

Mitchell Community College
2013-2014 Catalog



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

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

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Greetings

Dear potential students and visitors,

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

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

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

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

Sincerely,



James T. Brewer, Ed.D.
President



Campus Locations

Statesville

Historic Main Campus

500 West Broad Street, Statesville, NC 28677-5264

(704) 878-3200 phone

(704) 878-0872 fax

Continuing Education Center

701 West Front Street, Statesville, NC 28677-5644

(704) 878-3220 phone

(704) 878-4271 fax

Cosmetic Arts Center

3223 Taylorsville Highway, Statesville, NC 28625-2966

(704) 878-4374 phone

Drake Street Center

335 Drake Street, Statesville, NC 28677-5644

Technology and Workforce Development Center

701 West Front Street, Statesville, NC 28677-5644

(704) 878-3224 phone

(704) 878-3245 fax

Mooresville

Mooresville Campus

219 North Academy Street, Mooresville, NC 28115-3106

(704) 663-1923 phone

(704) 663-5239 fax

www.mitchellcc.edu

An Equal Opportunity College/Affirmative Action Employer

Directory

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

Admissions	(704) 878-3246/(704) 978-3111
Admissions/Counselors	(704) 878-3242/(704) 978-1351/(704) 878-3280/ (704) 978-5440/(704) 878-3288/(704) 878-3267/(704) 978-5417
Alumni Services	(704) 878-4321
Basic Skills	(704) 878-3232
Bookstore.....	(704) 878-3275
Career Counseling and Planning Center	(704) 878-3280
Cashier.....	(704) 878-4270
Continuing Education	(704) 878-3220
Cooperative Education and Student Job Placement	(704) 878-4263
Development Office	(704) 878-4321
Disability Services	(704) 878-3364
Distance Learning	(704) 878-3332
Equal Employment/Affirmative Action Officer	(704) 878-4341
Financial Aid	(704) 978-5435
Financial Services.....	(704) 878-4396
General Information/Switchboard.....	(704) 878-3200
Library Services.....	(704) 878-3271
MIND Center	(704) 978-3116
Placement Testing	(704) 878-3267
President's Office.....	(704) 878-3205
Security.....	(704) 878-4367
Student Government Association	(704) 978-5426
Student Transcripts.....	(704) 878-3243
Veteran Services.....	(704) 878-3254
Vice President for Instruction and Chief Academic Officer	(704) 878-3264
Vice President for Student Services.....	(704) 878-3281

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

Academic Calendar

Fall Semester 2013	
Aug. 1 (TH)	Ten-month faculty return
Aug. 16 (F)	Last day to receive 100% refund for 16-week and first 8-week sessions
Aug. 19 (M)	Fall classes begin for 16-week and first 8-week sessions
Aug. 19-21 (M-W)	Drop/Add
Aug. 22 (TH)	Last day to receive 75% refund for first 8-week session
Aug. 28 (W)	Last day to receive 75% refund for 16-week session
Sept. 2 (M)	Labor Day (College closed)
Sept. 23 (M)	Last day to withdraw from first 8-week session to ensure a grade of "W"
Oct. 7 & 8 (M&T)	Fall break (No classes)
Oct. 16 (W)	Classes end for first 8-week session
Oct. 16 (W)	Last day to receive 100% refund for second 8-week session
Oct. 17 (TH)	Classes begin for second 8-week session
Oct. 17&18 (TH&F)	Drop/Add for second 8-week session
Oct. 22 (T)	Last day to receive 75% refund for second 8-week session
Oct. 28 (M)	Last day to withdraw from 16-week session to ensure a grade of "W"
Nov. 11 (M)	Last day to withdraw from a 12-week session to ensure a grade of "W"
Nov. 20 (W)	Last day to withdraw from second 8-week session to ensure a grade of "W"
Nov. 27 (W)	Thanksgiving Holiday (No classes)
Nov. 28-30 (TH-SA)	Thanksgiving Holiday (College closed)
Dec. 9 (M)	Last day of classes for 16-week session
Dec. 10-16 (T-M)	Final Exams for 16-week session
Dec. 16 (M)	Last day of classes for 12-week, second 8-week and fourth 4-week sessions
Dec. 17 (T)	Grades due/posted in computer by 3 p.m.
Dec. 24-31 (T-T)	Winter Holiday (College closed)

Spring Semester 2014	
Jan. 1 (W)	New Year's Holiday (College closed)
Jan. 2 (TH)	College reopens
Jan. 10 (F)	Last day to receive 100% refund for 16-week and first 8-week sessions
Jan. 13 (M)	Spring classes begin for 16-week and first 8-week sessions
Jan. 13-15, (M-W)	Drop/add
Jan. 16 (TH)	Last day to receive 75% refund for first 8-week session
Jan. 20 (M)	Martin Luther King, Jr. Holiday (College closed)
Jan. 23 (TH)	Last day to receive 75% refund for 16-week session
Feb. 17 (M)	Last day to withdraw from 8-week session to ensure a grade of "W"
Mar. 7 (F)	Classes end for first 8-week session
Mar. 10-15 (M-SA)	Spring break (No classes)
Mar. 14 (F)	Last day to receive 100% refund for second 8-week session
Mar. 17 (M)	Classes begin for second 8-week session
Mar. 17 & 18 (M&T)	Drop/Add for second 8-week session
Mar. 20 (TH)	Last day to receive 75% refund for second 8-week session
Mar. 31 (M)	Last day to withdraw from 16-week session to ensure a grade of "W"
Apr. 21 (M)	Last day to withdraw from second 8-week session to ensure a grade of "W"

May 5 (M)	Last day of classes for 16-week session
May 6-12 (T-M)	Final Exams for 16-week session
May 12 (M)	Last day of classes for 12-week, second 8-week and fourth 4-week sessions
May 13 (T)	Grades due/posted in computer by 3 p.m.
May 16 (F)	Curriculum graduation

Summer Semester 2014

May 19 (M)	Last day to receive 100% refund for 10-week session
May 20 (T)	Summer classes begin for 10-week session
May 20 & 21 (T&W)	Drop/Add for 10-week session
May 26 (M)	Memorial Day Holiday (No classes)
May 27 (T)	Last day to receive 75% refund for 10-week session
May 30 (F)	Last day to receive 100% refund for 8-week and first 4-week sessions
Jun. 2 (M)	Classes begin for 8-week and first 4-week sessions
Jun. 2 & 3 (M&T)	Drop/add for 8-week and first 4-week sessions
Jun. 3 (T)	Last day to receive 75% refund for first 4-week session
Jun. 5 (TH)	Last day to receive 75% refund for 8-week session
Jun. 17 (T)	Last day to withdraw from first 4-week session to ensure a grade of "W"
Jun. 27 (F)	Classes end for first 4-week session
Jun. 27 (F)	Last day to receive 100% refund for second 4-week session
Jun. 30 (M)	Classes begin for second 4-week session
Jun. 30 & Jul. 1 (M&T)	Drop/Add for second 4-week session
Jul. 1 (T)	Last day to receive 75% refund for second 4-week session
Jul. 3 (TH)	Last day to withdraw from 10-week session to ensure a grade of "W"
Jul. 4 (F)	Independence Day Holiday (College closed)
Jul. 7 (M)	Last day to withdraw from 8-week session to ensure a grade of "W"
Jul. 17 (TH)	Last day to withdraw from second 4-week session to ensure a grade of "W"
Jul. 28 (M)	Classes end for 8-week session and second 4-week session
Jul. 30 (W)	Classes end for 10-week session
Jul. 31 (TH)	Grades due/posted in computer by 3 p.m.

General Information

History

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

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

Mission

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

Purpose

Mitchell Community College commits its resources to—

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

Belief Statements

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

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

Accreditation

Commission of Colleges of the Southern Association of Colleges and Schools (SACS)
1866 Southern Lane, Decatur, Georgia 30033-4097, Phone (404) 679-4501, www.sacs.org

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

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

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.nlnac.org

Memberships

American Association of Collegiate Registrars and Admissions Officers

American Community College Business Officers

American Association of Community Colleges

American Association of Women in Community Colleges

Carolinas Association of Collegiate Registrars and Admissions Officers

Charlotte Area Educational Consortium

College Stores Association of NC

Cooperative Education Association

Greater Statesville Chamber of Commerce

International Association of Administrative Professionals

Mooresville-South Iredell Chamber of Commerce

National Association of Education for Young Children (NAEYC)

National Organization for Associate Degree Nursing

National Association of Student Financial Aid Administrators

National Council on Black American Affairs

National Institute for Staff and Organizational Development

National League for Nursing: Associate Degree Nursing

North Carolina Association of Colleges and Universities

North Carolina Association of Community College Trustees

North Carolina Association of Coordinators of Veteran Affairs

North Carolina Association of Student Financial Aid Administrators

North Carolina Citizens for Business and Industry

NC College & University Personnel Association

Servicemembers Opportunity Colleges

Southern Association of Colleges and Schools

The College Board

Endowment for Excellence

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

Alumni

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

Veterans

Refer to section on Veteran Affairs.

EEO/Affirmative Action

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

Disability Support Services

The Mission of Disability Services is to lead the Campus Community in the creation of an inclusive learning and working environment; and facilitate access, discourse, and involvement through innovative services, programs, and partnerships. For more information, please contact the Coordinator for Disability Services in the Counseling office, room 103 in Student Services Center on the main campus, (704) 878-3242.

Mitchell Community College 2012 Critical Success Factor Outcomes (NC Community Colleges)

Licensure and certification

- State Standard: 80% aggregate pass rate for first time test takers
- Mitchell Outcome: aggregate pass rate 85%

Performance of college transfer students

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

Passing rates of students in developmental courses

- State Standard: 75%
- Mitchell Outcome: 85%

Success rate of developmental students in subsequent college-level courses

- State Standard: 80% of college level English or mathematics course completers with previous developmental coursework will complete the college level English or mathematics course with a grade of "D" or better
- Mitchell Outcome: 91% aggregate, 92% English, 89% Math

Student satisfaction of program completers and non-completers

- State Standard: 90% will report satisfaction with the quality of the College's programs and services
- Mitchell Outcome: 95% reported satisfaction

Curriculum student retention, graduation and transfer

- State Standard: 65% of defined cohort will graduate, transfer or be retained
- Mitchell Outcome: 66% retention/completion

Business/industry satisfaction with services provided

- State Standard: 90%
- Mitchell Outcome: 95% reported satisfaction

Information about the College

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

Admissions

Overview

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

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

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

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

Admissions Requirements for Degree Seeking Students

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

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

Admissions Requirements for Special Credit Students

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

How to Apply

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

Readmitted Students

Applicants who have not attended for one or more years must submit a new application. Applicants must meet with an admissions counselor to determine if any placement testing is needed. Applicants will discuss any changes to the curriculum since their last date of attendance with a counselor and/or an advisor. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Transfer Students

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

Visiting Students

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

Special Credit Students

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

Auditing/Non-Degree Students

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

High School Students Career and College Promise

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

- **College Transfer Pathways** provide up to 34 hours of tuition-free course credits toward the Core 44, an agreed-upon 44 hours of college credits that will transfer seamlessly to any

public or participating private college or university, saving successful students time and money in pursuing four-year degrees. Interested students should contact their high school counselor.

- **Career and Technical Education Pathways** earn tuition-free course credits at Mitchell Community College toward a job credential, certificate or diploma in a technical career. Interested students should contact their high school counselor.
- **CCTL (The Collaborative College for Technology and Leadership)** also known as Early College High School (ECHS) provides a technology-enriched, leadership-focused curriculum for a select group of students in grades 9-13. The curriculum is designed to meet the individual needs of students, ensuring that they are fully prepared to enter the workforce or to continue their education at a four-year institution. The program is a joint venture between the Iredell-Statesville Schools, the Mooresville Graded School District, and Mitchell. Interested students should contact their high school guidance counselor.
- **VPAC**, also known as the Visual and Performing Arts Early College, provides an arts-focused high school experience combined with two years of college work in either the arts or standard college transfer. This Early College is located on the campus of Statesville High School where students are engaged in a rigorous high school academic track and are then able to take college courses on Mitchell's Main Campus. A partnership between Catawba College, Iredell-Statesville Schools and Mitchell, this program is available to select students beginning in the 9th grade. Interested students should contact their middle school counselor.

Continuing Education Students

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

Senior Citizens

Senior citizens who are sixty-five years old or over and have been residents of North Carolina for a minimum of 12 months are eligible to enroll in courses tuition free up to six credit hours. Charges for books, supplies, etc., may be required. Curriculum students will have priority over senior citizen students for registration. **Note:** *Tuition will not be waived during the summer term.*

Residency

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

Placement Testing

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

- Take the Accuplacer, Computerized Placement Tests (CPT). Students are placed in courses based on their scores.
- Have successfully completed a college level math, English and computer course at another institution.
- Achieve minimum scores on ACT or SAT.
- Applicants who have graduated high school within 5 years of college application who meet the following criteria may be exempt from placement testing under the NCCCS Multiple Measures for Placement Policy: Minimum unweighted GPA of 2.6 and four years of high school math including Algebra I, Geometry, Algebra II and an acceptable senior level math.
- Career and College Promise students may demonstrate proficiency using other approved

achievement and/or placement tests. High school students should speak with their guidance counselor for more details.

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

Orientation

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

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

Change of Program

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

College Level Examination Program

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

College Board Advanced Placement Program

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

Military Service Experience

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

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

Credit, not to exceed two semester hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with Mitchell.

Competitive Enrollment Programs

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

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

Associate Degree Nursing

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

1. **Mitchell Community College Application:** Applicants must complete the College application for admission and submit to Student Services.
2. **High School or GED transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by the GED test.
3. **College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Associate Degree Nursing Program.
4. **Required GPA:** Applicants must have a minimum 2.50 cumulative grade point average. All course work toward the A.A.S. Nursing degree must be completed with a grade of C or better.
5. **Biology Course:** Applicants must have completed with a grade of C or better, one year of high school biology and/or BIO 111, General Biology I, or BIO 168 Anatomy and Physiology I or equivalent or demonstration of competency. A biology course must be current within five years.
6. **Chemistry Course:** Applicants must have completed with a grade of C or better, one year of high school chemistry and/or CHM 131 and 131A lab, Introduction to Chemistry or equivalent or demonstration of competency.
7. **TEAS V Testing:** Applicant must achieve a minimum adjusted individual test score of 63 percent on the Test of Essential Academic Skills V (TEAS V). For more information about the TEAS V Exam, see the official website at <http://www.atitest.com/default.aspx>. TEAS V Review Books may be purchased through the Mitchell Community College Bookstore.
8. **Associate Degree Nursing Program Application:** Applicant must complete Program Application with assigned nursing advisor.
9. **Nursing Assistant I:** Applicant must listed as a Nursing Assistant I on the Nurse Aide I Registry from the N.C. Department of Health and Human Services Division of Health Service Regulation: Health Care Personnel Registry by May 30.
10. **Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into the nursing program.
11. **CPR Certification:** Applicant must hold current CPR certification by the American Heart Association at the Healthcare Provider level by time of enrollment into the clinical nursing component.
12. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies.

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

Qualifications of Graduates for Examination—Upon graduation from the nursing program and to be eligible for licensure by examination, the graduate shall make application to the Board of Nursing and shall submit to the Board an application fee and written evidence,

verified by oath, sufficient to satisfy the Board that the applicant has graduated from a course of study approved by the Board and is mentally and physically competent to practice nursing.

The Associate Degree Nursing program is accredited by the **Accreditation Commission for Education in Nursing, Inc.**, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.nlnac.org.

Medical Assisting

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

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

1. **Mitchell Community College Application:** Applicants must complete the College application for admission and submit to Student Services.
2. **High School or GED transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by the GED test.
3. **College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Medical Assisting program.
4. **Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. All course work toward the MED diploma and subsequent A.A.S. curriculum must be completed with a grade of C or better.
5. **Medical Assisting Program Application:** Applicant must complete Program Application with assigned advisor.
6. **TEAS V Testing:** Applicant must achieve a minimum adjusted individual test score of 54 percent on the Test of Essential Academic Skills V (TEAS V). For more information about the TEAS V Exam, see the official website at <http://www.atesting.com/default.aspx>. TEAS V Review Books may be purchased through the Mitchell Community College Bookstore.
7. **Computer Proficiency:** Applicant must demonstrate proficiency in basic computer skills through completed course work in CIS 110 Introduction to Computers or equivalent.
8. **CPR Certification and First Aid:** Applicant must hold both First Aid Certification and current CPR certification by the American Heart Association at the Healthcare Provider level or American Red Cross Professional Rescuer level prior to enrolling in medical assisting clinical courses and current through the externship practicum.
9. **Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations prior to enrolling in medical assisting clinical courses.
10. **Background Check and Drug Screen:** Meet requirements as prescribed by clinical agencies for placement into the externship practicum. The student will bear this cost.

A limited number of openings exist in the Medical Assisting program. Admissions consideration begins February 1 of each year and the deadline for applications is March 15 of each year. Applications after that date will be considered on a space available basis. In the event that the number of qualified candidates exceeds the available slots, applicants will be ranked according to GPA and TEAS V score. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a medical assisting

student at Mitchell Community College until the student receives official, written notification of admission as given by the Admissions Office and the student enrolls in medical assisting courses.

The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

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

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

Dietetic Technician (A.A.S.)

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

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

General admission information can be found in the Caldwell Community College and Technical Institute catalog and website, www.ccti.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 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/webadvisor. 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. Tuition is waived for NC residents age 65 or older (up to 6 credit hours), however student fees, technology fees, and material fees are not waived.

In-State Tuition	\$69.00 per credit hour \$1,104.00 per semester maximum (full-time)
Out-of-State Tuition	\$261.00 per credit hour \$4,176.00 per semester maximum (full-time)

The summer term at Mitchell Community College is self-supported. Therefore, the tuition rate and waivers 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. **All curriculum students (including high school students) pay certain fees each semester at registration.**

Activity Fee

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

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 students are charged \$1.00 per credit hour up to a maximum of \$16.00 per semester as a computer use and technology fee and \$1.25 per semester for student insurance. A \$15.00 per semester access fee will be charged to provide funds for improving campus safety and security. 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 before the first day of the academic term.

Books

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

Payment

Tuition and fees must be paid in full unless payment has been guaranteed by financial aid or a sponsor authorization agreement. Payment is also available through the Nelnet Business Solutions Online Payment Plan. However, it is important to note that a student will be considered “PAID” if they successfully complete the online application and if the payments associated with the plan process successfully.

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

Sponsor Payment (ESC, Vocational Rehabilitation, Employer, etc.)—A new authorization form is required for each semester. The sponsor authorization should be mailed to Cashier, Mitchell Community College, 500 West Broad St., Statesville, NC 28677-5264 or faxed to (704) 978-5405 as early as possible before the semester begins, but no later than five days before the student plans to see their advisor and register.

Payment Through WebAdvisor—Students may select the *Make a Payment* link under *Financial Information*.

Nelnet Business Solutions Online Payment Plan (Available Fall and Spring Semesters only)—This third party online payment plan allows a student to arrange full payment or scheduled tuition payments. The payment plan option requires a \$2.00 charge for full payment or a \$25.00 charge for scheduled payments. A valid bank account, which allows Automatic Bank Payment (ACH) or Credit/Debit Card is required. Check each semester’s curriculum course schedule available at mitchellcc.edu/webadvisor to determine available enrollment dates and process.

Fulfillment of Financial Obligations

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

Refunds

Students may receive a full tuition refund if they officially withdraw before the first day of the academic term. Students may receive a 75 percent refund if they officially withdraw before the official ten percent point of the academic term. Students cannot receive a refund after the ten percent point. Student activity fees, technology fees and specific course fees are only refundable before the first day of the academic term. Students will receive full refunds for the classes canceled by Mitchell. Please refer to Withdrawal Policy on page 30. If a student dies during the semester, Mitchell refunds all tuition and fees to the estate of the deceased.

Returned Checks

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

Residency

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

Financial Aid

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

How to Apply

A student can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The simplest way to complete the FAFSA online is by using the IRS Data Retrieval Tool (DRT). The DRT is a feature that allows students and parents to access the IRS tax return information needed to complete the FAFSA, and transfer the data directly into the FAFSA. The student should indicate Mitchell Community College's federal school code (002947) on the FAFSA. Once the FAFSA is submitted online, the U.S. Department of Education will send the student a Student Aid Report (SAR) summarizing their application information. Mitchell will also receive a copy of this report electronically and will contact the student requesting additional information if a Mitchell Community College Admissions Application is on file. If no additional documentation is needed, the student will be notified of their eligibility by email.

Deadlines

To guarantee the use of financial aid during early registration each semester, a student must submit all documentation as requested to the Financial Aid Office by the following dates—

- 2013 Fall Semester—June 28
- 2014 Spring Semester—November 1
- 2014 Summer Semester—April 4

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 (NCCCCG)
- North Carolina Education Lottery Scholarship (NCELS)
- Scholarships
- Veterans Education Benefit (See Veteran's Coordinator)
- Child Care Grant (see Child Care contact)
- Alternative Loan Program(s)

Scholarships

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

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

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

Distribution

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

Student Rights and Responsibilities

- Financial aid is not complete until the student receives an award letter from the Financial Aid Office via the student's Mitchell email account. Students who do not receive an award letter are responsible for paying tuition and fees as well as for books, and supplies.
- Financial aid applications remain valid for one academic year. Students must re-apply annually (after January 1) for financial aid for the next academic year.
- Award amounts may be subject to change based on enrollment status, available funding and/or regulatory changes.
- The duration of eligibility to receive Federal Pell Grant and All NC State Grants is limited to 12 semesters (or its equivalent) under the new Pell lifetime eligibility used (LEU) regulation.
- 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 GED by the

Admissions Office.

- A student may only receive financial aid for courses that count toward graduation requirements in the declared major as listed by the Admissions Office.
- The Financial Aid Office reserves the right to review, revise or cancel an award due to professional judgment decisions, or change of academic program.
- Awards are based on students continued satisfactory academic progress (SAP).
- Students are responsible for paying any tuition, fees, books and other outstanding charges not covered by financial aid if 'Ineligible' under Mitchell's financial aid SAP standards.
- Federal, state and scholarship funds committed in an award letter are contingent upon actual receipt of the funds by Mitchell.
- The FA Award Notification is divided equally into two academic semesters. The award, based on full-time enrollment, will be prorated each semester according to the actual number of hours enrolled.
- Any remainder of a semester's award will be disbursed, by check, and mailed from Financial Services after enrollment is confirmed for the semester.
- If a student withdraws or if an instructor withdraws the student from all courses during a semester, the student will be subject to the Return of Title IV funds policy and may have to repay funds to Mitchell and/or the U.S. Department of Education.
- Students who complete a fast track class offered in the first four or eight weeks and withdraw from all other classes that span an entire semester are subject to the Return of Title IV funds policy.
- A student may not receive financial aid from more than one institution during the same semester.
- The Financial Aid Office may release information pertaining to financial aid to any contact person, firm or government agency that requires such information as allowed by the Family Educational Rights and Privacy Act (FERPA).
- If a student has a payment plan and was awarded financial aid, it is the student's responsibility to notify the cashier's office of their award.

Repeated Coursework

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

Financial Aid and Clock Hour Programs

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

No Show

If a student is a "No Show," the student's financial aid will be calculated based on the actual number of hours enrolled and attending. Students may also be subject to being responsible for the tuition and fee charges for the class(es) reported as 'No Show'.

Transfer Students

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

Fast Track

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

Exclusions

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

12 Semester Lifetime Limit for Federal Pell Grant and State Aid

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

Eligible Programs for Financial Aid

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

Satisfactory Academic Progress Standard

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

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

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

Maximum Time Frame (MTF)—A financial aid student's maximum time frame to complete a program can not 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. If a student changes majors, the total hours continue to accrue regardless of program completion.

Grades and SAP

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

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

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

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

Evaluation of Satisfactory Academic Progress

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

Satisfactory Academic Progress Statuses

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

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

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

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

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

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

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

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

OR

2) Through the Financial Aid Appeal Process. Students may appeal ‘financial aid suspension’ or ‘maximum time frame’ by completing a Satisfactory Academic Progress Appeal form, available in the Financial Aid Office and online on Mitchell’s website, explaining why he or she did not meet SAP standards and explain what has changed in his or her situation that will allow SAP to be met by the next SAP evaluation period. Appeals must be submitted to the Financial Aid Office with supporting documentation to verify mitigating or extenuating circumstances surrounding the appeal. Examples of mitigating or extenuating circumstances include but are not limited to the death of a family member, separation or divorce, an accident or an illness.

Appeals submitted with out supporting documentation will not be reviewed. The Financial Aid Committee will review appeal requests and the student will be notified by letter of the committee's decision. Decisions of the Financial Aid Committee are final. Students should be prepared to pay tuition and fees by the Financial Services published tuition and fees deadline. If the appeal is approved after tuition and fees are paid, students may be reimbursed based on their eligibility and credit hours enrolled.

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

Return of Title IV Funds

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

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

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

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

post-withdrawal disbursement, the student must meet all Federal Guidelines outlined by the Department of Education.

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

Veterans Affairs

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

Veterans Education Benefits

Educational assistance may be available to—

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

Eligibility

Individuals enrolled in an approved program at Mitchell will be eligible to receive Veterans Education Benefits if they qualify. The student must have a completed admissions file, follow 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 an application for admission
- Submit official copies of transcripts or records from high schools and all postsecondary schools attended, or acceptable GED scores
- Provide the Admissions and Records Office with service schools or tests which may be evaluated for credit
- Contact the Veterans Coordinator to schedule an appointment to complete required paperwork for certification

Military Service Experience

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

School Service Training is evaluated based on "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit (not to exceed two semester hours) is allowed for physical education to veterans upon

presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with Mitchell.

Payment

Mitchell does not participate in the Advance Payment Program. Recipients of Veterans Education Benefits must pay all tuition and fees at registration, except for those veterans receiving 100 percent rate of Chapter 33 (Post 9/11) benefits. Students receive payments directly from the Department of Veterans Affairs for the period the veteran is in attendance in an eligible program.

Attendance

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

- Recipients of Veterans Education Benefits receive attendance sheets by mail at the beginning of each semester. The student completes the sheets and has them signed by the instructor
- The student must return this sheet to the Veterans Coordinator on each reporting date indicated on the form. Students receiving either the Montgomery GI BILL Active duty or Selected Reserve MUST also verify their enrollments monthly to receive payments. This verification can be done either by using the WEB Automated Verification of Enrollment (WAVE) application at www.gibill.va.gov or by using an automated telephone service (IVR) at 1-(877) 823-2378 and following the prompts.
- Students who drop or withdraw from class must notify Mitchell's Veteran Affairs Coordinator of this change. Benefits will be reduced for the remainder of the semester.

Exclusions

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

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

Satisfactory Academic Progress

Students receiving Veterans Education Benefits must meet the requirements for Satisfactory Academic Progress as set forth in the Mitchell Community College Catalog (cumulative GPA of 2.0). Recipients failing to meet the standards (2.0 GPA) will be placed on academic probation. If at the end of the probationary semester academic standards are again not met, a second semester of probation will be allowed. If veteran students have failed to meet the minimum requirements for satisfactory academic progress after the second semester of probation, the student's VA benefits will be terminated. Veteran students may continue to attend Mitchell but cannot receive VA educational benefits. When the student has met school standards, benefits will be certified at the beginning of the next semester. Appeals submitted for Financial Aid will not be considered for VA Education Benefits.

