



# *McDowell Technical Community College*

## CATALOG AND STUDENT HANDBOOK

**2012-2013**

### *McDowell Technical Community College*

54 College Drive  
Marion, NC 28752  
(828) 652-6021  
Fax (828) 652-1014  
[www.mcdowelltech.edu](http://www.mcdowelltech.edu)

### *MTCC Downtown Center @ JobLink Career Center*

Mailing: 54 College Drive  
Located at 316 Baldwin Avenue  
Marion, NC 28752  
(828) 659-6001  
Fax (828) 659-8733

### *MTCC Small Business Center*

Mailing: 54 College Drive  
Located at 100 Business Center Drive  
Marion, NC 28752  
(828) 652-0633  
Fax (828) 659-8038

# TABLE OF CONTENTS

Academic Areas	4
Board of Trustees	5
Administrative Officers	5
Foundation	6
Phone List	7
Academic Calendar	8-9
College History	10-11
General Information	12-17
Performance Measures	18-19
Degrees, Diplomas and Certificates	20-21
Admissions	22-41
Academic Regulations	42-50
Distance Learning & Non-Traditional Classes	51-54
Student Expenses	55-58
Student Financial Aid	59-68
Services To Students	69-74
Student Oriented Policies and Procedures	75-86
Student Activities	87-88
Continuing Education	89-100
Academic Programs	*101-240
	(*See academic areas on next page)
Course Descriptions	241-305
College Personnel	306-311
Index	312-313

This catalog should not be considered a contract between McDowell Technical Community College and the student. Curriculum offerings may be altered to meet the needs of individuals and a minimum enrollment is required for offering or continuing a class. Tuition and fees are subject to change.

Questions not answered in this publication may be directed to the Student Services Office.

McDowell Technical Community College is an equal opportunity/affirmative action institution. McDowell Technical Community College does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

## **ACADEMIC AREAS**

Accounting	101
Advertising and Graphic Design	105
Air Cond., Heating, & Refrigeration	110
Associate Degree Nursing	112
Automotive Systems Technology	120
Basic Law Enforcement Training	125
Business Administration	127
Business Admin.- Marketing	130
Business Admin.- Operations Mgt.	133
Carpentry	136
College Transfer	139
Collision Repair & Refinishing Tech.	149
Computer Information Technology	152
Computer Integrated Machining	155
Cosmetology	159
Cosmetology-Esthetics Technology	164
Cosmetology-Manicurist/Nail Tech.	166
Cosmetology Instructor	168
Cosmetology-Esthetics Instructor	170
Cosmetology-Manicurist Instructor	172
Dialysis Technology	174
Early Childhood Education	177
School Age Education	183
Electrical/Electronics Technology	188
General Education	192
Health Information Technology	198
Industrial Systems Technology	206
Networking Technology	211
Nursing Assistant	213
Office Administration	215
Photographic Technology	221
Practical Nursing	224
Surgical Technology	231
Web Technologies	235
Welding Technology	238

# MTCC BOARD OF TRUSTEES

*Joe Kaylor, Chairman*

*Annette Bryant, Vice-Chairman*

<b>Appointees of the Governor's Office</b>	<b>Expiration of Term</b>
Annette Bryant	June 30, 2013
Sid Harkleroad, Chair	June 30, 2014
Don Ramsey, Vice-Chair	June 30, 2015
Nancy Hunter	June 30, 2016

## **Appointees of the McDowell County Board of Education**

Robert Ayers	June 30, 2013
Matt Smith	June 30, 2014
Terry Moore	June 30, 2015
Gwen Conley	June 30, 2016

## **Appointees of the McDowell County Commissioners**

Mitch Gillespie	June 30, 2013
Joseph R. Kaylor	June 30, 2014
Darren Waugh	June 30, 2015
Joy Shuford	June 30, 2016

The President of the Student Government Association serves as an Ex-Officio, Non-Voting Member of the Board of Trustees.

## **ADMINISTRATIVE OFFICERS**

President	Dr. Bryan W. Wilson
Vice-President for Finance and Administration	Ryan Garrison
Vice-President for Learning and Student Services	Shirley Brown
Dean of Curriculum Programs	Dr. Jim Benton
Dean of Health Sciences	Penny Cross

# MTCC FOUNDATION

In 1977, the McDowell Technical Community College Foundation, Inc. was created to enrich resource development and enhance the quality of college life by procurement of gifts from the private sector. The Foundation operates under the auspices of a Board of Directors who plan and conduct fundraising projects, pledge campaigns and related programs. Individuals who wish to contribute to the Foundation may contact Dr. Bryan W. Wilson, MTCC President, at 828-652-0630 or Sharon Smith at 828-652-0697.

Members of the Foundation are:

**Terms expire June, 2013**

Robert Ayers, MTCC Trustee  
Mark Brooks (Marion Police Chief)  
Dean Gouge  
Sharon P. Smith (McDowell TCC), Vice-chair  
Terry Young (Emergency Management Director)  
MTCC SGA Representative

**Terms expire June, 2014**

William Hollifield (CPA)  
Nancy Hunter, MTCC Trustee  
Lee Lattimore (Attorney)  
Steve McMahan (Rock Tenn)  
Dennis Whitson (Whitson Realty)

**Terms expire June, 2015**

Sim Butler, Chairman  
Linda Cloherty (Carson House)  
Rachel Dowdle (Wells-Fargo)  
Norman Guthrie (Retired Plant Manager)  
vacancy

**MTCC Staff**

Dr. Bryan W. Wilson (President), Secretary  
Ryan Garrison (Vice President for Finance & Administration), Treasurer  
Shirley Brown (Vice President for Learning and Student Services)  
Susan Berley (Resource Development Officer)  
Michael Lavender (Director of External Relations)

## ABOUT THIS CATALOG

This catalog was prepared by Michael Lavender, Director of External Relations, using Adobe CS5 InDesign software.

McDowell Technical Community College Phone List--					
<b>BRYAN WILSON</b> (PRESIDENT)	652-0630	<b>RYAN GARRISON</b> (VP)	652-0627	<b>Penny Cross</b> (Dean)	652-0645
<b>SHIRLEY BROWN</b> (VP)	652-0676	<b>PRESIDENT'S OFFICE</b>	652-0630		
<b>DR. JIM BENTON</b> (Dean)	659-0444	<b>RHONDA SILVER</b>	652-0630		
ADN(RN)	652-0666	English, Susan <b>M-Q</b>	652-0644	Padgett, Julie	659-0417
Adcock, Tab	659-0492	Estey, Roselie	652-0685	Parker, JoAnn	652-0619
ARC Lab Bldg. 11	659-0408	Esthetics Lobby	652-0640	Pearson, Rachel	652-0658
Auto Body	652-0690	FAX Bldg. 17	659-0437	Pell Grant Info Line	659-0450
Auto Mechanics	652-0671	FAX Cont. Ed.	652-1715	Perry, Jay	652-0670
Ayers, Sandra	652-0686	FAX Job Link	659-8733	Poteat, Anita	652-0610
Bailey, Aprille	652-0698	FAX MTCC Library	652-1014	Powell, Michael (Security)	652-0673
Ball, Wilma	652-0638	FAX Small Business	659-9710	Presnell, Deborah	652-0665
Bartlett, Lora <b>A-D</b>	652-0605	FAX Student Service	659-0430	Price, Pam # 131	659-6001
Baxter	756-6660	Foothills	652-4088	Print Shop	652-0679
Beck, Pat	659-0426	Foster, Belinda	652-0683	Prison	659-7810
Benfield, Susan (ADN)	652-0641	Fowler, Richard	652-0608	Putnam, Deborah	652-0675
Berley, Susan	652-0636	Getty, Richard	652-0694	Ramsey, Dorothy	652-0617
Biddix, Audra	652-0612	Goble-Talley, Anna <b>E-H</b>	652-0639	Reeves, Gwen	652-0678
Boardroom Bldg. 17	652-0601	Hamlin, Kelly	652-0629	Robinson, Lisa	659-0415
Book Store	652-0613	Harmon, Ladelle (Bo)	652-0626	Rodier, Caroline (SmtSt)	659-0460
Book Store Office	652-0678	Helton, Sherry	652-0653	Rose, Breanna	652-0618
Bowling, Chuck	659-0459	Hensley, Jill	659-0421	Rountree, John	659-0433
Boyles, Michelle	652-0648	Hensley, Jimmy #140	659-6001	Schultz, Robert # 139	659-6001
Bradburn, Freddy	652-0664	Hines, Trisa (ADN)	659-0434	Security	652-0673
Bradley, Diana	652-0649	Hollifield, Randy	659-0408	Shook, Donna(Religion)	442-6644
Broome, Jerry #136	659-6001	Hughes, Joni	652-0616	Short, Donna	652-0631
Bruce, Paula	652-0661	Hyatt, Marc	659-0425	Shuford, Eddie	652-0652
Buchanan, Darian	652-0688	Ingle, Terri	659-0413	Silkwood, Pam	659-0439
Buchanan, Karen	659-0428	Jackson, Joan	652-0633	Silver, Frank #5140	659-7810
Buffy, Stacey	652-0663	Jenkins, Terry (English)	652-0688	Silver, Sharon	652-0609
Burleson, Michele	652-0660	Job Link	659-6001	Small Bus. Center	652-0634
Butner, Judy	652-0620	Johnson, Margaret	652-0646	Smith, Melisa	652-0637
Byrd, Lisa	652-0624	Kanipe, Dean	652-0634	Smith, Nicole	659-0428
Byrd, Wayne	652-0614	King, Edwin #160	659-6001	Smith, Sharon	652-0697
Café	652-0615	Lavender, Michael	652-0681	Smith, Sondra	652-0646
Cain, Wingate	652-0632	Laws, Loresa	652-0621	Snart, Clarence	652-0642
Carpenter, Richard	652-0693	Ledbetter, Brad	652-0674	Sprinkle, Mike # 825	659-7810
Carpentry	652-0695	Ledbetter, Kim	652-0602	Stacey, Cherisse V-Z	659-0466
Carter, Terry (ADN)	652-0666	Ledbetter, Mary Beth #137	659-6001	Steele, Rhonda	652-0654
Cheshire, Jeane (RN)	286-3636	Library	652-0604	Stines, Wayne	652-0693
Clayton, Mike (Security)	652-0673	Long, Susan	659-0418	Tallent, Pat	659-0401
Cloninger, Phyllis	652-0623	Lonon, Stephanie	652-0622	Taylor, Tamara	652-0612
Cosmetology Lobby	652-0687	Machine Shop	652-0693	Thomson, Gabrielle	652-0604
Cosmetology Office	652-0610	Macopson, Elmer	652-0603	Tipton, Sharon	652-0625
Costner, Carl	652-0614	Madden, Blake (Photo)	652-0682	Toney, David	652-0690
Crawley, Kelly	652-0667	Maintenance	652-0614	Truett, Lorrie	652-0662
Creech, Joyce #135	659-6001	Mauney, Dick	652-0696	Tuttell, Richard (MCI)	659-7810
Cross, Chip	652-0672	McClelland, Terri (Lab # 628)	652-0691	Valentino, Teresa	652-0657
Culp, Jennifer	652-0650	McCraw, Donnie	652-0671	Walsh, Terrance	652-0643
Davis, Donna	659-7810	McManus, Tom (Security)	652-0673	Ward, Jamie	652-0689
Day Care Baby Room	652-0600	Melton, Judy I-L	652-0647	Watts, Beverly	652-0669
Day Care Kitchen	652-0612	Mills, Rachael	652-0612	Weather (Staff)	659-0447
Day Care Office	652-0637	Moore, Debbie	652-0607	Weather (Students)	659-0419
de Friess, Jim	652-0692	Morgan, Andy	652-0655	Weiler, Joan	652-0651
DeAngelus, Ramona	652-0684	Morgan, Logan	652-0695	Welding	652-0689
Dietrich, Susan	652-0659	Morgan, Sue	652-0679	Williams, Frank(Security)	652-0673
Dillard, John	652-0606	Munday, Eva	659-7810	Willis, Jean Cecilia	652-0610
Dobson, Valerie	652-0699	Myers, Heather	652-0656	Wilson, Scott	659-0494
Duncan, Julia	652-0668	Nelson, Ken	659-0460	Wimsett, Sherry	659-0408
Earle, Tim	659-0484	Nur Asst Info Line (CNA)	652-0639	Wingate, Cain	652-0632
Early College Sec.	659-0411	Nur. Info (LPN & RN)	659-0435	Wright, Diane	659-0427
Edwards, Wanda	652-0600	Oliver, Gale # 154	659-6001	Wyatt, Jane	652-0611
Electronics	652-0692	Ollis, Jennifer	652-0677		

# ACADEMIC CALENDAR

## FALL SEMESTER, 2012

Work/Annual Leave Days .....	August 1-3
Pre-Registration for Fall Semester Begins (all full-time faculty on campus) .....	August 6
Financial Aid Early Registration/Payment .....	August 14
Pre-Registration for Fall Semester Ends .....	August 14
New Student Orientation @ 10:00 am & 5:30 pm.....	August 16
Fall Registration .....	August 15
Faculty Association Meeting @ 2:00 pm.....	August 15
Staff Development for Faculty and Staff .....	August 17
Beginning First 8 Weeks .....	August 20
First Day of Class .....	August 20
End Drop/Add .....	August 22
First Day of Class (Weekend) .....	August 25
Tuition Refund Request Deadline .....	August 31
Labor Day Holiday .....	September 3
Last Day to Receive Non-Punitive Grade of "W" .....	September 24
Incompletes Due .....	October 1
End of First 8 Weeks (Weekend) .....	October 13
Fall Break, Work/Annual Leave Day.....	October 8-9
End First 8 Weeks .....	October 22
Beginning Second 8 Weeks.....	October 23
Beginning of Second 8 Weeks (Weekend) .....	October 20
SGA Fall Festival .....	October 30
Veterans Day Holiday Observed.....	November 9
Pre-Registration for Spring Semester Begins .....	November 14
Work/Annual Leave Day.....	November 21
Thanksgiving Holidays.....	November 22-23
Pre-Registration for Spring Semester Ends .....	November 30
End of Second 8 weeks (Weekend) .....	December 15
End Second 8 Weeks .....	December 17
Last Day of Classes .....	December 17
Final Grades/Attendance Due @ 10:00 am .....	December 19
Campus Closed.....	December 20-21
Christmas Holidays .....	December 24-25
Campus Closed.....	December 26-31

