

Take one (1) course from:

ART	111	Art Appreciation3
ART	114	Art History Survey I3
MUS	110	Music Appreciation3
PHI	215	Philosophical Issues3
PHI	240	Introduction to Ethics3

Total Common General Education Required Hours 15

Common Major Required Courses

EDU	119	Introduction to Early Childhood Education	...4
EDU	131	Child, Family, and Community3
EDU	144	Child Development I3
EDU	145	Child Development II3
EDU	146	Child Guidance3
EDU	151	Creative Activities3
EDU	153	Health, Safety, and Nutrition3
EDU	221	Children with Exceptionalities3
EDU	234	Infants, Toddlers, and Twos3
EDU	280	Language and Literacy Experiences3
EDU	284	Early Childhood Capstone Practices4

Total Common Major Required Hours..... 35

Common Major Electives

3 credits required.

EDU	154	Social/Emotional/Behavioral Dev3
EDU	223	Specific Learning Disabilities3
EDU	247	Sensory and Physical Disabilities3
EDU	248	Developmental Delays3
EDU	281	Inst. Strategies/Reading and Writing3
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		Credits
EDU 131	3
EDU 221	3
EDU 280	3
PSY 150	3
Humanities 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		Credits
EDU 153	3
EDU 261	3
EDU 262	3
Major Elective	3
Humanities Elective	3
		15

Spring Semester

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

Diploma [D55220]

			Credits
COM	231	Public Speaking.....	3
EDU	119	Introduction to Early Childhood Education...4	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

Early Childhood Administration Certificate [C55220A]

			Credits
EDU	119	Introduction to Early Childhood Education...4	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	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	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	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 Lab1

Humanities/Fine Arts (3 credits)

Take one (1) course from:

ART 111 Art Appreciation3

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 Microeconomics3

ECO 252 Principles of Macroeconomics3

HIS 111 World Civilizations I3

HIS 131 American History I.....3

POL 120 American Government.....3

POL 130 State and Local Government.....3

POL 210 Introduction to Sociology.....3

PSY 150 General Psychology.....3

SOC 210 Introduction to Sociology.....3

Total General Education Required Hours 15-16

Major Required Courses

Take 50-51 credits from:

ATR 214 Advanced PLCs.....4

CIS 110 Introduction to Computers.....3

ELC 113 Residential Wiring.....4

ELC 114 Commercial Wiring.....4

ELC 115 Industrial Wiring.....4

ELC 117 Motors and Controls.....4

ELC 119 NEC Calculations.....2

ELC 131 Circuit Analysis I.....4

ELC 131A	Circuit Analysis I Lab	1
ELC 133	Circuit Analysis II	4
ELC 135	Electrical Machines	3
ELC 215	Electrical Maintenance	3
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ELN 260	Programmable Logic Controllers	4
	Major Electives	2-3

Total Major Hours..... 50-51

Total Credit Hours Required for A.A.S. Degree..... 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		Credits
ELC 128	3
ELC 215	3
ELN 131	4
ELN 133	4
		14

Spring

ELN 260	4
Humanities/Fine Arts	3
Major Elective	2-3
Social/Behavioral Sciences	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	1103
ELC	1174
		7

Fall Semester		
ELN	2604
ELN	1334
MAT	1103
		11-12

Spring Semester		
ATR	2144
ELC	131A1
ELC	2153
		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	1134
ELC	1192
ELC	1314
		10

Spring Semester		
ELC	1144
ELC	1154
		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		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		Credits
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	3
		7

Second Year

Fall Semester		Credits
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 163	Basic Anatomy & Physiology or	(5)
BIO 168	Anatomy and Physiology I and.....	4
BIO 169	Anatomy and Physiology II.....	4
EMS 110	Emergency Medical Technician (EMT).....	9
EMS 122	EMS Clinical Practicum I	1
EMS 130	Pharmacology.....	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	3
EMS 220	Cardiology II.....	3
EMS 221	EMS Clinical Practicum II	2
EMS 231	EMS Clinical Practicum III.....	3
EMS 240	Patients with Special Challenges.....	2
EMS 241	EMS Clinical Practicum IV.....	4
EMS 250	Medical Emergencies.....	4
EMS 260	Trauma Emergencies	2
EMS 270	Life Span Emergencies	4
EMS 285	EMS Capstone.....	2

Total Major Required Hours.....52

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

Suggested Curriculum by Semesters

First Year

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

Spring Semester

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

Summer Semester

EMS 220	3
EMS 260	2
EMS 221	2
		7

Second Year

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

Spring Semester

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

**not needed if BIO 163 taken in First Fall semester*

Emergency Medical Science Bridge Program

A.A.S. Degree [A45340B]

Curriculum Description

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

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

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

Humanities/Fine Arts (3 credits)

Take one (1) course from:

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

Social/Behavioral Science (3 credits)

Take one (1) course from:

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

Total General Education Required Hours..... 16

Major Required Courses

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

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

Total Major Required Hours.....5-8

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

Suggested Curriculum by Semesters

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

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

Esthetics Technology

Certificate Program [C55230]

Curriculum Description

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

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

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

Course and Hour Requirements

Credits

General Education Required Courses

None

Major Required Courses

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 (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/Behavioral Science (3 credits)

Take one (1) course from:

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

Total General Education Required Hours 15-16

Major Required Courses

CIS 110	Introduction to Computers	3
EPT 140	Emergency Management	3
FIP 120	Introduction to Fire Protection	3
FIP 124	Fire Prevention and Public Education	3
FIP 128	Detection and Investigation	3
FIP 132	Building Construction	3
FIP 136*	Inspections and Codes	3
FIP 146	Fire Protection Systems	4
FIP 152	Fire Protection Law	3
FIP 220	Fire Fighting Strategies	3
FIP 228	Local Government Finance	3
FIP 229	Fire Dynamics and Combustion	3
FIP 276	Managing Fire Services	3

Total Major Required Hours..... 40

Major Electives

Select 9 credits

FIP 164	OSHA Standards	3
FIP 221	Advanced Fire Fighting Strategies.....	3
FIP 224*	Fire Instructor I and II.....	4
FIP 226*	Fire Officer I and II	4
FIP 230	Chemistry of Hazardous Materials I.....	5
FIP 232	Hydraulics and Water Distribution	3
FIP 240	Fire Service Supervision	3
FIP 244	Fire Protection Project.....	3

Total Major Elective Required Hours9

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.....	3
Major Electives.....	3-6
	6-9

Second Year

Fall Semester	Credits
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	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 Inquiry3