Service Members Opportunity College

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

U.S. Army Reserve Officers Training Program

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

Continuing Education—GED® Testing

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

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

Attendance

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

Standards of Progress

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

Probation

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

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

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

Recertification

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

Academic Policies

Semester System

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

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

Registration

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

Course Load

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

Change of Schedule

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

Classification

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

Attendance Policy

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

Withdrawal Policy

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

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

Grading System

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

Grade Point Average

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

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

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

Grade Reports

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

Grade Appeal

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

1. The student should meet with the course instructor and discuss the grade. This meeting must take place within 30 calendar days of the initial assignment of the grade.
2. If the student still feels the grade has been incorrectly assigned then the student should meet with the instructor’s curriculum division dean. After confirming that an effort has been made between student and instructor to reach an agreeable outcome regarding the grade in question, the dean will:

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

Academic Forgiveness

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

1. All failing grades, i.e., F, WF, or I, will not be counted in calculation of the Grade Point Average (GPA).
2. All passing grades, i.e., A, B, C, D, for all courses required in a student's present curriculum will count toward graduation requirements unless other policies supercede this policy; however, the grades will not be used to calculate the GPA.
3. Prior to implementation of the Academic Forgiveness Policy, the student must enroll in the college and complete a minimum of 12 consecutive semester credit hours with a minimum GPA of 2.00. The 12 credit hours must be hours that are included in the calculation of GPA.
4. For some programs, there may be additional or specific requirements related to admissions criteria, e.g. Allied Health programs.
5. The student's GPA will be calculated based upon the time of re-enrollment and all requirements being met.
6. Grades for all Mitchell courses will be on the student's transcript with the appropriate indication of calculation of the student's GPA.

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

Steps:

1. Student enrolls and achieves a minimum GPA of 2.00, with successful completion of at least 12 hours taken consecutively.

2. Student fills out a formal written request form and submits to his or her academic advisor.
3. The form is approved by the division dean and then sent to the Director of Admissions/Registrar.
4. The Director of Admissions/Registrar evaluates the transcript and determines appropriate courses to be included in the forgiveness process.
5. Student is notified by a letter from the Director of Admissions/Registrar about the outcome of the process.
6. A copy of the evaluation is included in the permanent student record and reflected in the student's transcript.

Course Examinations for 16-week Sections

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

Dean's List

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

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

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

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

Satisfactory Academic Progress

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

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

Academic Probation

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

Academic Suspension

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

Academic Re-Instatement

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

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

Vice President for Student Services

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

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

Course Requirements

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

Prerequisite and Co-Requisite Waiver Policy

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

Credit by Examination

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

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

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

Advanced Placement for High School Courses

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

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

Auditing Classes

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

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

Course Repeats

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

Course Substitutions

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

Transcripts

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

Graduation Requirements

The following requirements apply to programs. Some divisions may have additional requirements.

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

- A minimum of 20 semester hours credit in the student's program of study must be earned at Mitchell. Only 25 percent of credit hours in a diploma or certificate program may be accepted as transfer credits.
- A maximum of seven semester hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell.
- To be eligible for graduation, the student must fulfill all financial obligations to Mitchell.

Graduation Honors

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

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

Honors—Students who have a cumulative grade point average of 3.50 to 3.74 with no grade below a “C”

Certificate programs do not qualify for honors.

Graduation Marshals

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

Academic Honesty

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

Support Services

Advising Center

The Advising Center provides the initial advising session to new students. Advisors help students confirm their academic degree choice and career goals, review students' programs of study, instruct on the navigation and use of WebAdvisor, and assist with course registration. Advisors also inform students of college processes and the requirement of having the educational plan updated with faculty advisors during Advising Month. The Advising Center is located in the Student Services Center, Main Campus, and can be reached by phone at (704) 978-1309.

Counseling

Professionally-trained counselors are available to provide admissions information, counseling services and other academic support services to students. Counselors help students identify and meet their educational and career goals. They are also available to help students resolve problems of a personal nature that might affect progress toward meeting educational goals. The Counseling Center is located in the Student Services Center on Main Campus and can be reached by phone at (704) 878-3242. Counseling can also be accessed at the Mooresville Campus and the Mooresville Campus Counselor can be by phone at (704) 978-5415.

Career Center

The Career Center assists students with career counseling, exploration and assessment, labor market research, job search skills and career-related workshops. For one on one career

counseling, students can make an appointment by visiting the Career Center or calling (704) 978-1332. The center is also open to walk-ins for self-service career research activities. Career Center hours vary by semester.

Disability Support Services

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

Faculty Advisors

After completing the admissions process, students are assigned a faculty advisor in their chosen area of study. Students meet with their advisors each semester to review educational goals, update career plans, and make course selections. Advisors are available at other times to provide support. Students need to be familiar with the Mitchell catalog and are responsible making final decisions on academic matters. To locate your faculty advisors contact information, log into your WebAdvisor account and select the “my profile” link.

Veterans Services

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

Cooperative Education Program

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

Eligibility

To be accepted, students must—

- Be enrolled in a Mitchell curriculum or degree program in which Cooperative Education is allowed
- Have a minimum 2.0 GPA
- Be recommended by the student's faculty advisor

- Be approved by the Cooperative Education Office
- Have successfully completed at least nine semester hours of college-level work in their major area of study including any specific courses required by the program
- Have completed all required developmental courses

Currently Employed Students

Students may qualify to receive Cooperative Education academic credit if they are already employed provided they—

- Are acquiring significant new skills or knowledge related to their academic field of study
- Are developing recently-learned skills or applying recently-learned knowledge related to their academic fields of study
- Are receiving increased levels of responsibility related to their academic field of study

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

Bookstore

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

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

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

Learning Resources Center/Huskins Library

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

Distance Learning

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

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

Online (Internet) Courses

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

Hybrid Courses

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

North Carolina Information Highway

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

The MIND Center for Learning and Teaching

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

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

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

Developmental Education Program

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

Tech Prep Articulation Credit

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

Charlotte Area Educational Consortium

Mitchell is a member of the Charlotte Area Educational Consortium (CAEC), which exists for the purpose of fostering attainment of the highest level of collegiate education for students in the Charlotte metrolina area. The CAEC—

- Affords students broader educational experiences, both curricular and extracurricular
- Encourages multi-instructional use of faculty, equipment, and facilities where feasible
- Acts as a forum for sharing information and important events

The Inter-institutional Student Exchange program allows students of member institutions to take courses at other member institutions when such courses are not available at the student’s

home institution under specific guidelines. This means full-time Mitchell students may enroll in approved courses for no additional tuition charges at any of the participating institutions. The Director of Admissions/Registrar at Mitchell will provide specific guidelines and necessary forms for this program.

Participating institutions include—

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

Student Rights and Responsibilities

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

Student Responsibility

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

Student Records and Privacy Rights

Mitchell must maintain accurate and confidential student records and must recognize the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act (FERPA). College officials responsible for the proper maintenance of educational records include the Director of Admissions/Registrar and the 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, and telephone number
- Major field of study or program, club and sport activities
- Dates of attendance, degrees, diplomas, honors, or awards received and the most recent previous educational institution

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

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

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

Services to Individuals with Disabilities

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

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

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

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

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

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

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

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

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

Special Populations

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

Corporate and Continuing Education

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

Registration

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

Cancellation and Refund Policy

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

officially withdraw from a course prior to the 10 percent point will receive a 75 percent refund. Students who withdraw from a course after the 10 percent point are ineligible for a refund.

Fees and Supplies

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

Credits (CEUs)

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

Course Repetition Policy

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

Attendance

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

Programs

Community Service

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

Occupational Extension

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

Allied Health

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

Fire Science

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

Human Resources Development (HRD)

This program provides employability skills training for unemployed and under-employed adults and is beneficial for dislocated workers, anyone seeking employment or advancement, or those interested in returning to school for re-training. Topics include the impact of technology

in the workplace, re-employment procedures, effective communication skills, resume writing, interviewing strategies, college preparation, study skills, and career exploration.

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.

New and Expanding Industry

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

Customized Training

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

Basic Skills Programs

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

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

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

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

Students have the option to complete the program online.

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

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

Programs of Study 2013-2014

College Transfer Programs

Program Code

Associate in Arts.....	A10100
Pre-Art Education.....	A1010A
Pre-Business Administration, Accounting, Economics, Finance, and Marketing.....	A1010B
Pre-Business Education and Marketing Education.....	A1010C
Pre-Communication/Communication Studies.....	A1010O
Pre-Criminal Justice.....	A1010D
Pre-Elementary Education.....	A1010R
Pre-English.....	A1010E
Pre-Health Education.....	A1010G
Pre-History.....	A1010H
Pre-Middle Grades Education.....	A1011A
Pre-Nursing.....	A1010I
Pre-Physical Education.....	A1010J
Pre-Political Science.....	A1010K
Pre-Psychology.....	A1010L
Pre-Social Science Secondary Education.....	A1010M
Pre-Sociology.....	A1010N
Associate in Arts—Diploma.....	D10100
Associate in Fine Arts—Art.....	A1020A
Associate in Fine Arts—Music and Music Education.....	A1020D
Associate in Science.....	A10400
Pre-Biology and Biology Education**.....	A1040A
Pre-Chemistry and Chemistry Education**.....	A1040B
Pre-Engineering**.....	A1040D

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

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

Accounting.....	A25100
Associate Degree Nursing.....	A45110
Business Administration.....	A25120
Business Administration—Human Resources Management.....	A2512C
Business Administration—Marketing and Retailing.....	A2512F
Computer Information Technology.....	A25260
Criminal Justice Technology.....	A55180
Dietetic Technician (Collaborative Program).....	A45310
Digital Media Technology.....	A25210
Early Childhood Education.....	A55220
Electrical Systems Technology.....	A35130
Electronics Engineering Technology.....	A40200
Fire Protection Technology.....	A55240
General Occupational Technology.....	A55280
Health Information Technology (Collaborative Program).....	A45360
Human Services Technology.....	A45380
Mechanical Engineering Technology.....	A40320
Medical Assisting.....	A45400
Medical Laboratory Technology (Collaborative Program).....	A45420
Office Administration.....	A25370
Speech-Language Pathology Assistant (Collaborative Program).....	A45730

Diploma Programs

Accounting	D25100
Air Conditioning, Heating, and Refrigeration Technology	D35100
Computer Information Technology.....	D25260
Cosmetology.....	D55140
Early Childhood Education.....	D55220
Electrical Systems Technology.....	D35130
General Occupational Technology.....	D55280
Mechatronics.....	D40200M
Medical Assisting.....	D45400

Certificate Programs

Accounting	C25100A
Air Conditioning, Heating, and Refrigeration	C35100A
Analog Electronics	C40200A
Banking.....	C25120B
Basic Law Enforcement Training.....	C55120
C++ Programming	C25260C
CAD Drafting.....	C40320C
Cosmetology.....	C55140
Cosmetology Instructor.....	C55160
Database	C25260D
Digital Media.....	C25210
Drafting	C40320D
Early Childhood Education.....	C55220E
Electrical Maintenance	C40200N
Electrical Systems	C35130E
Embedded Microprocessor Design.....	C40200B
Esthetics Technology.....	C55230
General Programming.....	C25260G
Income Tax Preparer.....	C25100I
Infant/Toddler Care	C55290
JAVA Programming.....	C25260J
Lateral Entry.....	C55430
Machining	C40320M
Management.....	C25120A
Manicuring/Nail Technology	C55400
Manufacturing	C40320A
Marketing	C2512F
Mechatronics.....	C40200M
Motor Sports Engineering.....	C40320W
Networking.....	C25260N
Nursing Assistant	C45480
Office Administration.....	C25370
Operating Systems	C25260OP
Parent Educator's	C55220P
Refrigeration and Heating Servicing.....	C35100R
Associate in General Education.....	A10300
Pre-Medical Assisting.....	A10300M
Pre-Nursing.....	A10300N

Associate in Arts—A.A. [A10100]

Diploma [D10100]

Degree Requirements

English Composition (6 SHC)

Required

ENG 111	Expository Writing.....	3	ENG 113	Literature-Based Research.....	3
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Humanities/Fine Arts (12 SHC)

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

ART 111	Art Appreciation.....	3	GER 112	Elementary German II.....	3
ART 114	Art History Survey I.....	3	GER 211	Intermediate German I.....	3
ART 115	Art History Survey II.....	3	GER 212	Intermediate German II.....	3
ASL 111	Elementary ASL I.....	3	HUM 115	Critical Thinking.....	3
ASL 112	Elementary ASL II.....	3	HUM 120	Cultural Studies.....	3
ASL 211	Intermediate ASL I.....	3	HUM 130	Myth in Human Culture.....	3
ASL 212	Intermediate ASL II.....	3	HUM 150	American Women's Studies.....	3
CHI 111	Elementary Chinese I.....	3	HUM 160	Introduction to Film.....	3
CHI 112	Elementary Chinese II.....	3	HUM 220	Human Values and Meaning.....	3
CHI 211	Intermediate Chinese I.....	3	LAT 111	Elementary Latin I.....	3
CHI 212	Intermediate Chinese II.....	3	LAT 112	Elementary Latin II.....	3
COM 231	Public Speaking.....	3	LAT 211	Intermediate Latin I.....	3
DRA 111	Theatre Appreciation.....	3	LAT 212	Intermediate Latin II.....	3
ENG 231	American Literature I.....	3	MUS 110	Music Appreciation.....	3
ENG 232	American Literature II.....	3	MUS 112	Introduction to Jazz.....	3
ENG 233	Major American Writers.....	3	PHI 215	Philosophical Issues.....	3
ENG 241	British Literature I.....	3	PHI 240	Introduction to Ethics.....	3
ENG 242	British Literature II.....	3	REL 110	World Religions.....	3
ENG 243	Major British Writers.....	3	REL 211	Introduction to Old Testament.....	3
ENG 261	World Literature I.....	3	REL 212	Introduction to New Testament.....	3
ENG 262	World Literature II.....	3	REL 221	Religion in America.....	3
FRE 111	Elementary French I.....	3	SPA 111	Elementary Spanish I.....	3
FRE 112	Elementary French II.....	3	SPA 112	Elementary Spanish II.....	3
FRE 211	Intermediate French I.....	3	SPA 211	Intermediate Spanish I.....	3
FRE 212	Intermediate French II.....	3	SPA 212	Intermediate Spanish II.....	3
GER 111	Elementary German I.....	3			

Social/Behavioral Sciences (12 SHC)

Four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One course must be a history course.

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

Natural Sciences (8 SHC)

Two courses, including accompanying laboratory work, from the biological or physical science disciplines are required.

AST 111	Descriptive Astronomy.....	3	BIO 130	Introductory Zoology.....	4
AST 111A	Descriptive Astronomy Lab.....	1	BIO 140	Environmental Biology.....	3
BIO 110	Principles of Biology.....	4	BIO 140A	Environmental Biology Lab.....	1
BIO 111	General Biology I.....	4	CHM 131	Introduction to Chemistry.....	3
BIO 112	General Biology II.....	4	CHM 131A	Introduction to Chemistry Lab.....	1
BIO 120	Introductory Botany.....	4	CHM 132	Organic and Biochemistry.....	4

CHM 151	General Chemistry I.....	4	PHY 151	College Physics I.....	4
CHM 152	General Chemistry II.....	4	PHY 152	College Physics II.....	4
PHY 110	Conceptual Physics.....	3	PHY 251	General Physics I.....	4
PHY 110A	Conceptual Physics Lab.....	1	PHY 252	General Physics II.....	4

Mathematics (6-7 SHC)

One course in introductory mathematics and one course in secondary mathematics are required.

Introductory Math:

MAT 140	Survey of Mathematics.....	3	MAT 171	Precalculus Algebra.....	3
MAT 161	College Algebra.....	3			

Secondary Math:

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

Other Required Hours (20 SHC)

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

ACA 122	College Transfer Success.....	1	COM 150	Introduction to Mass Communication.....	3
ACC 120	Principles of Financial Accounting.....	4	CSC 134	C++ Programming.....	3
ACC 121	Principles of Managerial Accounting.....	4	CSC 151	JAVA Programming.....	3
ART 121	Two-Dimensional Design.....	3	DRA 124	Readers Theatre.....	3
ART 122	Three-Dimensional Design.....	3	DRA 130	Acting I.....	3
ART 131	Drawing I.....	3	DRA 131	Acting II.....	3
ART 132	Drawing II.....	3	ENG 114	Professional Research & Reporting.....	3
ART 135	Figure Drawing I.....	3	ENG 125	Creative Writing I.....	3
ART 171	Computer Art I.....	3	ENG 126	Creative Writing II.....	3
ART 231	Printmaking I.....	3	ENG 235	Survey of Film as Literature.....	3
ART 232	Printmaking II.....	3	GEO 131	Physical Geography I.....	4
ART 240	Painting I.....	3	HEA 110	Personal Health/Wellness.....	3
ART 241	Painting II.....	3	HEA 112	First Aid & CPR.....	2
ART 261	Photography I.....	3	HEA 120	Community Health.....	3
ART 262	Photography II.....	3	HIS 151	Hispanic Civilization.....	3
ART 266	Videography I.....	3	HIS 215	Nineteenth-Century Europe.....	3
ART 267	Videography II.....	3	HIS 216	Twentieth-Century Europe.....	3
ART 271	Computer Art II.....	3	HIS 221	African-American History.....	3
ART 281	Sculpture I.....	3	HIS 226	The Civil War.....	3
ART 282	Sculpture II.....	3	HIS 231	Recent American History.....	3
ART 283	Ceramics I.....	3	HIS 236	North Carolina History.....	3
ART 284	Ceramics II.....	3	HUM 170	The Holocaust.....	3
BIO 143	Field Biology Minicourse.....	2	HUM 180	International Cultural Exploration.....	3
BIO 145	Ecology.....	4	MAT 151A	Statistics I Lab.....	1
BIO 150	Genetics in Human Affairs.....	3	MAT 272	Calculus II.....	4
BIO 155	Nutrition.....	3	MAT 273	Calculus III.....	4
BIO 163	Basic Anatomy & Physiology.....	5	MAT 280	Linear Algebra.....	3
BIO 168	Anatomy and Physiology I.....	4	MAT 285	Differential Equations.....	3
BIO 169	Anatomy and Physiology II.....	4	MUS 111	Fundamentals of Music.....	3
BIO 250	Genetics.....	4	MUS 121	Music Theory I.....	4
BIO 275	Microbiology.....	4	MUS 122	Music Theory II.....	4
BUS 110	Introduction to Business.....	3	MUS 131	Chorus I.....	1
BUS 115	Business Law I.....	3	MUS 132	Chorus II.....	1
BUS 137	Principles of Management.....	3	MUS 210	History of Rock Music.....	3
CHM 251	Organic Chemistry I.....	4	MUS 211	History of Country Music.....	3
CHM 252	Organic Chemistry II.....	4	MUS 221	Music Theory III.....	4
CJC 111	Introduction to Criminal Justice.....	3	MUS 222	Music Theory IV.....	4
CJC 121	Law Enforcement Operations.....	3	MUS 231	Chorus III.....	1
CJC 141	Corrections.....	3	MUS 232	Chorus IV.....	1
COM 110	Introduction to Communication.....	3	PED 110	Fit and Well for Life.....	2
COM 111	Voice and Diction I.....	3	PED 111	Physical Fitness I.....	1
COM 120	Intro to Interpersonal Communication.....	3	PED 113	Aerobics I.....	1
COM 140	Intro to Intercultural Communication.....	3	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 130	Tennis—Beginning.....	1

PED 132	Racquetball—Beginning.....	1	PED 171	Nature Hiking.....	1
PED 137	Badminton.....	1	PED 186	Dancing for Fitness.....	1
PED 139	Bowling—Beginning.....	1	PED 216	Indoor Cycling.....	1
PED 142	Lifetime Sports.....	1	PED 217	Pilates I.....	1
PED 143	Volleyball—Beginning.....	1	PED 239	Kickboxing.....	1
PED 145	Basketball—Beginning.....	1	PED 252	Officiating/Baseball/Softball.....	2
PED 152	Swimming—Beginning.....	1	PHI 230	Introduction to Logic.....	3
PED 154	Swimming for Fitness.....	1	POL 130	State & Local Government.....	3
PED 155	Water Aerobics.....	1	PSY 246	Adolescent Psychology.....	3
PED 160	Canoeing—Basic.....	1	PSY 263	Educational Psychology.....	3

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

Total Credit Hours Required for Diploma Program 44

Requirements for the Associate in Arts Diploma [D10100]

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

General Education Core (44 SHC)

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

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

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

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

Pre-Major Requirements

- **English Composition (6 SHC);** ENG-111 and ENG-113 (Required for all pre-majors)

Art Education [A1010A]

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

Business Administration, Accounting, Economics, Finance and Marketing [A1010B]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion

- **Social/Behavioral Sciences (12 SHC):** One history course; ECO-251; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology (Two courses from POL-120, PSY-150, or SOC-210 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6-8 SHC):** MAT-161, MAT-171, or MAT-175; MAT-263 or MAT-271
- **Other Required Hours (20 SHC):** ACC-120; ACC-121; CIS-110; ECO-252; MAT-151; 3 additional hours from approved college transfer courses

Business Education and Marketing Education [A1010C]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; ECO-251; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology (PSY-150 and SOC-210 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** CIS-110; MAT-161, MAT-171, or MAT-175
- **Other Required Hours (19-21 SHC):** ACC-120; ECO-252; one course from CIS-115, CSC-134, or CSC-151; 9-10 additional hours from approved college transfer courses (ACC-121, BUS-110, and BUS-115 are recommended)

Communication/Communication Studies [A10100]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; one fine arts course, one humanities course, one course from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology (SOC-210 or SOC-225 is recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS-110 is recommended to meet the second math requirement)
- **Other Required Hours (19-21 SHC):** COM-110, COM-120, COM-231; 11 additional hours from approved college transfer courses (COM-130, COM-140, COM-150, COM-251, MAT-151, or MAT-155 is recommended)

Criminal Justice [A1010D]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; POL-120; PSY-150; SOC-210
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one secondary math (MAT-151 is recommended)
- **Other Required Hours (20-21):** CJC-111; CJC-121; CJC-141; 11 additional hours from approved college transfer courses

Elementary Education [A1010R]

- **Humanities/Fine Arts (12 SHC):** COM-231; ENG-231, ENG-232, or ENG-233; ART-111, ART-114, ART-115, or MUS-110; one course from HFA electives
- **Social/Behavioral Sciences (12 SHC):** HIS-121 or HIS-122; PSY-150; SOC-210 or SOC-225; one course from SBS electives

- **Natural Sciences (8 SHC):** BIO-110 or BIO-111; one course or course sequence from AST-111 and AST-111A, CHM-131 and CHM-131A, CHM-151, PHY-110 and PHY-110A, or PHY-151
- **Mathematics (6 SHC):** Two courses from CIS-110, MAT-140, MAT-151, MAT-161, MAT 171, MAT 172, MAT 263, or MAT 271
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses

English [A1010E]

- **Humanities/Fine Arts (12 SHC):** COM-231; one course from ENG-231, ENG-232, ENG-241, ENG-242, ENG-261, ENG-262; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion (One course sequence from FRE-111 and FRE-112, GER-111 and GER-112, or SPA-111 and SPA-112 is recommended)
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives from at least two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** One course from ENG-231, ENG-232, ENG-241, ENG-242, ENG-261, or ENG-262; 17 additional hours from approved college transfer courses (HIS-121, HIS-122, HIS-131, or HIS-132, and one course sequence from FRE-211 and FRE-212, GER-211 and GER-212, or SPA-211 and SPA-212 is recommended)

Health Education [A1010G]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology
- **Natural Sciences (8 SHC):** One course sequence from CHM-151 and CHM-152, or BIO-111 and BIO-112
- **Mathematics (6 SHC):** CIS-110; MAT-161 or MAT-263
- **Other Required Hours (20-21 SHC):** HEA-110; HEA-112; HEA-120; BIO-168; BIO-169; MAT-151; one additional hour from approved college transfer courses

History [A1010H]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives from at least two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology (HIS-121 and HIS-122 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** MAT-161 or MAT-171; CIS 110, CIS-115, MAT-151, MAT-161, MAT-171, MAT-172, MAT-263, or MAT-271
- **Other Required Hours (20-21 SHC):** 20 additional hours from approved college transfer courses (HIS-131 and HIS-132 are recommended)

Middle Grades Education [A1011A]

- **Humanities/Fine Arts (12 SHC):** COM-231; ENG-231, ENG-232, or ENG-233; ART-111, ART-114, ART-115, or MUS-110; one course from HFA electives
- **Social/Behavioral Sciences (12 SHC):** HIS-121 or HIS-122; PSY-150; SOC-210 or SOC-225; one course from SBS electives
- **Natural Sciences (8 SHC):** BIO-110 or BIO-111; one course or course sequence from CHM-131 and CHM-131A, CHM-151, PHY-110 and PHY-110A, or PHY-151
- **Mathematics (6 SHC):** CIS-110; MAT-151, MAT-161, MAT-171, MAT-172, MAT-263, or MAT-271 (Students choosing mathematics as one of the concentrations, MAT-171 or higher is needed)
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses

Nursing [A1010I]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; PSY-241; SOC-210
- **Natural Sciences (8 SHC):** One course sequence from CHM-131, CHM-131A, and CHM-132; or CHM-151 and CHM-152
- **Mathematics (6 SHC):** MAT-151; MAT-161 or MAT-171
- **Other Required Hours (20-21 SHC):** BIO-168; BIO-169; BIO-275; PSY-281; SOC-213; 2-3 additional hours from approved college transfer courses

Physical Education [A1010J]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives from at least two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology (PSY-150 is recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs (BIO-111 and BIO-112 are recommended)
- **Mathematics (6 SHC):** One introductory math (MAT-161 is recommended); one secondary math (CIS-110 or MAT-151 is recommended)
- **Other Required Hours (20-21 SHC):** PED-110; 2 SHC of PED electives; 16 additional hours from approved college transfer courses

Political Science [A1010K]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion (One course sequence from ASL-111 and ASL-112, FRE-111 and FRE-112, GER-111 and GER-112, LAT 111 and LAT 112, or SPA-111 and SPA-112 is recommended)
- **Social/Behavioral Sciences (12 SHC):** One history course; three courses from SBS electives from at least two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology (PSY-150; GEO-111, GEO-112, or GEO-113; and SOC-210, SOC-220 or SOC-225 are recommended)
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one secondary math (CIS-110 is recommended)
- **Other Required Hours (20-21 SHC):** POL-120; 17 additional hours from approved college transfer courses (POL-210 and POL-220; and ECO-251 or ECO-252 are recommended)

Psychology [A1010L]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; PSY-150; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, history, political science, psychology, or sociology
- **Natural Sciences (8 SHC):** BIO-110 or BIO-111; One course from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** MAT-161 or MAT-171; CIS-110, CIS-115, MAT-151, MAT-161, MAT-171, MAT-172, MAT-263, or MAT-271
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses

Social Science Secondary Education [A1010M]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** POL-120; SOC-210; HIS-121; HIS-122
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)
- **Other Required Hours (20-21 SHC):** GEO-111; HIS-131; HIS-132; ECO-251; ECO-252; 5-8 additional hours from approved college transfer courses

Sociology [A1010N]

- **Humanities/Fine Arts (12 SHC):** COM-231; one literature course; two courses from HFA electives from two different areas as follows: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion
- **Social/Behavioral Sciences (12 SHC):** One history course; SOC-210; SOC-213, SOC-220, or SOC-225; one course from SBS electives from the following discipline areas: anthropology, economics, geography, political science, or psychology
- **Natural Sciences (8 SHC):** Two courses from the biological and physical science disciplines, including accompanying labs
- **Mathematics (6 SHC):** One introductory math; one higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT) (MAT-151 is recommended)
- **Other Required Hours (20-21 SHC):** 20-21 additional hours from approved college transfer courses.