## SPRING SEMESTER, 2013

New Year Holiday observed.....	January 1
Financial Aid Early Registration/Payment (1:00 pm – 6:00 pm).....	January 2
Faculty Development (1 pm – 2:30 pm) .....	January 2
Spring Registration .....	January 3
Faculty Association Meeting @ 2:00 pm .....	January 3
Work/Annual Leave Day.....	January 4
First Day of Class .....	January 7
Beginning of First 8 Weeks (Weekend).....	January 12
End of Drop/Add .....	January 9
Martin Luther King, Jr. Holiday .....	January 21
Tuition Refund .....	January 20
Staff Development (Faculty and Staff) 9 am – 11:30 am) .....	February 1
Last Day to Receive Non-Punitive Grade of "W" .....	February 11
Incompletes Due .....	February 19
End of First 8 Weeks (Weekend Classes).....	March 2
End of First 8 Weeks .....	March 4
Beginning of Second 8 Weeks.....	March 5
Beginning of Second 8 Weeks (Weekend) .....	March 9
MTCC Fire and Rescue College.....	March 15-17



Easter Monday Holiday Observed.....	April 1
Good Friday Holiday Observed.....	April 2
Spring Break, Work/Annual Leave Days .....	April 3-5
Pre-Registration for Summer Semester Begins .....	April 8
SGA Spring Fling.....	April 16
Pre-Registration for Summer Semester Ends.....	April 22
Last Day of Second 8 Weeks (Weekend) .....	May 4
End of Second 8 Weeks.....	May 6
Last Day of Classes .....	May 6
Work/Annual Leave Days .....	May 8-13
Final Grades/Attendance Due @ 10:00 am .....	May 8

### **SUMMER SEMESTER, 2013**

Financial Aid Early Registration/Payment .....	May 14
Summer Registration .....	May 15
Faculty Association Meeting @ 2:00 pm .....	May 15
First Day of Class .....	May 20
End of Drop/Add.....	May 22
Weekend Classes Begin.....	May 25
Tuition Refund Request Deadline.....	May 29
Memorial Day Holiday.....	May 27
Last Day to Receive Non-Punitive Grade of “W” .....	June 7
SGA Summer Splash.....	June 18
Incompletes Due .....	June 27
Independence Day Holiday.....	July 4
Work/Annual Leave Days (Summer Break).....	July 1-3,5
Full-time Faculty return.....	August 1
GED Graduation @ 6:00 pm .....	August 2
Weekend Classes End (10 weeks) .....	August 3
Last Day of Class for Summer Semester .....	August 5
Final Grades/Attendance Due @ 10:00 am.....	August 6
Graduation Rehearsal @ 10:00 am & 5:30 pm .....	August 6
MCI Graduation @ 1:00 pm .....	August 9
Graduation @ 7:00 pm.....	August 9
Pre-Registration for Fall Semester Begins (all full-time faculty back on campus) .....	August 7
Pre-Registration for Fall Semester Ends .....	August 13

### **FALL SEMESTER, 2013**

All full-time faculty back on campus.....	August 1
Pre-Registration for Fall Semester Begins (all full-time faculty back on campus) .....	August 7
Financial Aid Early Registration/Payment.....	August 13
Fall Registration.....	August 14
Faculty Association Meeting @ 2:00 pm.....	August 14
New Student Orientation @ 10:00 am & 5:30 pm.....	August 15
Staff Development for Faculty and Staff .....	August 16
First Day of Class .....	August 19

# MTCC HISTORY

## 1964

McDowell Technical Community College was established as the Marion-McDowell Industrial Education Center, located in downtown Marion, N.C. near the corner of State Street and South Garden Street. M-MIEC operated as a satellite unit of Asheville-Buncombe Technical Institute until September, 1967.

## 1967

M-MIEC became an independent unit of the Department of Community Colleges. The first Board of Trustees was sworn in, giving more local autonomy.

## 1970

The school moved to permanent facilities on a 31-acre site at the intersection of Interstate 40 and Highway 226 in Marion.

## 1971

The N.C. General Assembly made it possible for the school to become an independent institution. The College was officially chartered as McDowell Technical Institute.

## 1975

A new building expansion program was completed, adding 39,322 square feet to the existing campus. Expansion included a new Auto Mechanics shop, 500-seat Amphitheatre, Learning Resource Center, Teaching Auditorium (seating 220), permanent administrative offices, classrooms and an expanded Student Commons area.

## 1977

McDowell Technical Institute Foundation, Inc. was created to enrich resource development and enhance the quality of college life by procurement of gifts from the private sector.

## 1979

The N.C. General Assembly enacted a bill to change the school's name to McDowell Technical College.

## 1984

Robert M. Boggs succeeded John A. Price as President, becoming the College's second Chief Administrator. The College undertook a major bond campaign, which resulted in \$2,400,000 for the addition of new facilities.

## 1987

Construction was completed on the Industrial Skills Center, a 32,000 square foot class/lab facility, housing special industrial skills training facilities and class/lab areas for technical and vocational programs.

The Day Care/Classroom building was completed, housing a day care area for children of MTCC students, Continuing Education classrooms/offices, an auditorium and faculty offices. The new facility added 11,200-square feet to existing campus facilities.

## 1988

McDowell Technical College changed its name to McDowell Technical Community College to more accurately reflect the comprehensive educational opportunities available to the citizens of McDowell County.

The MTCC Small Business Center was funded and established to provide educational opportunities and financial assistance to small businesses in the county.

## 1989

The MTCC Career Center was established, providing students with information and help in choosing careers.

The MTCC Downtown Center, located in downtown Marion at the original site of the Marion-McDowell Industrial Education Center, was established to offer Continuing Education classes.

**1990**

MTCC, in conjunction with Isothermal and Cleveland Community Colleges, established the Foothills Nursing Consortium to begin offering an Associate Degree Nursing Program in 1991.

**1996**

MTCC's North Carolina Information Highway Room was certified and became operational, offering conferences and classes via live interactive video and sound.

**1997**

The MTCC Downtown Center moved to its new location at 35 South Main Street in Marion, where the McDowell County Schools Accelerated Learning Center and the McDowell County JobLink Career Center were also located.

Construction was completed on a new 19,950 square foot classroom building, the Library was renovated and a new handicapped lift was installed in the Administrative Building. 1,000 square foot was added to the college bookstore.

**1999**

Dr. Robert Boggs retired after 15 years of service to the College. Dr. H. Edwin Beam became Interim President and the Board of Trustees began the search for a new President.

Today, McDowell Technical Community College offers Associate Degrees, Diplomas, and/or Certificates in more than 30 curriculum programs. The College also offers classes in many areas of Continuing Education. MTCC currently serves more than 6,800 students per year with some type of education and training.

**2000**

Dr. Virginia R. Mitchell became third president of the College. Instructor Jan Alms designed the first College Seal, which was incorporated into the College's Presidential Medallion, vested upon Dr. Mitchell during inaugural ceremonies in May.

**2004**

Dr. Bryan W. Wilson succeeded Dr. Virginia R. Mitchell as president of the College after she retired in December, 2003.

**2005**

Mr. Ford Miller, local businessman, made the largest private donation the college had ever received when he gave MTCC the former Marion Mills Office Building on Baldwin Avenue. Trustees named the building The Ford Miller Employment and Training Complex. Plans were begun to convert the building to a combination office and classroom building to house MTCC staff and students, the McDowell County JobLink Career Center and associated partners, and the McDowell County Employment Security Commission.

**2008**

The W. Harold Smith Building was completed and named for Harold Smith, a local businessman who left his estate to further educational opportunities for young adults from McDowell County. A trust established in his name has donated over \$825,000 to the college during the last decade, including well in excess of \$100,000 for this building. Scholarships from this trust have also benefitted individual students attending curriculum classes at the college.

**2009**

The Ford Miller Employment and Training Center was completed and began operations in late September of this year.

# GENERAL INFORMATION

## *Accreditation*

McDowell Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4500) to award certificates, diplomas, and associate degrees.

## *Mission and Goals*

### **Preamble**

McDowell Technical Community College in Marion, North Carolina, is situated in the foothills of the beautiful Blue Ridge Mountains and is located 32 miles east of Asheville near the intersection of Interstate 40 and NC Highway 226 South.

Established in 1964, MTCC began as the Marion-McDowell Industrial Education Center near downtown Marion, and operated as a satellite unit of Asheville-Buncombe Technical Institute until 1967. The college moved to its current 31 acre site in 1970 and was officially chartered in 1971 as McDowell Technical Institute. In 1979, the college's name was changed to McDowell Technical College and in 1988 to the current McDowell Technical Community College. Although the name has changed, the process of lifelong learning has remained as its primary focus.

### **Mission Statement**

McDowell Technical Community College is a member of the North Carolina Community College System, dedicated to providing student-centered accessible, high-quality educational opportunities and services which fulfill the personal development, training and employment needs of the residents, businesses, and industries of McDowell County and the surrounding areas through an open-door admissions policy.

The college recognizes each person's right to an education and seeks to contribute to the maximum development of a globally and culturally diverse workforce and improve the quality of life of the individuals in our community.

The college provides life-long learning opportunities by:

- Offering comprehensive academic transfer, professional/technical, developmental, basic skills and continuing education programs through traditional and non-traditional delivery methods;
- Providing comprehensive student support services;
- Interacting and assisting with others to encourage, promote and facilitate economic growth and community development;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the college and the community;
- Enhancing student life by sponsoring a variety of educational, cultural, and community services and activities.

### ***Graduate Competencies***

McDowell Technical Community College strives to prepare graduates to:

1. Listen and communicate effectively, orally and in writing.
2. Demonstrate competence in reading.
3. Perform effectively in their chosen occupations.
4. Demonstrate positive interpersonal life skills.
5. Demonstrate quantitative competencies.
6. Demonstrate skills in using a personal computer.
7. Use information to analyze problems and make logical decisions.

### ***General Responsibilities***

Students are expected to acquaint themselves with and observe College regulations and policies contained in the *Catalog and Student Handbook* and all announcements made by administrative officials.

### ***Academic Year***

McDowell Technical Community College operates on the semester system (Fall, Spring and Summer).

Classes are regularly scheduled Monday through Friday for the day curriculum. Classes are regularly scheduled Monday through Friday for the evening curriculum. Weekend curriculum classes may also be offered on an occasional basis. Holidays, days for registration, and the first and last days for classes in each semester are indicated on the academic calendar.

### ***Hours of Operation***

The administrative offices of the College are open Monday through Thursday 8:00 am to 5:00 pm, and Friday 8:00 am to 4:30 pm.

In general, the College will offer day and night curriculum classes in technical, vocational, general education and college transfer programs from approximately 8:00 am to 10:30 pm Monday through Friday. Occasionally, classes will begin or end an hour earlier or later than these parameters. Weekend and summer semester classes may vary from this schedule.

The Switchboard will be open from 8:00 am to 10:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Fridays.

Continuing Education classes will be offered across campus and throughout the community at varying times, day and evening, throughout the week. Consult the Schedule of Classes for Continuing Education class times.

The bookstore, located adjacent to the Student Commons, is open Monday-Thursday from 8:30 am to 6:00 pm, and Friday from 9:00 am to 4:30 pm.

Hours of operation for the annual Fire and Rescue College will be mailed to applicants several weeks prior to the event.

### ***Closing of School For Bad Weather***

At times, McDowell Technical Community College curriculum and/or continuing education classes may be delayed or canceled due to inclement weather,

natural disaster, or other emergency. The President is responsible for making the decision of whether to delay or cancel classes and for communicating this decision to the Director of External Relations for communication to the news media and to the college switchboard.

When it becomes necessary to discontinue or delay classes, an announcement will be made to local and regional radio and television stations. Morning announcements will be made about 6:15 am for day classes. All day classes will operate according to the announcement and will either be canceled for the day or begin at 10:00 am.

Should it become necessary to change from the delayed class schedule to class cancellation, the stations will be notified by around 8:00 am.

Announcements concerning evening classes will be made over the same stations during the afternoon, hopefully by 3:00 pm. There is no abbreviated schedule for evening classes.

Students may call the college if they cannot receive one of the radio or television stations listed. If the college is closed, students may access a recorded closing/delay message by calling the College at 659-0419. Announcements will also be listed on Facebook and at [www.mcdowelltech.edu](http://www.mcdowelltech.edu).

During inclement weather, students and staff members may listen to these stations for news about school delays or class cancellation:

**Radio**

WWNC (570 AM) Asheville  
WBRM (1250 AM) Marion  
WTOE (1470 AM) Spruce Pine  
WNCW (88.7 FM) Spindale  
WMNC (92.1 FM) Morganton  
WKSF (99.9 FM) Asheville  
WQNN (104.3 FM), Asheville/Old Fort  
WMIT (106.9FM) Black Mountain

**Television**

WLOS (Ch. 13, Asheville)  
WBTV (Channel 3, Charlotte)  
WSOC (Ch. 9, Charlotte)  
WYFF (Ch. 4, Greenville)  
WSPA (Ch. 7, Spartanburg)

*Class makeup:* The college recognizes its obligation to deliver the instructional services for which students pay tuition and fees. For this reason, all missed classes should be re-scheduled or made up in a manner determined by the Vice-President for Learning and Student Services. The final attendance report must document how cancelled classes were made up.

***Housing***

McDowell Technical Community College is a commuter institution and does not provide living accommodations for students. However, if a student desires to live in the community while attending classes, the Student Services Office will refer him/her to appropriate resources for assistance in locating suitable housing.

### ***Parking***

Parking facilities are available for students, visitors, staff and faculty. Handicapped parking facilities are available and are appropriately designated across campus. Unauthorized vehicles will be towed away at the owner's expense.

### ***Food Services***

A short order café is located in the Student Commons. The café serves breakfast, lunch, and dinner Monday through Thursday, and breakfast and lunch on Fridays. The café may be closed on certain occasions when the college is holding special events in the Student Commons or when class is not in session. Snacks and soft drinks may also be purchased from vending machines in the Student Commons.

### ***Library Services***

Library Services encompasses the Library and audiovisual materials and equipment. Library staff members are available to help students and faculty as well as members of the community with library needs. The Library is open from 8:00 am to 9:00 pm Monday through Thursday and from 8:00 am to 4:00 pm on Friday.

A wide variety of library resources is available to support the curriculum programs of the College. The book collection includes more than 28,100 volumes of current reference materials, college transfer, technical and vocational materials and an extensive paperback collection. Approximately 150 periodicals and newspapers are received throughout the year. Patrons are welcome to recommend materials for purchase.

Audiovisual materials are available for classroom instruction. Audiovisual equipment is maintained in most of the classrooms on campus. The on-line card catalog (SIRSI iLink) provides easy access to Library materials and makes the check-out process smooth, quick and accurate.