ENG 112 Writing/Research in the Disciplines3

ENG 114 Professional Research and Reporting3

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 Appreciation3

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 II3

ENG 241 British Literature I.....3

ENG 242 British Literature II.....3

ENG 261 World Literature I3

ENG 262 World Literature II3

ENG 273 African-American Literature.....3

HUM 120 Cultural Studies3

HUM 130 Myth in Human Culture.....3

HUM 160 Introduction to Film3

MUS 110 Music Appreciation.....3

PHI 215 Philosophical Issues.....3

PHI 240 Introduction to Ethics3

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 Microeconomics3

ECO 252 Principles of Macroeconomics3

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	122	College Transfer Success	1
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	Intro. 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
AGR	110	Agricultural Economics	3
AGR	111	Basic Farm Maintenance	2
AGR	121	Biological Pest Management	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
AGR	265	Organic Crop Production: Spring	3
AGR	266	Organic Crop Production: Fall	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	160	Refrigerant Certification.....	1
AHR	180	HVACR Customer Relations.....	1
AHR	211	Residential System Design.....	3
AHR	213	HVACR Building Code.....	2
ANS	110	Animal Science.....	3
ART	115	Art History Survey II.....	3
ART	261	Photography I.....	3
ATR	112	Introduction to Automation.....	3
ATR	214	Advanced PLCs.....	4
BAF	110	Principles of Banking.....	3
BIO	111	General Biology I.....	4
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	125	Personal Finance.....	3
BUS	137	Principles of Management.....	3
BUS	153	Human Resource Management.....	3
BUS	217	Employment Laws and Regulations.....	3
BUS	239	Business Applications Seminar.....	2
BUS	253	Leadership and Management Skills.....	3
BUS	258	Compensation and Benefits.....	3
BUS	260	Business Communication.....	3
BUS	270	Professional Development.....	3
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
CIS	110	Introduction to Computers.....	3
CIS	115	Intro. to Programming and Logic.....	3
CJC	100	Basic Law Enforcement Training.....	20
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	131	Criminal Law.....	3
CJC	132	Court Procedure and Evidence.....	3
CJC	141	Corrections.....	3
CJC	151	Introduction 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
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
CSC	234	Advanced C++ Programming.....	3
CSC	251	Advanced JAVA Programming.....	3
CSC	289	Programming Capstone Project.....	3
CTI	110	Web, Prog. and Database Foundation.....	3
CTI	120	Network and Security Foundation.....	3
CTI	140	Virtualization Concepts.....	3
CTS	115	Information systems Business Concepts.....	3
CTS	120	Hardware/Software Support.....	3
CTS	155	Tech Support Functions.....	3
CTS	220	Adv Hard/Software Support.....	3
CTS	289	System Support Project.....	3
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 I.....	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
DBA	110	Database Concepts.....	3
DBA	120	Database Programming I.....	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	154	Intro Solid Modeling.....	3
DFT	170	Engineering Graphics.....	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
ECO	251	Principles of Microeconomics.....	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	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	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	131	Intro to Electronics Tech.....	2
EGR	250	Statics/Strength of Materials.....	5
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
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.....	3
EMS	220	Cardiology II.....	3
EMS	221	EMS Clinical Practicum II.....	2
EMS	231	EMS Clinical Pract III.....	3
EMS	240	Patients W/ 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
ENG	112	Writing/Research in the Disc. CO-AAS.....	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	164	OSHA Standards.....	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
GRD	110	Typography I.....	3
GRD	141	Graphic Design I.....	4
GRD	281	Design of Advertising.....	2
GRO	120	Gerontology.....	3
HMT	110	Introduction to Healthcare Management.....	3
HMT	210	Medical Insurance.....	3
HMT	211	Long-Term Care Administration.....	3
HMT	215	Legal Asp of Healthcare Admin.....	3
HMT	220	Healthcare Financial Management.....	4

HRM	220	Cost Control-Food & Bev.....	3
HRM	245	Human Resource Mgmt-Hosp.....	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
HYD	110	Hydraulics/Pneumatics I.....	3
ISC	112	Industrial Safety.....	2
LEX	110	Intro to Paralegal Study.....	2
LEX	120	Legal Research/Writing I.....	3
LEX	121	Legal Research/Writing II.....	3
LEX	130	Civil Injuries.....	3
LEX	140	Civil Litigation I.....	3
LEX	141	Civil Litigation II.....	3
LEX	150	Commercial Law I.....	3
LEX	180	Case Analysis & Reasoning.....	2
LEX	210	Real Property I.....	3
LEX	240	Family Law.....	3
LEX	250	Wills, Estates, & Trusts.....	3
LEX	270	Law Office Mgt/Technology.....	2
LEX	273	NCCP Review Course.....	2
LEX	280	Ethics & Professionalism.....	2
LEX	289	U.S. Constitutional Law.....	3
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	Adv Machining Calc.....	2
MAC	222	Advanced CNC Turning.....	2
MAC	232	CAM: CNC Milling.....	3
MAC	234	Adv Multi-Axis Machining.....	3
MAT	171	Precalculus Algebra.....	4
MAT	172	Precalculus Trigonometry.....	4
MAT	271	Calculus I.....	4
MAT	272	Calculus II.....	4
MEC	110	Introduction to CAD/CAM.....	2
MEC	111	Machine Processes I.....	3
MEC	130	Mechanisms.....	3
MEC	145	Manufacturing Materials I.....	3
MEC	231	Comp-Aided Manufact I.....	3
MEC	232	Comp-Aided Manufact II.....	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
MKT	120	Principles of Marketing.....	3
MKT	122	Visual Merchandising.....	3
MKT	123	Fundamentals of Selling.....	3
MKT	223	Customer Service.....	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	175	Wireless Technology.....	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
PHY	110	Conceptual Physics.....	3
PHY	110A	Conceptual Physics Lab.....	1
PHY	151	College Physics I.....	4
PHY	152	College Physics II.....	4
POL	120	American Government.....	3
PSY	150	General Psychology.....	3
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
SOC	210	Introduction to Sociology.....	3
SOC	213	Sociology of the Family.....	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	140	Web Development Tools.....	3
WEB	151	Mobile Application Dev I.....	3
WEB	210	Web Design.....	3
WEB	214	Social Media.....	3
WEB	251	Mobile Application Dev II.....	3
WLD	110	Cutting Processes.....	2
WLD	115	SMAW (Stick) Plate.....	5
WLD	116	SMAW (Stick) Plate/Pipe.....	4
WLD	121	GMAW (MIG) FCAW/Plate.....	4
WLD	122	GMAW (MIG) Plate/Pipe.....	3
WLD	131	GTAW (TIG) Plate.....	4
WLD	132	GTAW (TIG) Plate/Pipe.....	3
WLD	141	Symbols 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 or	
*PHI 240	Introduction to Ethics	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 110	Introduction to Computers	3
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
HSC 110	Orientation to Health Careers	1
*MED 121	Medical Terminology I	3
*MED 122	Medical Terminology II	3
OST 248	Diagnostic Coding	3

Professional Practice Experience

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

Total Major Required Hours 61

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

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 Management..... 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 121	3
ENG 111	3
HMT 210	3
HMT 215	3
		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
BUS 260	3
HMT 220	4
		16

Certificate Option

		Credits
Healthcare Management Certificate (25200)		
ACC 120	Prin of Financial Accounting	4
HMT 110	Intro to Healthcare Mgt	3
HMT 210	Medical Insurance	3
MED 121	Medical Terminology I	3
HMT 211	Long-Term Care Admin	3
Total Credit Hours Required for Certificate Program		16

Human Services Technology

A.A.S. Degree [A45380]

Certificate Programs [C45380H, C45380SW and C45380SA]

Curriculum Description

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

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

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions. Students may be awarded a non-degree credential (i.e., certificate, diploma) after completing a specific portion of the Associate degree program.