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

Degree Requirements

English Composition (6 SHC)

Required

ENG 111	Expository Writing3
ENG 113	Literature-Based Research3

Humanities/Fine Arts (6 SHC)

Two courses from two of the following discipline areas: foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required. One literature course is required.

ASL 111	Elementary ASL I3	GER 212	Intermediate German II3
ASL 112	Elementary ASL II3	HUM 115	Critical Thinking3
ASL 211	Intermediate ASL I3	HUM 120	Cultural Studies3
ASL 212	Intermediate ASL II3	HUM 130	Myth in Human Culture3
CHI 111	Elementary Chinese I3	HUM 150	American Women's Studies3
CHI 112	Elementary Chinese II3	HUM 160	Introduction to Film3
CHI 211	Intermediate Chinese I3	HUM 220	Human Values and Meaning3
CHI 212	Intermediate Chinese II3	LAT 111	Elementary Latin I3
COM 231	Public Speaking3	LAT 112	Elementary Latin II3
ENG 231	American Literature I3	LAT 211	Intermediate Latin I3
ENG 232	American Literature II3	LAT 212	Intermediate Latin II3
ENG 233	Major American Writers3	MUS 110	Music Appreciation3
ENG 241	British Literature I3	MUS 112	Introduction to Jazz3
ENG 242	British Literature II3	PHI 215	Philosophical Issues3
ENG 243	Major British Writers3	PHI 240	Introduction to Ethics3
ENG 261	World Literature I3	REL 110	World Religions3
ENG 262	World Literature II3	REL 211	Introduction to Old Testament3
FRE 111	Elementary French I3	REL 212	Introduction to New Testament3
FRE 112	Elementary French II3	REL 221	Religion in America3
FRE 211	Intermediate French I3	SPA 111	Elementary Spanish I3
FRE 212	Intermediate French II3	SPA 112	Elementary Spanish II3
GER 111	Elementary German I3	SPA 211	Intermediate Spanish I3
GER 112	Elementary German II3	SPA 212	Intermediate Spanish II3
GER 211	Intermediate German I3			

Social/Behavioral Sciences (9 SHC)

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

ANT 210	General Anthropology3	POL 120	American Government3
ECO 251	Principles of Microeconomics3	POL 210	Comparative Government3
ECO 252	Principles of Macroeconomics3	POL 220	International Relations3
GEO 111	World Regional Geography3	PSY 150	General Psychology3
GEO 112	Cultural Geography3	PSY 241	Developmental Psychology3
GEO 113	Economic Geography3	PSY 281	Abnormal Psychology3
GEO 130	General Physical Geography3	SOC 210	Introduction to Sociology3
HIS 121	Western Civilization I3	SOC 213	Sociology of the Family3
HIS 122	Western Civilization II3	SOC 220	Social Problems3
HIS 131	American History I3	SOC 225	Social Diversity3
HIS 132	American History II3			

Natural Sciences/Mathematics (7 SHC)

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

AST 111	Descriptive Astronomy3	CHM 151	General Chemistry I4
AST 111A	Descriptive Astronomy Lab1	MAT 140	Survey of Mathematics3
BIO 110	Principles of Biology4	MAT 161	College Algebra3
BIO 111	General Biology I4	PHY 110	Conceptual Physics3
CHM 131	Introduction to Chemistry3	PHY 110A	Conceptual Physics Lab1
CHM 131A	Introduction to Chemistry Lab1			

Art Major Core Required (15 SHC)

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

Art Electives Required (21 SHC)

ART 132	Drawing II	3	ART 262	Photography II	3
ART 135	Figure Drawing I	3	ART 266	Videography I	3
ART 171	Computer Art I	3	ART 267	Videography II	3
ART 231	Printmaking I	3	ART 271	Computer Art II	3
ART 232	Printmaking II	3	ART 281	Sculpture I	3
ART 240	Painting I	3	ART 282	Sculpture II	3
ART 241	Painting II	3	ART 283	Ceramics I	3
ART 261	Photography I	3	ART 284	Ceramics II	3

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

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

Associate in Fine Arts:

Music and Music Education—A.F.A. [A1020D]

Degree Requirements

English Composition (6 SHC)

Required

ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (6 SHC)

Two courses from two of the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion are required. One literature course is required.

ART 111	Art Appreciation	3	GER 111	Elementary German I	3
ART 114	Art History Survey I	3	GER 112	Elementary German II	3
ART 115	Art History Survey II	3	GER 211	Intermediate German I	3
ASL 111	Elementary ASL I	3	GER 212	Intermediate German II	3
ASL 112	Elementary ASL II	3	HUM 115	Critical Thinking	3
ASL 211	Intermediate ASL I	3	HUM 120	Cultural Studies	3
ASL 212	Intermediate ASL II	3	HUM 130	Myth in Human Culture	3
CHI 111	Elementary Chinese I	3	HUM 150	American Women's Studies	3
CHI 112	Elementary Chinese II	3	HUM 160	Introduction to Film	3
CHI 211	Intermediate Chinese I	3	HUM 220	Human Values and Meaning	3
CHI 212	Intermediate Chinese II	3	LAT 111	Elementary Latin I	3
COM 231	Public Speaking	3	LAT 112	Elementary Latin II	3
ENG 231	American Literature I	3	LAT 211	Intermediate Latin I	3
ENG 232	American Literature II	3	LAT 212	Intermediate Latin II	3
ENG 233	Major American Writers	3	PHI 215	Philosophical Issues	3
ENG 241	British Literature I	3	PHI 240	Introduction to Ethics	3
ENG 242	British Literature II	3	REL 110	World Religions	3
ENG 243	Major British Writers	3	REL 211	Introduction to Old Testament	3
ENG 261	World Literature I	3	REL 212	Introduction to New Testament	3
ENG 262	World Literature II	3	REL 221	Religion in America	3
FRE 111	Elementary French I	3	SPA 111	Elementary Spanish I	3
FRE 112	Elementary French II	3	SPA 112	Elementary Spanish II	3
FRE 211	Intermediate French I	3	SPA 211	Intermediate Spanish I	3
FRE 212	Intermediate French II	3	SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

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

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

Natural Sciences/Mathematics (7 SHC)

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

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

Music Theory Core Required (16 SHC)

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

Applied Music Core Required (8 SHC)

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

Ensemble Core Required (4 SHC)

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

Class Music Core Required (2 SHC)

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

Music Electives Required (6 SHC)

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

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

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

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

The Associate in General Education degree is designed for students who wish to pursue college-level courses for personal enrichment, professional development, or career exploration in the liberal arts (general education) curriculum.

The Associate in General Education program is not designed for transfer to a four-year college or university. Students who wish to transfer should enroll in one of the following programs: Associate in Arts, Associate in Science, or Associate in Fine Arts.

Degree Requirements

English Composition (6 SHC)

Required

ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (3 SHC)

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

ART 111	Art Appreciation	3	ENG 262	World Literature II	3
ART 114	Art History Survey I	3	FRE 211	Intermediate French I	3
ART 115	Art History Survey II	3	FRE 212	Intermediate French II	3
ART 121	Two-Dimensional Design	3	GER 211	Intermediate German I	3
ART 131	Drawing I	3	GER 212	Intermediate German II	3
ART 132	Drawing II	3	HUM 115	Critical Thinking	3
ART 171	Computer Art I	3	HUM 120	Cultural Studies	3
ART 240	Painting I	3	HUM 130	Myth in Human Culture	3
ART 241	Painting II	3	HUM 150	American Women's Studies	3
ART 261	Photography I	3	HUM 160	Introduction to Film	3
ART 262	Photography II	3	HUM 170	The Holocaust	3
ART 266	Videography I	3	HUM 220	Human Values and Meaning	3
ART 271	Computer Art II	3	LAT 211	Intermediate Latin I	3
ART 281	Sculpture I	3	LAT 212	Intermediate Latin II	3
ART 283	Ceramics I	3	MUS 110	Music Appreciation	3
ASL 211	Intermediate ASL I	3	MUS 111	Fundamentals of Music	3
ASL 212	Intermediate ASL II	3	MUS 112	Introduction to Jazz	3
CHI 211	Intermediate Chinese I	3	MUS 121	Music Theory I	4
CHI 212	Intermediate Chinese II	3	MUS 122	Music Theory II	4
COM 140	Intro to Intercultural Communication	3	MUS 210	History of Rock Music	3
DRA 111	Theatre Appreciation	3	MUS 211	History of Country Music	3
DRA 124	Readers Theatre	3	PHI 215	Philosophical Issues	3
DRA 130	Acting I	3	PHI 230	Introduction to Logic	3
ENG 125	Creative Writing I	3	PHI 240	Introduction to Ethics	3
ENG 231	American Literature I	3	REL 110	World Religions	3
ENG 232	American Literature II	3	REL 211	Introduction to Old Testament	3
ENG 233	Major American Writers	3	REL 212	Introduction to New Testament	3
ENG 241	British Literature I	3	REL 221	Religion in America	3
ENG 242	British Literature II	3	SPA 211	Intermediate Spanish I	3
ENG 243	Major British Writers	3	SPA 212	Intermediate Spanish II	3
ENG 261	World Literature I	3			

Social/Behavioral Sciences (3 SHC)

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

ANT 210	General Anthropology	3	GEO 131	Physical Geography I	4
ECO 251	Principles of Microeconomics	3	HIS 121	Western Civilization I	3
ECO 252	Principles of Macroeconomics	3	HIS 122	Western Civilization II	3
GEO 111	World Regional Geography	3	HIS 131	American History I	3
GEO 112	Cultural Geography	3	HIS 132	American History II	3
GEO 113	Economic Geography	3	HIS 151	Hispanic Civilization	3
GEO 130	General Physical Geography	3	HIS 215	Nineteenth-Century Europe	3

HIS 216	Twentieth-Century Europe	3	PSY 150	General Psychology	3
HIS 221	African-American History	3	PSY 241	Developmental Psychology	3
HIS 226	The Civil War	3	PSY 246	Adolescent Psychology	3
HIS 231	Recent American History	3	PSY 263	Educational Psychology	3
HIS 236	North Carolina History	3	PSY 281	Abnormal Psychology	3
POL 120	American Government	3	SOC 210	Introduction to Sociology	3
POL 130	State & Local Government	3	SOC 213	Sociology of the Family	3
POL 210	Comparative Government	3	SOC 220	Social Problems	3
POL 220	International Relations	3	SOC 225	Social Diversity	3
PSY 118	Interpersonal Psychology	3			

Natural Sciences/Mathematics (3-4 SHC)

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

AST 111	Descriptive Astronomy	3	MAT 140	Survey of Mathematics	3
AST 111A	Descriptive Astronomy Lab	1	MAT 151	Statistics I	3
BIO 110	Principles of Biology	4	MAT 151A	Statistics I Lab	1
BIO 111	General Biology I	4	MAT 161	College Algebra	3
BIO 112	General Biology II	4	MAT 171	Precalculus Algebra	3
BIO 120	Introductory Botany	4	MAT 172	Precalculus Trigonometry	3
BIO 130	Introductory Zoology	4	MAT 263	Brief Calculus	3
BIO 140	Environmental Biology	3	MAT 271	Calculus I	4
BIO 140A	Environmental Biology Lab	1	MAT 272	Calculus II	4
BIO 143	Field Biology Minicourse	2	MAT 273	Calculus III	4
BIO 145	Ecology	4	MAT 280	Linear Algebra	3
BIO 163	Basic Anatomy & Physiology	5	MAT 285	Differential Equations	3
BIO 168	Anatomy and Physiology I	4	PHY 110	Conceptual Physics	3
BIO 169	Anatomy and Physiology II	4	PHY 110A	Conceptual Physics Lab	1
BIO 275	Microbiology	4	PHY 151	College Physics I	4
CHM 131	Introduction to Chemistry	3	PHY 152	College Physics II	4
CHM 131A	Introduction to Chemistry Lab	1	PHY 251	General Physics I	4
CHM 132	Organic and Biochemistry	4	PHY 252	General Physics II	4
CHM 151	General Chemistry I	4			
CHM 152	General Chemistry II	4			

Other Required Hours (49 SHC)

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

ACA 122	College Transfer Success	1	CIS 110	Introduction to Computers	3
ACC 120	Principles of Financial Accounting	4	CIS 115	Introduction to Programming & Logic	3
ACC 121	Principles of Managerial Accounting	4	CJC 111	Introduction to Criminal Justice	3
ART 122	Three-Dimensional Design	3	CJC 121	Law Enforcement Operations	3
ART 135	Figure Drawing I	3	CJC 141	Corrections	3
ART 231	Printmaking I	3	COM 110	Introduction to Communication	3
ART 232	Printmaking II	3	COM 111	Voice and Diction I	3
ART 267	Videography II	3	COM 120	Intro to Interpersonal Communication	3
ART 282	Sculpture II	3	COM 150	Intro to Mass Communication	3
ART 284	Ceramics II	3	COM 231	Public Speaking	3
ASL 111	Elementary ASL I	3	CSC 134	C++ Programming	3
ASL 112	Elementary ASL II	3	CSC 151	JAVA Programming	3
BIO 150	Genetics in Human Affairs	3	DRA 131	Acting II	3
BIO 155	Nutrition	3	EDU 144	Child Development I	3
BIO 250	Genetics	4	EDU 145	Child Development II	3
BUS 110	Introduction to Business	3	EDU 146	Child Guidance	3
BUS 115	Business Law I	3	EDU 216	Foundations of Education	4
BUS 137	Principles of Management	3	EDU 221	Children with Exceptionalities	3
BUS 230	Small Business Management	3	ENG 114	Professional Research & Reporting	3
CHI 111	Elementary Chinese I	3	ENG 126	Creative Writing II	3
CHI 112	Elementary Chinese II	3	ENG 235	Survey of Film as Literature	3
CHM 251	Organic Chemistry I	4	FRE 111	Elementary French I	3
CHM 252	Organic Chemistry II	4	FRE 112	Elementary French II	3

GER 111	Elementary German I.....	3	MUS 271	Music History I.....	3
GER 112	Elementary German II.....	3	MUS 272	Music History II.....	3
HEA 110	Personal Health/Wellness.....	3	OST 134	Text Entry & Formatting.....	3
HEA 112	First Aid & CPR.....	2	OST 135	Advanced Text Entry & Formatting.....	3
HEA 120	Community Health.....	3	OST 181	Introduction to Office Systems.....	3
HUM 180	International Cultural Exploration.....	3	PED 110	Fit and Well for Life.....	2
LAT 111	Elementary Latin I.....	3	PED 111	Physical Fitness I.....	1
LAT 112	Elementary Latin II.....	3	PED 113	Aerobics I.....	1
MUS 131	Chorus I.....	1	PED 117	Weight Training I.....	1
MUS 132	Chorus II.....	1	PED 121	Walk, Jog, Run.....	1
MUS 133	Band I.....	1	PED 122	Yoga I.....	1
MUS 134	Band II.....	1	PED 125	Self-Defense: Beginning.....	1
MUS 135	Jazz Ensemble I.....	1	PED 128	Golf—Beginning.....	1
MUS 136	Jazz Ensemble II.....	1	PED 130	Tennis—Beginning.....	1
MUS 141	Ensemble I.....	1	PED 132	Racquetball—Beginning.....	1
MUS 142	Ensemble II.....	1	PED 137	Badminton.....	1
MUS 151	Class Music I.....	1	PED 139	Bowling—Beginning.....	1
MUS 152	Class Music II.....	1	PED 142	Lifetime Sports.....	1
MUS 161	Applied Music I.....	2	PED 143	Volleyball—Beginning.....	1
MUS 162	Applied Music II.....	2	PED 145	Basketball—Beginning.....	1
MUS 221	Music Theory III.....	4	PED 152	Swimming—Beginning.....	1
MUS 222	Music Theory IV.....	4	PED 154	Swimming for Fitness.....	1
MUS 231	Chorus III.....	1	PED 155	Water Aerobics.....	1
MUS 232	Chorus IV.....	1	PED 160	Canoeing-Basic.....	1
MUS 233	Band III.....	1	PED 171	Nature Hiking.....	1
MUS 234	Band IV.....	1	PED 186	Dancing for Fitness.....	1
MUS 235	Jazz Ensemble III.....	1	PED 216	Indoor Cycling.....	1
MUS 236	Jazz Ensemble IV.....	1	PED 217	Pilates I.....	1
MUS 241	Ensemble III.....	1	PED 239	Kickboxing.....	1
MUS 242	Ensemble IV.....	1	PED 252	Officiating/Baseball/Softball.....	2
MUS 261	Applied Music III.....	2	SPA 111	Elementary Spanish I.....	3
MUS 262	Applied Music IV.....	2	SPA 112	Elementary Spanish II.....	3

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

Associate in Science—A.S. [A10400]

Degree Requirements

English Composition (6 SHC)

Required

ENG 111	Expository Writing.....	3
ENG 113	Literature-Based Research.....	3

Humanities/Fine Arts (9 SHC)

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

ART 111	Art Appreciation.....	3	ENG 232	American Literature II.....	3
ART 114	Art History Survey I.....	3	ENG 233	Major American Writers.....	3
ART 115	Art History Survey II.....	3	ENG 241	British Literature I.....	3
ASL 111	Elementary ASL I.....	3	ENG 242	British Literature II.....	3
ASL 112	Elementary ASL II.....	3	ENG 243	Major British Writers.....	3
ASL 211	Intermediate ASL I.....	3	ENG 261	World Literature I.....	3
ASL 212	Intermediate ASL II.....	3	ENG 262	World Literature II.....	3
CHI 111	Elementary Chinese I.....	3	FRE 111	Elementary French I.....	3
CHI 112	Elementary Chinese II.....	3	FRE 112	Elementary French II.....	3
CHI 211	Intermediate Chinese I.....	3	FRE 211	Intermediate French I.....	3
CHI 212	Intermediate Chinese II.....	3	FRE 212	Intermediate French II.....	3
COM 231	Public Speaking.....	3	GER 111	Elementary German I.....	3
DRA 111	Theatre Appreciation.....	3	GER 112	Elementary German II.....	3
ENG 231	American Literature I.....	3	GER 211	Intermediate German I.....	3

GER 212	Intermediate German II	3	MUS 112	Introduction to Jazz	3
HUM 115	Critical Thinking	3	PHI 215	Philosophical Issues	3
HUM 120	Cultural Studies	3	PHI 240	Introduction to Ethics	3
HUM 130	Myth in Human Culture	3	REL 110	World Religions	3
HUM 150	American Women's Studies	3	REL 211	Introduction to Old Testament	3
HUM 160	Introduction to Film	3	REL 212	Introduction to New Testament	3
HUM 220	Human Values and Meaning	3	REL 221	Religion in America	3
LAT 111	Elementary Latin I	3	SPA 111	Elementary Spanish I	3
LAT 112	Elementary Latin II	3	SPA 112	Elementary Spanish II	3
LAT 211	Intermediate Latin I	3	SPA 211	Intermediate Spanish I	3
LAT 212	Intermediate Latin II	3	SPA 212	Intermediate Spanish II	3
MUS 110	Music Appreciation	3			

Social/Behavioral Sciences (9 SHC)

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

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

Natural Sciences (8 SHC)

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

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

Mathematics (6 SHC)

One introductory mathematics and one secondary mathematics are required.

Introductory math:		MAT 171	Precalculus Algebra	3	
MAT 171	Precalculus Algebra	3	MAT 172	Precalculus Trigonometry	3
MAT 271	Calculus I	4	MAT 271	Calculus I	4
Secondary math:		MAT 272	Calculus II	4	
MAT 151	Statistics I	3			

Natural Sciences/Mathematics Electives (6 SHC)

Select from the following:

AST 111	Descriptive Astronomy	3	MAT 151	Statistics I	3
AST 111A	Descriptive Astronomy Lab	1	MAT 171	Precalculus Algebra	3
BIO 111	General Biology I	4	MAT 172	Precalculus Trigonometry	3
BIO 112	General Biology II	4	MAT 271	Calculus I	4
BIO 120	Introductory Botany	4	MAT 272	Calculus II	4
BIO 130	Introductory Zoology	4	PHY 151	College Physics I	4
BIO 140	Environmental Biology	3	PHY 152	College Physics II	4
BIO 140A	Environmental Biology Lab	1	PHY 251	General Physics I	4
CHM 151	General Chemistry I	4	PHY 252	General Physics II	4
CHM 152	General Chemistry II	4			

Other Required Hours (20 SHC)

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

ACA 122	College Transfer Success	1	ACC 121	Principles of Managerial Accounting	4
ACC 120	Principles of Financial Accounting	4	ART 121	Two-Dimensional Design	3
			ART 122	Three-Dimensional Design	3

ART	131	Drawing I.....	3	HEA	110	Personal Health/Wellness.....	3
ART	132	Drawing II.....	3	HEA	112	First Aid & CPR.....	2
ART	135	Figure Drawing I.....	3	HEA	120	Community Health.....	3
ART	171	Computer Art I.....	3	HIS	151	Hispanic Civilization.....	3
ART	231	Printmaking I.....	3	HIS	215	Nineteenth-Century Europe.....	3
ART	232	Printmaking II.....	3	HIS	216	Twentieth-Century Europe.....	3
ART	240	Painting I.....	3	HIS	221	African-American History.....	3
ART	241	Painting II.....	3	HIS	226	The Civil War.....	3
ART	261	Photography I.....	3	HIS	231	Recent American History.....	3
ART	262	Photography II.....	3	HIS	236	North Carolina History.....	3
ART	266	Videography I.....	3	HUM	170	The Holocaust.....	3
ART	267	Videography II.....	3	HUM	180	International Cultural Exploration.....	3
ART	271	Computer Art II.....	3	MAT	140	Survey of Mathematics.....	3
ART	281	Sculpture I.....	3	MAT	151	Statistics I.....	3
ART	282	Sculpture II.....	3	MAT	151A	Statistics I Lab.....	1
ART	283	Ceramics I.....	3	MAT	161	College Algebra.....	3
ART	284	Ceramics II.....	3	MAT	171	Precalculus Algebra.....	3
AST	111	Descriptive Astronomy.....	3	MAT	172	Precalculus Trigonometry.....	3
AST	111A	Descriptive Astronomy Lab.....	1	MAT	263	Prefacalculus.....	3
BIO	110	Principles of Biology.....	4	MAT	271	Calculus I.....	4
BIO	111	General Biology I.....	4	MAT	272	Calculus II.....	4
BIO	112	General Biology II.....	4	MAT	273	Calculus III.....	4
BIO	120	Introductory Botany.....	4	MAT	280	Linear Algebra.....	3
BIO	130	Introductory Zoology.....	4	MAT	285	Differential Equations.....	3
BIO	140	Environmental Biology.....	3	MUS	111	Fundamentals of Music.....	3
BIO	140A	Environmental Biology Lab.....	1	MUS	121	Music Theory I.....	4
BIO	143	Field Biology Minicourse.....	2	MUS	122	Music Theory II.....	4
BIO	145	Ecology.....	4	MUS	131	Chorus I.....	1
BIO	150	Genetics in Human Affairs.....	3	MUS	132	Chorus II.....	1
BIO	155	Nutrition.....	3	MUS	210	History of Rock Music.....	3
BIO	163	Basic Anatomy & Physiology.....	5	MUS	211	History of Country Music.....	3
BIO	168	Anatomy and Physiology I.....	4	MUS	221	Music Theory III.....	4
BIO	169	Anatomy and Physiology II.....	4	MUS	222	Music Theory IV.....	4
BIO	250	Genetics.....	4	MUS	231	Chorus III.....	1
BIO	275	Microbiology.....	4	MUS	232	Chorus IV.....	1
BUS	110	Introduction to Business.....	3	PED	110	Fit and Well for Life.....	2
BUS	115	Business Law I.....	3	PED	111	Physical Fitness I.....	1
BUS	137	Principles of Management.....	3	PED	113	Aerobics I.....	1
CHM	131	Introduction to Chemistry.....	3	PED	117	Weight Training I.....	1
CHM	131A	Introduction to Chemistry Lab.....	1	PED	121	Walk, Jog, Run.....	1
CHM	132	Organic and Biochemistry.....	4	PED	122	Yoga I.....	1
CHM	151	General Chemistry I.....	4	PED	125	Self-Defense: Beginning.....	1
CHM	152	General Chemistry II.....	4	PED	128	Golf—Beginning.....	1
CHM	251	Organic Chemistry I.....	4	PED	130	Tennis—Beginning.....	1
CHM	252	Organic Chemistry II.....	4	PED	132	Racquetball—Beginning.....	1
CIS	110	Introduction to Computers.....	3	PED	137	Badminton.....	1
CIS	115	Introduction to Programming & Logic.....	3	PED	139	Bowling—Beginning.....	1
CJC	111	Introduction to Criminal Justice.....	3	PED	142	Lifetime Sports.....	1
CJC	121	Law Enforcement Operations.....	3	PED	143	Volleyball—Beginning.....	1
CJC	141	Corrections.....	3	PED	145	Basketball—Beginning.....	1
COM	110	Introduction to Communication.....	3	PED	152	Swimming—Beginning.....	1
COM	111	Voice and Diction I.....	3	PED	154	Swimming for Fitness.....	1
COM	120	Intro to Interpersonal Communication.....	3	PED	155	Water Aerobics.....	1
COM	140	Intro to Intercultural Communication.....	3	PED	160	Canoeing-Basic.....	1
COM	150	Introduction to Mass Communication.....	3	PED	171	Nature Hiking.....	1
CSC	134	C++ Programming.....	3	PED	186	Dancing for Fitness.....	1
CSC	151	JAVA Programming.....	3	PED	216	Indoor Cycling.....	1
DRA	124	Readers Theatre.....	3	PED	217	Pilates I.....	1
DRA	130	Acting I.....	3	PED	239	Kickboxing.....	1
DRA	131	Acting II.....	3	PED	252	Officiating/Baseball/Softball.....	2
ENG	114	Professional Research & Reporting.....	3	PHI	230	Introduction to Logic.....	3
ENG	125	Creative Writing I.....	3	PHY	110	Conceptual Physics.....	3
ENG	126	Creative Writing II.....	3	PHY	110A	Conceptual Physics Lab.....	1
ENG	235	Survey of Film as Literature.....	3	PHY	151	College Physics I.....	4
GEO	131	Physical Geography I.....	4	PHY	152	College Physics II.....	4

PHY	251	General Physics I.....	4	
PHY	252	General Physics II.....	4	<i>Students must meet the receiving university's foreign</i>
POL	130	State & Local Government.....	3	<i>language and/or health and physical education</i>
PSY	246	Adolescent Psychology.....	3	<i>requirements, if applicable, prior to or after transfer to</i>
PSY	263	Educational Psychology.....	3	<i>the senior institution.</i>
Total Credit Hrs Required for A.S. Degree			64	

Pre-Major Programs

Associate in Science [A.S.]