Additional library resources include Interlibrary Loan through On-Line Computer Library Center (OCLC) and Community College Libraries in North Carolina (CCLINC). Online databases include SIRS CD-ROM: Researcher, Renaissance, Government Reporter and Facts On File: -Issues & Controversies; -Bloom's Online Literary Reference. Computers are available for Internet research, including NC LIVE. Through its 60+ databases, NC LIVE provides access to full-text articles from over 7,420 magazines and newspapers from 15 vendors. It also provides access to over 30,700 electronic books, as well as over 5,000 videos and audio books. Remote access to NCLIVE and the databases are available to library patrons

### ***Use of Telephones***

Students will not be called out of class to receive personal calls except in the case of an emergency.

A pay telephone has been provided in Building 11 for personal calls.

### ***Cell Phones and Beepers***

Cellular telephones, beepers, two-way radios and similar devices may cause distraction and/or disruption of the learning environment. Students are to keep all such devices turned off during class and while in the MTCC Library. Students with extenuating circumstances must seek permission of the individual instructor or library staff member to have such devices turned on in these locations.

### ***Children On Campus***

It is College policy that children may not accompany students to class. Children who are brought to campus for other reasons must be closely supervised by a responsible adult and may be asked to leave if they become disruptive. Children enrolled in the MTCC Child Development Center are allowed on campus when supervised by College staff.

### ***Child Development Center***

The McDowell Technical Community College Child Development Center provides quality care for infants and children through age 5 during the day. The Center is open from 7:30 a.m. to 6:00 p.m. Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. on Friday. Financial assistance is available to qualifying applicants.

### ***Children's Services Network***

Children's Services Network is a child care advocacy, resource, and referral agency serving as a link between parents, child care providers and the community. This program is operated as a service to students, faculty, staff and, particularly, community residents. Free services include a resource lending library, free educational brochures, a database of current child care statistics, and a referral service for parents seeking child care. For information, contact the MTCC Child Development Center or the Children's Services Network (828)-652-0637.

### ***Dress***

Students are to exercise judgment in dressing appropriately for classes or laboratory work. Students in certain curriculum programs may be required to wear particular items of clothing for safety and/or designation of their course of study.

### ***Noise***

Students are to be considerate of classes which are in session. Excessive noise will not be tolerated within administrative or classroom buildings.

### ***Tobacco-Free (No Smoking) Facilities***

Smoking is limited to the designated smoking areas behind/beside selected



buildings. Ash and trash receptacles are located in those areas for disposal of litter. Please use these receptacles to help keep our campus neat and clean. Tobacco use is not permitted inside any building owned or leased by the College or in College owned vehicles. Those who violate this policy will receive a verbal warning for the first offense. Continued violation of this policy will result in disciplinary action.

### ***Bulletin Boards***

Students may post notices on bulletin boards subject to the approval of the Student Government Advisor in the Student Services Office.

### ***Lost and Found***

All "Lost" items should be reported to the Switchboard Operator in Building 11. All "Found" items should be turned in to this office as well. The Switchboard Operator will post information on articles/items which have been turned in.

## McDowell Technical Community College Performance Measures and Standards for Performance Funding

Last revised August 2012 from the 2012 *Critical Success Factors* report by NCCCS.

Measures A, B, C, D, E, F, G, and H are required for performance funding.

An asterisk "\*" indicates that number is too small to report without violating students' privacy. A minimum of 10 students is required for a reportable sample size

Measure	Description	Standard(s)	System Average Performance	MTCC Performance
<b>A. Progress of Basic Skills Students</b>	Includes all adult literacy students. % of students whose progress is based on: <ol style="list-style-type: none"> <li>1. progressing within level</li> <li>2. completing the level entered or a predetermined goal, and</li> <li>3. completing the level entered and advancing to a higher level</li> </ol>	75% Composite Score	**	**
<b>B. Passing Rates for Licensure and Certification for First-Time Test Takers</b>	Examines the % of first time test-takers from community colleges passing an examination required for NC licensure or certification prior to practicing the profession. <ul style="list-style-type: none"> <li>• Licensure: examination required by state statute for an individual to work in that occupation</li> <li>• Certification: generally voluntary but may be required by employers or an outside accrediting agency.</li> <li>• Purely voluntary examinations are not reported.</li> </ul>	80% Aggregate Passing Rate 70% Single Exam Pass Rate	87% Aggregate  BLET 85 % Cosmetology: Apprentice 96% Cosmet 94% Cosmet Tchr 67% Manicurist 85% Esthetics 96% EMD (*) EMT 82% EMT-I 66% EMT-P 90% Pract Nurs 94% ADN 90%	87% Aggregate  1 Exam <70% BLET (*) Cosmetology: Apprentice (*) Cosmet 100% Cosmet Tchr (*) Manicurist (*) Esthetics (*) EMD (*) EMT 68% EMT-I (*) EMT-P 83% Pract Nurs 93% ADN (FNC) 93%
<b>C. Performance of College Transfer Students</b>	Purpose of this measure is to compare the performance of community college associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts) who transfer to public NC universities with students native to the four-year institutions.	83% w/ GPA >=2.0 after two semesters	87% Total 87% w/ 24 hr + 89% Assoc Deg	85% Total
<b>D. Passing Rates in Developmental Courses</b>	The percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better.	75% Total	80% Total  83% English 76% Math 86% Reading	82% English 88% Math 79% Reading
<b>E. Success Rates of Developmental Students in Subsequent College Level</b>	Performance of developmental students in subsequent college level courses will be compared with the performance of non-developmental students in those courses. <ul style="list-style-type: none"> <li>• Performance of students in ENG 111 will be used to assess developmental English</li> </ul>	80%	87% Aggregate 85% English 88% Math	98% Aggregate 99% English 99% Math

Measure	Description	Standard(s)	System Average Performance	MTCC Performance
<b>Courses</b>	<ul style="list-style-type: none"> <li>Performance in the first college-level math course will be used to assess developmental math</li> <li>Performance in the first humanities course after completion of developmental reading will be used to assess developmental reading</li> </ul>			
<b>F. Student Satisfaction of Completers and Non-completers</b>	Reports proportion of graduates and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations.	90% Total	96% Total 93% Non-completers 97% Completers	99% Total 100% Non-completers 99% Completers
<b>G. Curriculum Student Retention, Graduation and Transfer</b>	<p>This composite measure consists of:</p> <ol style="list-style-type: none"> <li>Number of individuals completing a curriculum program with a certificate, diploma, or degree; and</li> <li>Number who have not completed a program but are continuing enrollment in either curriculum or occupational extension programs.</li> <li>Number of individuals who transferred to a university or another community college.</li> </ol> <p>Each composite indicator will be reported separately for each college. The sum of the three will be divided by the total curriculum students in the cohort to compute an indicator of curriculum student progress and success.</p>	65% of Fall Cohort	67%	67%
<b>H. Client Satisfaction with Customized Training</b>	The percentage of businesses / industries that have received services from a community college indicating that their expectations have been met.	90%	95%	100%

**College Summary:**

Note: \*\* = Results were not reported at the state level due to reporting inaccuracies.

The college met the standards on seven of the Performance Measures.

# DEGREES, DIPLOMAS & CERTIFICATES

McDowell Technical Community College awards the  
***ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)***  
upon the successful completion of the following technical curricula:

- Accounting
- Advertising and Graphic Design
  - Associate Degree Nursing
- Automotive Systems Technology
- Business Administration-Concentrations Available In:
  - Marketing and Retailing
  - Operations Management
- Computer Information Technology
  - Cosmetology
  - Early Childhood Associate
- Electrical/Electronics Technology
- Health Information Technology
- Industrial Systems Technology
  - Office Administration
  - Photographic Technology
  - School-Age Education
  - Web Technology

The College awards the  
***ASSOCIATE IN ARTS DEGREE (A.A.)***  
upon the successful completion of the following College Transfer Curriculum:

- College Transfer - Liberal Arts Program

The College awards the  
***ASSOCIATE IN GENERAL EDUCATION (A.G.E.)***  
upon the successful completion of the following:

- General Education

The College awards  
***DIPLOMAS***  
upon the successful completion of the following vocational curricula:

- Advertising and Graphic Design
- Air Conditioning, Heating and Refrigeration Technology
  - Automotive Systems Technology
    - Carpentry
  - College Transfer Core
- Collision Repair and Refinishing Technology
- Computer Integrated Machining
  - Cosmetology
- Dialysis Technology
  - Early Childhood
- Electrical/Electronics Technology

- Health Information Technology
- Health Information Technology- Medical Coding
- Industrial Systems Technology
  - Networking Technology
  - Office Administration
- Practical Nursing Education
  - School Age Child
  - Surgical Technology
  - Web Technology
  - Welding Technology

The College awards

***CERTIFICATES***

upon the successful completion of the following curricula:

- Accounting- Accounts Payable, Accounts Receivable, Bookkeeping
  - Accounting- Payroll Accounting Clerk
  - Accounting- Income Tax Preparer
  - Advertising and Graphic Design
  - Automotive Systems Technology
  - Basic Law Enforcement Training
    - Carpentry
  - Collision Repair and Refinishing Technology
    - Cosmetology
    - Cosmetology-Esthetics Instructor
    - Cosmetology - Esthetics Technology
      - Cosmetology-Instructor
    - Cosmetology - Manicuring Instructor
  - Cosmetology - Manicuring / Nail Technology
    - Early Childhood
    - Early Childhood-Special Education
      - Health Informatics
      - Health Information Technology
  - Health Information Technology- Billing and Coding
- Health Information Technology- Release of Information
  - Infant/Toddler Care
  - Nursing Assistant
  - Office Administration
- Office Administration- Medical Transcription
  - Photographic Technology
    - School Age Child
    - Welding Technology

The College awards

***CERTIFICATES OF COURSE COMPLETION***

upon successful completion of non-credit Continuing Education courses.

The North Carolina Department of Public Instruction awards  
***ADULT HIGH SCHOOL EQUIVALENCY CERTIFICATES***  
 to individuals who make satisfactory scores on  
 General Educational Development (GED) examinations.

# ADMISSIONS

As a member of the North Carolina Community College System, McDowell Technical Community College operates under an “open door” admissions policy. Open door admissions means, “Any person who is a high school graduate or at least 18 years old has the opportunity to pursue the various educational opportunities that are offered by institutions in the system.” Special admission requirements, such as educational qualifications, physical abilities, assessment scores and State Board policy restrictions, are attached to certain curriculums. Applicants scoring below specified minimums on entrance exams will be counseled and required to enroll in classes designed to eliminate their admission deficiencies.

The following are the general admission requirements. However, some curricula have special requirements for admission. Consult the section of this catalog which describes the particular curriculum in which you wish to enroll for a list of the exceptions or requirements.

The College has seven departments:

**Business Technologies Department**  
**College Transfer / General Education Department**  
**Continuing Education Department**  
**Correctional Education Department**  
**Health Science Department**  
**Human & Public Services Department**  
**Vocational Department**

## ***Curriculum Admissions***

Curriculum classes are offered in all departments except the Continuing Education Department. Therefore, admission to all departments except the Continuing Education Department are coordinated through and conducted in the Student Services Office. For curriculum admissions, an applicant must be a graduate of an accredited high school or must have been awarded a high school equivalency certificate. Exceptions may be made for Career and College Promise students, as well as individuals whose age and maturity make success likely.

## ***Continuing Education Admissions***

In general, Continuing Education courses are open for enrollment to persons 18 years of age or older, or those whose high school graduating class has graduated. However, because some specialty and advanced courses may be more difficult and require a greater degree of preparation, potential enrollees should be aware of the nature of the course requirements to determine their possible success in those courses.

To meet admissions requirements for certain specialized courses such as Fire Service, Law Enforcement or Management Development Training, potential students must be employed by or recommended by one of the requesting training agencies.

### ***How to Enroll in a Curriculum Program***

Persons wishing to enroll in a **curriculum program** at the College must complete the entire application process and meet requirements as follows:

- Submit an application form, health form (depending upon program area) and residency statement. **There is no application fee!**
- Obtain official transcripts of credits from all secondary and post-secondary schools attended. Records should show that the student is a high school graduate or has a state-approved equivalent education.
- Complete admission and placement tests administered by the College through the Student Enrichment Center. Student suitability for admission to individual programs will be determined by scores on the placement exam and specific program requirements. Applicants scoring below the necessary minimum will be required to enroll in various developmental (remediation) courses to ensure success in their curricula.
- The Vice President for Learning and Student Services will review all requests for placement test exemption. Students classified as transfer or special students may be considered for such exemptions, as may those with satisfactory scores on the ACT or SAT, and those who have satisfactorily completed college level English or Algebra with appropriate grades.

*\*\*For information on admission to Continuing Education courses, refer to the Continuing Education section of this catalog.*

### ***Special Admissions***

#### ***Provisional Admissions***

Students who have applied too late to secure all supporting documents for admission to a particular semester may be admitted as provisional students. In such cases, all requirements for regular admission should be completed within the first semester of attendance.

Students who fail to secure all supporting documents or satisfy requirements for official admission to the College may not be eligible for financial assistance and will not be allowed to enroll the next semester.

#### ***Admission of Special Students***

A special student is defined as one who is enrolled in curriculum credit courses, but who is not working toward a degree or diploma. Special students may register to take courses for which they have met prerequisites, provided that such registration does not pre-empt students enrolled in a degree, diploma, or certificate program.

A student may take a maximum of 15 hours in any one semester

while classified as a special student. When a student reaches 20 cumulative hours, he/she will be counseled to declare a major or curriculum preference.

For admission to McDowell Technical Community College, special students need only to complete the application for admission which is available in the Student Services Office. Special students may be asked to submit proof of high school graduation and meet certain placement criteria, depending on the courses they wish to enroll in. If they desire to be reclassified as a regular student with intent to pursue and earn a degree, diploma, or certificate at McDowell Technical Community College, they must meet the admission criteria of their chosen program of study.

### ***Visiting Student Status***

A visiting student is defined as one who is a student in good standing at another institution of higher education. A visiting student may enroll at MTCC by completing an application and furnishing MTCC with a letter of permission and transcripts from the parent college (college at which the individual is a regular student).

Visiting students may register to take courses for which they have met prerequisites, provided that such registration does not pre-empt students enrolled in a degree, diploma, or certificate program.