Course and Hour Requirements

Credits

General Education Required Courses

Required Courses

COM	231	Public Speaking.....	3
ENG	111	Writing and Inquiry	3
SOC	220	Social Problems.....	3

Humanities/Fine Arts (3 credits)

Take one (1) course from:

ART	111	Art Appreciation	3
ART	114	Art History Survey I.....	3
ART	115	Art History Survey II.....	3
COM	140	Intro to Intercultural Communication	3
ENG	125	Creative Writing I.....	3
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		Credits
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

Credits

Human Services [C45380H]

HSE	110	Introduction to Human Services.....	3
HSE	112	Group Process I.....	2
HSE	123	Interviewing Techniques	3
HSE	125	Counseling.....	3
HSE	225	Crisis Intervention	3
HSE	240	Issues in Client Services	3

Total Credit Hours Required for Certificate Program 17

Social Work [C45380SW]

HSE	110	Introduction to Human Services.....	3
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	225	Crisis Intervention	3
SWK	110	Introduction to Social Work.....	3
SWK	113	Working with Diversity	3

Total Credit Hours Required for Certificate Program 18

Substance Abuse [C45380SA]

HSE	110	Introduction to Human Services.....	3
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	225	Crisis Intervention	3
SAB	110	Substance Abuse Overview.....	3
SAB	135	Addictive Process or.....	3
SAB	210	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, Service/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 Inquiry3

Humanities/Fine Arts (3 credits)

Take one (1) course from:

ART 111 Art Appreciation3
MUS 110 Music Appreciation.....3
PHI 240 Introduction to Ethics3

Math (3-4 credits)

Take one (1) course from:

MAT 143 Quantitative Literacy3
MAT 171 Precalculus Algebra.....4

Social/Behavioral Sciences (3 credits)

Take one (1) course from:

ECO 251 Principles of Microeconomics3
ECO 252 Principles of Macroeconomics3
HIS 111 World Civilizations I.....3
HIS 112 World Civilizations II.....3
HIS 131 American History I.....3
POL 120 American Government3
POL 130 Social Diversity3
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 Diversity3

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]

CTI	140	Virtualization Concepts.....	3
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
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		Credits
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	Credits
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
<i>Take one (1) course from:</i>			
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

			Credits
Cisco Certificate [C25590C]			
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

Credits

IT Exploration Certificate [C25590E]

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
WEB	151	Mobile App Development I	3
WEB	251	Mobile App Development II	3

Total Credit Hours Required for Certificate Program 12

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. Some hours available online.

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
None				

Major Required Courses

COS 121	Manicure/Nail Technology I	6
COS 222	Manicure/Nail Technology II	6

Other Required courses

BUS 110	Introduction to Business	3
BUS 270	Professional Development	3

Total Major Required Hours..... 18

Total Credit Hours Required for Certificate Program 18

Mechanical Engineering Technology

A.A.S. Degree [A40320]

Certificate Programs [C40320A, C40320C, C40320F and C40320M]

This program has two tracks- the Technical Track and the University Transfer Track. The Technical Track is designed to give 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
		<i>(See major electives below)</i>	

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	1513
MAT	1714
MEC	1102
MEC	1113
Major Elective	2-4
		14-16

Spring Semester

DFT	1523
ELC	1314
MAT	1724
MEC	1303
MEC	1453
		17

Summer Semester

COM	110 or	
COM	2313
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
		9

Second Year

Fall Semester		Credits
DFT	1543
EGR	2505
ENG	1113
MAC	1242
PHY	1514
		17

Spring Semester

DDF	2523
HYD	1103
ISC	1122
MAC	1222
MAC	2323
		13

Course and Hour Requirements
UNIVERSITY TRANSFER TRACK

Credits

General Education Required Courses

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

Total General Education Required Hours 16

Major Required Courses

DFT	151	CAD I	3
DFT	154	Intro Solid Modeling	3
EGR	250	Statics/Strength of Materials	5
ELC	131	Circuit Analysis	4
ELC	213	Instrumentation	4
HYD	110	Hydraulics/Pneumatics I	3
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		
DFT 154	3
EGR 250	5
ELC 213	4
MAC 124	2
PHY 151	4
		18

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	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		Credits
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 261	MLT Practicum II (Immunology/Serology) ..	1
MLT 263	MLT Practicum II (Microbiology).....	3
MLT 273	MLT Practicum III (Immunohematology)....	3
MLT 276	MLT Practicum III (Hematology/Hemostasis/Chem)...	6

Other Required Hours

ACA 111	College Student Success	1
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Total Credit Hours Required for A.A.S. Degree..... 73-74

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)	(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
Humanities/Fine Arts	3
		10

Second Year

Fall Semester

ENG 112 or		
ENG 114	3
NUR 113	5
NUR 211	5
NUR 212A	1.25
		14.25

Spring Semester

NUR 212B	3.75
NUR 213	10
		13.75

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.

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
		6

Summer Semester

BIO 275	4
PSY 241	3
Humanities/Fine Arts	3
		10

Second Year

Fall Semester

NUR 113	5
NUR 211	5
NUR 212A	1.25
		11.25

Spring Semester

NUR 212B	3.75
NUR 213	10
		13.75

Nurse Aide

Certificate Program [C45840]

Curriculum Description

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

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

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

Course and Hour Requirements

Credits

General Education Required Courses

None

Major Required Courses

NAS 101	Nurse Aide I.....	6
NAS 102	Nurse Aide II.....	6
NAS 103	Home Health Care Nurse Aide.....	6

Total Major Required Hours..... 18

Total Credit Hours Required for Certificate Program 18

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 Mgt2	
SLP 130	Phonetics/Speech Patterns.....	3
SLP 140	Normal Communication	3
SLP 150	Communication Dis in Diverse Populations..	3
SLP 211	Developmental Disorders	4
SLP 212	Acquired Disorders.....	5
SLP 215	Treatment Intervention	4
SLP 220	Assistive Technology	2
SLP 230	SLPA Fieldwork	4
SLP 231	SLPA Fieldwork Seminar	3

Total Major Required Hours..... 57-58

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

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)

Take one (1) course from:

DFT 151	CAD I.....	3
DFT 170	Engineering Graphics.....	3

Required Courses

CIS 110	Introduction to Computers.....	3
ISC 112	Industrial Safety	2
MEC 130	Mechanisms.....	3
WBL 111**	Work-Based Learning I.....	1
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