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

Pre-Major Requirements

- **English Composition (6 SHC):** ENG-111 and ENG-113 (Required for all pre-majors)

Biology and Biology Education [A1040A]

- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives as follows: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, or religion
- **Social/Behavioral Sciences (9 SHC):** One history course; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, political science, psychology, or sociology
- **Natural Sciences (16 SHC):** BIO-111; CHM-151; CHM-152; BIO-112, BIO-120, or BIO-130
- **Mathematics (6 SHC):** MAT-171 or MAT-271; MAT-151, MAT-171, MAT-172, MAT-271, or MAT-272
- **Other Required Hours (18-19 SHC):**
 - A minimum of fourteen (14) SHC of college transfer courses in mathematics, natural sciences or computer science is required.
 - **One of the following sequences of courses is recommended:** CHM 251 and 252, or *PHY 151 and 152, or PHY 251 and 252
 - Four (4) hours of approved biology college transfer courses are recommended
 - Four (4) additional hours of approved college transfer courses are required
 - * *Only students who place into MAT 272 (Calculus II) may choose PHY 251 and 252*

Chemistry and Chemistry Education [A1040B]

- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives as follows: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, or religion
- **Social/Behavioral Sciences (9 SHC):** One history course; two courses from SBS electives from two different discipline areas as follows: anthropology, economics, geography, political science, psychology, or sociology (PSY-150 is recommended)
- **Natural Sciences (12 SHC):** CHM-151; CHM-152; PHY-251
- **Mathematics (8 SHC):** MAT-271; MAT-272
- **Other Required Hours (20-21 SHC):**
 - The following courses are required (12 SHC): CHM 251; CHM 252; PHY 252
 - Three (3) hours of approved college transfer courses from "CSC" or "CIS" are required
 - Five (5) additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.
 - The following course is recommended: *MAT 273 Calculus III (4 SHC)
 - * *Only students who place into MAT 272 (Calculus II) may choose MAT 273*

Engineering [A1040D]

- **Humanities/Fine Arts (9 SHC):** COM-231; one literature course; one course from HFA electives as follows: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, or religion
- **Social/Behavioral Sciences (9 SHC):** One history course; ECO 251 or ECO 252; one course from SBS electives as follows: anthropology, geography, political science, psychology, or sociology
- **Natural Sciences (12 SHC):** CHM-151; PHY-251; PHY-252
- **Mathematics (8 SHC):** MAT-271; MAT-272
- **Other Required Hours (20-21 SHC):**
 - The following courses are required (4 SHC): MAT 273
 - Select at least 10 SHC from the following courses: BIO 111, CHM 152, CHM 251, CIS 115, CSC 134, CSC 151, MAT 280, or MAT 285 (Specific course selection will depend on the student's planned engineering major and the university to which the student plans to transfer.)
 - Six (6) additional hours of approved college transfer courses are required

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

Humanities/Fine Arts Courses

ART 111	Art Appreciation.....3	ENG 262	World Literature II.....3
ART 114	Art History Survey I.....3	HUM 120	Cultural Studies.....3
ART 115	Art History Survey II.....3	HUM 130	Myth in Human Culture.....3
COM 140	Intro to Intercultural Communication....3	HUM 150	American Women's Studies.....3
DRA 111	Theatre Appreciation.....3	HUM 160	Introduction to Film.....3
DRA 124	Readers Theatre.....3	HUM 170	The Holocaust.....3
DRA 130	Acting I.....3	HUM 220	Human Values and Meaning.....3
ENG 125	Creative Writing I.....3	MUS 110	Music Appreciation.....3
ENG 231	American Literature I.....3	PHI 215	Philosophical Issues.....3
ENG 232	American Literature II.....3	PHI 240	Introduction to Ethics.....3
ENG 233	Major American Writers.....3	REL 110	World Religions.....3
ENG 241	British Literature I.....3	REL 211	Introduction to Old Testament.....3
ENG 242	British Literature II.....3	REL 212	Introduction to New Testament.....3
ENG 261	World Literature I.....3	REL 221	Religion in America.....3

Social/Behavioral Sciences Courses

ANT 210	General Anthropology.....3	HIS 221	African-American History.....3
ECO 251	Principles of Microeconomics.....3	HIS 226	The Civil War.....3
ECO 252	Principles of Macroeconomics.....3	HIS 231	Recent American History.....3
GEO 111	World Regional Geography.....3	POL 120	American Government.....3
GEO 112	Cultural Geography.....3	POL 130	State & Local Government.....3
GEO 113	Economic Geography.....3	POL 210	Comparative Government.....3
GEO 130	General Physical Geography.....3	POL 220	International Relations.....3
HIS 121	Western Civilization I.....3	PSY 118	Interpersonal Psychology.....3
HIS 122	Western Civilization II.....3	PSY 150	General Psychology.....3
HIS 131	American History I.....3	SOC 210	Introduction to Sociology.....3
HIS 132	American History II.....3	SOC 213	Sociology of the Family.....3
HIS 151	Hispanic Civilization.....3	SOC 220	Social Problems.....3
HIS 215	Nineteenth-Century Europe.....3	SOC 225	Social Diversity.....3
HIS 216	Twentieth-Century Europe.....3		

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

Accounting

A.A.S. Degree [A25100]

Diploma Program [D25100]

Certificate Programs [C25100A & C25100I]

Curriculum Description:

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

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

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

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits
General Education Required Courses					
COM	110	Introduction to Communication or			
COM	120	Intro to Interpersonal Communication or			
COM	231	3	0	0	3
ECO	252	3	0	0	3
ENG	111	3	0	0	3
MAT	115	2	2	0	3
MAT	140	Survey of Mathematics or			
MAT	161	(3	0	0	3)
		3	0	0	3
		<i>(See page 64 for HFA electives)</i>			

Total General Education Required Hours 15

Major Required Courses

ACC	120	3	2	0	4
ACC	121	3	2	0	4
ACC	122	3	0	0	3
ACC	129	2	2	0	3
ACC	130	2	2	0	3
ACC	140	1	2	0	2
ACC	149	1	2	0	2
ACC	150	1	2	0	2
ACC	220	3	2	0	4
ACC	226	3	0	0	3
ACC	227	3	0	0	3
BUS	110	3	0	0	3
BUS	115	3	0	0	3
CIS	110	2	2	0	3
COE	111**	0	0	10	1
COE	115**	1	0	0	1
ECO	251	3	0	0	3
		Major Electives			
		<i>(See major electives below)</i>			

Total Major Required Hours 50

Major Electives

Select a total of 3 credits

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

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

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

Spring Semester

ACC 121	4
ACC 122	3
ACC 149	2
ACC 150	2
MAT 115 or		
MAT 140 or		
MAT 161	3
	14

Summer Semester

Humanities/Fine Arts	3
	3

Second Year

Fall SemesterCredits

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

Spring Semester

ACC 130	3
ACC 226	3
ACC 227	3
COE 111	1
COE 115	1
ECO 252	3
Major Elective.....		3
	17

Diploma [D25100]

			Class	Lab	Clinic/Exp	Credits
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	149	Introduction to Accounting Spreadsheet	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)

Total Credit Hours Required for Diploma Program 35

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

Certificate Options

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

Total Credit Hours Required for Certificate Program 18

Income Tax Preparer Certificate [C25100I]

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3

Total Credit Hours Required for Certificate Program 16

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program [D35100]

Certificate Programs [C35100A & C35100R]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
		General Education Electives				3
		<i>(See Gen Ed electives below)</i>				
Total General Education Required Hours						6

Major Required Courses

AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	133	HVAC Servicing	2	6	0	4
AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	160	Refrigerant Certification	1	0	0	1
AHR	180	HVACR Customer Relations	1	0	0	1
AHR	211	Residential System Design	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
Total Major Required Hours						36

General Education Electives

Select 3-4 credits

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

Total Credit Hours Required for Diploma Program 42

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

Suggested Curriculum by Semesters

First Year

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

Spring Semester

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

Summer Semester

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

Second Year

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

Certificate Options

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

	Class	Lab	Clinic/Exp	Credits
AHR 110 Introduction to Refrigeration	2	6	0	5
AHR 111 HVACR Electricity	2	2	0	3
AHR 113 Comfort Cooling	2	4	0	4
AHR 114 Heat Pump Technology	2	4	0	4
AHR 160 Refrigerant Certification	1	0	0	1
AHR 180 HVACR Customer Relations	1	0	0	1
Total Credit Hours Required for Certificate Program				18

Refrigeration and Heating Servicing Certificate [C35100R]

AHR 110 Introduction to Refrigeration	2	6	0	5
AHR 111 HVACR Electricity	2	2	0	3
AHR 112 Heating Technology	2	4	0	4
AHR 133 HVAC Servicing	2	6	0	4
AHR 151 HVAC Duct Systems I	1	3	0	2
Total Credit Hours Required for Certificate Program				18

Basic Law Enforcement Training

Certificate Program [C55120]

Curriculum Description:

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

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

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

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits
Major Required Courses					
CJC 100	Basic Law Enforcement Training	9	30	0	19
Total Credit Hours Required for Certificate Program.....					19

Subject	Contact Hours	Subject	Contact Hours
Motor Vehicle Law	20	Ethics for Professional Law Enforcement	4
Preparing for Court and Testifying in Court.....	12	Individuals with Mental Illness & Mental Retardation ..	8
Elements of Criminal Law	24	Crime Prevention Techniques	6
Juvenile Laws and Procedures	8	Communication Skills for Law Enforcement Officers ...	8
Arrest, Search, and Seizure/Constitutional Law	28	Fingerprinting and Photographing	6
ABC Laws and Procedures.....	4	Field Note-Taking and Report Writing.....	12
Techniques of Traffic Law Enforcement	24	Criminal Investigation	34
Explosives and Hazardous Materials Emergencies.....	12	Interviews: Field and In-Custody.....	16
Traffic Accident Investigation.....	20	Controlled Substances	12
In-Custody Transportation.....	8	First Responder	32
Crowd Management	12	Firearms	48
Patrol Techniques.....	26	Law Enforcement Driver Training	40
Law Enforcement Communication & Radio Proc.	8	Physical Fitness Training	54
Rapid Deployment Training.....	8	Subject Control Arrest Techniques.....	40
Anti-Terrorism Training.....	4	Civil Process	24
Dealing with Victims and the Public.....	10	Sheriffs' Responsibilities: Detention Duties.....	4
Domestic Violence Response.....	12	Sheriffs' Responsibilities: Court Duties.....	6
		Course Orientation.....	4
		Testing	24

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

Business Administration

A.A.S. Degree [A25120]

Certificate Program [C25120A and C25120B]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
COM 110	Introduction to Communication or				
COM 120	Intro to Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research or				
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models or	2	2	0	3
MAT 140	Survey of Mathematics or				
MAT 161	College Algebra	(3	0	0	3)
	Humanities/Fine Arts Elective	3	0	0	3
	<i>(See page 64 for HFA electives)</i>				
	Social/Behavioral Sciences Elective	3	0	0	3
	<i>(See SBS electives below)</i>				

Total General Education Required Hours 18

Major Required Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 238	Integrated Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 110	Introduction to Computers or				
OST 137	Office Software Applications	2	2	0	3
COE 111**	Co-op Work Experience I	0	0	10	1
COE 115**	Work Experience Seminar I	1	0	0	1
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
	Major Electives				6
	<i>(See major electives below)</i>				

Total Major Required Hours 52

Social/Behavioral Sciences Electives

POL 210	Comparative Government 3
POL 220	International Relations..... 3
PSY 118	Interpersonal Psychology 3
PSY 150	General Psychology 3
SOC 210	Introduction to Sociology..... 3
SOC 220	Social Problems..... 3

Major Electives

Select 6 credits

ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Applications	2
BAF 110	Principles of Banking	3
BUS 153	Human Resource Management	3
BUS 230	Small Business Management	3
BUS 253	Leadership and Management Skills	3
COE 112, 121, 131	Cooperative Education	1-3
CTS 130	Spreadsheet	3
MKT 121	Retailing	3
MKT 123	Fundamentals of Selling	3
MKT 220	Advertising and Sales Promotion	3

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester	Credits
ACC 120	4
BUS 110	3
CIS 110 or	
OST 137	3
ENG 111	3
MAT 115 or	
MAT 140 or	
MAT 161	3
	16

Spring Semester

ACC 121	4
BUS 115	3
BUS 137	3
COM 110 or	
COM 120	3
ECO 251	3
	16

Summer Semester.....Credits

Humanities/Fine Arts	3
	3

Second Year

Fall Semester

BUS 121	3
BUS 260	3
BUS 270	3
ENG 113 or	
ENG 114	3
MKT 120	3
Major Elective	3
	18

Spring Semester

BUS 238	3
COE 111	1
COE 115	1
ECO 252	3
OST 134	3
Social/Behavioral Sciences	3
Major Elective	3
	17

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

Certificate Option

Management Certificate [C25120A]

	Class	Lab	Clinic/Exp	Credits
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Business Math	2	2	3
BUS 137	Principles of Management	3	0	3
COM 110	Introduction to Communication or			
COM 120	Intro to Interpersonal Communication	3	0	3
	Social/Behavioral Sciences Elective	3	0	3
	<i>(See SBS electives above)</i>			

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

Banking Certificate [C25120B]

ACC 120	Principles of Financial Accounting	3	2	0	4
BAF 110	Principles of Banking	3	0	0	3
BUS 121	Business Math	2	2	0	3
COM 110	Introduction to Communication or				
COM 120	Intro to Interpersonal Communication	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3

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

Business Administration—Human Resources Management

A.A.S. Degree [A2512C]

Curriculum Description:

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

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

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

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits
General Education Required Courses					
COM 110	Introduction to Communication or				
COM 120	Intro to Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models or	2	2	0	3
MAT 140	Survey of Mathematics or				
MAT 161	College Algebra	(3)	0	0	3)
	Humanities/Fine Arts Elective	3	0	0	3
	<i>(See page 64 for HFA electives)</i>				
	Social/Behavioral Sciences Elective	3	0	0	3
	<i>(See SBS electives below)</i>				
Total General Education Required Hours					15

Major Required Courses

ACC 115	College Accounting or				
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Laws and Regulations	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 256	Recruit, Selection, & Personnel Plan	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
BUS 259	HRM Applications	3	0	0	3
BUS 260	Business Communication	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 110	Introduction to Computers or				
OST 137	Office Software Applications	2	2	0	3

COE 111**	Co-op Work Experience I	0	0	10	1
COE 115**	Work Experience Seminar I	1	0	0	1
ECO 251	Principles of Microeconomics or				
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
Total Major Required Hours					54

Social/Behavioral Sciences Electives

POL 210	Comparative Government	3
POL 220	International Relations.....	3
PSY 118	Interpersonal Psychology.....	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology.....	3
SOC 220	Social Problems.....	3

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester	Credits
ACC 115 or	
ACC 120	4
BUS 153	3
CIS 110 or	
OST 137	3
ENG 111	3
MAT 115 or	
MAT 140 or	
MAT 161	3
.....	16

Spring Semester

BUS 137	3
BUS 258	3
COM 110 or	
COM 120	3
ECO 251 or	
ECO 252	3
MKT 120	3
OST 134	3
.....	18

Summer Semester

Humanities/Fine Arts	3
.....	3

Second Year

Fall Semester	Credits
BUS 121	3
BUS 217	3
BUS 234	3
BUS 256	3
BUS 260	3
BUS 270	3
.....	18

Spring Semester

BUS 115	3
BUS 240	3
BUS 259	3
COE 111	1
COE 115	1
Social/Behavioral Sciences	3
	14

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

Business Administration—Marketing and Retailing

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

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
COM 110	Introduction to Communication or				
COM 120	Intro to Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models or	2	2	0	3
MAT 140	Survey of Mathematics or				
MAT 161	College Algebra	(3	0	0	3)
	Humanities/Fine Arts Elective	3	0	0	3
	<i>(See page 64 for HFA electives)</i>				
	Social/Behavioral Sciences Elective	3	0	0	3
	<i>(See SBS electives below)</i>				

Total General Education Required Hours 15

Major Required Courses

ACC 115	College Accounting or				
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 110	Introduction to Computers or				
OST 137	Office Software Applications	2	2	0	3
COE 111**	Co-op Work Experience I	0	0	10	1
COE 115**	Work Experience Seminar I	1	0	0	1
ECO 251	Principles of Microeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 121	Retailing	3	0	0	3
MKT 122	Visual Merchandising	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3

MKT 220	Advertising and Sales Promotion	3	0	0	3
MKT 225	Marketing Research	3	0	0	3
MKT 226	Retail Applications	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3

Total Major Required Hours 54

Social/Behavioral Sciences Electives

POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
SOC 220	Social Problems	3

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester Credits

ACC 115 or	
ACC 120	4
BUS 110	3
ENG 111	3
MAT 115 or	
MAT 140 or	
MAT 161	3
MKT 120	3
	16

Spring Semester

BUS 115	3
BUS 121	3
BUS 260	3
CIS 110 or	
OST 137	3
MKT 121	3
MKT 122	3
	18

Summer Semester

Humanities/Fine Arts	3
	3

Second Year

Fall Semester

BUS 137	3
BUS 270	3
ECO 251	3
MKT 123	3
MKT 220	3
OST 134	3
	18

Spring Semester

COE 111	1
COE 115	1
COM 110 or	
COM 120	3
MKT 225	3
MKT 226	3

Social/Behavioral Sciences.....	3
.....	14

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

Certificate Option

		Class	Lab	Clinic/Exp	Credits
Marketing Certificate [C2512F]					
COM	110	Introduction to Communication or			
COM	120	Intro to Interpersonal Communication		3	0
MKT	120	Principles of Marketing		3	0
MKT	121	Retailing		3	0
MKT	122	Visual Merchandising		3	0
MKT	123	Fundamentals of Selling		3	0
		Social/Behavioral Sciences Elective		3	0
		<i>(See SBS electives above)</i>			
Total Credit Hours Required for Certificate Program.....					18

Computer Information Technology

A.A.S. Degree [A25260]

Diploma Program [D25260]

Certificate Programs [C25260C, C25260D, C25260G, C25260J, C25260N and C25260OP]

Curriculum Description:

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

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

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

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits
General Education Required Courses					
COM	110	Introduction to Communication or			
COM	120	Intro to Interpersonal Communication		3	0
ENG	111	Expository Writing		3	0
MAT	115	Mathematical Models or		2	2
MAT	161	College Algebra		(3)	0
		<i>(MAT 161 recommended for programming electives)</i>			
		Humanities/Fine Arts Elective		3	0
		<i>(See page 64 for HFA electives)</i>			
		Social/Behavioral Sciences Elective		3	0
		<i>(See page 64 for SBS electives)</i>			
Total General Education Required Hours					15

Major Required Courses

BUS	110	Introduction to Business		3	0
CIS	110	Introduction to Computers		2	2
CIS	115	Introduction to Programming & Logic		2	3
COE	111**	Co-op Work Experience I		0	0
COE	115**	Work Experience Seminar I		1	0
CTS	120	Hardware/Software Support		2	3

CTS	285	Systems Analysis & Design	3	0	0	3
CTS	289	System Support Project	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Administration I	2	2	0	3
SEC	110	Security Concepts	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Major Electives				12

(See major elective tracks below)

Total Major Required Hours 53

Major Electives

Select 12 credits—Choose ONE set below

Set A—General

Select any combination for 12 credits from electives in any set below

Set B—Networking Emphasis

NET	111	Internetwork Arch & Design.....	3
NET	175	Wireless Technology.....	3
NET	230	Wide Area Networking.....	3
NET	235	Networking Troubleshooting.....	3

Set C—C++ Programming Emphasis

CSC	134	C++ Programming.....	3
CSC	234	Advanced C++ Programming	3
DBA	115	Database Applications.....	3
DBA	120	Database Programming I.....	3

Set D—JAVA Programming Emphasis

CSC	151	JAVA Programming	3
CSC	251	Advanced JAVA Programming.....	3
DBA	115	Database Applications.....	3
DBA	120	Database Programming I.....	3

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester	Credits
BUS 110	3
CIS 110	3
CIS 115	3
MAT 115 or	
MAT 161	3
NET 110	3
NOS 110	3
.....	18

Spring Semester

CTS 120	3
DBA 110	3
ENG 111	3
NOS 130	3
SEC 110	3
Major Elective.....	3
.....	18

Second Year		Spring Semester	
Fall Semester	Credits	COE 111	1
CTS 285	3	COE 115	1
NOS 230	3	COM 110 or	
WEB 110	3	COM 120	3
Humanities/Fine Arts	3	CTS 289	3
Major electives	6	Social/Behavioral Sciences	3
	18	Major Elective	3
			14

Diploma [D25260]

		Class	Lab	Clinic/Exp	Credits
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
COM 110	Introduction to Communication or				
COM 120	Intro to Interpersonal Communication	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
MAT 115	Mathematical Models or	2	2	0	3
MAT 161	College Algebra	(3)	0	0	3)
NET 110	Networking Concepts	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

Total Credit Hours Required for Diploma Program 36

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

Certificate Options

		Class	Lab	Clinic/Exp	Credits
C++ Programming Certificate [C25260C]					
CIS 115	Introduction to Programming & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 234	Advanced C++ Programming	2	3	0	3
DBA 120	Database Programming I	2	2	0	3

Total Credit Hours Required for Certificate Program 12

Database Certificate [C25260D]

CIS 110	Introduction to Computers	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 115	Database Applications	2	2	0	3
DBA 120	Database Programming I	2	2	0	3

Total Credit Hours Required for Certificate Program 12

General Programming Certificate [C25260G]

CIS 115	Introduction to Programming & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
DBA 120	Database Programming I	2	2	0	3

Total Credit Hours Required for Certificate Program 12

JAVA Programming Certificate [C25260J]

CIS 115	Introduction to Programming & Logic	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CSC 251	Advanced JAVA Programming	2	3	0	3
DBA 120	Database Programming I	2	2	0	3

Total Credit Hours Required for Certificate Program 12

Networking Certificate [C25260N]

NET 110	Networking Concepts	2	2	0	3
NET 111	Internetwork Arch & Design	2	2	0	3
NET 175	Wireless Technology	2	2	0	3
NET 230	Wide Area Networking	2	2	0	3
NET 235	Networking Troubleshooting	2	2	0	3
Total Credit Hours Required for Certificate Program.....					15

Operating Systems Certificate [C252600P]

CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
Total Credit Hours Required for Certificate Program.....					15

Cosmetology

Diploma Program [D55140]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM 120	Intro to Interpersonal Communication	3	0	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	0	3
Total General Education Required Hours					6	

Major Required Courses

COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
Total Major Required Hours					41

Total Credit Hours Required for Diploma Program 47

Suggested Curriculum by Semesters

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

Spring Semester

COS 113	4
COS 114	8
PSY 118	3
	15

Summer Semester

COS 115	4
COS 116	4
	8

Fall Semester

COM 120	3
COS 117	2
COS 118	7
	12

Certificate [C55140]

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

Total Credit Hours Required for Certificate Program..... 41

**Cosmetology Instructor
Certificate Program [C55160]**

Curriculum Description:

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

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

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

Course and Hour Requirements

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

Total Major Required Hours 24

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

Suggested Curriculum by Semesters

Fall Semester	Credits	Spring Semester	Credits
COS 2715	COS 2735
COS 2727	COS 2747
12	12

Criminal Justice Technology

A.A.S. Degree [A55180]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics	(3)	0	0	3)
POL	130	State & Local Government	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 64 for HFA electives)</i>				

Total General Education Required Hours 18

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	121	Law Enforcement Operations or	3	0	0	3
COE	111**	Co-op Work Experience I and	(0	0	10	1)
COE	115**	Work Experience Seminar I	(1	0	0	1)
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	215	Organization & Administration	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		CJC Elective				5-6
		Major Electives				2-3
		<i>(See major electives below)</i>				

Total Major Required Hours 49-52

**CJC Electives

Select 5-6 credits

CJC	120	Interviews/Interrogations	2
CJC	122	Community Policing	3
CJC	151	Introduction to Loss Prevention.....	3
CJC	160	Terrorism: Underlying Issues.....	3
CJC	170	Critical Incident Man. for Public Safety...3	
CJC	222	Criminalistics.....	3
CJC	223	Organized Crime	3
CJC	225	Crisis Intervention.....	3
CJC	255	Issues in Criminal Justice Application.....	3

Major Electives

Select 2-3 credits

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

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

Suggested Curriculum by Semesters

First Year

Fall Semester	Credits
CJC 111	3
CJC 112	3
CJC 131	3
ENG 111	3
POL 120	3
PSY 150	3
.....	18

Spring Semester

CJC 113	3
CJC 132	3
CJC 141	3
COM 120	3
ENG 114	3
POL 130	3
.....	18

Second Year

Fall Semester

CJC 212	3
CJC 215	3
CJC 221	4
MAT 115 or	
MAT 140	3
Humanities/Fine Arts	3
.....	16

Second Year

Spring Semester

.....	Credits
CIS 110	3
CJC 121 or	3
COE 111 and.....	(1)
COE 115	(1)
CJC 231	3
CJC Electives.....	5-6
Major Electives.....	2-3
.....	15-18

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

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

Dietetic Technician

A.A.S Degree [A45310]

Curriculum Description:

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

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
*BIO 163	Basic Anatomy & Physiology	4	2	0	5
*ENG 111	Expository Writing	3	0	0	3
*ENG 114	Professional Research & Reporting	3	0	0	3
*PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective (See page 64 for HFA electives)	3	0	0	3
*	Math Elective (See math electives below)				3-4

Total General Education Required Hours 20-21

Major Required Courses

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

Total Major Required Hours 56

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

Math Elective

Select 3-4 credits

(*Electives offered at Mitchell)

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

*MAT 172	3
*MAT 172A	1
MAT 175	4
*MAT 271	4
*MAT 272	4
*MAT 273	4
*MAT 280	3
*MAT 285	3

Suggested Curriculum by Semesters

First Year

Fall Semester	Credits
*BIO 163	5
DET 110	8
*ENG 111	3
*PSY 150	3
.....	19

Spring Semester

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

Second Year

Fall Semester

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

Spring Semester

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

Digital Media Technology

A.A.S. Degree [A25210]

Certificate Program [C25210]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
ART 111	Art Appreciation	3	0	0	3
COM 110	Introduction to Communication or				
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models or	2	2	0	3
MAT 161	College Algebra	(3	0	0	3)
PSY 150	General Psychology or				
SOC 210	Introduction to Sociology	3	0	0	3

Total General Education Required Hours 15

Major Required Courses

ART 261	Photography I	0	6	0	3
BUS 230	Small Business Management or				
MKT 120	Principles of Marketing	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
DME 110	Introduction to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Introduction to Multimedia Application	2	2	0	3
DME 130	Digital Animation I	2	2	0	3
DME 210	User Interface Design	2	2	0	3
DME 215	Advanced Graphic Design Tools	2	2	0	3
DME 260	Emerging Technologies Digital Media	2	2	0	3
DME 270	Professional Practice Digital Media	2	2	0	3
DME 285	Systems Project	2	2	0	3
GRD 141	Graphic Design I	2	4	0	4
WEB 140	Web Development Tools	2	2	0	3
WEB 187	Prog for Mobile Devices	2	2	0	3
WEB 210	Web Design	2	2	0	3