### ***Foreign Student Admission***

A student wishing to apply for admission as a foreign student (F1-VISA) should first make arrangements through the American Consulate in his/her own country to take the Test of English as a Foreign Language (TOEFL Test). To demonstrate proficiency in the English language, international applicants from non-English speaking countries must score at least 133 on the computer-based test or a 450 on the paper-based test. If the applicant is already in the Marion area, the MTCC placement test may be substituted for the TOEFL requirement. Applicants will not be considered until a satisfactory score is received on this exam.

Educational records, including transcripts, must be translated into the English language by officials from the school(s) from which the applicant graduated. These records must contain course titles, grades and an explanation of the marking system.

Foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses, including transportation, housing, insurance, out-of-state tuition, etc.

The MTCC Application for Admission, high school transcript, college transcripts, TOEFL or MTCC placement test scores and official documentation of financial resources must be received before an admission decision can be made and a U.S. Immigration and Naturalization Service I-20 can be issued.

Undocumented immigrants are required to pay out-of-state tuition



and are subject to the rules and regulations for undocumented students.

**Foreign applicants must meet all other regular admission requirements as stated in this catalog.**

### *Admission of Minors*

“An applicant who is a minor between the age of 16 and 18 may be considered as a person with special needs and admitted to appropriate courses or programs, provided:

1) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought; and

2) That the application of such minor is supported by a notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides; and

3) That such admission will not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes.”

### *McDowell Early College*

McDowell Early College (MEC) is a small, personalized high school located on the McDowell Technical Community College Campus. MEC is an exciting partnership between McDowell County Schools and McDowell Technical Community College that offers unique educational opportunities designed for a diverse group of students. The mission of MEC is to provide a smaller academic environment that fosters growth and success to prepare students for their future by developing relationships, responsibility, and respect through relevant and rigorous coursework.

McDowell Early College students earn an Associate’s degree or two years of transferable credit in addition to their high school diploma. All MEC students are offered a schedule that meets individual needs, abilities and interests. The school, provides ongoing academic support in a small school setting to help students meet the high expectations of the Early College Model. Our focus is college readiness. McDowell Early College strives to redefine teaching and learning by using innova-

tive best practices.

For more information, contact the MEC principal at 659-0411 or see the modified brochure on page 29.

### ***Enrollment Limitations***

Some curriculum programs have maximum student enrollment limitations and/or reserve space for currently enrolled students. Acceptance to most programs except Nursing, Surgical Technology, Dialysis Technology and BLET will be on a first come, first served basis as evidenced by the receipt of qualified applications and payment of all appropriate fees.

Applicants who do not register and pay at established times may lose their position.

### ***Readmissions***

Students who have withdrawn in good standing, withdrawn while on probation, or who have been suspended for academic deficiencies should submit requests for readmission to the VP for Learning and Student Services. Consideration of requests for readmission of students who have withdrawn for these reasons will be made in light of the applicant's ability, evidence of growth and maturity, time elapsed since withdrawing and other extenuating circumstances. Additional consideration will be given to those who have completed course prerequisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

### ***Transfer***

#### ***Transfer From Other Schools***

Students who complete course work in another accredited college or university may apply for admission to MTCC. An application must be submitted and must include official transcripts for all institutions previously attended. Transfer applicants must have maintained a "satisfactory conduct" standing in the institution from which they are transferring to be accepted as a student in good standing at MTCC.

Academic work completed at accredited colleges and universities will be accepted at full value for required courses passed with the grade of "C" or better if completed within the last 10 years. Courses taken at other institutions must have essentially the same content, contact hours and difficulty level as MTCC courses.

In order to receive a degree or diploma from MTCC, a student must earn the last 20 semester hours of their program in residence at MTCC with at least a “C” average (see graduation requirements).

Applicants who seek admission with advanced standing at MTCC should make an appointment with an admissions counselor to conduct a transcript evaluation. The admissions officer will conduct an official transcript evaluation when the applicant’s admission file is complete. Requests for transfer credit should be made prior to the student’s first term of enrollment. All transfer credit will be computed by the end of the first semester of the student’s initial enrollment. The applicant can inquire in Student Services about all credits which transfer, preferably prior to enrollment.

A transfer student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements for regular admission must be completed within the first semester of attendance.

A student on academic probation or suspended status from his/her last college or post-secondary institution may be admitted on a probationary basis and may be subject to academic progress regulations as defined in this catalog.

#### ***Transfer of Credits from College Level Examination Program***

Credit may be allowed for up to 14 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student’s program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

#### ***Transfer of Credits For Military Experience***

McDowell Technical Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience. Veterans of the Armed Forces automatically receive credit for two semester hours of physical education credit. They are eligible to apply for curriculum credit in other areas based on prior education, training and experience. See the Veterans Certifying Official in the Student Services Office for more information on credit for prior military experience.

#### ***Transfer Within Curriculums***

McDowell Technical Community College will make all reasonable efforts to assist students who transfer from one curriculum to another within the College. Credits earned in one curriculum will transfer to another when appropriate.

A student's cumulative grade point average will be computed only from the credits transferred to the new curriculum. The Dean of Academic Programs is the primary authority in determining transfer of credits from other schools and within curriculums. When there is doubt about the transfer of a credit, the Dean of Academic Programs will consult the appropriate faculty members. If a student wishes to appeal the decision, the transcript will be referred to the VP for Learning and Student Services, whose decision will be final.

### ***Transfer To Other Schools***

The school to which a student wishes to transfer is responsible for deciding which credits from McDowell Technical Community College will be accepted. Most colleges and universities will accept MTCC credit for a course if a grade of "C" or higher is earned. Students planning to transfer to senior institutions should strongly consider enrolling in the MTCC College Transfer or General Education program. Transfer of credits from other areas may be limited. Students should seek the advice of a counselor in these instances.

There are many four-year schools which accept transfer technical courses from McDowell Technical Community College. Students should contact four-year schools of their choice to determine which courses will transfer.

### ***Procedures for Students Desiring a Second Degree***

1. The student desiring a second degree informs his/her advisor of his/her intent to receive two associate degrees prior to applying for graduation in Student Services.
2. The advisor evaluates the student's transcript to determine if additional semester hours/coursework is required.
3. The advisor documents his/her decision on the Dual Degree Approval Form provided by the student by completing the bottom section of the form.
4. The student applies for graduation in Student Services, submitting a separate application for each degree sought.
5. The Director of Admissions confirms that the Dual Degree Form and Student Data Change Form are completed. If not, he/she informs the student that they need to speak with their advisor and/or Veterans' Certifying Official before proceeding if he/she plans to receive VA educational benefits.

### ***False Information***

Furnishing false data for admission or failure to fully disclose requested information will be grounds for rejection of an application or dismissal of a student who has already be admitted to the college.

***Notification of Acceptance*** (\*Does not apply to students in Nursing, Surgical Technology and Dialysis Technology.)

Applicants will be notified by mail of their admission status within one to four weeks after their application is received. Placement into a requested program may be determined at a later date. Official notification of acceptance or placement in a program is issued only by the Vice-President for Learning and Student Services or his/her designee. Applicants not placed in the program of their choice will be notified of this decision. An admissions interview may be requested prior to placement into any program. An applicant who changes his/her mailing address prior to registration for classes, who desires to apply for a different program, or wishes to enroll in a different semester than the one for which he/she originally applied should notify the Student Services Office immediately.

### ***Placement Information***

(\*Applies to Health Sciences students prior to acceptance into a Health Science Program.)

Placement into a specific course of study is based upon standards which will help to assure the applicant's success in that course of study. New students seeking a degree, certificate or diploma need to take the COMPASS and/or Asset Placement The test is administered by the Student Enrichment Center under the auspices of the Student Services Office. Those who do not yet possess the background required by their course of study may be enrolled in developmental (refresher) courses designed to provide this background.

An individual's educational background, interest, motivation, experience and aptitude will be considered when an application is submitted to the College.

Students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation. Students are expected to enroll in developmental courses during their first semester. Students must pass the developmental course(s) with a grade of "C" or better to advance into higher level coursework.

# McDowell Early College



*A Learn and Earn Early  
College High School*

*Committed to Academic  
Excellence, Curriculum  
Acceleration and Success  
for All Students*

*McDowell Early College  
54 College Drive  
Marion, NC 28752  
828-659-0411*

## What is McDowell Early College?

McDowell Early College (MEC) is a small, personalized high school located on the McDowell Technical Community College Campus. MEC is an exciting partnership between McDowell County Schools and McDowell Technical Community College that offers unique educational opportunities designed for a diverse group of students. MEC focuses on academic **rigor**, life **relevance** and personal **relationships**.

McDowell Early College students earn an Associate's degree or two years of transferable credit in addition to their high school diploma. All MEC students are offered a schedule that meets individual needs, abilities and interests. The school, provides ongoing academic support in a small school setting to help students meet the high expectations of the Early College Model. Our focus is college readiness. McDowell Early College strives to re-define teaching and learning by using innovative best practices.



One-to-One Computer Initiative



Peer Mediation Training



Project Based Learning

*The mission of McDowell Early College is to provide a smaller academic environment that fosters growth and success to prepare students for their future by developing relationships, responsibility, and respect through relevant and rigorous coursework.*



Team Building Activities

### Special Features

- Free of charge, transferable college credit while attending high school
- A 5-year plan for high school/college Associate's degree completion, beginning in 9th grade
- Access to college facilities
- One-to-One computer initiative
- Support for high school and college classes through academic support and tutoring
- Extra curricular activities including art, music, literary magazine, student council and national honor society
- Project based learning
- Summer Program Opportunities
- Internships/Co-Op/Apprenticeships
- Small school setting with no more than 200 students

### Student Selection Process

- Applications will be available February 4 at East & West McDowell Junior High Counseling Offices and McDowell Early College
- Applications can be downloaded from [www.nec.mcdowell.k12.nc.us](http://www.nec.mcdowell.k12.nc.us)
- Applications must be completed and post-marked by February 28, 2009
- Two teacher recommendations are required for consideration
- Participation in a student/parent interview
- McDowell Early College staff will review applications and then forward them to SERVE where students will be randomly selected. Students will be notified of acceptance before the end of April.

## The Power of Partnership

Partnering with New Schools Project, McDowell County Schools and McDowell Technical Community College provides important resources for this unique school.

### New Schools Project

- Staff Development opportunities
- Critical Friends Group
- School Instructional Coach

### McDowell County Schools

- Instructional Staff
- Transportation
- Lunches

### McDowell Technical Community College

- Houses the school on its campus, providing classrooms and resources
- Includes college faculty as part of the instructional team and student support systems
- Enrolls students in college courses



Collaboration with other schools



Samaritan's Purse service trip



College visits



Service to local community  
Meals on Wheels

For More Information Contact:

Lisa Robinson  
828-659-0411

[lisa.robinson@mcdowell.k12.nc.us](mailto:lisa.robinson@mcdowell.k12.nc.us)

### **Career and College Promise Operating Procedures**

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
2. A Career and Technical Education Pathway leading to a certificate, diploma or degree;
3. A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115C of the General Statutes.

#### **Core 44 College Transfer Pathway**

1. The Career and College Promise Core 44 College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses; and
  - c. Demonstrate college readiness on an assessment or placement test (See Attachment 1). A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a Core 44 College Transfer Pathway.
3. A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
  - a. Have a cumulative weighted GPA of 3.5;
  - b. Have completed two years of high school English with a grade of 'C' or higher;
  - c. Have completed high school Algebra II (or a higher level math class) with a grade of 'C' or higher;
  - d. Obtain the written approval of the high school principal or his/her designee; and,
  - e. Obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.
4. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 GPA in college coursework after completing two courses.
5. A student must enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a Core 44 College Transfer Pathway while still



enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core.

8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a Core 44 College Transfer Pathway program of study and a Career Technical Education program of study.
9. Currently enrolled high school students (Fall Semester 2011) who have successfully completed a college transfer STEM course with a grade of "C" or better may be admitted into a Career and College Promise College Core 44 Transfer Pathway in Spring Semester 2012 without meeting the entry GPA or testing requirements (i.e. PLAN). Students will be required to meet course prerequisite requirements.

#### **Career Technical Education Pathway**

1. The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
  - c. Meet the prerequisites for the career pathway.
3. High school counselors should consider students' PLAN scores in making pathway recommendations.
4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 in college coursework after completing two courses.
6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
7. Currently enrolled high school students (Fall Semester 2011) who have successfully completed a community college technical education course with a grade of "C" or better may be admitted into a Career and College Promise Career Technical Education Certificate Pathway in Spring Semester 2012 without meeting the entry GPA or testing requirements (i.e. PLAN). Students will be required to meet course prerequisite requirements.

#### **Cooperative Innovative High School Programs**

1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.
2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50.
3. The State Board of Education and the State Board of Community Colleges may waive the requirement that a Cooperative Innovative High School Program is located on the community college campus.

#### **Student Application Procedures**

1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student's transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.
2. Students must complete a college application to be admitted into a Career and College Promise pathway.

#### **College Program of Study Approval Procedures**

1. A college must submit a program of study for each Career and College Promise program it plans to offer, using templates and program codes provided by the North Carolina Community College System Office.
2. Programs of study may not include elective options for students.
3. Programs of study must be approved before students can be enrolled.
4. By submitting and requesting approval for a Career and College Promise program of study, a college is verifying its capacity to teach all courses in the program of study.

#### **Program Accountability Plan**

1. Colleges will assign student codes provided by the North Carolina Community College System Office.
2. The North Carolina Community College System Office and the Department of Public Instruction will report annually to the two governing boards on the following outcomes:
  - a. The impact of dual enrollment on high school completion
  - b. The academic achievement and performance of dually enrolled high school students.
  - c. The number of students who successfully complete college pathways or certificates while dually enrolled.
  - d. The persistence, completion rates, and academic achievement of students who continue into college programs after high school graduation.