Other Required Courses

Take four (4) credits from:

MAC 114	Intro to Metrology.....	2
MAC 131	Blueprint Reading/Mach I.....	2
MEC 110	Introduction to CAD/CAM.....	2
MEC 111	Machine Processes I.....	3
PHY 110	Conceptual Physics.....	3
PHY 110A	Conceptual Physics Lab.....	1

Total Other Required Hours4

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	Credits
COM 110 or	
COM 120 or	
COM 231	3
DFT 151 or	
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 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					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					

Accounting

ACC 120	Principles of Financial Accounting	3	2	0	4
Prerequisites: None					
Corequisites: None					
<i>College Transfer Course</i>					
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
ACC 121	Principles of Managerial Accounting	3	2	0	4
Prerequisites: ACC 120					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					

ACC 129 Individual Income Taxes 2 2 0 3

Prerequisites: ACC 120

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes 2 2 0 3

Prerequisites: ACC 129

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting 1 3 0 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

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

ACC 149 Introduction to Accounting Spreadsheets 1 3 0 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

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

ACC 150 Accounting Software Applications 1 3 0 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180 Practices in Bookkeeping 3 0 0 3

Prerequisites: ACC 120

Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

ACC 220 Intermediate Accounting I 3 2 0 4

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II 3 2 0 4

Prerequisites: ACC 220

Corequisites: None

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

Agriculture

AGR 110 Agricultural Economics 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 111 Basic Farm Maintenance 1 3 0 2

Prerequisites: None

Corequisites: None

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 121 Biological Pest Management 3 0 0 3

Prerequisites: None

Corequisites: None

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 139 Introduction to Sustainable Agriculture 3 0 0 3

Prerequisites: None

Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 140 Agricultural Chemicals 2 2 0 3

Prerequisites: None

Corequisites: None

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

AGR 150 Ag-O-Metrics 3 0 0 3

Prerequisites: None

Corequisites: None

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

AGR 160 Plant Science 2 2 0 3

Prerequisites: None

Corequisites: None

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

AGR 170 Soil Science 2 2 0 3

Prerequisites: None

Corequisites: None

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

AGR 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.

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

AGR 261 Agronomy 2 2 0 3

Prerequisites: None

Corequisites: None

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage.

Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

AGR 262 Weed ID and Control 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

AGR 265 Organic Crop Production: Spring 2 2 0 3

Prerequisites: None

Corequisites: None

This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AGR 266 Organic Crop Production: Fall 2 2 0 3

Prerequisites: None

Corequisites: None

This course includes a study of fall organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students should be able to demonstrate a knowledge of organic crop production appropriate for the fall season.

Air Conditioning, Heating, and Refrigeration

AHR 110 Introduction to Refrigeration 2 6 0 5

Prerequisites: None

Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2 4 0 4

Prerequisites: None

Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113	Comfort Cooling	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.					
AHR 114	Heat Pump Technology	2	4	0	4
Prerequisites: AHR 110 or AHR 113					
Corequisites: None					
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.					
AHR 133	HVAC Servicing	2	6	0	4
Prerequisites: None					
Corequisites: AHR 112 or AHR 113					
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.					
AHR 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: None					
Corequisites: None					
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.					
AHR 180	HVACR Customer Relations	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.					
AHR 211	Residential System Design	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.					
AHR 213	HVACR Building Code	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.					

ART 121 Two-Dimensional Design 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 122 Three-Dimensional Design 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 131 Drawing I 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 132 Drawing II 0 6 0 3

Prerequisites: ART 131

Corequisites: None

College Transfer Course

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 135 Figure Drawing I 0 6 0 3

Prerequisites: ART 131

Corequisites: None

College Transfer Course

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 171 Digital Design I 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

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

ART 215 Visual Art Portfolio 0 6 0 3

Prerequisites: ART 121, ART 122, ART 131

Corequisites: None

College Transfer Course

This course covers the organization of a comprehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfolio, and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation to juried gallery exhibitions. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 231 Printmaking I 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 232 Printmaking II 0 6 0 3

Prerequisites: ART 231

Corequisites: None

College Transfer Course

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 240 Painting I 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 241 Painting II 0 6 0 3

Prerequisites: ART 240

Corequisites: None

College Transfer Course

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 261 Photography I 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 283 Ceramics I 0 6 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART 284 Ceramics II 0 6 0 3

Prerequisites: ART 283

Corequisites: None

College Transfer Course

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

American Sign Language

ASL 111 Elementary ASL I 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ASL 112 Elementary ASL II 3 0 0 3

Prerequisites: "C" or better earned in ASL 111

Corequisites: None

College Transfer Course

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Astronomy

AST 111 Descriptive Astronomy 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AA.*

AST 111A Descriptive Astronomy Lab 0 2 0 1

Prerequisites: None

Corequisites: AST 111

College Transfer Course

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AA.*

Automation and Robotics

ATR 112 Introduction to Automation 2 3 0 3

Prerequisites: None

Corequisites: None

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

ATR 214 Advanced PLCs 3 3 0 4

Prerequisites: "C" or better earned in ELN 260

Corequisites: None

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

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.

Biology

BIO 110 Principles of Biology 3 3 0 4

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

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

BIO 111 General Biology I 3 3 0 4

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AA/AS.*

BIO 112 General Biology II 3 3 0 4

Prerequisites: "C" or better earned in BIO 111

Corequisites: None

College Transfer Course

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science—AS.*

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

BIO 163 Basic Anatomy and Physiology 4 2 0 5

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 168 Anatomy and Physiology I 3 3 0 4

Prerequisites: Satisfactory placement or ENG 002 (Tier 1); Within the last 5 years a "C" or better earned in one of the following: BIO 110, BiO 111, BIO 163 or high school biology.

Corequisites: None

College Transfer Course

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 169 Anatomy and Physiology II 3 3 0 4

Prerequisites: "C" or better earned in BIO 168

Corequisites: None

College Transfer Course

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BIO 275 Microbiology 3 3 0 4

Prerequisites: "C" or better earned in BIO 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.*

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

BUS 115 Business Law I 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

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

BUS 121 Business Math 2 2 0 3

Prerequisites: None

Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 Principles of Management 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

BUS 153 Human Resource Management 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217 Employment Laws and Regulations 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS 239 Business Applications Seminar 1 2 0 2

Prerequisites: Take one set:

Set 1: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-151

Set 2: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-251

Set 3: ACC-120, BUS-115, BUS-137, MKT-120, and ECO-252

Corequisites: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

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

BUS 253 Leadership and Management Skills 3 0 0 3

Prerequisites: None

Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 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.