Total Major Required Hours 52

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

Suggested Curriculum by Semesters

First Year

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

Spring Semester

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

Second Year

Fall Semester	Credits
CIS 115	3
COM 110 or	
COM 231	3
DME 130	3
MAT 115 or	
MAT 161	3
WEB 187	3
WEB 210	3
.....	18

Spring Semester

ART 111	3
BUS 230 or	
MKT 120	3
DME 260	3
DME 270	3
DME 285	3
PSY 150 or	
SOC 210	3
.....	18

Certificate Option

	Class	Lab	Clinic/Exp	Credits	
Digital Media [C25210]					
DME 110	Introduction to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Introduction to Multimedia Application	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

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

Early Childhood Education

A.A.S. Degree [A55220]

Diploma Program [D55220]

Certificate Programs [C55220E & C55220P]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	110	Principles of Biology or	3	3	0	4
MAT	140	Survey of Mathematics	(3	0	0	3)
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 64 for HFA electives)</i>				

Total General Education Required Hours 18-19

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	126	Early Childhood Seminar I	2	0	0	2
EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	162	Observation & Assessment in ECE	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	284	Early Childhood Capstone Practices	1	9	0	4
		Major Electives				4
		<i>(See major electives below)</i>				

Total Major Required Hours 50

Major Electives

Select 4 credits

EDU	154	Social/Emotional/Behavioral Dev.....	3
EDU	184	Early Childhood Intro Practicum.....	2
EDU	216	Foundations of Education	4
EDU	223	Specific Learning Disabilities.....	3
EDU	234	Infants, Toddlers, & Twos.....	3
EDU	234A	Infants, Toddlers, & Twos Lab.....	1
EDU	235	School-Age Development & Programs.....	3

EDU 247	Sensory & Physical Disabilities	3
EDU 248	Developmental Delays	3
EDU 252	Math & Science Activities	3
EDU 261	Early Childhood Administration I	3
EDU 262	Early Childhood Administration II	3
EDU 281	Instr. Strategies/Reading & Writing	3
EDU 288	Advanced Issues/Early Childhood Ed	2

Total Credit Hours Required for A.A.S. Degree..... 68-69

Suggested Curriculum by Semesters

First Year

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

Spring Semester

BIO 110 or	4
MAT 140	(3)
CIS 110	3
ENG 111	3
EDU 144 (<i>Fast track</i>)	3
EDU 145 (<i>Fast track</i>)	3
EDU 162	3
	18-19

Summer Semester

COM 120	3
ENG 113	3
PSY 150	3
	9

Second Year

Fall Semester	Credits
EDU 221	3
EDU 271	3
EDU 280	3
Humanities/Fine Arts	3
	12

Spring Semester

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

Diploma [D55220]

			Class	Lab	Clinic/Exp	Credits
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	162	Observation & Assessment in ECE	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3

Total Credit Hours Required for Diploma Program 37

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Early Childhood Education Certificate [C55220E]						
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Children, Family, & Community	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3

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

Parent Educator's Certificate [C55220P]

EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	234A	Infants, Toddlers, & Twos Lab	0	2	0	1
EDU	288	Advanced Issues/Early Childhood Ed.	2	0	0	2

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

Electrical Systems Technology

A.A.S. Degree [A35130]

Diploma Program [D35130]

Certificate Program [C35130E]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/Trigonometry I or	2	2	0	3

Humanities/Fine Arts Elective (See page 64 for HFA electives)	3	0	0	3
Social/Behavioral Sciences Elective (See page 64 for SBS electives)	3	0	0	3
Total General Education Required Hours				15

Major Required Courses

ATR 214	Advanced PLCs	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 119	NEC Calculations	1	2	0	2
ELC 135	Electrical Machines	2	2	0	3
ELC 138	DC Circuit Analysis	3	3	0	4
ELC 139	AC Circuit Analysis	3	3	0	4
ELC 215	Electrical Maintenance	2	3	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
	Major Electives				2-3
Total Major Required Hours				53-54	
Total Credit Hours Required for A.A.S. Degree.....				68-69	

Major Electives

Select 2-3 credits

COE 111**	Co-op Work Experience I and	1
COE 115**	Work Experience Seminar I	1
DFT 151	CAD I	3
HYD 110	Hydraulics/Pneumatics I	3
ISC 121	Environmental Health & Safety	3

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

Diploma [D35130]

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

Major Required Courses

ATR 214	Advanced PLCs	3	3	0	4
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 119	NEC Calculations	1	2	0	2
ELC 138	DC Circuit Analysis	3	3	0	4
ELC 215	Electrical Maintenance	2	3	0	3
ELN 133	Digital Electronics	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
Total Major Required Hours				37	
Total Credit Hours Required for Diploma Program				43	

Suggested Curriculum by Semesters

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

Summer Semester

ELC 117	4
COM 110	3
	7

Fall Semester

ELN 260	4
ELN 133	4
MAT 121	3
	11

Spring Semester

ATR 214	4
ELC 215	3
	7

Electrical Systems Certificate Option [C35130E]

		Class	Lab	Clinic/Exp	Credits
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 119	NEC Calculations	1	2	0	2
ELC 138	DC Circuit Analysis	3	3	0	4

Total Credits Hours Required for Certificate Program 18

Suggested Curriculum by Semesters

Evening certificate option

Fall Semester

ELC 113	4
ELC 119	2
ELC 138	4
	10

Spring Semester

ELC 114	4
ELC 115	4
	8

Electronics Engineering Technology

A.A.S. Degree [A40200]

Diploma Program [D40200M]

Certificate Programs [C40200A, C40200B, C40200M, & C40200N]

Curriculum Description:

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

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

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

A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
COM 110	Introduction to Communication or			
COM 120	Intro to Interpersonal Communication or			
COM 231	3	0	0	3
ENG 111	3	0	0	3
MAT 121	2	2	0	3
MAT 171	(3)	0	0	3)
<i>(Students transferring to a 4-year school should select MAT 171)</i>				
	3	0	0	3
<i>Humanities/Fine Arts Elective</i>				
<i>HUM 115 is recommended</i>				
<i>(See page 64 for HFA electives)</i>				
	3	0	0	3
<i>Social/Behavioral Sciences Elective</i>				
<i>(See SBS electives below)</i>				
Total General Education Required Hours				15

Major Required Courses

EGR 285**	0	4	0	2
COE 111**	(0)	0	10	1)
COE 115**	(1)	0	0	1)
ELC 135	2	2	0	3
ELC 138	3	3	0	4
ELC 139	3	3	0	4
ELN 131	3	3	0	4
ELN 133	3	3	0	4
ELN 152	1	3	0	2
ELN 232	3	3	0	4
ELN 234	3	3	0	4
ELN 260	3	3	0	4
PHY 131	Physics-Mechanics or			
PHY 151	3	2	0	4
<i>(Students transferring to a 4-year school should select PHY 151)</i>				
Major Electives				14
Total Major Required Hours				53

Social/Behavioral Sciences Electives

ECO	251	Principles of Microeconomics	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3

Major Electives *Select a Track*

Mechatronics Track

ATR	214	Advanced PLCs	3	3	0	4
DFT	151	CAD I	2	3	0	3
ELC	117	Motors and Controls	2	6	0	4
ELC	215	Electrical Maintenance	2	3	0	3
Total Credit Hours Required for Mechatronics Track..... 14						

UNCC Transfer Track

CSC	134	C++ Programming	2	3	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	271	Calculus I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
Total Credit Hours Required for Track 14						
Total Credit Hours Required for A.A.S. Degree..... 68						

Suggested Curriculum by Semesters for Mechatronics Track *Applies to day offerings*

First Year

Fall Semester		Credits
ELC	1384
ELN	1334
ELN	1522
MAT	1213
.....		13

Spring Semester

ELC	1353
ELC	1394
ELN	2324
PHY	1314
Social/Behavioral Sciences	3
.....		18

Summer Semester

ELC	1174
.....		4

Second Year

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

Spring Semester

ATR	2144
EGR	285 or2
COE	111 and(1)
COE	115(1)
COM	110 or
COM	120 or
COM	2313
ELC	2153
ELN	2344
.....		16

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

First Year

Fall Semester		Credits
CSC	1343
ELC	1384
ELN	1334
ELN	1522
MAT	1713
.....		16

Spring Semester

ELC	1353
ELC	1394
ELN	2324

Humanities/Fine Arts	3
MAT	1723
.....		17

Summer Semester

MAT	2714
.....		4

Second Year

ELN	1314
ELN	2604
ENG	1113
PHY	1514
.....		15

Spring Semester	PHY 152	4
COM 110 or	Social/Behavioral Sciences.....	3
COM 120 or	16
COM 231		3
EGR 285 or		2
COE 111 and.....		(1)
COE 115		(1)
ELN 234		4

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

Mechatronics Diploma [D40200M]

	Class	Lab	Clinic/Exp	Credits
ATR 214 Advanced PLCs	3	3	0	4
COM 110 Introduction to Communication or				
COM 120 Intro to Interpersonal Communication or				
COM 231 Public Speaking	3	0	0	3
ELC 117 Motors and Controls	2	6	0	4
ELC 135 Electrical Machines	2	2	0	3
ELC 138 DC Circuit Analysis	3	3	0	4
ELC 139 AC Circuit Analysis	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
ELN 260 Prog Logic Controllers	3	3	0	4
MAT 121 Algebra/Trigonometry I or	2	2	0	3
MAT 171 Precalculus Algebra	(3	0	0	3)

Total Credit Hours Required for Diploma Program 37

Certificate Options

	Class	Lab	Clinic/Exp	Credits
Analog Electronics Certificate [C40200A]				
ELC 138 DC Circuit Analysis	3	3	0	4
ELC 139 AC Circuit Analysis	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4

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

Embedded Microprocessor Design Certificate [C40200B]

ELC 138 DC Circuit Analysis	3	3	0	4
ELC 139 AC Circuit Analysis	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Introduction to Microprocessors	3	3	0	4

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

Mechatronics Certificate [C40200M]

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

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

Electrical Maintenance Certificate [C40200N]

ELC 117 Motors and Controls	2	6	0	4
ELC 135 Electrical Machines	2	2	0	3
ELC 138 DC Circuit Analysis	3	3	0	4
ELC 215 Electrical Maintenance	2	3	0	3

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

Esthetics Technology

Certificate Program [C55230]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
None					
Major Required Courses					
COS 119	Esthetics Concepts I	2	0	0	2
COS 120	Esthetics Salon I	0	18	0	6
COS 125	Esthetics Concepts II	2	0	0	2
COS 126	Esthetics Salon II	0	18	0	6
Total Major Required Hours				16	
Total Credit Hours Required for Certificate Program.....				16	

Suggested Curriculum by Semesters

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

Fire Protection Technology

A.A.S. Degree [A55240]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
ENG 111	Expository Writing	3	0	0	3

ENG	114	Professional Research & Reporting	3	0	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 64 for HFA electives)</i>				

Total General Education Required Hours 15

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
FIP	120	Introduction to Fire Protection	3	0	0	3
FIP	124	Fire Prevention & Public Education	3	0	0	3
FIP	128	Detection & Investigation	3	0	0	3
FIP	132	Building Construction	3	0	0	3
FIP	136	Inspections & Codes	3	0	0	3
FIP	144	Sprinklers & Auto Alarms	2	2	0	3
FIP	148	Fixed & Portable Extinguishing Systems	2	2	0	3
FIP	152	Fire Protection Law	3	0	0	3
FIP	220	Fire Fighting Strategies	3	0	0	3
FIP	224	Fire Instructor I & II	4	0	0	4
FIP	229	Fire Dynamics and Combustion	3	0	0	3
FIP	230	Chemistry of Hazardous Materials I	5	0	0	5
FIP	236	Emergency Management	3	0	0	3
FIP	240	Fire Service Supervision	3	0	0	3
FIP	276	Managing Fire Services	3	0	0	3

Total Major Required Hours 51

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

Suggested Curriculum by Semesters

First Year			Second Year		
Fall Semester		Credits	Fall Semester		Credits
ENG	111	3	ENG	114	3
FIP	120	3	FIP	132	3
FIP	124	3	FIP	148	3
FIP	128	3	FIP	236	3
FIP	152	3	FIP	276	3
		15			15
Spring Semester			Spring Semester		
CIS	110	3	FIP	220	3
FIP	136	3	FIP	229	3
FIP	144	3	FIP	230	5
FIP	224	4	FIP	240	3
MAT	115 or		PSY	150	3
MAT	161	3			17
		16			
Summer Semester					
	Humanities/Fine Arts	3			
		3			

General Occupational Technology

A.A.S. Degree [A55280]

Diploma Program [D55280]

Curriculum Description:

The General Occupational Technology curriculum provides students with opportunities to upgrade their skills and to earn an associate degree or diploma by completing courses that are related to their personal and professional goals.

The curriculum content in the General Occupational Technology program will be customized for students according to their occupational interests and needs. A program of study will be created for each student; possible courses include all non-developmental courses offered by the College.

Graduates will acquire college-level skills and knowledge in communication, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics, all of which will enhance their qualifications for a variety of entry-level employment opportunities and/or advancement in their careers.

A.A.S. General Education Core 15 SHC

Diploma General Education Core 6 SHC

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

COM	110	Introduction to Communication	3
COM	111	Voice and Diction I.....	3
COM	120	Intro to Interpersonal Communication ...	3
COM	140	Intro to Intercultural Communication	3
COM	231	Public Speaking	3
ENG	111	Expository Writing.....	3
ENG	113	Literature-Based Research	3
ENG	114	Professional Research & Reporting	3

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

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II.....	3
DRA	111	Theatre Appreciation.....	3
DRA	124	Readers Theatre	3
DRA	130	Acting I.....	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I.....	3
ENG	232	American Literature II.....	3
ENG	233	Major American Writers	3
ENG	241	British Literature I.....	3
ENG	242	British Literature II.....	3
ENG	261	World Literature I.....	3
ENG	262	World Literature II	3
HUM	120	Cultural Studies	3
HUM	130	Myth in Human Culture	3
HUM	150	American Women's Studies.....	3
HUM	160	Introduction to Film	3
HUM	170	The Holocaust.....	3
HUM	220	Human Values and Meaning.....	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues.....	3
PHI	240	Introduction to Ethics.....	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament.....	3
REL	212	Introduction to New Testament.....	3
REL	221	Religion in America.....	3

Social/Behavioral Sciences Courses

ANT 210 General Anthropology..... 3
 ECO 251 Principles of Microeconomics 3
 ECO 252 Principles of Macroeconomics 3
 GEO 111 World Regional Geography..... 3
 GEO 112 Cultural Geography..... 3
 GEO 113 Economic Geography..... 3
 GEO 130 General Physical Geography 3
 HIS 121 Western Civilization I..... 3
 HIS 122 Western Civilization II 3
 HIS 131 American History I..... 3
 HIS 132 American History II 3
 HIS 151 Hispanic Civilization 3
 HIS 215 Nineteenth-Century Europe 3
 HIS 216 Twentieth-Century Europe 3
 HIS 221 African-American History 3
 HIS 226 The Civil War..... 3
 HIS 231 Recent American History 3
 POL 120 American Government..... 3
 POL 130 State & Local Government 3
 POL 210 Comparative Government 3
 POL 220 International Relations..... 3
 PSY 118 Interpersonal Psychology..... 3
 PSY 150 General Psychology 3
 SOC 210 Introduction to Sociology..... 3
 SOC 213 Sociology of the Family..... 3
 SOC 220 Social Problems..... 3
 SOC 225 Social Diversity 3

Natural Sciences/Mathematics Courses

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

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

Total Major Hours Required for Diploma 30 SHC

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

ACA 111	College Student Success 1	AHR 112	Heating Technology..... 4
ACA 122	College Transfer Success..... 1	AHR 113	Comfort Cooling 4
ACC 115	College Accounting..... 4	AHR 114	Heat Pump Technology..... 4
ACC 120	Principles of Financial Accounting..... 4	AHR 133	HVAC Servicing..... 4
ACC 121	Principles of Managerial Accounting 4	AHR 151	HVAC Duct Systems I..... 2
ACC 122	Principles of Financial Accounting II..... 3	AHR 160	Refrigerant Certification 1
ACC 129	Individual Income Taxes 3	AHR 180	HVACR Customer Relations..... 1
ACC 130	Business Income Taxes 3	AHR 211	Residential System Design..... 3
ACC 140	Payroll Accounting 2	ART 121	Two-Dimensional Design 3
ACC 149	Introduction to Accounting Spreadsheet . 2	ART 122	Three-Dimensional Design..... 3
ACC 150	Accounting Software Applications 2	ART 131	Drawing I..... 3
ACC 220	Intermediate Accounting I 4	ART 132	Drawing II..... 3
ACC 226	Advanced Managerial Accounting..... 3	ART 135	Figure Drawing I..... 3
ACC 227	Practices in Accounting..... 3	ART 171	Computer Art I..... 3
AHR 110	Introduction to Refrigeration 5	ART 231	Printmaking I..... 3
AHR 111	HVACR Electricity..... 3	ART 232	Printmaking II..... 3

ART	240	Painting I.....	3	CJC	131	Criminal Law	3
ART	241	Painting II	3	CJC	132	Court Procedure & Evidence	3
ART	261	Photography I	3	CJC	141	Corrections	3
ART	262	Photography II.....	3	CJC	151	Introduction to Loss Prevention.....	3
ART	266	Videography I	3	CJC	160	Terrorism: Underlying Issues	3
ART	267	Videography II	3	CJC	170	Critical Incident Man. for Public Safety...	3
ART	271	Computer Art II.....	3	CJC	212	Ethics & Community Relations	3
ART	281	Sculpture I.....	3	CJC	215	Organization & Administration	3
ART	282	Sculpture II	3	CJC	221	Investigative Principles.....	4
ART	283	Ceramics I	3	CJC	222	Criminalistics.....	3
ART	284	Ceramics II.....	3	CJC	223	Organized Crime	3
ASL	111	Elementary ASL I.....	3	CJC	225	Crisis Intervention.....	3
ASL	112	Elementary ASL II	3	CJC	231	Constitutional Law	3
ASL	211	Intermediate ASL I	3	CJC	255	Issues in Criminal Justice Application.....	3
ASL	212	Intermediate ASL II.....	3	COE	111	Co-op Work Experience I.....	1
AST	111	Descriptive Astronomy.....	3	COE	112	Co-op Work Experience I.....	2
AST	111A	Descriptive Astronomy Lab.....	1	COE	115	Work Experience Seminar I	1
ATR	214	Advanced PLCs	4	COE	121	Co-op Work Experience II	1
BAF	110	Principles of Banking	3	COE	125	Work Experience Seminar II.....	1
BIO	112	General Biology II	4	COE	131	Co-op Work Experience III.....	1
BIO	120	Introductory Botany.....	4	COM	150	Introduction to Mass Communication....	3
BIO	130	Introductory Zoology.....	4	COS	111	Cosmetology Concepts I.....	4
BIO	140	Environmental Biology	3	COS	112	Salon I	8
BIO	140A	Environmental Biology Lab	1	COS	113	Cosmetology Concepts II.....	4
BIO	143	Field Biology Minicourse.....	2	COS	114	Salon II.....	8
BIO	145	Ecology.....	4	COS	115	Cosmetology Concepts III	4
BIO	150	Genetics in Human Affairs.....	3	COS	116	Salon III.....	4
BIO	155	Nutrition	3	COS	117	Cosmetology Concepts IV	2
BIO	163	Basic Anatomy & Physiology	5	COS	118	Salon IV.....	7
BIO	168	Anatomy and Physiology I.....	4	COS	119	Esthetics Concepts I.....	2
BIO	169	Anatomy and Physiology II.....	4	COS	120	Esthetics Salon I.....	6
BIO	250	Genetics.....	4	COS	121	Manicure/Nail Technology I.....	6
BIO	275	Microbiology	4	COS	125	Esthetics Concepts II	2
BUS	110	Introduction to Business	3	COS	126	Esthetics Salon II	6
BUS	115	Business Law I.....	3	COS	222	Manicure/Nail Technology II.....	6
BUS	121	Business Math.....	3	COS	271	Instructor Concepts I	5
BUS	137	Principles of Management	3	COS	272	Instructor Practicum I.....	7
BUS	153	Human Resource Management	3	COS	273	Instructor Concepts II.....	5
BUS	217	Employment Laws and Regulations	3	COS	274	Instructor Practicum II	7
BUS	230	Small Business Management.....	3	CSC	134	C++ Programming.....	3
BUS	234	Training and Development	3	CSC	151	JAVA Programming	3
BUS	238	Integrated Management.....	3	CSC	234	Advanced C++ Programming	3
BUS	240	Business Ethics.....	3	CSC	251	Advanced JAVA Programming.....	3
BUS	253	Leadership and Management Skills.....	3	CTS	120	Hardware/Software Support	3
BUS	256	Recruit, Selection, & Personnel Plan	3	CTS	130	Spreadsheet.....	3
BUS	258	Compensation and Benefits.....	3	CTS	285	Systems Analysis & Design	3
BUS	259	HRM Applications.....	3	CTS	289	System Support Project	3
BUS	260	Business Communication	3	DBA	110	Database Concepts	3
BUS	270	Professional Development	3	DBA	115	Database Applications.....	3
CHI	111	Elementary Chinese I.....	3	DBA	120	Database Programming I	3
CHI	112	Elementary Chinese II.....	3	DDF	252	Advanced Solid Modeling.....	3
CHI	211	Intermediate Chinese I.....	3	DDT	110	Developmental Disabilities	3
CHI	212	Intermediate Chinese II.....	3	DFT	111	Technical Drafting I.....	2
CHM	132	Organic and Biochemistry	4	DFT	151	CAD I	3
CHM	152	General Chemistry II.....	4	DFT	152	CAD II.....	3
CHM	251	Organic Chemistry I.....	4	DFT	153	CAD III	3
CHM	252	Organic Chemistry II	4	DFT	211	Gears, Cams, & Pulleys.....	2
CIS	115	Introduction to Programming & Logic.....	3	DME	110	Introduction to Digital Media	3
CJC	100	Basic Law Enforcement Training	19	DME	115	Graphic Design Tools.....	3
CJC	111	Introduction to Criminal Justice	3	DME	120	Intro to Multimedia Application	3
CJC	112	Criminology.....	3	DME	130	Digital Animation I	3
CJC	113	Juvenile Justice.....	3	DME	210	User Interface Design	3
CJC	120	Interviews/Interrogations	2	DME	215	Advanced Graphic Design Tools.....	3
CJC	121	Law Enforcement Operations	3	DME	260	Emerging Tech Digital Media	3
CJC	122	Community Policing.....	3	DME	270	Professional Pract Digital Media	3

DME 285	Systems Project.....	3	FIP 229	Fire Dynamics and Combustion.....	3
DRA 131	Acting II.....	3	FIP 230	Chemistry of Hazardous Materials I.....	5
EDU 119	Intro. to Early Childhood Education.....	4	FIP 236	Emergency Management.....	3
EDU 126	Early Childhood Seminar I.....	2	FIP 240	Fire Service Supervision.....	3
EDU 131	Children, Family, & Community.....	3	FIP 276	Managing Fire Services.....	3
EDU 144	Child Development I.....	3	FRE 111	Elementary French I.....	3
EDU 145	Child Development II.....	3	FRE 112	Elementary French II.....	3
EDU 146	Child Guidance.....	3	FRE 211	Intermediate French I.....	3
EDU 151	Creative Activities.....	3	FRE 212	Intermediate French II.....	3
EDU 153	Health, Safety, & Nutrition.....	3	GEO 131	Physical Geography I.....	4
EDU 154	Social/Emotional/Behavioral Dev.....	3	GER 111	Elementary German I.....	3
EDU 162	Observation & Assessment in ECE.....	3	GER 112	Elementary German II.....	3
EDU 163	Classroom Man. & Instr Techniques.....	3	GER 211	Intermediate German I.....	3
EDU 184	Early Childhood Introduction Pract.....	2	GER 212	Intermediate German II.....	3
EDU 216	Foundations of Education.....	4	GRD 141	Graphic Design I.....	4
EDU 221	Children with Exceptionalities.....	3	GRO 120	Gerontology.....	3
EDU 223	Specific Learning Disabilities.....	3	HEA 110	Personal Health/Wellness.....	3
EDU 234	Infant, Toddlers, & Twos.....	3	HEA 112	First Aid & CPR.....	2
EDU 234A	Infant, Toddlers, & Twos Lab.....	1	HEA 120	Community Health.....	3
EDU 235	School-Age Development & Programs.....	3	HIS 236	North Carolina History.....	3
EDU 243	Learning Theory.....	3	HSE 110	Introduction to Human Services.....	3
EDU 244	Human Growth/Development.....	3	HSE 112	Group Process I.....	2
EDU 245	Policies and Procedures.....	3	HSE 123	Interviewing Techniques.....	3
EDU 247	Sensory & Physical Disabilities.....	3	HSE 125	Counseling.....	3
EDU 248	Developmental Delays.....	3	HSE 210	Human Services Issues.....	2
EDU 252	Math & Science Activities.....	3	HSE 220	Case Management.....	3
EDU 259	Curriculum Planning.....	3	HSE 225	Crisis Intervention.....	3
EDU 261	Early Childhood Administration I.....	3	HSE 227	Children & Adolescents in Crisis.....	3
EDU 262	Early Childhood Administration II.....	3	HSE 240	Issues in Client Services.....	3
EDU 271	Educational Technology.....	3	HUM 115	Critical Thinking.....	3
EDU 280	Language & Literacy Experiences.....	3	HUM 180	International Cultural Exploration.....	3
EDU 281	Inst. Strategies/Reading & Writing.....	3	HYD 110	Hydraulics/Pneumatics I.....	3
EDU 284	Early Childhood Capstone Practices.....	4	ISC 121	Environmental Health & Safety.....	3
EDU 288	Adv. Issues/Early Childhood Education.....	2	LAT 111	Elementary Latin I.....	3
EGR 250	Statics/Strength of Materials.....	5	LAT 112	Elementary Latin II.....	3
EGR 285	Design Project.....	2	LAT 211	Intermediate Latin I.....	3
ELC 113	Residential Wiring.....	4	LAT 212	Intermediate Latin II.....	3
ELC 114	Commercial Wiring.....	4	MAC 122	CNC Turning.....	2
ELC 115	Industrial Wiring.....	4	MAC 124	CNC Milling.....	2
ELC 117	Motors and Controls.....	4	MAC 232	CAM: CNC Milling.....	3
ELC 119	NEC Calculations.....	2	MAT 151	Statistics I.....	3
ELC 135	Electrical Machines.....	3	MAT 151A	Statistics I Lab.....	1
ELC 138	DC Circuit Analysis.....	4	MAT 171	Precalculus Algebra.....	3
ELC 139	AC Circuit Analysis.....	4	MAT 172	Precalculus Trigonometry.....	3
ELC 215	Electrical Maintenance.....	3	MAT 263	Brief Calculus.....	3
ELN 131	Analog Electronics I.....	4	MAT 271	Calculus I.....	4
ELN 133	Digital Electronics.....	4	MAT 272	Calculus II.....	4
ELN 152	Fabrication Techniques.....	2	MAT 273	Calculus III.....	4
ELN 232	Introduction to Microprocessors.....	4	MAT 280	Linear Algebra.....	3
ELN 234	Communication Systems.....	4	MAT 285	Differential Equations.....	3
ELN 260	Prog Logic Controllers.....	4	MEC 110	Introduction to CAD/CAM.....	2
ENG 126	Creative Writing II.....	3	MEC 111	Machine Processes I.....	3
ENG 235	Survey of Film as Literature.....	3	MEC 145	Manufacturing Materials I.....	3
ENG 243	Major British Writers.....	3	MED 110	Orientation to Medical Assisting.....	1
FIP 120	Introduction to Fire Protection.....	3	MED 118	Medical Law and Ethics.....	2
FIP 124	Fire Prevention & Public Education.....	3	MED 121	Medical Terminology I.....	3
FIP 128	Detection & Investigation.....	3	MED 122	Medical Terminology II.....	3
FIP 132	Building Construction.....	3	MED 130	Administrative Office Procedures I.....	2
FIP 136	Inspections & Codes.....	3	MED 131	Administrative Office Procedures II.....	2
FIP 144	Sprinklers & Auto Alarms.....	3	MED 140	Exam Room Procedures I.....	5
FIP 148	Fixed & Portable Extinguishing Systems.....	3	MED 150	Laboratory Procedures I.....	5
FIP 152	Fire Protection Law.....	3	MED 230	Administrative Office Procedures III.....	2
FIP 220	Fire Fighting Strategies.....	3	MED 232	Medical Insurance Coding.....	2
FIP 224	Fire Instructor I & II.....	4	MED 260	MED Clinical Practicum.....	5