### College Readiness\* Benchmarks on Approved Diagnostic Assessment Tests

Test	PLAN**	PSAT**	Asset (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	Accuplacer (NCCCS Cut Score)
English	15	49	41 Writing	70 Writing	86 Sentence Skills
Reading	17	50	41 Reading	81 Reading	80 Reading
Mathematics	19	50	41 Numerical Skills and 41 Int. Algebra	47 Pre-Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:\*

SAT		ACT	
English	500	English	18
Critical Reading	500	Reading	21
Mathematics	500	Mathematics	22

\*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

\*\*PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

## Career and College Promise Pathways

### Accounting C25100P

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 220	Intermediate Accounting I	4
BUS 115	Business Law I	3
CIS 110	Introduction to Computers	3
	Total credit hours = <u>18</u>	

### Accounting – Bookkeeping C25100BP

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 220	Intermediate Accounting I	4
CIS 110	Introduction to Computers	3
ACC 180	Practices of Bookkeeping	3
	Total credit hours = <u>18</u>	

### Accounting – Income Tax Preparation C25100TP

ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 130	Business Income Taxes	3
	Total credit hours = <u>14</u>	

### Advertising and Graphic Design C30100P

GRD 110	Typography I	3
GRD 121	Drawing Fundamentals I	2
GRD 131	Illustration I	2
DES 135	Principles and Elements of Design I	4
GRD 141	Graphic Design I	4
GRD 151	Computer Design Basics	3
	Total credit hours = <u>18</u>	

### Air Conditioning, Heating and Refrigeration C35100P

AHR 110	Introduction to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4

Pathways – Page 2

Automotive Systems Technology C60160P

AUT 141	Suspension and Steering Systems	3
AUT 151	Brake Systems	3
AUT 181	Engine Performance 1	3
AUT 183	Engine Performance 2	4
AUT 141A	Suspension and Steering Systems Lab	1
AUT 151A	Brake Systems Lab	1
AUT 181A	Engine Performance 1 Lab	1
	Total credit hours = <u>16</u>	

Business Administration C25120P

BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
ECO 251	Principles of Microeconomics	3
BUS 125	Personal Finance	3
BUS 230	Small Business Management	3
	Total credit hours = <u>18</u>	

Business Administration – Marketing and Retailing C2512FP

MKT 120	Principles of Marketing	3
CIS 110	Introduction to Computers	3
ECO 252	Principles of Macroeconomics	3
BUS 115	Business Law I	3
MKT 227	Marketing Applications	3
BUS 110	Introduction to Business	3
	Total credit hours = <u>18</u>	

Carpentry C35180P

CAR 111	Carpentry I	8
CAR 112	Carpentry II	8
BPR 130	Blueprint Reading – Construction	2
	Total credit hours = <u>18</u>	

Collision Repair and Refinishing Technology C60130P

AUB 111	Painting and Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structural Damage I	4
AUB 134	Autobody MIG Welding	3
AUB 136	Plastics and Adhesives	3
	Total credit hours = <u>17</u>	

Computer Information Technology C25260P

CTS 115	Information Systems Business Concepts	3
SEC 110	Security Concepts	3
CTS 120	Hardware/Software Support	3
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
CIS 110	Introduction to Computers	3
	Total credit hours = <u>18</u>	

Computer –Integrated Machining C50210P

MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 151	Machining Calculations	2
BPR 111	Blueprint Reading	2
	Total credit hours = <u>16</u>	

Cosmetology C55140P

COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 240	Contemporary Design	2
	Total credit hours – <u>34</u>	

Pathways – Page 4

Early Childhood Education C55220P

EDU 131	Child, Family and Community	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 271	Educational Technology	3
EDU 119	Introduction to Early Childhood Education	4
EDU 184	Early Childhood Intro Pract	2
Total credit hours = <u>18</u>		

Electrical/Electronics Technology C35220P

ELC 113	Basic Wiring I	4
ELC 128	Introduction to PLC	3
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Semiconductor Applications	4
ISC 110	Workplace Safety	1
Total credit hours = <u>17</u>		

Health Information Technology C45360P

HIT 110	Fundamentals of HIM	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
Total credit hours = <u>17</u>		

Industrial Systems Technology C50240P

MNT 110	Introduction to Maintenance Procedures	2
WLD 112	Basic Welding Processes	2
ISC 110	Workplace Safety	1
HYD 110	Hydraulics/Pneumatics I	3
ELC 131	DC/AC Circuit Analysis	5
BPR 111	Blueprint Reading	2
Total credit hours = <u>15</u>		

Pathways – Page 5

Manicuring/Nail Technology C5540MP

COS 121	Manicure/Nail Technology I	6
COS 222	Manicure/Nail Technology II	6
	Total credit hours = <u>12</u>	

Networking Technology C25340P

NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3
SEC 110	Security Concepts	3
	Total credit hours = <u>15</u>	

Nursing Assistant C45480P

NAS 101	Nursing Assistant I	6
NAS 102	Nursing Assistant II	6
NAS 103	Home Health Care	2
ACA 115	Success and Study Skills	1
	Total credit hours = <u>15</u>	

Office Administration C25370P

OST 136	Word Processing	3
CIS 110	Introduction to Computers	3
OST 164	Text Editing Applications	3
OST 184	Records Management	3
OST 289	Administrative Office Management	3
	Total credit hours = <u>15</u>	

Photographic Technology C30280P

PHO 110	Fundamentals of Photography	5
PHO 115	Basic Studio Lighting	4
PHO 131	View Camera	4
PHO 140	Digital Photo Imaging I	4
	Total credit hours = <u>17</u>	



Pathways – Page 6

Welding Technology C50420P

WLD 110	Cutting Processes	2
WLD 141	Symbols and Specifications	3
WLD 115	SMAW (stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
Total credit hours = <u>18</u>		

Pathways – Page 7

COLLEGE TRANSFER

Humanities and Social Science Pathway P1012A

ENG 111	Expository Writing	3
ENG 231	American Literature I	3
ART 111	Art Appreciation	3
HIS 111	World Civilizations I	3
PSY 150	General Psychology	3
BIO 111	General Biology I	4
MAT 161	College Algebra	3
COM 231	Public Speaking	3
SPA 111	Elementary Spanish I	3
ENG 113	Literature-Based Research	3
ACA 122	College Transfer Success	1
MAT 161A	College Algebra Lab	1
Total credit hours = <u>33</u>		

Business and Economics Pathway P1012B

ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
HIS 111	World Civilizations I	3
SOC 210	Introduction to Sociology	3
ECO 251	Principles of Microeconomics	3
BIO 111	General Biology I	4
ENG 231	American Literature I	3
MAT 161	College Algebra	3
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ACA 122	College Transfer Success	1
MAT 161A	College Algebra Lab	1
Total credit ours – <u>33</u>		

# ACADEMIC REGULATIONS

## *Grading System*

McDowell Technical Community College is on a semester system. Grades will be issued at the conclusion of each semester based on the following system:

<b>Grade Numerical Range</b>		<b>Significance</b>
<b>Quality Points</b>		
A 93-100	Excellent	4 Quality Points
B 85-92	Above Average	3 Quality Points
C 77-84	Average	2 Quality Points
D** 70-76	Below Average but passing	1 Quality Point
F Below 70	Failure	0 Quality Points
W Withdrawal prior to 30% point		0 Quality Points (Non-punitive)
WP Withdrawal Passing after 30% point		0 Quality Points (Non-punitive)
WF Withdrawal Failing after 30% point		0 Quality Points (Punitive)
I Incomplete		Treated as "F" unless removed within 6 weeks.
AU Audit		0 Quality Points
NS No Show (never attended class)		0 Quality Points (Non-punitive)

\*\* Does not apply to Nursing, Nursing Assistant, HIT, Dialysis and Surgical Technology students, for whom the lowest passing grade is C.

\*\*An 80 or above is required for the Practical Nurse and ADN programs.

Grade point averages are determined by dividing the total number quality points by the number of hours attempted. If a course is repeated the highest grade will be used in determining a student's hour quality points. A grade point average

of 2.00 indicates that the student has an average of C; above 2.00 indicates that he has an average of above a C; below 2.00 indicates that he has an average below C.

Under unusual or extenuating circumstances, faculty may use a different grading system other than the one listed above. Should this be necessary, the instructor must approve this change with administrators in Educational Programs and list the new grading system on the course syllabi for that particular course.

***Incompletes***

The grade “I,” incomplete, may be assigned when a student is unable to complete a course by the end of the semester. The student must present valid reasons why the course cannot be completed, and obtain the instructor’s approval. This grade can be removed if the work to be completed is satisfactorily accomplished within a period of six weeks starting from the registration date of the following semester. An incomplete grade is treated as a failing grade in GPA computation after the period of six weeks has lapsed and the work has not been completed.

***Standards of Progress***

Students are expected to make progress toward graduation. Since a 2.00 cumulative grade point average is required for graduation, the acceptable grade point averages which students are expected to maintain vary with the number of hours which they have accumulated.

***ASSOCIATE DEGREE PROGRAMS***

<b>Cumulative Semester Hours</b>	<b>Minimum Grade Point Average</b>
0 - 10	1.00
11 - 20	1.25
21 - 30	1.50
31 - 40	1.75
41 - 50	1.90
51 - Completion	2.00

***VOCATIONAL DIPLOMA PROGRAMS***

<b>Cumulative Semester Hours</b>	<b>Minimum Grade Point Average</b>
0 - 10	1.00
11 - 20	1.35
21 - 30	1.75
31 - Completion	2.00

*\*\*There are additional regulations for Nursing, HIT, Dialysis Technology, Surgical Technology, BLET and other specific curriculums. Check with the Student Services Office, the Nursing Department, or your advisor for these regulations. Also, see Graduation Requirements in this Catalog.*

### ***Academic Advisement/Probation***

The above cumulative grade point averages are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 grade point average is required for graduation. Students who fall below the specified minimum will be placed on Academic Probation for the following semester and will be required to reduce their course loads.

### ***Academic Suspension and Readmission***

Students who fail to earn a 2.00 GPA during any semester of academic probation may be suspended from their program of study. The period of suspension will not be less than one semester, nor more than one year. Students who have been suspended for academic deficiencies should submit requests for readmission to the VP for Learning and Student Services. Requests for readmission will be considered in light of the applicant's ability, evidence of growth and maturity, time elapsed since suspension and other extenuating circumstances. Additional consideration will be given to those who have completed course pre-requisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

### ***Recognition of Academic Honor Students***

Students enrolled full-time (12 credit hours or more) who receive no incompletes are eligible for the following academic honor's lists:

- President's List - Grade point average of 4.00
- Dean's List - Grade point average of 3.75 - 3.99
- Honor List - Grade point average of 3.50 - 3.74

Academic honor lists are posted on-campus and provided to newspapers each semester.

### ***Faculty Advisor***

Each student enrolled at McDowell Technical Community College will be assigned an advisor. The basic purpose of this is to provide each student personal assistance in orientation and progress throughout the time enrolled.

Student Services personnel can help a student determine the name of his or her advisor. Advisors maintain office hours as posted on their office doors.

The student's faculty advisor may be consulted regarding various problems, but must, in all cases, be consulted by the student in the following instances:

1. When planning the forthcoming semester's studies.
2. When changing courses within the current program.
3. When changing programs of study.
4. When preparing to enter a final semester of studies to determine graduation eligibility.

### ***Registration***

The College operates on the semester system (Fall, Spring and Summer). All students are expected to register during the time set aside for that purpose. Registration dates are listed in the College calendar published in the *College Catalog and Student Handbook*, the *Schedule of Classes*, and the MTCC website. Students may not register for a semester until they have paid any deferred or past due charges owed to the College. These fees are paid through the Business Office. Students are responsible for obtaining registration clearance each semester before they are permitted to register for classes.

Current students who register late will be charged an additional fee of \$5.00.

Students may pre-register for classes during periods set aside for that purpose prior to the beginning of each semester. These dates are also listed on the College calendar. Pre-registration gives students more time and flexibility to register and meet with their advisors.

### ***Schedule Changes and Withdrawal***

The following steps must be adhered to before schedule changes are official:

1. The student secures a Add/Drop/Withdrawal Form from the Student Services Office.
2. Individual schedule changes must be approved by the appropriate instructor.
3. Notification of schedule changes must be acknowledged and recorded by the Student Services Office.
4. Students who do not withdraw from school officially and have to be administratively withdrawn from school because of absences will be dropped from classes with grades of “WP or WF.”

Students may change their academic schedules during the prescribed period without scholastic penalty. However, any course dropped after the 30% point in the semester will be marked “WP” (Withdrawal Passing) or “WF” (Withdrawal Failing). A “WF” carries the same stigma as an “F” (Failure). Courses dropped after the 10% point in the semester are not subject to a refund.

### ***Course Substitutions***

Students may be allowed to substitute one course for another to meet graduation requirements. The substituted course must contribute to the goals of the degree program equally as well as the original course. Students must obtain approval from the instructor, advisor, Dean of Curriculum Programs or Dean of Health Science and the VP for Learning and Student Services to substitute one course for another. A course substitution form may be obtained in the Student Services Office.

### ***Repeating Courses***

A course may be repeated for credit for the purposes of obtaining certification hours, gaining additional knowledge, improving a grade or for the purposes of auditing a class. A student may receive credit hours toward graduation only once for a course. In the case of a course which has been repeated, only the quality points and hours earned in the most recent enrollment will be used in the computation of the cumulative quality point average. However, all grades will be shown on the transcript during the semester in which the course was taken.

No financial aid may be received by students repeating a course unless the student previously received a grade of “D” or “F” in the class.

### ***Auditing Courses***

Students who wish to audit courses must register and pay the same fees as students taking courses for credit. Unless the instructor makes an exception, auditing students are subject to the attendance policy (as stated in the *College Catalog and Student Handbook*). Students auditing courses which involve laboratory work may work in labs only during the course’s scheduled laboratory hours and under the direct supervision of the instructor. Otherwise, laboratories are closed to auditing students.

No financial aid is received for audited classes.

### ***Credit by Examination***

A student may pass a specially prepared examination and receive credit for a course without having to do the normal course work. The student must present evidence of his knowledge of the subject matter. Usually, the student must enroll in the course long enough to convince the instructor of his/her ability and for at least 10% of the scheduled classes before requesting credit by examination. The student must then present a Credit by Examination Request form to the instructor to begin the process. A Credit by Examination Request form may be obtained in the Student Services Office.

The student will not receive a letter grade or quality points. “Credit by Examination” will be entered on the student’s transcript. The hours will be counted toward graduation, but will not be used in computing quality point averages.

A student may earn up to 20% of the course requirements for any curriculum through credit-by-examination.

### ***Change of Program***

If a student wishes to change his/her program of study, he/she must contact the Student Services Office and complete a student data change form. The student should at this point request re-evaluation of transcripts from his/her program advisor for the purpose of transferring credits to the new program of study.

### ***Credit or Contact Hours***

Credit for course work is recorded in semester hours. One semester hour credit is given for one hour of class work, two hours of laboratory or three hours shop work per week during a 16 week term. Manipulative laboratory credit is one semester hour for each three hours of work. Manipulative laboratory involves development of skills and job proficiency. Co-op Education credit is one semester hour of credit for 10 hours of work per week.

### ***Maximum Course Load***

Students are encouraged not to enroll in more courses than they can successfully complete. Students enrolling for 19 credit hours or more must have special permission, and may not enroll for more than 22 credit hours.