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: None

Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

Chemistry

CHM 131 Introduction to Chemistry 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1); Satisfactory placement or MAT 003 (Tier 2)

Corequisites: CHM 131A

College Transfer Course

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

CHM 131A Introduction to Chemistry Lab 0 3 0 1

Prerequisites: None

Corequisites: CHM 131

College Transfer Course

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

CHM 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.*

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

CHM 151 General Chemistry I 3 3 0 4
Prerequisites: Satisfactory placement or ENG 002 (Tier 1); Satisfactory placement or MAT 003 (Tier 3)
Corequisites: None
College Transfer Course
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science-AA/AS.*

CHM 152 General Chemistry II 3 3 0 4
Prerequisites: C or better earned in CHM 151
Corequisites: None
College Transfer Course
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Science-AS.*

Information Systems

CIS 110 Introduction to Computers 2 2 0 3
Prerequisites: None
Corequisites: None
College Transfer Course
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).*

CIS 115 Introduction to Programming and Logic 2 3 0 3
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
Set 2: DMA 025 and DMA 040
Set 3: MAT 121
Set 4: MAT 171
Set 5: MAT 003
Set 6: BSP 4003
Corequisites: None
College Transfer Course
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).*

Criminal Justice

CJC 110 Basic Law Enforcement Training 9 30 0 20
Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Introduction to Criminal Justice 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC 112 Criminology 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120 Interviews/Interrogations 1 2 0 2

Prerequisites: None

Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC 122 Community Policing 3 0 0 3

Prerequisites: None

Corequisites: None

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

CJC 131 Criminal Law 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

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

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.

Communication

COM 110 Introduction to Communication 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Communication.*

COM 120 Introduction to Interpersonal Communication 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Communication.*

COM 140 Introduction to Intercultural Communication 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

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

COM 231 Public Speaking 3 0 0 3

Prerequisites: ENG 111

Corequisites: None

College Transfer Course

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Communication—AA/AS.*

Cosmetology

COS 111 Cosmetology Concepts I 4 0 0 4

Prerequisites: None

Corequisites: COS 112

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

COS 112 Salon I 0 24 0 8

Prerequisites: None

Corequisites: COS 111

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

COS 113 Cosmetology Concepts II 4 0 0 4

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0 24 0 8

Prerequisites: COS 111 and COS 112

Corequisites: None

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III 4 0 0 4

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III 0 12 0 4

Prerequisites: COS 111 and COS 112

Corequisites: None

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

COS 117 Cosmetology Concepts IV 2 0 0 2

Prerequisites: COS 111 and COS 112

Corequisites: None

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

COS 118 Salon IV 0 21 0 7

Prerequisites: COS 111 and COS 112

Corequisites: None

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

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

COS 119 Esthetics Concepts I **2 0 0 2**

Prerequisites: None

Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I **0 18 0 6**

Prerequisites: None

Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I **4 6 0 6**

Prerequisites: None

Corequisites: None

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

COS 125 Esthetics Concepts II **2 0 0 2**

Prerequisites: COS 119

Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II **0 18 0 6**

Prerequisites: COS 120

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II **4 6 0 6**

Prerequisites: COS 121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Computer Science

CSC 134 C++ Programming **2 3 0 3**

Prerequisites: Satisfactory placement or take one set:

Set 1: MAT 003 Tier 1

Set 2: MAT 171

Corequisites: None

College Transfer Course

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

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.

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

CUL 170	Garde Manger I	1	4	0	3
Prerequisites: None					
Corequisites: CUL 110 and CUL 240					
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology					
CUL 230	Global Cuisines	1	8	0	5
Prerequisites: CUL 110 and CUL 140					
Corequisites: None					
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.					
CUL 240	Culinary Skills II	1	8	0	5
Prerequisites: CUL 110 and CUL 140					
Corequisites: None					
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items					
CUL 245	Contemporary Cuisines	1	8	0	5
Prerequisites: CUL 110 and CUL 140					
Corequisites: None					
This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines.					
CUL 260	Baking II	1	4	0	3
Prerequisites: CUL 110 and CUL 160					
Corequisites: CUL 260A					
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.					
CUL 260A	Baking II Lab	0	3	0	1
Prerequisites: CUL 110 and CUL 160					
Corequisites: CUL 260					
This course provides a laboratory experience for enhancing student skills in classical desserts, laminated pastry dough, cake and torte decorating. Topics include practical experiences with classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to perform cake-decorating techniques, produce pastry showpieces, and prepare and plate assorted pastries.					
CUL 270	Garde Manger II	1	4	0	3
Prerequisites: CUL 110, CUL 140 and CUL 170					
Corequisites: None					
This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.					

Database Management Technology

DBA 110 Database Concepts 2 3 0 3

Prerequisites: Satisfactory placement or MAT 003 Tier 1

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 120 Database Programming 2 2 0 3

Prerequisites: Satisfactory placement or MAT 003 Tier 1

Corequisites: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Design Drafting

DDF 252 Advanced Solid Modeling 2 2 0 3

Prerequisites: DFT 153 or DFT 154

Corequisites: None

This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create advanced solid models.

Developmental Disabilities

DDT 110 Developmental Disabilities 3 0 0 3

Prerequisites: None

Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

DFT 151 CAD I 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II 2 3 0 3

Prerequisites: DFT 151

Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 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.

EDU 126 Early Childhood Seminar I 2 0 0 2

Prerequisites: EDU 119

Corequisites: None

This course introduces the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observations of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula.

EDU 131 Child, Family, and Community 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144 Child Development I 3 0 0 3

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 145 Child Development II 3 0 0 3

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 146 Child Guidance 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151 Creative Activities 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

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

Prerequisites: None

Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

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

Prerequisites: Take one set:

Set 1: EDU 144 and EDU 145

Set 2: PSY 244 and PSY 245

Corequisites: None

This course covers the 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: None

This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

EDU 163 Classroom Management and Instruction 3 0 0 3

Prerequisites: None

Corequisites: None

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide 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: None

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

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

EDU 221 Children with Exceptionalities 3 0 0 3

Prerequisites: Take one set:
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245

Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

EDU 223 Specific Learning Disabilities 3 0 0 3

Prerequisites: Take one set:
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245

Corequisites: None

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

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

Prerequisites: EDU 119

Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 243 Learning Theory 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 247 Sensory and Physical Disabilities 3 0 0 3

Prerequisites: Take one set:
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245

Corequisites: None

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

EDU 248 Developmental Delays 3 0 0 3

Prerequisites: Take one set:
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245

Corequisites: None

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

EDU 250 Teacher Licensure Preparation 3 0 0 3

Prerequisites: Take one set:
Set 1: ENG 111 and MAT 143
Set 2: ENG 111 and MAT 152
Set 3: ENG 111 and MAT 171

Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 259 Curriculum Planning 3 0 0 3

Prerequisites: CIS 110 and EDU 119

Corequisites: None

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261 Early Childhood Administration I 3 0 0 3

Prerequisites: None

Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262 Early Childhood Administration II 3 0 0 3

Prerequisites: EDU 261 and EDU 119

Corequisites: None

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271 Educational Theory 2 2 0 3

Prerequisites: CIS 110

Corequisites: None

This course introduces the 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.