MED 270	Symptomatology	3	NUR 213	Complex Health Concepts	10
MED 272	Drug Therapy	3	OST 134	Text Entry & Formatting	3
MKT 120	Principles of Marketing.....	3	OST 135	Advanced Text Entry & Formatting.....	3
MKT 121	Retailing	3	OST 136	Word Processing	3
MKT 122	Visual Merchandising.....	3	OST 137	Office Software Applications.....	3
MKT 123	Fundamentals of Selling	3	OST 164	Text Editing Applications.....	3
MKT 220	Advertising and Sales Promotion	3	OST 181	Introduction to Office Systems.....	3
MKT 225	Marketing Research	3	OST 184	Records Management	3
MKT 226	Retail Applications.....	3	OST 233	Office Publications Design.....	3
MUS 111	Fundamentals of Music.....	3	OST 289	Administrative Office Management	3
MUS 112	Introduction to Jazz.....	3	PED 110	Fit and Well for Life.....	2
MUS 121	Music Theory I	4	PED 111	Physical Fitness I.....	1
MUS 122	Music Theory II	4	PED 113	Aerobics I	1
MUS 131	Chorus I	1	PED 117	Weight Training I.....	1
MUS 132	Chorus II	1	PED 121	Walk, Jog, Run.....	1
MUS 133	Band I	1	PED 122	Yoga I.....	1
MUS 134	Band II.....	1	PED 125	Self-Defense: Beginning	1
MUS 135	Jazz Ensemble I.....	1	PED 128	Golf—Beginning	1
MUS 136	Jazz Ensemble II.....	1	PED 130	Tennis—Beginning.....	1
MUS 141	Ensemble I.....	1	PED 132	Racquetball—Beginning.....	1
MUS 142	Ensemble II	1	PED 137	Badminton	1
MUS 151	Class Music I.....	1	PED 139	Bowling—Beginning.....	1
MUS 152	Class Music II.....	1	PED 142	Lifetime Sports	1
MUS 161	Applied Music I.....	2	PED 143	Volleyball—Beginning	1
MUS 162	Applied Music II.....	2	PED 145	Basketball—Beginning.....	1
MUS 210	History of Rock Music	3	PED 152	Swimming—Beginning.....	1
MUS 211	History of Country Music.....	3	PED 154	Swimming for Fitness.....	1
MUS 221	Music Theory III.....	4	PED 155	Water Aerobics	1
MUS 222	Music Theory IV.....	4	PED 160	Canoeing-Basic.....	1
MUS 231	Chorus III.....	1	PED 171	Nature Hiking	1
MUS 232	Chorus IV.....	1	PED 186	Dancing for Fitness.....	1
MUS 233	Band III	1	PED 216	Indoor Cycling.....	1
MUS 234	Band IV	1	PED 217	Pilates I.....	1
MUS 235	Jazz Ensemble III	1	PED 239	Kickboxing.....	1
MUS 236	Jazz Ensemble IV	1	PED 252	Officiating/Baseball/Softball	2
MUS 241	Ensemble III.....	1	PHI 230	Introduction to Logic.....	3
MUS 242	Ensemble IV.....	1	PHY 131	Physics—Mechanics	4
MUS 261	Applied Music III.....	2	PHY 151	College Physics I	4
MUS 262	Applied Music IV.....	2	PHY 152	College Physics II.....	4
MUS 271	Music History I.....	3	PHY 251	General Physics I.....	4
MUS 272	Music History II.....	3	PHY 252	General Physics II.....	4
NAS 101	Nursing Assistant I	6	PSY 241	Developmental Psychology	3
NAS 102	Nursing Assistant II.....	6	PSY 246	Adolescent Psychology	3
NAS 103	Home Health Care.....	2	PSY 263	Educational Psychology	3
NET 110	Networking Concepts.....	3	PSY 265	Behavioral Modification.....	3
NET 111	Internetwork Arch & Design.....	3	PSY 281	Abnormal Psychology.....	3
NET 175	Wireless Technology	3	SAB 110	Substance Abuse Overview	3
NET 230	Wide Area Networking.....	3	SEC 110	Security Concepts.....	3
NET 235	Networking Troubleshooting.....	3	SPA 111	Elementary Spanish I.....	3
NOS 110	Operating System Concepts.....	3	SPA 112	Elementary Spanish II.....	3
NOS 130	Windows Single User.....	3	SPA 211	Intermediate Spanish I	3
NOS 230	Windows Administration I	3	SPA 212	Intermediate Spanish II.....	3
NUR 111	Introduction to Health Concepts	8	WEB 110	Internet/Web Fundamentals	3
NUR 112	Health-Illness Concepts	5	WEB 140	Web Development Tools	3
NUR 113	Family Health Concepts	5	WEB 187	Prog for Mobile Devices.....	3
NUR 114	Holistic Health Concepts	5	WEB 210	Web Design	3
NUR 117	Pharmacology.....	2	WLD 110	Cutting Processes.....	2
NUR 211	Health Care Concepts.....	5	WLD 121	GMAW (MIG) FCAW/Plate.....	4
NUR 212	Health System Concepts.....	5			

Total Credit Hours Required for A.A.S. Degree.....64
Total Credit Hours Required for Diploma Program36

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 122, HIT 124, HIT 222 and HIT 224-clinical courses), are offered online through Pitt Community College.*

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*ENG	111	Expository Writing	3	0	0	3
*ENG	114	Professional Research & Reporting	3	0	0	3
*MAT	115	Mathematical Models or	2	2	0	3
*MAT	140	Survey of Mathematics or				
*MAT	161	College Algebra	(3	0	0	3)
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts	3	0	0	3
Total General Education Required Hours						15

Major Required Courses

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

Professional Practice Experience

Select 6 credits

HIT	122	Professional Practice Experience I	0	0	3	1
HIT	124	Professional Practice Experience II	0	0	3	1
HIT	222	Professional Practice Experience III	0	0	6	2
HIT	224	Professional Practice Experience IV	0	0	6	2

Total Major Required Hours 59

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

Human Services Technology

A.A.S. Degree [A45380]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	110	Principles of Biology or				
BIO	111	General Biology I or	3	3	0	4
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)
COM	120	Intro to Interpersonal Communication or				
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
SOC	220	Social Problems	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		<i>(See page 64 for HFA electives)</i>				

Total General Education Required Hours 18-19

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I HSE Clinical Supervision	1	0	0	1
COE	121**	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II HSE Clinical Supervision	1	0	0	1
DDT	110	Developmental Disabilities	3	0	0	3
GRO	120	Gerontology	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	220	Case Management	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
HSE	240	Issues in Client Services	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology or				
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

Total Major Required Hours 52

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

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
CIS 110	3
DDT 110	3
ENG 111	3
HSE 110	3
PSY 150	3
	15

Spring Semester

BIO 110 or		
BIO 111 or	4
MAT 140 or		
MAT 161	(3)
ENG 113 or		
ENG 114	3
HSE 123	3
HSE 125	3
SOC 220	3
	15-16

Summer Semester

COM 120 or		
COM 231	3
PSY 241 or		
PSY 281	3
Humanities/Fine Arts	3
	9

Second Year

Fall Semester		Credits
COE 111	1
COE 115	1
GRO 120	3
HEA 112	2
HSE 112	2
HSE 227	3
SAB 110	3
	15

Spring Semester

COE 121	1
COE 125	1
HSE 210	2
HSE 220	3
HSE 225	3
HSE 240	3
SOC 213	3
	16

***COE 111, COE 115, COE 121, and COE 125 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Infant/Toddler Care

Certificate Program [C55290]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
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General Education Required Courses

None

Major Required Courses

EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 234A	Infants, Toddlers, & Twos Lab	0	2	0	1

Total Major Required Hours 17

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

Lateral Entry

Certificate Program [C55430]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
--	-------	-----	------------	---------

General Education Required Courses

None

Major Required Courses

EDU 131	Children, Family, & Community	3	0	0	3
EDU 163	Classroom Management & Instr Techniques	3	0	0	3
EDU 243	Learning Theory	3	0	0	3
EDU 244	Human Growth/Development	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
EDU 271	Educational Technology	2	2	0	3

Total Major Required Hours 18

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

Required subject areas: 9 SHC required courses from UNC-Charlotte (partnering institution) from the following:

EDUC 5100 Diverse Learners 3-0-3

READ 5255 Integrating Reading Across Content Areas 3-0-3

MDSK 5251 Teaching Science to Middle and Secondary School Learners or

ENGL 5254 Teaching English/Communication to Middle/Secondary School Learners or

MAED 5040 Teaching Math to Middle School Learners or

MAED 5070 Teaching Math to Secondary School Learners or

MDSK 5253 Teaching Social Science to Middle and Secondary Learners 3-0-3

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

Suggested Curriculum by Semesters

Hybrid classes offered in Statesville

Fall SemesterCredits

EDU 1633

EDU 2453

.....6

Spring Semester

EDU 2433

EDU 2443

.....6

Summer Semester

EDU 1313

EDU 2713

.....6

Manicuring/Nail Technology

Certificate Program [C55400]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
None					
Major Required Courses					
COS 121	Manicure/Nail Technology I	4	6	0	6
COS 222	Manicure/Nail Technology II	4	6	0	6
Total Major Required Hours				12	
Total Credit Hours Required for Certificate Program.....				12	

Mechanical Engineering Technology

A.A.S. Degree [A40320]

Certificate Programs [C40320A, C40320C, C40320D, C40320M, & C40320W]

Curriculum Description:

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

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

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

A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
		Humanities/Fine Arts Elective (See page 64 for HFA electives)	3	0	0	3
		Social/Behavioral Sciences Elective (See page 64 for SBS electives)	3	0	0	3

Total General Education Required Hours 15

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	111	Technical Drafting I	1	3	0	2
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
DFT	211	Gears, Cams, & Pulleys	1	3	0	2
EGR	250	Statics/Strength of Materials	4	3	0	5
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	121	Environmental Health & Safety	3	0	0	3
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MAC	232	CAM: CNC Milling	1	4	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	145	Manufacturing Materials I	2	3	0	3
PHY	131	Physics—Mechanics	3	2	0	4
		Major Electives (See major electives below)				2-4

Total Major Required Hours 53-55

Major Electives

Select 2-4 credits

WLD 110	Cutting Processes.....	2
WLD 121	GMAW (MIG) FCAW/Plate.....	4

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester	Credits
DFT 111	2
DFT 151	3
MAT 121	3
MEC 110	2
MEC 111	3
MEC 145	3
.....	16

Spring Semester

CIS 110	3
DFT 152	3
DFT 211	2
ISC 121	3
PHY 131	4
.....	15

Summer Semester

COM 120	3
Humanities/Fine Arts	3
Social/Behavioral Sciences.....	3
.....	9

Second Year

Fall Semester	Credits
DFT 153	3
EGR 250	5
ENG 111	3
MAC 124	2
Major Elective.....	2-4
.....	15-17

Spring Semester

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

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

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Manufacturing Certificate [C40320A]						
DFT	151	CAD I	2	3	0	3
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	145	Manufacturing Materials I	2	3	0	3
Total Credit Hours Required for Certificate Program.....						15

CAD Drafting Certificate [C40320C]

DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
Total Credit Hours Required for Certificate Program.....						14

Drafting Certificate [C40320D]

DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	111	Technical Drafting I	1	3	0	2
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
Total Credit Hours Required for Certificate Program.....						16

Machining Certificate [C40320M]

DFT	111	Technical Drafting I	1	3	0	2
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MAC	232	CAM: CNC Milling	1	4	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	145	Manufacturing Materials I	2	3	0	3
Total Credit Hours Required for Certificate Program.....						17

Motor Sports Engineering [C40320W]

DFT	151	CAD I	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
WLD	110	Cutting Processes	1	3	0	2
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
Total Credit Hours Required for Certificate Program.....						17

Medical Assisting

A.A.S Degree [A45400]

Diploma Program [D45400]

Curriculum Description:

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	118	Interpersonal Psychology or				
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
<i>(See page 64 for HFA electives)</i>						

Total General Education Required Hours 18

Major Required Courses

BIO	163	Basic Anatomy & Physiology	4	2	0	5
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
MED	131	Administrative Office Procedures II	1	2	0	2
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
MED	230	Administrative Office Procedures III	1	2	0	2
MED	232	Medical Insurance Coding	1	3	0	2
MED	260	MED Clinical Practicum	0	0	15	5
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	135	Advanced Text Entry & Formatting	3	2	0	4
OST	181	Introduction to Office Systems	2	2	0	3

Total Major Required Hours 53

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

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits	Summer Semester	
BIO 163	5	MED 2605
ENG 111	3	PSY 118 or	
MED 110	1	PSY 1503
MED 118	2	8
MED 121 (Fast track)	3		
MED 122 (Fast track)	3	Second Year	
MED 130	2	Fall SemesterCredits	
OST 134	3	COM 1203
	22	ENG 113 or	
			ENG 1143
			MED 2302
			MED 2703
			11
Spring Semester			Spring Semester	
MED 131	2	MAT 1403
MED 140	5	MED 2723
MED 150	5	OST 1813
MED 232	2	Humanities/Fine Arts3
OST 135	4	12
	18		

Diploma [D45400]

			Class	Lab	Clinic/Exp	Credits
BIO 163	Basic Anatomy & Physiology	4	2	0	5	
ENG 111	Expository Writing	3	0	0	3	
MED 110	Orientation to Medical Assisting	1	0	0	1	
MED 118	Medical Law and Ethics	2	0	0	2	
MED 121	Medical Terminology I	3	0	0	3	
MED 122	Medical Terminology II	3	0	0	3	
MED 130	Administrative Office Procedures I	1	2	0	2	
MED 131	Administrative Office Procedures II	1	2	0	2	
MED 140	Exam Room Procedures I	3	4	0	5	
MED 150	Laboratory Procedures I	3	4	0	5	
MED 232	Medical Insurance Coding	1	3	0	2	
MED 260	MED Clinical Practicum	0	0	15	5	
OST 134	Text Entry & Formatting	2	2	0	3	
OST 135	Advanced Text Entry & Formatting	3	2	0	4	
PSY 118	Interpersonal Psychology or					
PSY 150	General Psychology	3	0	0	3	

Total Credit Hours Required for Diploma Program 48

Medical Laboratory Technology

A.A.S Degree [A45420]

Curriculum Description:

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

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
*BIO 111	General Biology I	3	3	0	4
*ENG 111	Expository Writing	3	0	0	3
*ENG 114	Professional Research & Reporting	3	0	0	3
*PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
<i>(See page 64 for HFA electives)</i>					

Total General Education Required Hours 16

Major Required Courses

*PBT 100	Phlebotomy Technology or	5	2	0	6
MLT 110	Introduction to MLT	(2)	3	0	3)
MLT 111	Urinalysis & Body Fluids	1	3	0	2
*BIO 163	Basic Anatomy & Physiology or	4	2	0	5
*BIO 168	Anatomy and Physiology I and	(3	3	0	4)
*BIO 169	Anatomy and Physiology II or	(3	3	0	4)
MLT 116	Anatomy & Medical Terminology	(5	0	0	5)
MLT 118	Medical Laboratory Chemistry	3	0	0	3
MLT 120	Hematology/Hemostasis I	3	3	0	4
MLT 125	Immunohematology I	4	3	0	5
MLT 130	Clinical Chemistry I	3	3	0	4
*BIO 275	Microbiology or	3	3	0	4
MLT 140	Introduction to Microbiology	(2	3	0	3)
MLT 215	Professional Issues	1	0	0	1
MLT 220	Hematology/Hemostasis II	2	3	0	3
MLT 240	Special Clinical Microbiology	2	3	0	3
*PBT 101	Phlebotomy Practicum or	9	0	0	3
MLT 253	MLT Practicum I	(0	0	9	3)
MLT 263	MLT Practicum II	0	0	9	3
MLT 271	MLT Practicum III	0	0	3	1
MLT 272	MLT Practicum III	0	0	6	2
MLT 273	MLT Practicum III	0	0	9	3
MLT 274	MLT Practicum III	0	0	12	4

Total Major Required Hours 52-59

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

Suggested Curriculum by Semesters

First Year

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

Summer Semester

*ENG 111	3
*Humanities/Fine Arts.....	3
.....	6

Second Year

Fall Semester

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

Spring Semester

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

Spring Semester

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

Associate Degree Nursing

A.A.S. Degree [A45110]

Curriculum Description:

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

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

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

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

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	275	Microbiology	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		(See page 64 for HFA electives)				
Total General Education Required Hours						16

Major Required Courses

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

Total Major Required Hours 56

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

Suggested Curriculum by Semesters

First Year

Fall SemesterCredits

BIO 168	4
NUR 111	8
NUR 117	2
PSY 150	3
	<u>17</u>

Spring Semester

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

Summer Semester

BIO 275	4
ENG 111	3
	<u>7</u>

Second Year

Fall SemesterCredits

ENG 113 or		
ENG 114	3
NUR 113(8 weeks)	5
NUR 211(8 weeks)	5
	<u>13</u>

Spring Semester

NUR 212	5
NUR 213	10
Humanities/Fine Arts	3
	<u>18</u>

Nursing Assistant

Certificate Program [C45480]

Curriculum Description:

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

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

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

Course and Hour Requirements

				Class	Lab	Clinic/Exp	Credits
General Education Required Courses							
None							
Major Required Courses							
NAS	101	Nursing Assistant I		3	4	3	6
NAS	102	Nursing Assistant II		3	2	6	6
NAS	103	Home Health Care		2	0	0	2
Total Major Required Hours							14
Total Credit Hours Required for Certificate Program.....							14

Office Administration

A.A.S. Degree [A25370]

Certificate Program [C25370]

Curriculum Description:

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

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

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

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
COM 110	Introduction to Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<i>(See page 64 for HFA electives)</i>					

Total General Education Required Hours 15

Major Required Courses

ACC 115	College Accounting or				
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 140	Payroll Accounting or				
ACC 150	Accounting Software Applications	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
COE 111**	Co-op Work Experience I	0	0	10	1
COE 115**	Work Experience Seminar I	1	0	0	1
CTS 130	Spreadsheet	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 181	Introduction to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 289	Administrative Office Management	2	2	0	3
	Major Elective				3
<i>(See major electives below)</i>					

Total Major Required Hours 54

Major Electives

Select a total of 3 credits

BUS 115	Business Law I.....	3
BUS 253	Leadership and Management Skills.....	3
BUS 270	Professional Development.....	3
COE 112, 121, 131	Cooperative Education.....	1-3
DBA 110	Database Concepts.....	3
ECO 251	Principles of Microeconomics.....	3
WEB 110	Internet/Web Fundamentals.....	3

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

Suggested Curriculum by Semesters

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

First Year

Fall Semester	Credits
ENG 111	3
MAT 115	3
OST 134	3
OST 136	3
OST 164	3
.....	15

Spring Semester

ACC 115 or	
ACC 120	4
BUS 121	3
BUS 260	3
OST 135	4
OST 181	3
.....	17

Summer Semester

Humanities/Fine Arts	3
.....	3

Second Year

Fall Semester	Credits
ACC 140 or	
ACC 150	2
BUS 110	3
CIS 110	3
OST 137	3
OST 184	3
OST 233	3
.....	17

Spring Semester

COE 111	1
COE 115	1
COM 110	3
CTS 130	3
OST 289	3
PSY 118	3
Major Elective.....	3
.....	17

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

Certificate Program

	Class	Lab	Clinic/Exp	Credits	
Office Administration [C25370]					
CIS 110	Introduction to Computers	2	0	3	
OST 134	Text Entry & Formatting	2	0	3	
OST 135	Advanced Text Entry & Formatting	3	0	4	
OST 164	Text Editing Applications or	3	0	3	
OST 184	Records Management	(2	2	0	3)
OST 181	Introduction to Office Systems	2	2	0	3
Total Credit Hours Required for Certificate Program.....				16	

CPS Certification Credit

Credit for the following courses will be allowed for students who have passed the Certified Professional Secretary (CPS) exam.

ACC 120	Principles of Financial Accounting.....	4		
OST 134	Text Entry & Formatting	3		
OST 135	Advanced Text Entry & Formatting.....	4		
OST 136	Word Processing	3		
OST 164	Text Editing Applications.....	3		
OST 181	Introduction to Office Systems.....	3		
OST 184	Records Management.....	3		
PSY 118	Interpersonal Psychology	3		
Total Credit Hours Allowed.....				26

Credit for additional courses may be earned through credit by exam.

Speech-Language Pathology Assistant

A.A.S. Degree [A45730]

Curriculum Description:

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remedial individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

Speech-Language Pathology Assistant is an Associate Degree program offered in conjunction with Caldwell Community College and Technical Institute who awards the degree. Students may take courses marked with an asterisk () at Mitchell Community College. PSY 265 and all SLP technical courses are offered over the North Carolina Information Highway (NCIH) at Mitchell Community College.*

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits	
General Education Required Courses					
*BIO 168	Anatomy and Physiology I	3	3	0	4
*ENG 111	Expository Writing	3	0	0	3
*ENG 113	Literature-Based Research or				
*ENG 114	Professional Research & Reporting	3	0	0	3
*PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
<i>(See page 64 for HFA electives)</i>					
Total General Education Required Hours				16	

Major Required Courses

*BIO 169	Anatomy and Physiology II	3	3	0	4
*CIS 110	Introduction to Computers or	2	2	0	3
CIS 111	Basic PC Literacy	(1	2	0	2)
*COM 120	Intro to Interpersonal Communication or				
*COM 231	Public Speaking	3	0	0	3
*MED 121	Medical Terminology I	3	0	0	3
*PSY 241	Developmental Psychology	3	0	0	3
PSY 265	Behavioral Modification	3	0	0	3
SLP 111	Ethics and Standards for SLPA's	3	0	0	3
SLP 112	SLPA Anatomy & Physiology	3	0	0	3
SLP 120	SLPA Administrative Procedures and Mgt	2	0	0	2
SLP 130	Phonetics/Speech Patterns	2	2	0	3
SLP 140	Normal Communication	3	0	0	3
SLP 211	Developmental Disorders	3	2	0	4
SLP 212	Acquired Disorders	3	2	3	5
SLP 220	Assistive Technology	1	2	0	2
SLP 230	SLPA Fieldwork	0	0	12	4
SLP 231	SLPA Fieldwork Seminar	3	0	0	3

Total Major Required Hours 50-51

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

Suggested Curriculum by Semesters

First Year

Fall SemesterCredits

*BIO 168	4
*MED 121	3
*PSY 150	3
SLP 111	3
SLP 140	3
	16

Spring Semester

*BIO 169	4
*CIS 110 or	3
CIS 111	(2)
*ENG 111	3
*PSY 241	3
SLP 130	3
	15-16

Summer Semester

*COM 120 or		
*COM 231	3
SLP 112	3
SLP 120	2
*Humanities/Fine Arts.....		3
	11

Second Year

Fall SemesterCredits

*ENG 113 or		
*ENG 114	3
PSY 265	3
SLP 211	4
SLP 220	2
	12

Spring Semester

SLP 212	5
SLP 230	4
SLP 231	3
	12

Curriculum Course Descriptions

FA—Fall SP—Spring SU—Summer

Academic Related

ACA 085 **Improving Study Skills** 0 2 1

Prerequisites: None

Corequisites: None

FA, SP

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes.

ACA 111 **College Student Success** 1 0 1

Prerequisites: None

Corequisites: None

FA, SP, SU

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

ACA 122 **College Transfer Success** 1 0 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

Accounting

ACC 115 **College Accounting** 3 2 4

Prerequisites: None

Corequisites: None

SP

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 **Principles of Financial Accounting** 3 2 4

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SU College Transfer Course

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

ACC 121 Principles of Managerial Accounting 3 2 4

Prerequisites: ACC 120

Corequisites: None

SP, SU College Transfer Course

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ACC 122 Principles of Financial Accounting II 3 0 3

Prerequisites: ACC 120

Corequisites: None

SP, SU

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

ACC 129 Individual Income Taxes 2 2 3

Prerequisites: ACC 120

Corequisites: None

FA

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

ACC 130 Business Income Taxes 2 2 3

Prerequisites: ACC 129

Corequisites: None

SP

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

ACC 140 Payroll Accounting 1 2 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

FA

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

ACC 149 Introduction to Accounting Spreadsheets 1 2 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.