Students who request heavier courseloads should have a 3.00 grade point average. Permission must be granted by the faculty advisor and the VP for Learning and Student Services.

### ***Procedures For Student Withdrawal***

To officially withdraw from the College or from a course, the student must follow these procedures:

1. The student will report to the Student Services Office, request to be withdrawn from classes, and obtain a withdrawal form, and if applicable, request a Tuition Refund Request form.
2. The student is responsible for obtaining each instructor's signature, last date of class attendance and withdrawal grade on the withdrawal form, and for returning this form to the Student Services Office. If the circumstances surrounding the withdrawal process do not allow the student to do the above, the Student Services Office will perform the withdrawal procedure for the student upon request.
3. A student may withdraw prior to the 30% point of the semester without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "withdrawn." This notation indicates good standing and the privilege of readmission but may affect financial aid.
4. Any student who withdraws, or is withdrawn due to violation of the College's attendance policy, after the 30% point of the semester will receive a grade of "WP" or "WF."
5. **Any student who fails to officially withdraw from the College may receive a grade of "WF." STUDENTS ARE ENCOURAGED TO INITIATE AND FOLLOW THROUGH WITH OFFICIAL WITHDRAWAL PROCEDURES.**

### ***Class Attendance***

Students are expected to attend and be on time for all classes, laboratory and clinical periods and shop sessions.

A student who never attends class will be assigned a grade of “no-show” (NS).

A student who is absent for five consecutive class sessions or two consecutive weeks of class or whose total absences exceed 20% of the total scheduled hours for a class, laboratory period or shop session will be automatically withdrawn from class by their instructor and assigned a grade of “W” (Withdrawn) if the withdrawal date is prior to the 30% point of the course (30% of the total scheduled hours of the class). If the withdrawal date is beyond the 30% point, the student will be assigned a grade of either “WP” (Withdrawn Pass) or “WF” (Withdrawn Fail), depending upon whether the student was passing or failing the class at the time of withdrawal. (For Individualized Instruction, a student must complete 100% of required hours.) Health Science programs may have more stringent attendance requirements.

If the student does not follow through with official withdrawal procedures, the instructor will complete a drop/add form and give it to the registrar in Student Services when a student has been withdrawn for attendance reasons. The instructor will have the option to assign a non-punitive grade, regardless of the student’s academic status in that course.

Exceptions to the above policies will be made only on rare occasions when the nature of a student’s absences warrant such exception. Appeals should be made in writing to the VP for Learning and Student Services. Permission to be readmitted to class (and thereby remove the withdrawal grade) will be granted by joint approval of the instructor responsible for the course and the VP for Learning and Student Services.

### ***Evaluations***

Final evaluations in all subjects will be held at the end of each semester. These evaluations (tests or other) combined with the student’s record in class will constitute the final grade.

### ***Grading Reports***

Final grade reports are furnished to the student. Grade reports will not be released if the student has any outstanding debt to the college.

### ***Change of Name or Address***

**Students should immediately report any change of name or address on the appropriate form to the Student Services Office.**

### ***Student Classification***

Full-Time Student:\*      A student enrolled for 12 or more credit hours.

Part-Time Student:\*      A student enrolled for less than 12 credit hours.



Freshman: A student with fewer than 32 semester hours of credit.

Sophomore: A student with 32 or more semester hours of credit.

\*Since the summer semester is an abbreviated term, 9 or more credit hours is considered full-time during the summer; less than 9 hours is considered part-time.

For financial aid purposes, a student must be enrolled for 12 semester hours of credit during any semester for which he/she wishes to be considered full-time, including the summer semester.

### ***Graduation Requirements***

It is the responsibility of each student to know and to meet the graduation requirements of the College in her/his particular program of study and to maintain the minimum required grade average. Counselors and faculty advisors are available to work with individual students, but the final responsibility for meeting graduation requirements lies with the student. The following list constitutes the minimum requirements for the Associate in Applied Science Degree, Associate in General Education Degree and Diploma:

1. Satisfy proficiency standards in English, math, and reading. Complete all course requirements as outlined by curriculums, achieve an overall grade point average of 2.00 or above with all passing grades.
2. Students who fail individual subjects or have incomplete grades must make up such deficiencies before being allowed to graduate.
3. Students graduating from **associate** degree programs are required to take either the ETS Proficiency Profile and/or the ACT Career Readiness Certification examinations prior to graduation. The results of this testing do not have any impact upon graduation and are utilized for the purposes of assessing the extent to which graduates have attained college-level general education competencies. The results of the assessment are utilized to determine the need for improvement strategies in curriculum coursework directly related to core general education competencies. Students graduating from **diploma** programs are strongly encouraged to take either the ETS Proficiency Profile and/or the ACT Career Readiness Certification Exam.
3. Applications for graduation must be submitted to the Student Services Office one semester prior to the completion of course requirements. One semester prior to the semester that the student expects to complete diploma or degree requirements, **the student is expected to have a preliminary record check by an academic advisor.** It is the student's responsibility to arrange for a final record check with the Student Services Office.

4. Students are expected to be present for graduation practice and ceremony. Graduation exercises are held each year at the end of the summer semester.
5. Students must fulfill all financial obligations to the College.

### ***Graduation***

**Graduation exercises are held each year at the end of the summer semester.**

### ***Graduation With Honors and High Honors***

A graduate who completes two-thirds of his/her curriculum program at MTCC with an accumulated grade point average of 3.50 to 3.79 on a 4.0 scale will be graduated with “honors.” Graduates with an accumulated grade point average of 3.80 to 4.0 will graduate with “high honors.” These distinctions will be noted on the diploma and on the student’s permanent record.

### ***Graduation Caps and Gowns; Class Rings***

All orders for class rings, caps and gowns, and graduation invitations will be made through the Student Services Office. Notices will be posted relevant to dates for measurements. Students are urged to be prompt when making these orders.

### ***Completion of Two A.A.S. Degrees***

Students who fulfill degree requirements for two curriculum programs within a prescribed term of study shall be awarded only one degree at commencement. However, completion of both degree requirements will be noted on the student’s permanent record and credentials.

Any MTCC graduate who desires a second degree must fulfill all degree requirements for the second degree plus a minimum of 20 semester hour credits earned in residency beyond the first degree. Students with an Associate Degree from another accredited institution may receive a second Associate Degree from MTCC by fulfilling the conditions outlined above.

# DISTANCE LEARNING & NON-TRADITIONAL CLASSES

## *Distance Learning*

**Distance Learning** is teaching and learning across geographical distances through the use of a Course Management System (CMS), a software program for online course delivery. MTCC utilizes Blackboard and Moodle CMS, and students use computers and the Internet to access course materials, lectures, notes, assignments, and tests.

Distance learning courses offer a high degree of flexibility and may eliminate barriers to educational goals. Students taking courses by distance learning methods must be self-motivated, self-disciplined learners, and should have average or above average computer skills. Since students work more independently than in traditional courses, distance learning may not be the best method of instruction for all students.

All facilities and resources available to traditional MTCC students, such as student services, library resources, and support services, are also available to the distance learner, and the same tuition and fees apply, as does curriculum credit.

MTCC charges no student fees solely associated with Distance Learning courses.

## *Methods of Instruction in Distance Education Classes*

- **Online** class instruction is offered off campus and delivered via the Internet. Students receive their assignments and information from an instructor, participate in online discussion forums, submit work, and take tests through Blackboard or Moodle CMS. However, a student may be required to come to campus or select a college approved proctor to complete an exam. Instructors are available by email, telephone, and on campus during office hours. These sections are designated by 95, and 96 on the academic schedule or roster.

*An Orientation for online classes is provided and it is highly recommended that all online students attend this meeting; the orientation will provide useful information, resources, and tutorials that can help a student succeed in distance education courses. By completing the orientation prior to taking an online course, a student will be better prepared and ready to concentrate on the course content, rather than logistics and software issues.*

*Location: main campus. Date: first day of classes for each semester.*

- **Hybrid** courses are offered on campus, but they have an internet component. Students will meet with their professor in a classroom at predetermined days/times. The online portion of the course is supplemented with class notes, assignments, tests, and discussion forums, which are available online through Blackboard or Moodle. These sections are designated by 40, 41, 42, 43, 44, 45, and 46 in the academic schedule or roster.

- **North Carolina Information Highway (NCIH)**, also known as the Information Highway courses, are teleconferences that are delivered in a special classroom on campus at a specific time and day. This method enables an instructor at one location to teach to one or more other locations. It also allows MTCC to provide courses that might otherwise not be available locally. It is full, two-way, audio/video communication; classes are both sent and received using microphones, video cameras, television monitors, and telephones in the Interactive Television (ITV) classroom. Blackboard and/or Moodle are utilized as a supplementary component for testing and assignments. Sections that are designated by a 67, 68, 69, and 70 are NCIH classes in the academic schedule or roster.
- **Web-Assisted** classes meet face to face for all class meetings, but students are required to have internet access as a supplemental part of the course. My Math Lab, My Art Lab, Web Tutor, and My Education Lab are a few of the online web-assisted programs that we utilize. Section 71 and 72 on the academic roster are web-assisted classes in the academic schedule or roster.
- **Telecourse** is an innovative instructional method involving the use of television programs, textbooks, CD's, and other materials to provide distant access to a limited number of curriculum courses. These courses are designated by 60 section on the academic roster.

### ***Non-Traditional Classes***

#### ***Saturday Classes***

Traditionally, curriculum classes have been offered at MTCC only during the regular workweek. However, beginning in 1998, occasional courses will be offered to MTCC students who would prefer to attend classes on Saturdays due to work, family or social commitments during the workweek. Student demand and availability of instructors will determine which classes will be offered each semester.

The requirements for these classes are the same as for other curriculum classes of the same title and course number. However, since these classes are condensed into one meeting per week, rather than two, three or more, students will be expected to attend class for an extended period of time each Saturday. The total number of contact hours will be the same as for classes offered during the workweek.

#### ***Individualized Instruction (Independent Study)***

Students may under certain circumstances register for courses by Individualized Instruction. Students who wish to register for a course through Individualized Instruction should contact the Student Services Office to procure the appropriate form to be completed. The student is required to have a 2.50 grade point average or recommendation of faculty advisor, present reasons why the course cannot be taken in a regular class, obtain written approval from the

instructor of the course and the VP for Learning and Student Services, and submit a completed Request for Individualized Instruction Form to the Student Services Office.

No more than one course per semester may be taken as Individualized Instruction, for a maximum of 12 semester hours that can be counted toward graduation.

### ***Cooperative Education (Co-Op)***

Cooperative Education (Co-op) is designed to give students an opportunity to receive non-major elective credit, and in some limited cases, required credit for on-the-job work experience. Students participating in the cooperative education program will work under the direction of the MTCC Cooperative Education Director, their job supervisor, and their Curriculum Advisor. The work experience used for co-op must be significantly related to the student's program of study. Furthermore, the cooperative education student may receive up to eight hours of academic credit for an approved Associate of Applied Science program, up to four hours of academic credit for an approved Diploma program, up to two hours of academic credit for an approved Certificate program, and one credit hour of academic credit in the Associate of Arts program.

#### ***Eligibility***

Any student who is enrolled in a curriculum program which offers Co-op for academic credit may be eligible if they meet the following requirements:

1. Be approved by his/her advisor.
2. Be approved by the Co-op Director.
3. Students with previous work experience must be registered for classes in their program of study, or must have completed such courses before taking Co-op classes.
4. Students with no previous work history must complete at least one semester at the college before taking Co-op Education classes.

#### ***Academic Credit***

A minimum work load of 10 hours per week is required to qualify for the program. In most cases, the student may earn credit toward the Associate in Applied Science and Associate in Arts degree programs.

#### ***Co-op Options***

Eligible students in the College Transfer program must use Co-op credit for non-major elective credit. Students in Technical Degree programs must use Co-op credit for non-major elective credit, except in programs where Co-op courses are listed as a requirement. Approval for substituting Co-op for required curriculum courses must be approved by the Dean of Curriculum Programs, the VP for Learning and Student Services, the Curriculum Advisor, and the Co-op Director.

### ***Application Procedure***

Students interested in participating in the Co-op program must contact the Co-op Director and curriculum advisor. Students are selected for Co-op based on an evaluation of their interview and other pertinent criteria. After a student has been approved for Co-op, the curriculum advisor will assist him/her in locating an appropriate assignment. Students already working must have the approval of the College and employer.

### ***Registration***

Students must have the approval of the Co-op Director and curriculum advisor before registering for a Co-op work experience. Those students who are approved must follow normal registration procedures. Students are invited to inquire at the Co-op Office for more detailed information.

### ***High School Completion***

Adults may complete high school education through the High School Equivalency Program. This program is available to all non-high school graduates who are at least eighteen years of age or those sixteen years of age who have been out of public school six months or longer. Students between the age of sixteen and eighteen must have a minor permission form signed by a parent or legal guardian, as well as the signature of the principal at the last high school attended.

Adults may earn a high school equivalency certificate by successfully completing the General Educational Development tests (GED). GED tests are designed to measure a person's knowledge and skill in five areas. Test One measures the ability to use correct and effective English in written expression. Tests Two, Three and Four measure the ability to read, understand and interpret material in social studies, natural sciences and literature, respectively. Test Five measures the ability to solve problems in mathematics. GED tests are given according to the schedule published in local newspapers and in the *Schedule of Classes published* each semester. Generally, these tests will be given on the 1st and 3rd Thursday and Friday of each month. There is a \$25.00 charge for the series of GED tests, paid once per year.

Equivalency Certificates are issued by the N.C. State Board of Education and are recognized almost without exception as the legal equivalent of a diploma from an accredited high school.

# STUDENT EXPENSES

McDowell Technical Community College receives financial support from local, state and federal sources, allowing educational opportunities at a minimum cost. **Tuition fees are set by the State Board of Community Colleges and are subject to change without notice.** Cost of textbooks and supplies are additional expenses which vary according to the program of study. The payment of tuition and all required fees must be made at the time of registration unless deferred payment arrangements have been made with the Business Office.

*\*Students are not officially registered until tuition payment and fees have been received in the Business Office or deferred by Financial Aid or a signed Promissory Note.*

*\*\*The following information applies to students enrolled in curriculum programs (technical, vocational, college transfer and general education). For information on Continuing Education fees, see the appropriate section of this catalog.*

## TUITION (In-State)

**\$69.00 per credit hour, up to a maximum tuition charge of \$1,104.00 per semester.**  
[16 or more credit hours=\$1,104.00]

## TUITION (Out-of-State)

Any vocational or technical student whose legal residence is outside the State of North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians are living outside the State, shall pay tuition fees as follows: \$261.00 per semester credit hour, up to 16 credit hours; maximum tuition charge of \$4,176.00 per semester.