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

EDU 280 Language and Literacy Experiences 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 281 Instructional Strategies/Reading and Writing 2 2 0 3

Prerequisites: None

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 284 Early Childhood Capstone Practices 1 9 0 4

Prerequisites: Take one set:

Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151

Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151

Set 3: EDU 119, EDU 144, PSY 245, EDU 146, and EDU 151

Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151

Corequisites: None

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

EDU 288 Advanced Issues/Early Childhood Education 2 0 0 2

Prerequisites: None

Corequisites: None

This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

Engineering

EGR 131 Intro to Electronics Tech 1 2 0 2

Prerequisites: None

Corequisites: None

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150 Introduction to Engineering 1 2 0 2

Prerequisites: None

Corequisites: None

College Transfer Course

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 210 Introduction to Electrical/Computer Engineering Lab 1 3 0 2

Prerequisites: MAT 271 and PHY 251

Corequisites: None

College Transfer Course

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 212 Logic System Design I 3 0 0 3

Prerequisites: MAT 271 and PHY 251

Corequisites: None

College Transfer Course

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 214 Num Methods for Engineers 3 0 0 3

Prerequisites: MAT 272

Corequisites: None

College Transfer Course

This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing; common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

EGR 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 pre-major 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 pre-major and/or elective course requirement.*

EGR 220 Engineering Statics 3 0 0 3

Prerequisites: PHY 251

Corequisites: MAT 272

College Transfer Course

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ELC 117	Motors and Controls	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.					
ELC 119	NEC Calculations	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.					
ELC 131	Circuit Analysis	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.					
ELC 131A	Circuit Analysis I Lab	0	3	0	1
Prerequisites: None					
Corequisites: ELC 131					
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.					
ELC 133	Circuit Analysis II	3	3	0	4
Prerequisites: ELC 131 and MAT 171					
Corequisites: None					
This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.					
ELC 135	Electrical Machines	2	2	0	3
Prerequisites: 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.

ELN 133 Digital Electronics **3 3 0 4**

Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 Introduction to Microprocessors **3 3 0 4**

Prerequisites: "C" or better earned in ELN 133

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 260 Programmable Logic Controllers **3 3 0 4**

Prerequisites: None

Corequisites: None

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

Emergency Medical Science

EMS 110 Emergency Medical Technician (EMT) **6 6 3 9**

Prerequisites: None

Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 122 EMS Clinical Practicum I **0 0 3 1**

Prerequisites: EMS 110

Corequisites: EMS 130

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

EMS 130 Pharmacology **3 3 0 4**

Prerequisites: EMS 110

Corequisites: EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

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

EMS 260 Trauma Emergencies **1 3 0 2**

Prerequisites: EMS 122, EMS 130 and EMS 131

Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies **3 3 0 4**

Prerequisites: EMS 122 and EMS 130

Corequisites: None

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 285 EMS Capstone **1 3 0 2**

Prerequisites: EMS 220, EMS 250 and EMS 260

Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

English

ENG 002 Transition English **0 6 0 3**

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 Writing and Inquiry Support **1 2 0 2**

Prerequisites: None

Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 111 Writing and Inquiry **3 0 0 3**

Prerequisites: Take one set:

Set 1: DRE 097

Set 2: ENG 002

Set 3: BSP 4002

Corequisites: ENG 011 may be required. Consult the Advising Center for more information.

College Transfer Course

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in English Composition—AA/AS.*

ENG 112 Writing/Research in the Disciplines 3 0 0 3

Prerequisites: "C" or better earned in ENG 111

Corequisites: None

College Transfer Course

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in English Composition—AA/AS.*

ENG 114 Professional Research and Reporting 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, 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.*

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.*

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

ENG 233 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 transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

ENG 242 British Literature II 3 0 0 3

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

Corequisites: None

College Transfer Course

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

ENG 261 World Literature I 3 0 0 3

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

Corequisites: None

College Transfer Course

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 262 World Literature II 3 0 0 3

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

Corequisites: None

College Transfer Course

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 273 African-American Literature 3 0 0 3

Prerequisites: Take one: ENG 112, ENG 113 or ENG 114

Corequisites: None

College Transfer Course

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

FIP 146	Fire Protection Systems	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements.					
FIP 152	Fire Protection Law	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.					
FIP 220	Fire Fighting Strategies	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.					
FIP 221	Advanced Fire Fighting Strategies	3	0	0	3
Prerequisites: FIP 220					
Corequisites: None					
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.					
FIP 224	Fire Instructor I and II	4	0	0	4
Prerequisites: None					
Corequisites: None					
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.					
FIP 226	Fire Officer I and II	4	0	0	4
Prerequisites: None					
Corequisites: None					
This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.					
FIP 228	Local Government Finance	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.					

FIP 229 Fire Dynamics and Combustion 3 0 0 3

Prerequisites: None

Corequisites: None

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

FIP 230 Chemistry of Hazardous Materials I 5 0 0 5

Prerequisites: None

Corequisites: None

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

FIP 232 Hydraulics and Water Distribution 2 2 0 3

Prerequisites: None

Corequisites: None

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

FIP 240 Fire Service Supervision 3 0 0 3

Prerequisites: None

Corequisites: None

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

FIP 244 Fire Protection Project 3 0 0 3

Prerequisites: None

Corequisites: None

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

FIP 276 Managing Fire Services 3 0 0 3

Prerequisites: None

Corequisites: None

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

French

FRE 111 Elementary French I 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

FRE 112 Elementary French II 3 0 0 3

Prerequisites: "C" or better earned in FRE 111

Corequisites: None

College Transfer Course

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Geography

GEO 130 General Physical Geography 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

German

GER 111 Elementary German I 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

GER 112 Elementary German II 3 0 0 3

Prerequisites: "C" or better earned in GER 111

Corequisites: None

College Transfer Course

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Graphic Design

GRD 110 Typography I 2 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: DME 115 and GRD 141

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.*

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

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.

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

HMT 220 Healthcare Financial Management 4 0 0 4

Prerequisites: ACC 120 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.

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

HSE 210 Human Services Issues 2 0 0 2

Prerequisites: Successful completion of 12 Credits in the HSE program

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220 Case Management 2 2 0 3

Prerequisites: HSE 110

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 Crisis Intervention 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 240 Issues in Client Services 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Humanities

HUM 115 Critical Thinking 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 120 Cultural Studies 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 130 Myth in Human Culture 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

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

HUM 160 Introduction to Film 2 2 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 180 International Cultural Exploration 2 3 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.*

Hydraulics

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Industrial Science

ISC 112 Industrial Safety 2 0 0 2

Prerequisites: None

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 115 Construction Safety 2 0 0 2

Prerequisites: None

Corequisites: None

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

Latin

LAT 111 Elementary Latin I 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

LAT 112 Elementary Latin II 3 0 0 3

Prerequisites: "C" or better earned in LAT 111

Corequisites: None

College Transfer Course

This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

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.

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

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.