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

ACC 150 Accounting Software Applications 1 2 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

SP

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

ACC 220 Intermediate Accounting I 3 2 4

Prerequisites: ACC 122

Corequisites: None

FA

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

ACC 226 Advanced Managerial Accounting 3 0 3

Prerequisites: ACC 121

Corequisites: None

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

ACC 227 Practices in Accounting 3 0 3

Prerequisites: ACC 220

Corequisites: None

SP

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

Air Conditioning, Heating, and Refrigeration

AHR 110 Introduction to Refrigeration 2 6 5

Prerequisites: None

Corequisites: None

FA

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

Competencies

Student Learning Outcomes

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

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

AHR 111 **HVACR Electricity** 2 2 3

Prerequisites: None

Corequisites: None

FA

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

Competencies

Student Learning Outcomes

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

AHR 112 **Heating Technology** 2 4 4

Prerequisites: None

Corequisites: None

FA

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

Competencies

Student Learning Outcomes

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

AHR 113 **Comfort Cooling** 2 4 4

Prerequisites: AHR 110

Corequisites: None

SP

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

Competencies

Student Learning Outcomes

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

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

AHR 114 Heat Pump Technology 2 4 4

Prerequisites: AHR 110 or AHR 113

Corequisites: None

SP

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

Competencies

Student Learning Outcomes

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

AHR 133 HVAC Servicing 2 6 4

Prerequisites: None

Corequisites: AHR 112 or AHR 113

SU

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 HVAC Duct Systems I 1 3 2

Prerequisites: None

Corequisites: None

SU

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 1

Prerequisites: AHR 110 or permission of instructor

Corequisites: None

SP

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

AHR 180 HVACR Customer Relations 1 0 1

Prerequisites: None

Corequisites: None

SP

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

AHR 211 Residential System Design 2 2 3

Prerequisites: None

Corequisites: None

SP

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Competencies

Student Learning Outcomes

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

Anthropology

ANT 210 General Anthropology 3 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Art

ART 111 Art Appreciation 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP, SU College Transfer Course

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ART 114 Art History Survey I 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA College Transfer Course

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ART 115 Art History Survey II 3 0 3

Prerequisites: None

Corequisites: Satisfactory scores on the college placement tests or ENG 095

FA, SP College Transfer Course

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ART 121 Two-Dimensional Design 0 6 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

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

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

ART 232	Printmaking II		0	6	3
Prerequisites:	ART 231				
Corequisites:	None				
FA, SP	College Transfer Course				
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i></p>					
ART 240	Painting I		0	6	3
Prerequisites:	ART 131				
Corequisites:	None				
FA, SP	College Transfer Course				
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i></p>					
ART 241	Painting II		0	6	3
Prerequisites:	ART 240				
Corequisites:	None				
FA, SP	College Transfer Course				
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i></p>					
ART 261	Photography I		0	6	3
Prerequisites:	None				
Corequisites:	None				
FA, SP	College Transfer Course				
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i></p>					
ART 262	Photography II		0	6	3
Prerequisites:	ART 261				
Corequisites:	None				
FA, SP	College Transfer Course				
<p>This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i></p>					
ART 266	Videography I		0	6	3
Prerequisites:	None				
Corequisites:	None				
FA, SP	College Transfer Course				
<p>This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i></p>					

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

ART 267 Videography II 0 6 3

Prerequisites: ART 266

Corequisites: None

FA, SP College Transfer Course

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

ART 271 Computer Art II 0 6 3

Prerequisites: ART 171

Corequisites: None

FA, SP College Transfer Course

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 281 Sculpture I 0 6 3

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 282 Sculpture II 0 6 3

Prerequisites: ART 281

Corequisites: None

FA, SP College Transfer Course

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 283 Ceramics I 0 6 3

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

ART 284 Ceramics II 0 6 3

Prerequisites: ART 283

Corequisites: None

FA, SP College Transfer Course

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

American Sign Language

ASL 111 **Elementary ASL I** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA **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 3**

Prerequisites: "C" or better earned in ASL 111

Corequisites: None

SP **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.*

ASL 211 **Intermediate ASL I** **3 0 3**

Prerequisites: "C" or better earned in ASL 112

Corequisites: None

FA **College Transfer Course**

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ASL 212 **Intermediate ASL II** **3 0 3**

Prerequisites: "C" or better earned in ASL 211

Corequisites: None

SP **College Transfer Course**

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Astronomy

AST 111 **Descriptive Astronomy** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA **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 general education course in Natural Science.*

AST 111A **Descriptive Astronomy Lab** **0 2 1**

Prerequisites: None

Corequisites: AST 111

FA **College Transfer Course**

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

Automation and Robotics

ATR 214	Advanced PLCs	3	3	4
Prerequisites:	ELN 260			
Corequisites:	None			

SP

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

Banking and Finance

BAF 110	Principles of Banking	3	0	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	4
Prerequisites	Satisfactory scores on the college placement tests or ENG 085			
Corequisites:	None			

FA, SP, SU College Transfer Course

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *Under the CAA and ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.*

BIO 111	General Biology I	3	3	4
Prerequisites	Satisfactory scores on the college placement tests or ENG 085			
Corequisites:	None			

FA, SP, SU College Transfer Course

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

BIO 112	General Biology II	3	3	4
Prerequisites:	"C" or better earned in BIO 111			
Corequisites:	None			

SP, SU College Transfer Course

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

BIO 120	Introductory Botany	3	3	4
Prerequisites:	"C" or better earned in BIO 110 or BIO 111			
Corequisites:	None			

FA College Transfer Course

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

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

BIO 130 **Introductory Zoology** 3 3 4

Prerequisites: "C" or better earned in BIO 110 or BIO 111

Corequisites: None

SP **College Transfer Course**

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

BIO 140 **Environmental Biology** 3 0 3

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

BIO 140A **Environmental Biology Lab** 0 3 1

Prerequisites: None

Corequisites: BIO 140

College Transfer Course

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

BIO 143 **Field Biology Minicourse** 1 2 2

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 145 **Ecology** 3 3 4

Prerequisites: "C" or better earned in BIO 110 or BIO 111

Corequisites: None

FA **College Transfer Course**

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 150 **Genetics in Human Affairs** 3 0 3

Prerequisites: "C" or better earned in BIO 110 or BIO 111

Corequisites: None

FA **College Transfer Course**

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

BIO 155 Nutrition 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

SP, SU College Transfer Course

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 163 Basic Anatomy & Physiology 4 2 5

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP 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 premajor and/or elective course requirement.*

BIO 168 Anatomy and Physiology I 3 3 4

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP 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 premajor and/or elective course requirement.*

BIO 169 Anatomy and Physiology II 3 3 4

Prerequisites: "C" or better earned in BIO 168

Corequisites: None

SP, SU 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 premajor and/or elective course requirement.*

BIO 250 Genetics 3 3 4

Prerequisites: "C" or better earned in BIO 112

Corequisites: None

FA College Transfer Course

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 275 Microbiology 3 3 4

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

Corequisites: None

FA, SU College Transfer Course

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic

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

technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Business

BUS 110 Introduction to Business 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BUS 115 Business Law I 3 0 3

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BUS 121 Business Math 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, and DMA 030

Set 2—MAT 060

Corequisites: Satisfactory scores on the college placement tests or ENG 085

FA, SP

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

BUS 137 Principles of Management 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course is designed to be an overview of the major functions of management. Emphasis is 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 premajor and/or elective course requirement.*

BUS 153 Human Resource Management 3 0 3

Prerequisites: None

Corequisites: None

FA

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

BUS 217 Employment Laws and Regulations 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA

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

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

BUS 258 Compensation and Benefits 3 0 3

Prerequisites: None

Corequisites: None

FA, SP

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.*

BUS 259 HRM Applications 3 0 3

Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258

Corequisites: None

SP

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.*

BUS 260 Business Communication 3 0 3

Prerequisites: ENG 111 and OST 134

Corequisites: None

FA, SP

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

SP

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

Chinese

CHI 111 Elementary Chinese I 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA College Transfer Course

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

CHI 112 Elementary Chinese II 3 0 3

Prerequisites: "C" or better earned in CHI 111

Corequisites: None

SP College Transfer Course

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

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

CHI 211 Intermediate Chinese I 3 0 3

Prerequisites: "C" or better earned in CHI 112

Corequisites: None

FA College Transfer Course

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

CHI 212 Intermediate Chinese II 3 0 3

Prerequisites: "C" or better earned in CHI 211

Corequisites: None

SP College Transfer Course

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

Chemistry

CHM 131 Introduction to Chemistry 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and ENG 085

Set 2—MAT 060, MAT 070, and ENG 085

Set 3—MAT 060, DMA 040, DMA 050, DMA 060, and ENG 085

Set 4—DMA 010, DMA 020, DMA 030, MAT 070, and ENG 085

Corequisites: None

FA, SP, SU College Transfer Course

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

CHM 131A Introduction to Chemistry Lab 0 3 1

Prerequisites: None

Corequisites: CHM 131

FA, SP, SU College Transfer Course

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

CHM 132 Organic and Biochemistry 3 3 4

Prerequisites: 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	4
Prerequisites:	Satisfactory scores on the college placement tests or Take One Set: Set 1 —DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, and ENG 085 Set 2 —MAT 060, MAT 070, MAT 080, and ENG 085 Set 3 —MAT 060, MAT 070, DMA 060, DMA 070, DMA 080 and ENG 085 Set 4 —MAT 060, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 and ENG 085 Set 5 —DMA 010, DMA 020, DMA 030, MAT 070, MAT 080, and ENG 085 Set 6 —DMA 010, DMA 020, DMA 030, MAT 070, DMA 060, DMA 070, DMA 080, and ENG 085			
Corequisites:	None			
FA	<i>College Transfer Course</i>			
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.</i>				
CHM 152	General Chemistry II	3	3	4
Prerequisites:	CHM 151			
Corequisites:	None			
SP	<i>College Transfer Course</i>			
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.</i>				
CHM 251	Organic Chemistry I	3	3	4
Prerequisites:	CHM 152			
Corequisites:	None			
	<i>College Transfer Course</i>			
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
CHM 252	Organic Chemistry II	3	3	4
Prerequisites:	CHM 251			
Corequisites:	None			
	<i>College Transfer Course</i>			
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				

Information Systems

CIS 110 Introduction to Computers 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or
Take One Set:
Set 1—DMA 010, DMA 020, ENG 085, and OST 080
Set 2—MAT 060, ENG 085, and OST 080

Corequisites: None

FA, SP, SU 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 as a general education course in Mathematics (Quantitative).*

CIS 115 Introduction to Programming & Logic 2 3 3

Prerequisites: Satisfactory scores on the college placement tests or
Take One Set:
Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 085, and OST 080
Set 2—DMA 010, DMA 020, DMA 030, MAT 070, ENG 085, and OST 080
Set 3—DMA 040, DMA 050, MAT 060, ENG 085, and OST 080
Set 4—MAT 060, MAT 070, ENG 085, and OST 080
Set 5—MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175, and ENG 085, and OST 080

Corequisites: None

FA, SP 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 as a general education course in Mathematics (Quantitative).*

Criminal Justice

CJC 100 Basic Law Enforcement Training 9 30 19

Prerequisites: None

Corequisites: None

FA, SP

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Introduction to Criminal Justice 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU 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 premajor and/or elective course requirement.*

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

CJC 112 Criminology 3 0 3

Prerequisites: None

Corequisites: None

FA

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

CJC 113 Juvenile Justice 3 0 3

Prerequisites: None

Corequisites: None

SP

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

CJC 120 Interviews/Interrogations 1 2 2

Prerequisites: None

Corequisites: None

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

CJC 121 Law Enforcement Operations 3 0 3

Prerequisites: None

Corequisites: None

SP 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 premajor and/or elective course requirement.*

CJC 122 Community Policing 3 0 3

Prerequisites: None

Corequisites: None

SP, SU

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

CJC 131 Criminal Law 3 0 3

Prerequisites: None

Corequisites: None

FA

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

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

CJC 132 Court Procedure & Evidence 3 0 3

Prerequisites: None

Corequisites: None

FA, SP

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

CJC 141 Corrections 3 0 3

Prerequisites: None

Corequisites: None

SP College Transfer Course

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

CJC 151 Introduction to Loss Prevention 3 0 3

Prerequisites: None

Corequisites: None

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

CJC 160 Terrorism: Underlying Issues 3 0 3

Prerequisites: None

Corequisites: None

SP

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 170 Critical Incident Management for Public Safety 3 0 3

Prerequisites: None

Corequisites: None

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJC 212 Ethics & Community Relations 3 0 3

Prerequisites: None

Corequisites: None

FA

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.

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

CJC 255 Issues in Criminal Justice Application 3 0 3

Prerequisites: CJC 111, CJC 221, and CJC 231

Corequisites: None

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Cooperative Education

COE 111 Co-op Work Experience I 0 0 10 1

Prerequisites: None

Corequisites: None

FA, SP, SU

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I 0 0 20 2

Prerequisites: None

Corequisites: None

FA, SP, SU

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Experience Seminar I 1 0 0 1

Prerequisites: None

Corequisites: COE 111 or COE 112

FA, SP, SU

This course provides procedures necessary for the Co-op student to receive maximum benefit from his/her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

COE 115 Work Exp Seminar I 1 0 0 1

HSE Clinical Supervision

Prerequisites: None

Corequisites: COE 111

FA, SP, SU

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

COE 121 Co-op Work Experience II 0 0 10 1

Prerequisites: COE 111

Corequisites: None

FA, SP, SU

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

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

COE 125 Work Experience Seminar II 1 0 0 1
HSE Clinical Supervision

Prerequisites: None
Corequisites: COE 121
FA, SP, SU

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

COE 131 Co-op Work Experience III 0 0 10 1

Prerequisites: COE 111 and COE 121
Corequisites: None
FA, SP, SU

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Communication

COM 110 Introduction to Communication 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
FA, SP, SU

College Transfer Course

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

COM 111 Voice and Diction I 3 0 3

Prerequisites: None
Corequisites: None
College Transfer Course

This course provides guided practice in the proper production of speech. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective natural speech in various contexts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

COM 120 Introduction to Interpersonal Communication 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
FA, SP, SU

College Transfer Course

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

COM 140 Introduction to Intercultural Communication 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
FA

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

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

and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute).*

COM 150 Introduction to Mass Communication 3 0 3

Prerequisites: ENG 111

Corequisites: None

College Transfer Course

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

COM 231 Public Speaking 3 0 3

Prerequisites: ENG 111

Corequisites: None

FA, SP, SU College Transfer Course

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

Cosmetology

COS 111 Cosmetology Concepts I 4 0 4

Prerequisites: None

Corequisites: COS 112

FA, SP

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

COS 112 Salon I 0 24 8

Prerequisites: None

Corequisites: COS 111

FA, SP

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

COS 113 Cosmetology Concepts II 4 0 4

Prerequisites: COS 111

Corequisites: COS 114

FA, SP

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

COS 114 Salon II 0 24 8

Prerequisites: COS 112

Corequisites: COS 113

FA, SP

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

COS 274 **Instructor Practicum II** **0** **21** **7**

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

SP

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

Computer Science

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

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, ENG 085, and OST 080

Set 2—DMA 060, DMA 070, DMA 080, MAT 060, MAT 070, ENG 085, and OST 080

Set 3—DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, MAT 060, ENG 085, and OST 080

Set 4—DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, DMA 080, MAT 070, ENG 085, and OST 080

Set 5—MAT 060, MAT 070, MAT 080, ENG 085, and OST 080

Corequisites: None

FA **College Transfer Course**

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

CSC 151 **JAVA Programming** **2** **3** **3**

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, ENG 085, and OST 080

Set 2—DMA 060, DMA 070, DMA 080, MAT 060, MAT 070, ENG 085, and OST 080

Set 3—DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, MAT 060, ENG 085, and OST 080

Set 4—DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, DMA 080, MAT 070, ENG 085, and OST 080

Set 5—MAT 060, MAT 070, MAT 080, ENG 085, and OST 080

Corequisites: None

FA **College Transfer Course**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

CSC 234 **Advanced C++ Programming** **2** **3** **3**

Prerequisites: CSC 134

Corequisites: None

SP

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

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

CSC 251 Advanced JAVA Programming 2 3 3

Prerequisites: CSC 151

Corequisites: None

SP

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Computer Information Technology

CTS 120 Hardware/Software Support 2 3 3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

SP

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet 2 2 3

Prerequisites: CIS 110, CIS 111, or OST 137

Corequisites: None

EA, SP, SU

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 285 Systems Analysis & Design 3 0 3

Prerequisites: CIS 115

Corequisites: None

EA

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project 1 4 3

Prerequisites: CTS 285

Corequisites: None

SP

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology

DBA 110 Database Concepts 2 3 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, ENG 085, and OST 080

Set 2—MAT 060, ENG 085, and OST 080

Corequisites: None

SP, SU

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.

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

DBA 115 Database Applications 2 2 3

Prerequisites: DBA 110

Corequisites: None

FA

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

DBA 120 Database Programming I 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 085, and OST 080

Set 2—DMA 010, DMA 020, DMA 030, MAT 070, ENG 085, and OST 080

Set 3—DMA 040, DMA 050, MAT 060, ENG 085, and OST 080

Set 4—MAT 060, MAT 070, ENG 085, and OST 080

Set 5—MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; and ENG 085, and OST 080

Corequisites: None

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

Design Drafting

DDF 252 Advanced Solid Modeling 2 2 3

Prerequisites: DFT 153 or DFT 154

Corequisites: None

SP

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

Dietetic Technician

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

Developmental Disabilities

DDT 110 Developmental Disabilities 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU

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

Drafting

DFT 111 Technical Drafting I 1 3 2

Prerequisites: None

Corequisites: None

FA

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

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

DFT 151 **CAD I** 2 3 3

Prerequisites: None

Corequisites: None

EA

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

DFT 152 **CAD II** 2 3 3

Prerequisites: DFT 151

Corequisites: None

SP

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

DFT 153 **CAD III** 2 3 3

Prerequisites: DFT 151

Corequisites: None

EA

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

DFT 211 **Gears, Cams, & Pulleys** 1 3 2

Prerequisites: DFT 111; DFT 151; and MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

SP

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

Developmental Mathematics

DMA 010 **Operations with Integers** .75 .50 1

Prerequisites: None

Corequisites: Satisfactory scores on the college placement tests or ENG 085

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

DMA 020 **Fractions and Decimals** .75 .50 1

Prerequisites: Satisfactory scores on the college placement tests or DMA 010

Corequisites: Satisfactory scores on the college placement tests or ENG 085

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

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

Prerequisites: Satisfactory scores on the college placement tests or DMA 010 and DMA 020

Corequisites: Satisfactory scores on the college placement tests or ENG 085

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

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

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

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, and DMA 030

Set 2—MAT 060

Corequisites: Satisfactory scores on the college placement tests or ENG 085

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

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

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, and DMA 040

Set 2—DMA 040 and MAT 060

Corequisites: Satisfactory scores on the college placement tests or ENG 085

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

DMA 060 Polynomial/Quadratic Applications .75 .50 1

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Set 2—DMA 040, DMA 050, and MAT 060

Set 3—MAT 060 and MAT 070

Corequisites: Satisfactory scores on the college placement tests or ENG 085

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

DMA 070 Rational Expressions/Equations .75 .50 1

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060

Set 2—DMA 040, DMA 050, DMA 060, and MAT 060

Set 3—DMA 060, MAT 060, and MAT 070

Set 4—DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070

Corequisites: Satisfactory scores on the college placement tests or ENG 085

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Expressions/Equations .75 .50 1

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070

Set 2—DMA 060, DMA 070, MAT 060, and MAT 070

Set 3—DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060

Set 4—DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

Corequisites: Satisfactory scores on the college placement tests or ENG 085

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

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

DRA 131 Acting II 0 6 3

Prerequisites: DRA 130

Corequisites: None

College Transfer Course

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Economics

ECO 251 Principles of Microeconomics 3 0 3

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

ECO 252 Principles of Macroeconomics 3 0 3

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Education

EDU 119 Introduction to Early Childhood Education 4 0 4

Prerequisites: None

Corequisites: None

FA, SP

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. *Credentials prior to 1998 will not be accepted as a substitute for this course.*

EDU 126 Early Childhood Seminar I 2 0 2

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; EDU 119 and EDU 221

Corequisites: None

FA, SP

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

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

EDU 131 **Child, Family, & Community** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP

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

EDU 144 **Child Development I** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP **College Transfer Course**

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

EDU 145 **Child Development II** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP **College Transfer Course**

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

EDU 146 **Child Guidance** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP **College Transfer Course**

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

EDU 151 **Creative Activities** **3 0 3**

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

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

EDU 153 Health, Safety & Nutrition 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP

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

EDU 154 Social/Emotional/Behavioral Development 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; EDU 144 and EDU 145

Corequisites: None

FA, SP

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

EDU 162 Observation & Assessment in ECE 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP

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

EDU 163 Classroom Management & Instructional Techniques 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP

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

EDU 184 Early Childhood Introduction Practicum 1 3 2

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; EDU 119

Corequisites: None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216 Foundations of Education 4 0 4

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SP College Transfer Course

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement at select institutions.*

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

EDU 221 Children with Exceptionalities 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095; EDU 144 and EDU 145
Corequisites: None
FA, SP College Transfer Course

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement at select institutions.*

EDU 223 Specific Learning Disabilities 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095; EDU 144 and EDU 145
Corequisites: None
FA, SP

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

EDU 234 Infants, Toddlers, & Twos 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095; EDU 119
Corequisites: None
FA, SP

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

EDU 234A Infants, Toddlers, & Twos Lab 0 2 1
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: EDU 234
FA, SP

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

EDU 235 School-Age Development & Programs 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
FA, SP

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

EDU 243 Learning Theory 3 0 3
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
FA, SP

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of

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

EDU 261 Early Childhood Administration I 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: EDU 119

FA, SP

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262 Early Childhood Administration II 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095; EDU 261

Corequisites: EDU 119

FA, SP

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 Technology 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095; CIS 110

Corequisites: None

FA, SP

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280 Language & Literacy Experiences 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or CIS 110 and ENG 095

Corequisites: None

FA, SP

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 281 Instructional Strategies/Reading & Writing 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SP

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.

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

EDU 284 Early Childhood Capstone Practices 1 9 4
Prerequisites: Satisfactory scores on the college placement tests or ENG 095; EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, and instructor consent
Corequisites: None
EA, SP

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 288 Advanced Issues/Early Childhood Education 2 0 2
Prerequisites: Satisfactory scores on the college placement tests or ENG 095
Corequisites: None
EA, SP

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 250 Statics/Strength of Materials 4 3 5
Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
EA

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

Competencies

Student Learning Outcomes

1. Calculate reaction forces in a structure using equations of Equilibrium.
2. Draw free body diagrams of two dimensional force systems.
3. Calculate stresses and deflections in axial/torsional/bending systems.
4. Calculate centroids and moments of inertia for areas.
5. Apply engineering best practices and standards to design safe and efficient mechanical and structural components.

EGR 285 Design Project 0 4 2
Prerequisites: ELN 131, ELN 152, and ELN 232
Corequisites: None
SP

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

Electricity

ELC 113 Residential Wiring 2 6 4
Prerequisites: None
Corequisites: None
EA

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

Competencies

Student Learning Outcomes

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

ELC 114 Commercial Wiring

2 6 4

Prerequisites: ELC 113

Corequisites: None

SP

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

Competencies

Student Learning Outcomes

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

ELC 115 Industrial Wiring

2 6 4

Prerequisites: ELC 113

Corequisites: None

SU

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

Competencies

Student Learning Outcomes

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

ELC 117 Motors and Controls

2 6 4

Prerequisites: ELC 135

Corequisites: None

SU

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

Competencies

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

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

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

ELC 119 **NEC Calculations** 1 2 2

Prerequisites: None

Corequisites: None

EA

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 135 **Electrical Machines** 2 2 3

Prerequisites: None

Corequisites: None

SP

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 138 **DC Circuit Analysis** 3 3 4

Prerequisites: DMA 030

Corequisites: None

EA

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC 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, and analyze DC circuits; and properly use test equipment

Competencies

Student Learning Outcomes

1. Identify and describe the operation of components used in DC circuits.
2. Apply math formulas and circuit theorems in the analysis of DC Circuits.
3. Locate and select DC devices using component specifications based on circuit requirements.
4. Construct series, parallel and combination circuits.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

ELC 139 **AC Circuit Analysis** 3 3 4

Prerequisites: ELC 138

Corequisites: None

SP

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

Competencies

Student Learning Outcomes

1. Identify and describe the operation of components used in AC circuits.
2. Apply math formulas and circuit theorems in the analysis of AC Circuits.

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

ENG 231 American Literature I 3 0 3

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

Corequisites: None

FA College Transfer Course

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

ENG 232 American Literature II 3 0 3

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

Corequisites: None

SP, SU 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 233 Major American Writers 3 0 3

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

Corequisites: None

SP College Transfer Course

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 235 Survey of Film as Literature 3 0 3

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

Corequisites: None

College Transfer Course

This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ENG 241 British Literature I 3 0 3

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

Corequisites: None

FA College Transfer Course

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

ENG 242 British Literature II 3 0 3

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

Corequisites: None

SP, SU College Transfer Course

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

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

ENG 243 Major British Writers 3 0 3

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

Corequisites: None

FA College Transfer Course

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG 261 World Literature I 3 0 3

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

Corequisites: None

FA, SP 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 3

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

Corequisites: None

FA College Transfer Course

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from 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.*

Fire Protection

FIP 120 Introduction to Fire Protection 3 0 3

Prerequisites: None

Corequisites: None

FA

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

FIP 124 Fire Prevention & Public Education 3 0 3

Prerequisites: None

Corequisites: None

FA

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021.

FIP 128 Detection & Investigation 3 0 3

Prerequisites: None

Corequisites: None

FA

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021.

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

patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

GEO 113	Economic Geography	3	0	3
Prerequisites:	None			
Corequisites:	None			
	College Transfer Course			

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

GEO 130	General Physical Geography	3	0	3
Prerequisites:	None			
Corequisites:	None			
SU	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.*

GEO 131	Physical Geography I	3	2	4
Prerequisites:	None			
Corequisites:	None			
	College Transfer Course			

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

German

GER 111	Elementary German I	3	0	3
Prerequisites:	Satisfactory scores on the college placement tests or ENG 095			
Corequisites:	None			
FA	College Transfer Course			

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

GER 112	Elementary German II	3	0	3
Prerequisites:	"C" or better earned in GER 111			
Corequisites:	None			
SP	College Transfer Course			

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

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

GER 211 Intermediate German I 3 0 3

Prerequisites: "C" or better earned in GER 112

Corequisites: None

FA College Transfer Course

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

GER 212 Intermediate German II 3 0 3

Prerequisites: "C" or better earned in GER 211

Corequisites: None

SP College Transfer Course

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Gerontology

GRO 120 Gerontology 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU

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.

Graphic Design

GRD 141 Graphic Design I 2 4 4

Prerequisites: None

Corequisites: None

FA

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

Health

HEA 110 Personal Health/Wellness 3 0 3

Prerequisites: None

Corequisites: None

SP, SU 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 premajor and/or elective course requirement.*

HEA 112 First Aid & CPR 1 2 2

Prerequisites: None

Corequisites: None

FA, SP, SU 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 premajor and/or elective course requirement.*

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

HEA 120 **Community Health** **3 0 3**

Prerequisites: None

Corequisites: None

FA, SU **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 premajor and/or elective course requirement.*

Health Information Technology

Please refer to Pitt Community College's catalog for HIT course descriptions.