### ***Past Due Accounts***

Students may not register for a semester, receive transcripts or participate in graduation until deferred or past due charges are paid in the Business Office.

### ***Residency Status For Tuition Purposes***

Under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that , “To qualify as an in-state resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment in order to be considered for classification as a North Carolina resident.”

Failure to provide accurate information for residency classification can result in classification as a nonresident and/or disciplinary action. All applicants who are petitioning for in-state residency must complete a North Carolina Residency-and-Tuition Status Application Form for further consideration and appeal. This form is available in the Student Services Office of the Administration Building (Building 11). Questions regarding residency status should be directed to the VP for Learning and Student Services.

Regulations concerning the classification of students by residence are set forth in "A Manual to Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available in the Student Services Office for student inspection.

### ***Tuition Exemptions***

College tuition exemptions are as follows:

- North Carolina residents who are 65 years of age and older.
- Curriculum students who are prison inmates.
- Full-time college staff members enrolled in one course per semester.
- Current high school students taking courses at community colleges.
- Some students enrolled in the BLET training program .
- Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of traumatic injury sustained in the line of duty may be eligible for a tuition waiver.
- Any spouse or children (ages 17 to 22) of law enforcement officers, firefighters, volunteer firefighters, or rescue squad workers who are permanently and totally disabled as a result of a traumatic injury sustained in the line of duty may be eligible for waiver of tuition.

### ***Late Registration Fee***

Currently enrolled students who do not pay tuition and fees on or before the day of registration will be assessed a \$5.00 late charge. New students or former students (students who were not enrolled during the past academic year) who register during the prescribed registration period will not be assessed a late registration fee.

### ***Activity Fee***

All curriculum students are required to pay the Student Government Activity Fee as follows:

12 credit hours or more	\$10 per semester
9-11 credit hours	\$7.50 per semester
6-8 credit hours	\$5.00 per semester
5 credit hours or less	\$2.50 per semester



These fees are not refundable except when approved by the Vice President for Finance and Administration according to Business Office policy.

### ***Student Insurance Fee***

In order that every student may be covered by insurance in case of an accident, institutional policy requires that each student enroll in the accident insurance program at registration. The established fee is \$1.25 per semester. This fee is not refundable.

### ***Liability Insurance***

Students enrolled in Practical Nursing Education, Associate Degree Nursing, Nursing Assistant, Teacher Associate, Cosmetology, Nail Technology, Health Information Technology, Surgical Technology, Phlebotomy, Dialysis Technology and Early Childhood Associate are required to purchase professional liability insurance coverage. The cost of liability insurance is \$14.50 per year.

### ***Technology Fee***

In order to offset the cost of copies, toner, state-of-the-art computer labs, and other technology made available to students, a fee of \$1.00 per credit hour, up to a maximum of \$16.00 per semester, is charged to each student at the time of registration. This fee is not refundable.

### ***Identification Badge***

All curriculum students are required to purchase a picture identification badge to be on his/her person at all times while on the campus grounds for a fee of \$3.00 for the academic year.

### ***Parking Fees***

All curriculum students are required to purchase a parking pass to be placed in his/her vehicle at all times while on the campus grounds for a fee of \$5 per semester. All occupational extension students taking a semester-long course are required to purchase a pass to be placed in his/her vehicle at all times while on the campus grounds for a fee of \$5 per semester. Other short-term students taking classes will be identified with parking passes given at the time of registration.

### ***Fees For Special Purposes***

Graduation expenses for diploma, caps and gowns are payable at the beginning of the semester in which the student expects to graduate. These costs can be obtained from the Student Services Office.

### ***Educational Testing Fee***

Students enrolled in the Practical Nursing Education and Associate Degree Nursing Programs are charged an educational testing fee each semester. The current fees are \$596.50 per year for Practical Nursing Education students and \$545.00 for first semester Associate Degree Nursing students.

### ***Transcript Copy Fee***

Students should go to Student Services to request a transcript. A fee of \$3.00 is charged for copies of official transcripts.

### ***Additional Expenses***

Some curriculums require students to purchase additional supplies, equipment and/or uniforms. Students should contact the instructor/advisor in the curriculum they plan to enter.

### ***Book Costs***

Students are required to purchase the necessary textbooks for courses. Copying of textbooks is not allowed and is a violation of copyright laws in most cases. The average cost ranges from \$200 to \$400 per semester, depending on the student's chosen curriculum. Workbooks and certain text materials which are expendable items may be required by some instructors.

### ***Continuing Education Fire and Rescue College Fee***

Students attending the McDowell Fire and Rescue College will be charged a fee of \$10.00.

### ***Returned Check Fee***

A \$25.<sup>00</sup> service charge is assessed for each returned check.

### ***Promissory Note Fee***

Students who sign a promissory note to pay for tuition and books, will be assessed a \$25 setup fee.

### ***Refund Policy***

**Tuition refunds are not automatic; it is the student's responsibility to file a request.** Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. A 100% tuition refund can be made to a student who withdraws by registration day. A 75% tuition refund can be made to a student who withdraws before the 10% point in the semester. An official withdrawal must be made by completing the "Add/Drop/Withdrawal" form. An official request for a refund must be made by completing the "Request for Refund" form. Both of these forms should be submitted together to the Student Services Office for processing. Tuition refunds will not be considered after the 10% point in the semester. There is no refund made on activity fees or insurance unless the class is cancelled. The "Request for Tuition Refund" and "Add/Drop Withdrawal" forms may be obtained in the Student Services Office.

Students will receive a copy of the textbook refund policy when textbooks are published in the College Bookstore. Books must be returned within ten days of registration for consideration of refund. All refunds are subject to the terms and conditions stated on the textbook refund policy.

# STUDENT FINANCIAL AID

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and families, McDowell Technical Community College participates in several programs designed to supplement individual and family contributions. Financial aid may consist of grants, scholarships, campus employment, student loans or any combination of these as determined by the policies of the Financial Aid Office.

## *Eligibility for Financial Aid*

Eligibility requirements for receiving financial aid may change from year to year. Specific requirements are established by the U.S. Department of Education for federally funded aid programs. The North Carolina State Education Assistance Authority and the North Carolina Community College System determine eligibility for state funded programs. Any local and/or private scholarship sources determine the eligibility for awarding funds from their respective programs.

Students must be in a program leading to a degree, diploma, or eligible certificate (at least 16 semester hours and/or 38 contact hours in length) to be eligible for Federal financial aid. Therefore, students enrolled as Special Credit/Undecided are not eligible to receive Federal financial aid. In addition, any student in default of a student loan or owing a repayment of Pell Grant funds will not be awarded financial aid. Students must have a high school diploma or GED certificate in order to receive federal and/or state financial aid.

All students receiving financial aid must maintain satisfactory academic progress. At MTCC, students must maintain a grade point average of 2.0 and complete 67% of all credit hours attempted. Students that receive financial aid and subsequently withdraw from classes before the end of the semester may be required to repay a portion of Pell Grant, SEOG and Direct Loan funds.

Students falling below the minimum standard for academic progress and/or in ineligible status due to overpayment of Pell Grant funds or student loan default should contact the MTCC Financial Aid Office to determine how their eligibility may be regained. (See upcoming section regarding satisfactory academic progress for further explanation.)

## *Important Information for Pell Grant*

### *Recipients Beginning Fall Semester 2012*

In December 2011, President Obama signed into law the Consolidated Appropriations Act of 2012 (Public Law 112-74). This law significantly impacts Federal Student Aid Programs.

One of the most significant changes is Federal Pell Grant Duration of Eligibility. The law reduces the duration of a student's eligibility to receive a Federal Pell Grant to 12 full-time semesters (or it's equivalent). This provision applies to all Pell Grant eligible students effective the 2012/2013 academic year. The calculation of the duration of the student's eligibility will include all years, no matter how far in the past, that the student has received Federal Pell Grant funding. Therefore, every semester that a student has received Pell Grant

funding will count toward the semester limit. Students that have attended at less than full-time status in the past, or at present, will be assessed accordingly.

The MTCC Financial Aid Office will attempt to notify students of their remaining eligibility as they apply or reapply for financial aid.

### ***Application For Financial Aid***

Students applying for financial aid at MTCC should complete a Free Application for Federal Student Aid (FAFSA). There is no technical deadline to apply for financial aid at MTCC, but students should apply at least eight weeks prior to the beginning of their first semester at MTCC. Funds are limited in some financial aid categories, i.e. Federal Work Study and Supplemental Educational Opportunity Grant (SEOG). Therefore, early applicants are most likely to receive assistance if eligible and funds are available. Students may also be required to submit additional internal and external scholarship applications if interested in applying for aid other than or in addition to Federal and State funds. FAFSA forms and scholarship applications are available in the MTCC Financial Aid Office and at local high school guidance offices.

Student financial aid information is kept confidential within the MTCC Financial Aid Office. Student financial aid awards are disbursed once a semester and can be adjusted according to changes in eligibility and enrollment.

In order to guarantee timely usage of financial aid funds at registration, students should apply via the FAFSA prior to the dates listed below:

Fall Semester	July 1
Spring Semester	November 1
Summer Semester	April 1

Applications received after the dates listed will be processed as quickly as possible, but there will be no guarantee that the student will have a definite financial aid decision prior to the beginning of the semester.

### ***Awarding of Financial Aid***

Most awards on the student's award offer letter are based on full-time enrollment. The award will be reduced proportionately if the student attends less than full-time. The requirement for full-time eligibility for Federal and/or State financial aid is 12 or more credit hours; 3/4 time is 9, 10, or 11 credit hours; 1/2 time is 6, 7, or 8 credit hours. In some cases, funds may be disbursed to students attending less than 1/2 time (5 credit hours or less). Students must always be enrolled in at least six credit hours to be eligible for the NC Community College Grant, NC Education Lottery Scholarship and/or student loans. Students enrolled in certain programs of study that do not lead to any Associate's Degree will have their award(s) calculated based on a clock hour formula instead of credit hours. The credit hours are converted into clock hours prior to any award being determined.

Beginning in Fall 2011, students enrolled in the following certificates and diplomas will have their financial aid eligibility calculated based strictly on clock hours, instead of credit hours or clock hour conversion:

- Cosmetology Certificate
- Cosmetology Diploma
- Esthetics Certificate
- Cosmetology Instructor Certificate
- Esthetics Instructor Certificate
- Basic Law Enforcement Certificate

Students receiving financial aid for these curriculum programs will be paid an initial disbursement of aid. They must then complete a specified amount of hours and weeks of instruction prior to being paid their second and subsequent disbursements. Specifics of each program are available in the MTCC Financial Aid Office.

Because of the number of credit and/or contact hours, the following certificates are not eligible for financial aid:

- Carpentry Certificate- Option B (C 35180A)
- Collision Repair and Refinishing Certificate
- Cosmetology- Manicurist/Nail Technology Certificate
- Cosmetology- Manicurist Instructor Certificate
- Nursing Assistant Certificate
- Welding Certificate

The following certificates and diplomas are not currently approved for payment of financial aid:

- Advertising and Graphic Design Certificate
- Computer Information Technology Certificate
- Electrical/Electronics Technology Diploma
- Industrial Systems Technology Diploma

### ***Nondiscrimination in Aid Awards***

As with all programs of the College, financial aid awards are made equitably without regard to age, race, color, sex, handicap, disability, religion, political affiliation, or national/ethnic origin. For further information, see the College's policies on discrimination in the General Information Section of this catalog.

## ***Satisfactory Academic Progress Standards***

Federal regulations require that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) that students must meet in order to receive federal/state financial aid. This progress is measured qualitatively and quantitatively. The academic records of students are evaluated at the end of each semester, including Summer. In order to accurately measure a student's progress, the total academic record must be considered. This includes classes transferred in from other institutions, developmental and curriculum classes.

To be eligible for financial aid, students must meet the following minimum guidelines:

- Qualitative: Maintain a minimum grade point average (GPA) of 2.0.
- Quantitative: Complete a minimum of 67% of cumulative credit hours attempted.
- Time Frame: Must complete program of study in a timeframe not to exceed 150% of the length of the program for full-time students. Transfer credits used toward the student's program of study will be considered for maximum time frame.

If a student fails to maintain satisfactory academic progress standards by either the quantitative and/or qualitative measures, he/she will lose eligibility for Federal and/or State financial aid. If the student feels that he/she has a legitimate mitigating circumstance which prevented successful completion of course work, he/she may complete a Statement of Financial Aid Warning requesting reconsideration for financial aid. This statement is presented to the Director of Financial Aid for consideration. If the warning status is granted, the student will receive aid for the upcoming semester and must agree to complete all classes with a grade of "C" or better. Failure to do so will result in suspension of Federal and/or State financial aid. If the student is unable to meet the minimum overall academic standards despite successful completion of all classes in the semester of warning, he/she may complete the Financial Aid Satisfactory Academic Progress Appeal Request to apply for continued eligibility. Additionally, if a student does not meet the requirements set forth in their Statement of Financial Aid Warning, he/she must appeal via the Financial Aid Satisfactory Academic Progress Appeal Request to apply for future financial aid eligibility. Appeal decisions are made by the MTCC Financial Aid/Scholarship Committee and are final. Only one appeal per academic year will be considered.

## ***Title IV Repayment Policy***

Per Federal Financial Aid Regulations, students receiving financial aid from Title IV funds (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and/or Federal Direct Loans) will be required to repay a portion of their awarded financial aid if the student withdraws from all classes prior to the 60% point of the semester. These requirements do not apply to any student who does not actually withdraw from all classes. For example, if a student enrolled in 12 credit hours withdraws from a 3-hour course only, because the student has 9 remaining hours, this is not a complete withdrawal.

Students eligible for federal financial aid begin earning Title IV financial aid funds on the first day of class attendance. Students are awarded funds on the assumption that he/she is eligible for the full amount received. Students that stop attending classes should obtain a drop/add/withdrawal form from Student Services. Each

instructor should be contacted so that the last day of attendance can be documented and the appropriate grade given. If the student ceases to attend without informing his/her instructors and/or Registrar's Office, the student will be withdrawn from classes by the instructor as the maximum absence number in the class is reached.

Once the student is withdrawn from all classes, the MTCC Financial Aid Office is responsible for calculating any amount of overpayment based on the last date of attendance if the student completely withdraws from all classes. The student could be responsible for repayment in part to The US Department of Education, in addition to McDowell Technical Community College. The student is given written notification via US Postal Service of the amount that is owed due to overpayment.