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

MAT 110 Math Measurement and Literacy 2 2 0 3

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, and DMA 030
Set 2: DMA 025
Set 3: MAT 003 Tier 1

Corequisites: None

For courses that are co-req courses (MAT 110-xxxxR) sections:

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, and DMA 030
Set 2: DMA 025
Set 3: MAT 003
Set 4: BSP 4003

Corequisites: MAT 010

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 143 Quantitative Literacy 2 2 0 3

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, DMA 045, and DRE 098
Set 3: DMA 025, DMA 040, DMA 050, and DRE 098
Set 4: DMA 025, DMA 045, and DRE 098
Set 5: MAT 003 (Tier 1 and Tier 2) and ENG 002 (Tier 1 and Tier 2)

Corequisites: None

For courses that are co-req courses (MAT 143-xxxxR) sections:

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, ENG 002 (Tier 1 and Tier 2)
Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002 (Tier 1 and Tier 2)
Set 4: DMA 025 and DRE 098
Set 5: DMA 025 and ENG 002 (Tier 1 and Tier 2)
Set 6: DMA 025 and BSP 4002 (Tier 1 and Tier 2)
Set 7: MAT 003 (Tier 1) and DRE 098
Set 8: MAT 003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
Set 9: MAT 003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)
Set 10: BSP 4003 (Tier 1) and DRE 098
Set 11: BSP 4003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
Set 12: BSP 4003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)

Corequisites: MAT 043

College Transfer Course

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 152 Statistical Methods I 3 2 0 4

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, DMA 045, and DRE 098
Set 3: DMA 025, DMA 040, DMA 050, and DRE 098
Set 4: DMA 025, DMA 045, and DRE 098
Set 5: MAT 003 (Tier 1 and Tier 2) and ENG 002 (Tier 1 and Tier 2)

Corequisites: None

For courses that are co-req courses (MAT 152-xxxxR) sections:

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:

- Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
- Set 2: DMA 010, DMA 020, DMA 030, ENG 002 (Tier 1 and Tier 2)
- Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002 (Tier 1 and Tier 2)
- Set 4: DMA 025 and DRE 098
- Set 5: DMA 025 and ENG 002 (Tier 1 and Tier 2)
- Set 6: DMA 025 and BSP 4002 (Tier 1 and Tier 2)
- Set 7: MAT 003 (Tier 1) and DRE 098
- Set 8: MAT 003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
- Set 9: MAT 003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)
- Set 10: BSP 4003 (Tier 1) and DRE 098
- Set 11: BSP 4003 (Tier 1) and ENG 002 (Tier 1 and Tier 2)
- Set 12: BSP 4003 (Tier 1) and BSP 4002 (Tier 1 and Tier 2)

Corequisites: MAT 052

College Transfer Course

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 171 Precalculus Algebra 3 2 0 4

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065
Set 3: DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, DMA 070, and DMA 080
Set 4: DMA 010, DMA 020, DMA 030, DMA 045, DMA 065
Set 5: DMA 025, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 6: DMA 025, DMA 040, DMA 050, DMA 065
Set 7: DMA 025, DMA 045, DMA 060, DMA 070, and DMA 080
Set 8: DMA 025, DMA 045, and DMA 065
Set 9: MAT 003 (Tier 1, Tier 2, and Tier 3)
Set 10: "C" or better earned in MAT 121

Corequisites: None

For courses that are co-req courses (MAT 171-xxxxR) sections:

Prerequisites: Satisfactory scores on the college placement tests or one of the following sets:

- Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
- Set 2: DMA 010, DMA 020, DMA 030, DMA 045
- Set 3: DMA 025, DMA 045
- Set 4: DMA 025, DMA 040, DMA 050
- Set 5: MAT 121
- Set 6: MAT 003
- Set 7: BSP 4003

Corequisites: MAT 071

College Transfer Course

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 172 Precalculus Trigonometry 3 2 0 4

Prerequisites: Satisfactory placement or "C" or better earned in MAT 171

Corequisites: None

College Transfer Course

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 263 Brief Calculus 3 2 0 4

Prerequisites: Satisfactory placement or "C" or better earned in MAT 171

Corequisites: None

College Transfer Course

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 271 Calculus I 3 2 0 4

Prerequisites: Satisfactory placement or "C" or better earned in MAT 172

Corequisites: None

College Transfer Course

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 272 Calculus II 3 2 0 4

Prerequisites: "C" or better earned in MAT 271

Corequisites: None

College Transfer Course

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 273 Calculus III 3 2 0 4

Prerequisites: "C" or better earned in MAT 272

Corequisites: None

College Transfer Course

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Mathematics—AA/AS.*

MAT 280 Linear Algebra 2 2 0 3

Prerequisites: "C" or better earned in MAT 271

Corequisites: None

College Transfer Course

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MAT 285 Differential Equations 2 2 0 3

Prerequisites: "C" or better earned in MAT 272

Corequisites: None

College Transfer Course

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

Mechanical

MEC 110 Introduction to CAD/CAM 1 2 0 2

Prerequisites: None

Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 1 4 0 3

Prerequisites: None

Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 130 Mechanisms 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 Manufacturing Materials I 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

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

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: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3 0 0 3

Prerequisites: "C" or better earned in MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Procedures I 1 2 0 2

Prerequisites: Enrollment in the Medical Assisting diploma program

Corequisites: 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.

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

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 Medical 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.

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

MKT 122 Visual Merchandising 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

MKT 123 Fundamentals of Selling 3 0 0 3

Prerequisites: None

Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 223 Customer Service 3 0 0 3

Prerequisites: None

Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students 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: None

Corequisites: None

College Transfer Course

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 111 Fundamentals of Music 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 112 Introduction to Jazz 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts-AA/AS.*

MUS 121 Music Theory I 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 122 Music Theory II 3 0 0 3

Prerequisites: MUS 121

Corequisites: None

College Transfer Course

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 125 Aural Skills I 0 2 0 1

Prerequisites: Course must be completed with a C or better.

Corequisites: None

College Transfer Course

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 126 Aural Skills II 0 2 0 1

Prerequisites: MUS 125; Course must be completed with a C or better.

Corequisites: None

College Transfer Course

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 131 Chorus I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 132 Chorus II 0 2 0 1

Prerequisites: MUS 131

Corequisites: None

College Transfer Course

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 133 Band I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 134 Band II 0 2 0 1

Prerequisites: MUS 133

Corequisites: None

College Transfer Course

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 135 Jazz Ensemble I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 136 Jazz Ensemble II 0 2 0 1

Prerequisites: MUS 135

Corequisites: None

College Transfer Course

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 137 Orchestra I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 138 Orchestra II 0 2 0 1

Prerequisites: MUS 137

Corequisites: None

College Transfer Course

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 141 Ensemble I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 142 Ensemble II 0 2 0 1

Prerequisites: MUS 141

Corequisites: None

College Transfer Course

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 151 Class Music I 0 2 0 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance—*Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 152 Class Music II 0 2 0 1

Prerequisites: MUS 151

Corequisites: None

College Transfer Course

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 161 Applied Music I 1 2 0 2

Prerequisites: Enrollment in the A.F.A.—Music (A10700)

Corequisites: None

College Transfer Course

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 162 Applied Music II 1 2 0 2

Prerequisites: Enrollment in the A.F.A.—Music (A10700) and MUS 161

Corequisites: None

College Transfer Course

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

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

MUS 221 Music Theory III 3 0 0 3

Prerequisites: MUS 122

Corequisites: None

College Transfer Course

This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 222 Music Theory IV 3 0 0 3

Prerequisites: MUS 221

Corequisites: None

College Transfer Course

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 225 Aural Skills III 0 2 0 1

Prerequisites: MUS 126; Course must be completed with a C or better.