History

HIS 121 **Western Civilization I** **3 0 3**

Prerequisites: None

Corequisites: None

FA, SP, SU **College Transfer Course**

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

HIS 122 **Western Civilization II** **3 0 3**

Prerequisites: None

Corequisites: None

FA, SP, SU **College Transfer Course**

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

HIS 131 **American History I** **3 0 3**

Prerequisites: None

Corequisites: None

FA, SP, SU **College Transfer Course**

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

HIS 132 **American History II** **3 0 3**

Prerequisites: None

Corequisites: None

FA, SP, SU **College Transfer Course**

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

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

HIS 151 **Hispanic Civilization** **3** **0** **3**

Prerequisites: None

Corequisites: None

FA **College Transfer Course**

This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 215 **Nineteenth-Century Europe** **3** **0** **3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an in-depth survey of European history from 1815 to 1914. Topics include the development of nationalism, liberalism, socialism, imperialism, and the origins of World War I. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in nineteenth-century Europe. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 216 **Twentieth-Century Europe** **3** **0** **3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 221 **African-American History** **3** **0** **3**

Prerequisites: None

Corequisites: None

SP **College Transfer Course**

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African-Americans. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 226 **The Civil War** **3** **0** **3**

Prerequisites: None

Corequisites: None

College Transfer Course

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 231 **Recent American History** **3** **0** **3**

Prerequisites: None

Corequisites: None

FA **College Transfer Course**

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. The background to these events is reviewed from 1900 and the diplomatic impact of events is stressed as the United States moves into world leadership. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

HIS 236 North Carolina History 3 0 3

Prerequisites: None

Corequisites: None

SP College Transfer Course

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Human Services

HSE 110 Introduction to Human Services 2 2 3

Prerequisites: None

Corequisites: None

FA, SP

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I 1 2 2

Prerequisites: Enrollment in the HSE program

Corequisites: None

FA, SP, SU

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques 2 2 3

Prerequisites: None

Corequisites: None

FA, SP

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling 2 2 3

Prerequisites: None

Corequisites: None

FA, SP

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 Human Services Issues 2 0 2

Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: None

FA, SP

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

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

HSE 220 Case Management 2 2 3

Prerequisites: HSE 110

Corequisites: None

FA, SP

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

HSE 225 Crisis Intervention 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU

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

HSE 227 Children & Adolescents in Crisis 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SP

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 240 Issues in Client Services 3 0 3

Prerequisites: None

Corequisites: None

FA, SP

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

Humanities

HUM 115 Critical Thinking 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

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 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SP, SU 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.*

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

HUM 130 Myth in Human Culture 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

College Transfer Course

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

HUM 150 American Women's Studies 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SP College Transfer Course

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 160 Introduction to Film 2 2 3

Prerequisites: None

Corequisites: Satisfactory scores on the college placement tests or ENG 095

FA, SP 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 170 The Holocaust 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

College Transfer Course

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

HUM 180 International Cultural Exploration 2 3 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 premajor and/or elective course requirement.*

HUM 220 Human Values and Meaning 3 0 3

Prerequisites: ENG 111

Corequisites: None

FA, SP College Transfer Course

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Hydraulics

HYD 110 **Hydraulics/Pneumatics I** 2 3 3

Prerequisites: None

Corequisites: None

SP

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

Competencies

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to fluid power systems.
3. Identify components of fluid power systems using symbols and schematics.
4. Assemble a fluid power system.
5. Calculate and demonstrate the basic physics of fluid mechanics.

Industrial Science

ISC 121 **Environmental Health & Safety** 3 0 3

Prerequisites: None

Corequisites: None

SP

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Latin

LAT 111 **Elementary Latin I** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA **College Transfer Course**

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

LAT 112 **Elementary Latin II** 3 0 3

Prerequisites: "C" or better earned in LAT 111

Corequisites: None

SP **College Transfer Course**

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

LAT 211 **Intermediate Latin I** 3 0 3

Prerequisites: "C" or better earned in LAT 112

Corequisites: None

FA **College Transfer Course**

This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

LAT 212 Intermediate Latin II 3 0 3

Prerequisites: "C" or better earned in LAT 211

Corequisites: None

SP College Transfer Course

This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Machining

MAC 122 CNC Turning 1 3 2

Prerequisites: None

Corequisites: None

SP

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1 3 2

Prerequisites: None

Corequisites: None

FA

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 232 CAM: CNC Milling 1 4 3

Prerequisites: MAC 124 and MEC 110

Corequisites: None

SP

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Mathematics

MAT 115 Mathematical Models 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Set 2—MAT 060 and MAT 070

Set 3—MAT 060 and MAT 080

Set 4—MAT 060 and MAT 090

Set 5—MAT 095

Set 6—MAT 120

Set 7—MAT 121

Set 8—MAT 161

Set 9—MAT 171

Set 10—MAT 175

Corequisites: None

FA, SP

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

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

MAT 121 Algebra/Trigonometry I 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Set 2—MAT 060 and MAT 070

Set 3—MAT 060 and MAT 080

Set 4—MAT 060 and MAT 090

Set 5—MAT 095

Corequisites: None

FA

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 140 Survey of Mathematics 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, and DMA 040

Set 2—MAT 060 and MAT 070

Set 3—MAT 060 and MAT 080

Set 4—MAT 060 and MAT 090

Set 5—MAT 095

Set 6—MAT 120

Set 7—MAT 121

Set 8—MAT 161

Set 9—MAT 171

Set 10—MAT 175

Corequisites: None

FA, SP, SU College Transfer Course

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

MAT 151 Statistics I 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Set 2—MAT 060 and MAT 070 (**Note:** Please see an Admissions Counselor at the Student Services Center for registration)

Set 3—MAT 060 and MAT 080

Set 4—MAT 060 and MAT 090

Set 5—MAT 095

Set 6—MAT 120

Set 7—MAT 121

Set 8—MAT 140

Set 9—MAT 161

Set 10—MAT 171

Set 11—MAT 175

Corequisites: MAT 151A

FA, SP, SU College Transfer Course

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe

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

important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).*

MAT 151A Statistics I Lab 0 2 1
Prerequisites: Satisfactory scores on the college placement tests or
Take One Set:
Set 1—DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2—MAT 060 and MAT 070 (**Note:** Please see an Admissions Counselor at the Student Services Center for registration)
Set 3—MAT 060 and MAT 080
Set 4—MAT 060 and MAT 090
Set 5—MAT 095
Set 6—MAT 120
Set 7—MAT 121
Set 8—MAT 140
Set 9—MAT 161
Set 10—MAT 171
Set 11—MAT 175

Corequisites: MAT 151

EA, SP, SU College Transfer Course

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MAT 161 College Algebra 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or
Take One Set:
Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 2—MAT 060 and MAT 080
Set 3—MAT 060 and MAT 090
Set 4—MAT 095

Corequisites: None

EA, SP, SU College Transfer Course

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

MAT 171 Precalculus Algebra 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or
Take One Set:
Set 1—DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 2—MAT 060 and MAT 080
Set 3—MAT 060 and MAT 090
Set 4—MAT 095
Set 5—MAT 161

Corequisites: None

EA, SP, SU College Transfer Course

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

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

MAT 172 **Precalculus Trigonometry** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or MAT 171

Corequisites: None

FA, SP **College Transfer Course**

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

MAT 263 **Brief Calculus** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or "C" or better earned in MAT 161, MAT 171, or MAT 175

Corequisites: None

FA, SP **College Transfer Course**

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

MAT 271 **Calculus I** 3 2 4

Prerequisites: Satisfactory scores on the college placement tests, MAT 172, or MAT 175

Corequisites: None

FA, SP, SU **College Transfer Course**

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

MAT 272 **Calculus II** 3 2 4

Prerequisites: MAT 271

Corequisites: None

FA, SP **College Transfer Course**

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

MAT 273 **Calculus III** 3 2 4

Prerequisites: MAT 272

Corequisites: None

SP **College Transfer Course**

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

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

MED 140 Exam Room Procedures I 3 4 5

Prerequisites: Enrollment in the Medical Assisting diploma program; BIO 163 and MED122

Corequisites: MED 150

SP

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 5

Prerequisites: Enrollment in the Medical Assisting diploma program; BIO 163 and MED 122

Corequisites: MED 140

SP

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 230 Administrative Office Procedures III 1 2 2

Prerequisites: MED 131

Corequisites: None

FA

This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

MED 232 Medical Insurance Coding 1 3 2

Prerequisites: BIO 163, MED 122, and MED 130

Corequisites: None

SP

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Practicum 15 0 0 5

Prerequisites: Enrollment in the Medical Assisting program, ENG 111, MED 131, MED 140, MED 150, MED 232, and OST 135

Corequisites: PSY 118 or PSY 150

SU

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 270 Symptomatology 2 2 0 3

Prerequisites: MED 260

Corequisites: None

FA

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy 3 0 0 3

Prerequisites: MED 260 and MED 270

Corequisites: None

SP

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.

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

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 3

Prerequisites: None

Corequisites: None

FA, SP

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing 3 0 3

Prerequisites: None

Corequisites: None

SP

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122 Visual Merchandising 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

SP

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

MKT 123 Fundamentals of Selling 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP

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

MKT 220 Advertising and Sales Promotion 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; MKT 120

Corequisites: None

FA

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225 Marketing Research 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; MKT 120

Corequisites: None

SP

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

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

MKT 226 **Retail Applications** **3 0 3**
Prerequisites: Satisfactory scores on the college placement tests or ENG 085; MKT 120 and MKT 121
Corequisites: None
SP

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

Medical Laboratory Technology

Please refer to Southwestern Community College's catalog for MLT course descriptions.

Music

MUS 110 **Music Appreciation** **3 0 3**
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
FA, SP, SU **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 an understanding of the art of music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 111 **Fundamentals of Music** **3 0 3**
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
FA, SP, SU **College Transfer Course**

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

MUS 112 **Introduction to Jazz** **3 0 3**
Prerequisites: Satisfactory scores on the college placement tests or ENG 085
Corequisites: None
SP **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 general education course in Humanities/Fine Arts.*

MUS 121 **Music Theory I** **3 2 4**
Prerequisites: Satisfactory scores on the music college placement test or "C" or better earned in MUS 111. Students wishing to take the music college placement test will need to schedule an appointment with the music department coordinator.
Corequisites: None
FA **College Transfer Course**

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

MUS 122 Music Theory II 3 2 4

Prerequisites: "C" or better earned in MUS 121

Corequisites: None

SP College Transfer Course

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 131 Chorus I 0 2 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

MUS 132 Chorus II 0 2 1

Prerequisites: MUS 131

Corequisites: None

FA, SP College Transfer Course

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

MUS 133 Band I 0 2 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

MUS 134 Band II 0 2 1

Prerequisites: MUS 133

Corequisites: None

FA, SP College Transfer Course

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

MUS 135 Jazz Ensemble I 0 2 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

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

MUS 136 Jazz Ensemble II 0 2 1

Prerequisites: MUS 135

Corequisites: None

FA, SP College Transfer Course

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

MUS 141 Ensemble I 0 2 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 premajor and/or elective course requirement.*

MUS 142 Ensemble II 0 2 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 premajor and/or elective course requirement.*

MUS 151 Class Music I 0 2 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

MUS 152 Class Music II 0 2 1

Prerequisites: MUS 151

Corequisites: None

FA, SP College Transfer Course

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

MUS 161 Applied Music I 1 2 2

Prerequisites: Enrollment in the A.F.A.—Music & Music Education program (A1020D)

Corequisites: None

FA, SP College Transfer Course

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

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

MUS 162	Applied Music II	1	2	2
Prerequisites:	Enrollment in the A.F.A.—Music & Music Education program (A1020D) and MUS 161			
Corequisites:	None			
FA, SP	College Transfer Course			
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
MUS 210	History of Rock Music	3	0	3
Prerequisites:	Satisfactory scores on the college placement tests or ENG 085			
Corequisites:	None			
FA, SP	College Transfer Course			
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>				
MUS 211	History of Country Music	3	0	3
Prerequisites:	Satisfactory scores on the college placement tests or ENG 085			
Corequisites:	None			
FA, SP	College Transfer Course			
This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>				
MUS 221	Music Theory III	3	2	4
Prerequisites:	"C" or better earned in MUS 122			
Corequisites:	None			
FA	College Transfer Course			
This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
MUS 222	Music Theory IV	3	2	4
Prerequisites:	"C" or better earned in MUS 221			
Corequisites:	None			
SP	College Transfer Course			
This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
MUS 231	Chorus III	0	2	1
Prerequisites:	MUS 132			
Corequisites:	None			
FA, SP	College Transfer Course			
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				

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

MUS 232 Chorus IV 0 2 1

Prerequisites: MUS 231

Corequisites: None

FA, SP College Transfer Course

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 233 Band III 0 2 1

Prerequisites: MUS 134

Corequisites: None

FA, SP College Transfer Course

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 234 Band IV 0 2 1

Prerequisites: MUS 233

Corequisites: None

FA, SP College Transfer Course

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 235 Jazz Ensemble III 0 2 1

Prerequisites: MUS 136

Corequisites: None

FA, SP College Transfer Course

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 236 Jazz Ensemble IV 0 2 1

Prerequisites: MUS 235

Corequisites: None

FA, SP College Transfer Course

This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 241 Ensemble III 0 2 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 premajor and/or elective course requirement.*

MUS 242 Ensemble IV 0 2 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

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

skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 261 Applied Music III 1 2 2
Prerequisites: Enrollment in the A.F.A.—Music & Music Education program (A1020D) and MUS 162
Corequisites: None
FA, SP College Transfer Course

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 262 Applied Music IV 1 2 2
Prerequisites: Enrollment in the A.F.A.—Music & Music Education program (A1020D) and MUS 261
Corequisites: None
FA, SP College Transfer Course

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 271 Music History I 3 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 premajor and/or elective course requirement.*

MUS 272 Music History II 3 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 premajor and/or elective course requirement.*

Nursing Assistant

NAS 101 Nursing Assistant I 3 4 3 6
Prerequisites: None
Corequisites: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as Nursing Assistant I with the North Carolina Nurse Aide I Registry.

NAS 102 Nursing Assistant II 3 2 6 6
Prerequisites: None
Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.

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

NAS 103 Home Health Care 2 0 0 2

Prerequisites: None

Corequisites: None

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home.

Networking Technology

NET 110 Networking Concepts 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, ENG 085, and OST 080

Set 2—MAT 060, ENG 085, and OST 080

Corequisites: None

FA, SP

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

NET 111 Internetwork Arch & Design 2 2 3

Prerequisites: CIS 282 or NET 110

Corequisites: None

This course introduces the physical and logical design of local area networks, wide area networks, and networking devices used in the design implementation and integration. Topics include LAN segmentation, VLANs, IP addressing, router, switch, and server placement with an emphasis on design. Upon completion, students should be able to understand fundamental LAN and WAN design and the physical and logical aspects needed to achieve the design goal.

NET 175 Wireless Technology 2 2 3

Prerequisites: NET 110 or NET 125

Corequisites: None

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 230 Wide Area Networking 2 2 3

Prerequisites: NET 110 or NET 125

Corequisites: None

This course is designed to introduce significant aspects of network interconnectivity. Topics include LAN-to-LAN, LAN-to-host, LAN-to-WAN connectivity, Internet connections, and voice-video-data transmission. Upon completion, students should be able to demonstrate an understanding of wide area networking.

NET 235 Networking Troubleshooting 2 2 3

Prerequisites: NET 110

Corequisites: None

This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems.

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

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: BIO 168, NUR 111, NUR 112, NUR 117, and PSY 150

Corequisites: BIO 169

SP

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology 1 3 2

Prerequisites: Enrollment in the Associate Degree Nursing program

Corequisites: NUR 111

FA

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 Health Care Concepts 3 0 6 5

Prerequisites: BIO 169, BIO 275, NUR 111, NUR 114, and PSY 241

Corequisites: None

FA

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts 3 0 6 5

Prerequisites: BIO 169, BIO 275, NUR 111, NUR 113, NUR 114, NUR 211, and PSY 241

Corequisites: NUR 213

SP

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts 4 3 15 10

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, and NUR 211

Corequisites: NUR 212

SP

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

Office Systems Technology

OST 080 Keyboarding Literacy 1 2 2

Prerequisites: None

Corequisites: None

FA, SP, SU

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding. Basic word processing functions formatting simple documents are introduced.

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

OST 134 Text Entry & Formatting 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or OST 080

Corequisites: None

FA, SP, SU

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. More advanced business documents such as itineraries, agendas, newsletters, international formatting features, medical documents, legal documents, office forms, and publications are introduced.

OST 135 Advanced Text Entry & Format 3 2 4

Prerequisites: OST 131 or OST 134

Corequisites: None

FA, SP

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or OST 080

Corequisites: None

FA, SP, SU

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Software Applications 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or OST 080

Corequisites: None

FA

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. Emphasis is placed on integrating Microsoft Office software applications: Word, Excel, Access, PowerPoint, and Publisher.

OST 164 Text Editing Applications 3 0 3

Prerequisites: None

Corequisites: Satisfactory scores on the college placement tests or ENG 095 and OST 134

FA

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 Introduction to Office Systems 2 2 3

Prerequisites: OST 134

Corequisites: None

SP

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. In addition, telephone techniques, mail services, travel arrangements, meeting/conference planning, and employment document preparation are introduced.

OST 184 Records Management 2 2 3

Prerequisites: None

Corequisites: None

FA

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

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

OST 233 Office Publications Design 2 2 3

Prerequisites: OST 136

Corequisites: None

FA, SP

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 289 Administrative Office Management 2 2 3

Prerequisites: OST 164 and either OST 134 or OST 136

Corequisites: None

SP

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. A simulation packet is used to show mastery of document preparation, communication skills, file management ability, and use of reference materials; a final project is assigned which incorporates all skills learned in previous OST classes and is presented to the class.

Physical Education

PED 110 Fit and Well for Life 1 2 2

Prerequisites: None

Corequisites: None

FA 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 premajor and/or elective course requirement.*

PED 111 Physical Fitness I 0 3 1

Prerequisites: None

Corequisites: None

FA, SP, SU 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 premajor and/or elective course requirement.*

PED 113 Aerobics I 0 3 1

Prerequisites: None

Corequisites: None

SP, SU 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 premajor and/or elective course requirement.*

PED 117 Weight Training I 0 3 1

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

PED 121 **Walk, Jog, Run** **0 3 1**

Prerequisites: None

Corequisites: None

FA **College Transfer Course**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 122 **Yoga I** **0 2 1**

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 125 **Self-Defense: Beginning** **0 2 1**

Prerequisites: None

Corequisites: None

College Transfer Course

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 128 **Golf—Beginning** **0 2 1**

Prerequisites: None

Corequisites: None

FA **College Transfer Course**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 130 **Tennis—Beginning** **0 2 1**

Prerequisites: None

Corequisites: None

FA **College Transfer Course**

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 132 **Racquetball—Beginning** **0 2 1**

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 137 **Badminton** **0 2 1**

Prerequisites: None

Corequisites: None

College Transfer Course

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students

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

PED 155 Water Aerobics 0 3 1

Prerequisites: None

Corequisites: None

FA College Transfer Course

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 160 Canoeing—Basic 0 2 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 171 Nature Hiking 0 2 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 186 Dancing for Fitness 0 2 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 216 Indoor Cycling 0 3 1

Prerequisites: None

Corequisites: None

College Transfer Course

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate in a cycling for fitness program. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 217 Pilates I 0 2 1

Prerequisites: None

Corequisites: None

FA 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 premajor and/or elective course requirement.*

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

PED 239 Kickboxing 0 3 1

Prerequisites: None

Corequisites: None

FA 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 premajor and/or elective course requirement.*

PED 252 Officiating/Baseball/Softball 1 2 2

Prerequisites: None

Corequisites: None

College Transfer Course

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Philosophy

PHI 215 Philosophical Issues 3 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 critique the philosophical components of an issue. *This course has been approved for transfer under the CAA AND ICAA as a general education course in Humanities/Fine Arts.*

PHI 230 Introduction to Logic 3 0 3

Prerequisites: ENG 111

Corequisites: None

College Transfer Course

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved for transfer under the CAA AND ICAA as a general education course in Humanities/Fine Arts.*

PHI 240 Introduction to Ethics 3 0 3

Prerequisites: ENG 111

Corequisites: None

FA, SP College Transfer Course

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved for transfer under the CAA AND ICAA as a general education course in Humanities/Fine Arts.*

Physics

PHY 110 **Conceptual Physics** 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and ENG 085

Set 2: MAT 060, MAT 070, and ENG 085

Set 3: MAT 060, DMA 040, DMA 050, DMA 060, and ENG 085

Set 4: DMA 010, DMA 020, DMA 030, MAT 070, and ENG 085

Corequisites: PHY 110A

FA, SP **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 general education course in Natural Science.*

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

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and ENG 085

Set 2: MAT 060, MAT 070, and ENG 085

Set 3: MAT 060, DMA 040, DMA 050, DMA 060, and ENG 085

Set 4: DMA 010, DMA 020, DMA 030, MAT 070, and ENG 085

Corequisites: PHY 110

FA, SP **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 general education course in Natural Science.*

PHY 131 **Physics—Mechanics** 3 2 4

Prerequisites: Satisfactory scores on the college placement tests or ENG 085; and MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

FA, SP

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

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

Prerequisites: Satisfactory scores on the college placements tests or ENG 085; and MAT 161, MAT 171, or MAT 175

Corequisites: None

FA **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 general education course in Natural Science.*

PHY 152 **College Physics II** 3 2 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

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

POL 220 International Relations 3 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 118 Interpersonal Psychology 3 0 3

Prerequisites: None

Corequisites: None

EA, SP, SU

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology 3 0 3

Prerequisites: None

Corequisites: None

EA, SP, SU College Transfer Course

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

PSY 241 Developmental Psychology 3 0 3

Prerequisites: PSY 150

Corequisites: None

SP, SU College Transfer Course

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

PSY 246 Adolescent Psychology 3 0 3

Prerequisites: PSY 150

Corequisites: None

College Transfer Course

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PSY 263 Educational Psychology 3 0 3

Prerequisites: PSY 150

Corequisites: None

College Transfer Course

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning

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

styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PSY 265 Behavioral Modification 3 0 3

Prerequisites: PSY 150

Corequisites: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281 Abnormal Psychology 3 0 3

Prerequisites: PSY 150

Corequisites: None

FA, SP 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 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP 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 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP College Transfer Course

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

REL 212 Introduction to New Testament 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

FA, SP College Transfer Course

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

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

REL 221 Religion in America 3 0 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 085

Corequisites: None

College Transfer Course

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

Substance Abuse

SAB 110 Substance Abuse Overview 3 0 3

Prerequisites: None

Corequisites: None

FA, SP

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

Information Systems Security

SEC 110 Security Concepts 2 2 3

Prerequisites: NET 110

Corequisites: None

FA

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Sociology

SOC 210 Introduction to Sociology 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU College Transfer Course

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC 213 Sociology of the Family 3 0 3

Prerequisites: None

Corequisites: None

FA, SP, SU 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.*

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

SOC 220 Social Problems 3 0 3

Prerequisites: None

Corequisites: None

FA, SP College Transfer Course

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

SOC 225 Social Diversity 3 0 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 3

Prerequisites: Satisfactory scores on the college placement tests or ENG 095

Corequisites: None

FA, SP, SU College Transfer Course

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

SPA 112 Elementary Spanish II 3 0 3

Prerequisites: "C" or better earned in SPA 111

Corequisites: None

FA, SP, SU College Transfer Course

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

SPA 211 Intermediate Spanish I 3 0 3

Prerequisites: "C" or better earned in SPA 112

Corequisites: None

FA, SP, SU College Transfer Course

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

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

SPA 212 Intermediate Spanish II 3 0 3

Prerequisites: "C" or better earned in SPA 211

Corequisites: None

FA, SP, SU College Transfer Course

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Web Technologies

WEB 110 Internet/Web Fundamentals 2 2 3

Prerequisites: None

Corequisites: None

FA, SP

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 140 Web Development Tools 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030

Set 2—MAT 060

Corequisites: DME 115

SP

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 187 Prog for Mobile Devices 2 2 3

Prerequisites: CIS 115 and WEB 140

Corequisites: None

FA

This course introduces content development for mobile electronic devices with a focus on business-related, social media, and entertainment applications. Emphasis is placed on developing web content and creating applications for mobile devices, including internet/business practices and techniques for delivery on mobile platforms. Upon completion, students should be able to develop web content and business or entertainment applications for use on mobile electronic devices

WEB 210 Web Design 2 2 3

Prerequisites: Satisfactory scores on the college placement tests or

Take One Set:

Set 1—DMA 010, DMA 020, DMA 030, WEB 140

Set 2—MAT 060, WEB 140

Corequisites: None

FA

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

Welding

WLD 110 Cutting Processes

1 3 2

Prerequisites: None

Corequisites: None

EA

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Competencies

Student Learning Outcomes

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

WLD 121 GMAW (MIG) FCAW/Plate

2 6 4

Prerequisites: None

Corequisites: None

SP

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

Competencies

Student Learning Outcomes

1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.
3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

Administration, Faculty and Staff

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

Board of Trustees

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SGA President	

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

Office of the President

Brewer, Dr. James T.	President
B.S. Mars Hill College; M.R.R. NC State; Ed.D. NC State	

Student Services

Manning, Dan	Vice President for Student Services
B.A. University of Oklahoma; Graduate studies, University of Oklahoma and Golden Gate Seminary; M.S. Oklahoma State University	
Brown, Samantha	Counselor/Admissions Specialist
B.S. East Carolina University; M.S. Kansas State University	
Bruner, Daryl.....	Counselor
B.S. Eastern Michigan University; M.S. University of North Carolina at Charlotte; North Carolina Licensed Professional Counselor	
Cooper, Candace	Financial Aid Director
B.S. Georgia College State University	
Davis, Nikkole	Counselor
B.A. Winthrop University; M.Ed. University of Georgia	
Dubea, Erin	Assistant Director of Admissions and Records/Registrar
B.A. Southeastern Louisiana University; M.S. Kansas State University	
Kirby, Donavon	Director, Counseling
B.A. Lenoir-Rhyne University; M.A. Lenoir-Rhyne College; Ed.S. Appalachian State University; Nationally Certified Counselor; North Carolina Licensed Professional Counselor	
Knox, Rachel.....	Financial Aid Specialist
B.S. Gardner-Webb University	
Lewis, Myra	Senior Academic Advisor
B.S. Gardner-Webb University; M. Ed. Appalachian State University	
McGill, Anita	Coordinator of Student Activities
B.A. Asbury College; M.A. University of Kentucky	

Meador, CorinneCounselor/Admissions Specialist
 B.S. Ohio University; M.Ed. Ohio University; N.C. Licensed Professional Counselor; NC Licensed
 Clinical Addictions Specialist

Moore, Kirby Director, Admissions/Registrar
 B.S. Appalachian State University; M.A. Wake Forest University

Rapp, Tracy.....Assistant Director, Financial Aid
 B.S. University of Southern Mississippi

Richardson, ElizabethCounselor/Admissions Specialist
 B.S. University of North Carolina at Charlotte; M.S. Appalachian State University

Saunders, AnnFinancial Aid Specialist
 B.S. Ball State University; M.A. Appalachian State University

West, Mark.....Financial Aid Specialist
 B.A. Lenoir-Rhyne University

Vice President for Instruction

Reese, Dr. Camille Vice President for Instruction
 M.S.N., RN, CNE, University of North Carolina at Greensboro; Ed.D. University of North
 Carolina at Greensboro

Caldwell, Vicki.....Librarian
 A.A. Mitchell College; B.A. Mars Hill College; M.L.S. Appalachian State University

Fansler, Brett..... Mooresville Campus Dean
 B.S./B.A. Western Carolina University; M.B.A. Gardner-Webb University

Martin, Dr. Todd Director of Contextual Teaching and Learning
 B.A. Lenoir-Rhyne College; M.A. University of North Carolina Greensboro; Ph.D. Appalachian
 State University

Faculty

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

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

Benton, Bret..... Coordinator HVACR
 A.A.S. Central Piedmont Community College

Bilmanis, Mary DE Math
 B.S. University of Maryland

Bloom-Hill, Debra Accounting
 B.S. Boston University; M.S. Suffolk University

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