Corequisites: None

College Transfer Course

This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

MUS 226 Aural Skills IV 0 2 0 1

Prerequisites: MUS 126 and MUS 225; Course must be completed with a C or better.

Corequisites: None

College Transfer Course

This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while 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.*

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

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.*

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

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 MAT 003 Tier 1; Take CTI 120

Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

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

NET 125 Introduction to Networks 1 4 0 3

Prerequisites: Satisfactory placement or MAT 003 Tier 1

Corequisites: None

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126 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 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 placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User 2 2 0 3

Prerequisites: NOS 110

Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User 2 2 0 3

Prerequisites: NOS 110

Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I 2 2 0 3

Prerequisites: NOS 130

Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NOS 231 Windows Administration II 2 2 0 3

Prerequisites: NOS 230

Corequisites: None

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

Nursing

NUR 111 Introduction to Health Concepts 4 6 6 8

Prerequisites Enrollment in the Associate Degree Nursing program

Corequisites BIO 168, NUR 117, and PSY 150

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts 3 0 6 5

Prerequisites "C" or better earned in BIO 168, and PSY 150, and "B" or better earned in NUR 111 and 117

Corequisites BIO 169

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts 3 0 6 5

Prerequisites "C" or better earned in BIO 168, BIO 169, BIO 275, ENG 111, PSY 150, and PSY 241 and "B" or better earned in NUR 111, NUR 112, NUR 114 and NUR 117 or NUR 215

Corequisites ENG 112 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.

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

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 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.

OST 248 Diagnostic Coding 2 2 0 3

Prerequisites: MED 214

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.

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					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
PED 121	Walk, Jog, Run	0	3	0	1
Prerequisites: None					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
PED 122	Yoga I	0	2	0	1
Prerequisites: None					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
PED 123	Yoga II	0	2	0	1
Prerequisites: PED 122					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
PED 125	Self-Defense—Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
PED 128	Golf—Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					
PED 137	Badminton	0	2	0	1
Prerequisites: None					
Corequisites: None					
<i>College Transfer Course</i>					
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. <i>This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.</i>					

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

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.*

PHI 240 Introduction to Ethics 3 0 0 3

Prerequisites: ENG 111

Corequisites: None

College Transfer Course

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Humanities/Fine Arts—AA/AS.*

Physics

PHY 110 Conceptual Physics **3 0 0 3**

Prerequisites: Satisfactory placement or ENG 002 (Tier 1); Satisfactory placement or MAT 003 (Tier 3)

Corequisites: PHY 110A

College Transfer Course

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA/AS.*

PHY 110A Conceptual Physics Lab **0 2 0 1**

Prerequisites: Satisfactory placement or ENG 002 (Tier 1); Satisfactory placement or MAT 003 (Tier 3)

Corequisites: PHY 110

College Transfer Course

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AA/AS.*

PHY 151 College Physics I **3 2 0 4**

Prerequisites: Satisfactory placement or ENG 002 (Tier 1); 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 placement or ENG 002 (Tier 1); 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.*

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

PHY 252 General Physics II **3 3 0 4**

Prerequisites: MAT 272 and "C" or better earned in PHY 251

Corequisites: None

College Transfer Course

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Natural Sciences—AS.*

Political Science

POL 120 American Government **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences-AA/AS.*

POL 130 State and Local Government **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

POL 210 Comparative Government **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

POL 220 International Relations **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Psychology

PSY 150 General Psychology **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component course (UGETC) in Social/Behavioral Sciences-AA/AS.*

PSY 241 Developmental Psychology **3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

College Transfer Course

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY 281 Abnormal Psychology **3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

College Transfer Course

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Religion

REL 110 World Religions **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

REL 211 Introduction to Old Testament **3 0 0 3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

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

REL 212 Introduction to New Testament 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Substance Abuse

SAB 110 Substance Abuse Overview 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence.

Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 135 Addictive Process 3 0 0 3

Prerequisites: None

Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210 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 general education course in Social/Behavioral Sciences.*

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

SOC 213 Sociology of the Family 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC 220 Social Problems 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC 225 Social Diversity 3 0 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Speech-Language Pathology

Please refer to Caldwell Community College and Technical Institute's catalog for SLP course descriptions.

Spanish

SPA 111 Elementary Spanish I 3 0 0 3

Prerequisites: Satisfactory placement or ENG 002 (Tier 1)

Corequisites: None

College Transfer Course

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA 112 Elementary Spanish II 3 0 0 3

Prerequisites: "C" or better earned in SPA 111

Corequisites: None

College Transfer Course

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

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

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.

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 3 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to web development tools. Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server.

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: DME 115 and GRD 141

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.

WLD 115 SMAW (Stick) Plate 2 9 0 5

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4

Prerequisites: WLD 115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122 GMAW (MIG) Plate/Pipe 1 6 0 3

Prerequisites: WLD 121

Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate 2 6 0 4

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 Symbols and Specifications 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151 Fabrication I 2 6 0 4

Prerequisites: None

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

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

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

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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The Mitchell Community College Board of Trustees meets on the fourth Wednesday evening of each month except in November and December when the Board meets on the first Wednesday after Thanksgiving to avoid conflict with the Thanksgiving and Christmas holidays. Also, generally, the Board does not meet in July. Meetings are routinely held at 7 p.m. in the Roueche Board Room of Kirkman House on the Statesville Campus.

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- Yang, Pang**..... Bookstore Technician
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- Barker, Michael**..... ERP Systems Manager
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TOADS System Administrator Certificate from NC Dept. of Community Colleges
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Accessibility Services

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B.S. and M.Ed. Delta State University

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- Harrison, T'Sha**..... Coordinator, Admissions and Special Programs
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- Howell, Crystal**..... Senior Admissions Specialist
A.A.S. Mitchell Community College

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- Myers, Michelle** Academic Advisor I
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- Rodriguez, Iris** Academic Advisor I
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- Willis, Samantha** Student Services Advisor
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- Knox, Rachel** Financial Aid Specialist
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- Ramirez, Gwen** Financial Aid Specialist
B.S. St. Theresa's College, Philippines
- West, Mark** Financial Aid Specialist
B.A. Lenoir-Rhyne University

Student Support Services

- Wright, Ann**Director, Student Support Services
B.S. Ball State University; M.A. Appalachian State University

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