The amount of the repayment is due in full when notification is received. As long as there is any unpaid balance at MTCC or with the Department of Education, the student will not be awarded financial aid funds. Additionally, any unpaid balance at MTCC will prevent the student from future registration of classes or receiving MTCC transcripts.

\*\*See page 45-47 for more information about withdrawal procedures and class attendance. Additionally, see page 58 for full explanation of MTCC's refund policy should a student withdraw from any and/or all classes prior to the 10% point of the semester.\*\*

## ***Types of Aid***

### **I. Government Aid Programs**

#### ***Pell Grant***

The Federal Pell Grant Program provides the foundation on which the financial aid package is developed. Students begin the financial aid process by completing the Free Application for Federal Student Aid (FAFSA). From this application, an expected family contribution (EFC) is calculated to determine the family's contribution to the student's education. This figure is used by the Financial Aid Office to determine the amount of the Pell Grant award. Federal Pell Grant awards can range from \$555 to \$5550 per academic year depending on enrollment status.

#### ***Supplemental Educational Opportunity Grant (SEOG)***

This grant is awarded to students with exceptional financial need. Limited funds are available with priority given to students receiving Pell Grant funds with a low expected family contribution. Priority is given to students completing their FAFSA prior to March 15.

#### ***Federal Work-Study (FWS)***

A limited number of part-time employment positions are available to eligible students on campus. The work-study program provides students with an additional means of contributing to their educational costs. When possible, students are placed in an area of work which matches their career interests and skills.

#### ***Vocational Rehabilitation***

Students who have a substantial handicap to employment from a physical or emotional problem may be eligible for funds through the N.C. Division of

Vocational Rehabilitation. Application should be made through the V.R. Office in the county of residence.

***Federal Direct Subsidized Student Loans***

This category of student loan is based on financial need. The interest accrued on the loan during the student's enrollment in school is paid by the federal government. First year students (dependent or independent) are eligible for up to \$3500 in subsidized loan funds per year. Second year students (dependent or independent) are eligible for up to \$4500 per year. Students must be enrolled at least half-time, not in default of any loans, below the aggregate loan limit and meeting Satisfactory Academic Progress standards to be eligible. Additionally, all students interested in receiving student loan funds must complete the Student Loan Packet and all requirements therein before any loan funds are disbursed.

***Federal Direct Unsubsidized Student Loans***

Students may be eligible for this category of student loan regardless of financial need. The student is responsible for paying the interest on this student loan during their enrollment in school. First and second year dependent students are eligible for up to \$2000 per year. First and second year independent students are eligible for up to \$6000 per year. Students must be enrolled in at least half-time, not in default of any loans, below the aggregate loan limit and meeting Satisfactory Academic Progress standards to be eligible. Additionally, all students interested in receiving student loan funds must complete the Student Loan Packet and all requirements therein before any loan funds are disbursed.



## **II. State Aid Programs**

### ***North Carolina Community College Grant (NCCCG)***

North Carolina residents that have completed the Free Application for Federal Student Aid to determine eligibility for Pell Grant may also be eligible to receive the NCCC Grant. Students must be enrolled in at least six credit hours in an eligible program to be considered for this grant. If eligible, students are awarded this grant for Fall and Spring Semesters (no award is available for Summer Semester). The guidelines for this grant are different than those for Pell Grant; therefore not all Pell Grant recipients will be eligible. No additional application is necessary; eligibility is determined from the FAFSA.

### ***North Carolina Education Lottery Scholarship (NCELS)***

North Carolina residents that have completed the Free Application for Federal Student Aid to determine eligibility for Pell Grant may also be eligible to receive this scholarship. Students must be enrolled in at least six credit hours in an eligible program to be considered for this scholarship. If eligible, students are awarded this scholarship for Fall and Spring Semesters (no award is available in Summer Semester). The guidelines for this grant are different than those for Pell Grant and NC Community College Grant; therefore not all Pell Grant recipients will be eligible. No additional application is necessary; eligibility is determined from the FAFSA.

### ***Nurse Education Scholarship/Loan Program (NESLP)***

This scholarship/loan program is made available through the NC State Education Authority for Licensed Practical Nursing and Associate Degree Nursing students. Once the student has completed their program of study, this loan is repaid by full-time employment as a licensed nurse in North Carolina. Students should complete the FAFSA as early as possible and visit [www.cfnc.org](http://www.cfnc.org) for application instructions.

### ***Nurse Scholars Program (NSP)***

This program is available to Associate Degree Nursing students through the NC State Education Assistance Authority. Students should have a cumulative grade point average at least 3.0 and also have a demonstrated record of leadership skills. Students should complete the FAFSA as early as possible and visit [www.CFNC.org/NSP](http://www.CFNC.org/NSP) for additional application instructions. The deadline is early May each year.

### ***Prospective Teacher Scholarship/Loan Program***

This scholarship/loan program is made available through the NC State Education Assistance Authority for students that have chosen to pursue teaching as a career. Once the student has completed their program of study, this loan is repaid with full-time employment as a teacher in NC's public schools. Students should complete the FAFSA as early as possible and visit [www.CFNC.org/PTSL](http://www.CFNC.org/PTSL) for additional application instructions. The deadline is February 28 each year.

### ***Teacher Assistant Scholarship Fund (TASF)***

This program provides funding to full-time teacher assistants who are enrolled in a NC community college transfer program leading to teacher certification at a qualifying four-year campus. Applicants must have the endorsement of the principal of their employing school and have a cumulative grade point average of 3.0. Students should complete the FAFSA as early as possible and visit [www.CFNC.org/TASF](http://www.CFNC.org/TASF) for additional application instructions.

### ***Less Than Half Time Grant***

Funds for this grant are provided by the NC Department of Community Colleges. Students must be enrolled for less than six credit hours and fall within specific EFC (expected family contribution) limits to be eligible for these funds in Fall and/or Spring semesters. No additional application is necessary; eligibility is determined from the FAFSA.

### ***Targeted Assistance Grant***

Funds for this grant are provided by the NC Department of Community Colleges. Students must be enrolled in one of the following programs to be considered for this grant: Machining Technology, Industrial Systems or Electrical/Electronics. No additional application is necessary; eligibility is determined by the FAFSA.

### ***WIA, TAA, TRA***

Students who become unemployed may qualify for educational financial assistance in addition to unemployment compensation. Students interested in applying for TAA or TRA benefits should contact their local Employment Security Commission. Another possible source of educational assistance for unemployed and/or underemployed individuals is WIA benefits. Interested individuals should contact the JobLink Center for more information and eligibility criteria.

## **III. Institutional Aid**

### ***McDowell Technical Community College – Board of Trustees Scholarship***

The MTCC Board of Trustees Scholarship is awarded by the MTCC Scholarship Committee to four (4) students per year for \$200 per semester. This scholarship is based on financial need. Applications are available in the Financial Aid Office at MTCC.

### ***Crane Fund for Widows and Children***

Crane Resistoflex Corporation provides scholarship funds for needy and deserving widows and/or children or deserving wives and/or children of men who provide limited support due to age and disability. Applications are in the MTCC Financial Aid Office.

## **IV. Other Scholarships**

In addition to the above programs, various companies, organizations and individuals provide scholarships as funds allow.

### ***American Society for Quality Control Fund of the Community Foundation of WNC***

This scholarship opportunity is available to students who aspire to continue their education in advanced studies in a field which relates to quality control. To be eligible to apply, the student must be a high school graduate or possess an equivalency certificate and be a resident of a county within Western North Carolina. Applications are available in the MTCC Financial Aid Office.

### ***Jeld-Wen Scholarship***

Jeld-Wen Fiber provides scholarship funds for two incoming freshmen in any curriculum. Applications are available in the MTCC Financial Aid Office.

***State Employee's Credit Union Foundation Scholarship***

The SECU Foundation established this two-year scholarship program to assist NC Community College System students achieve academic success. Students must be a resident of North Carolina, demonstrate financial need per results of current FAFSA, be enrolled full-time and maintain a grade point average of at least 2.5 in order to be eligible to apply. Four scholarships are awarded annually. Applications are available in the MTCC Financial Aid Office.

***Wells Fargo Technical Scholarship***

The Department of Community Colleges makes the Wachovia Technical Scholarship available to second-year students in a two-year technical program who demonstrate financial need and show academic promise. One scholarship is awarded yearly. Applications are available in the MTCC Financial Aid Office.

***William Harold Smith Scholarship***

The William Harold Smith Charitable Trust provides scholarship assistance to graduates of McDowell High School attending a postsecondary institution. Awards are based on need and may be renewed as long as the recipient maintains satisfactory academic progress. Applications are available in the Financial Aid Office or at McDowell High School. Applications must be submitted each semester for which aid is requested.

## **V. Veterans Benefits**

***U.S. Department of Veterans Affairs Benefits***

McDowell Technical Community College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G.I. Bill contributory program, active duty military personnel in voluntary education programs, active members of the National Guard who are drilling, and eligible spouses and offspring who may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education. This institution has been approved for one semester only of provisional admission. Due to late registration, some students may fail to have all admissions documentation (transcripts or test scores) and may be admitted as provisional students for one semester pending receipt of the required documentation. However, students who fail to submit all admission requirements during the first semester will not be re-certified.

***Dual Degree***

McDowell Technical Community College is approved for Veterans' Affairs students to pursue dual degrees simultaneously. Students desiring a second degree must meet with the Veterans' Certifying Official and their advisor to complete a Dual Degree Approval Form and follow the guidelines listed in the college catalog. Students must meet certain criteria to be certified for Veterans' Affairs benefits while seeking two degrees. Diplomas and certificates do not qualify for the Dual Degree Program.

### ***DVA Standards of Progress, Attendance and Conduct***

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (GI Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance and conduct. Many of these expectations are required of all students, veterans and non-veterans, and are covered in this Catalog and Student Handbook.

Further requirements include that any recipient of veteran's benefits: (1) who withdraws from all subjects undertaken will have his or her educational benefits terminated from the last date of attendance; (2) who drops any of his or her courses may have benefits reduced; and (3) must maintain a level of satisfactory academic progress. Students are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated by the Veterans Certifying Official. When performance meets the level of satisfactory progress, the recipient may be recertified. Recipients of DVA benefits need to consult the Veteran's Certifying Official before enrolling in telecourses, Cooperative Education classes, Internet classes, or making course substitutions.

#### *Veterans Pay Schedule*

For accuracy, a veteran should contact the U.S. Department of Veterans Affairs Regional Office in Atlanta, GA, at 1-800-442-4551 for an assessment of benefits which they may receive. Benefits will vary according to many criteria. *A period of six to ten weeks should be allowed for receipt of the Veterans Administration subsistence check.*

For more information about programs available at this institution, contact the campus Veterans Certifying Official in the MTCC Student Enrichment Center.

# SERVICES TO STUDENTS

The Student Services Office at McDowell Technical Community College is responsible for various types of student assistance: admissions, counseling, orientation, testing, supervision of and assistance in planning student activities, financial aid, placement of graduates, school publications and community-school relations.

## *Objectives*

McDowell Technical Community College, operating under the “Open-Door” admissions policy of the North Carolina Department of Community Colleges, is committed to taking prospective students and placing them in a program of study commensurate with their interests and abilities through counseling, guidance and testing. As a result of this commitment, the Student Services Office must respond to the needs of a diverse student population. The ultimate objective is total service to the student and to the community. Specifically, the objectives can be broken down as follow:

1. To provide information to prospective students and the community on opportunities available at McDowell Technical Community College.
2. To provide a counseling and testing program to assist prospective students in selecting a suitable program of study.
3. To orient new students to the college environment.
4. To provide professional counseling services to all students with scholastic, financial, personal and social problems.
5. To provide and assist in the development of a program of student activities.
6. To provide for the maintenance and utilization of student records.
7. To identify and utilize all community resources which can be used to the advantage of the student, school and community.

These objectives support the educational programs and the philosophy of McDowell Technical Community College so that each student can reach his/her fullest potential. The student is encouraged to seek the assistance available in the Office of Student Services.

## *Programs of Assistance*

### *Orientation*

At the beginning of each fall semester, an orientation program is held for new students to acquaint them with basic ideas, procedures, student support and learning resources, academic areas, administrative personnel and services of the College.

### ***Guidance and Counseling***

McDowell Technical Community College recognizes the diversity of students and programs of instruction represented at the College. It is of utmost importance that faculty, staff and students become aware of and utilize the services available to them. Instructors and academic advisors have the most direct contact with students; therefore, the identification of student needs and problems as well as referral to the Student Services Office when deemed necessary is vital to the educational process. Trained Counselors are available to all students during day and evening hours Monday through Thursday and day hours on Friday. The primary objectives of Guidance and Counseling services are:

1. To assist students in developing to maximum potential.
2. To assist students in achieving an understanding and acceptance of themselves.
3. To assist students in developing decision-making skills.

Services are available to assist students in coping with academic or vocational problems. Students are assisted according to their individual abilities, backgrounds and situations in life.

### ***Health Services***

The College does not have a health clinic to provide hospitalization or emergency services. The physical location of the College campus is easily accessible to hospital facilities in both Marion and Morganton. In the event of an emergency, EMS ambulances are available on a 24-hour schedule; phone 911.

First-aid supplies are available in all shop areas and in each campus building.

If a student becomes ill during class and is unable to go by him/herself to the first aid station, it is the responsibility of the individual's instructor to accompany the student there. If the student is unable to contact a parent, spouse or relative, then the instructor should contact the Student Services Office (or the Receptionist after 8:00 pm), who will contact the parent, spouse or relative.

In the event of serious accident or sickness, the following procedures should be followed:

1. Summon EMS ambulance service.
2. Make the person as comfortable as possible WITHOUT MOVING HER/HIM UNTIL HELP ARRIVES.
3. As soon as possible, notify the Safety Director at 652-0627 or the receptionist at extension 0.

**Note:** The College's *Comprehensive Safety Plan* is posted on the College website ([www.mcdowelltech.cc.nc.us](http://www.mcdowelltech.cc.nc.us)) under the heading *General Information*.

Any student enrolling in the College may complete a student medical (health) data form. This information may be used for the purpose of referral in the event of an emergency and to notify appropriate personnel of conditions which may affect the student's enrollment in a particular program.

### ***Student Enrichment Center***

The Student Enrichment Center provides a variety of testing, counseling and student support services. These include: placement testing, career assessments and personality inventories to explore student interests and aptitudes, career counseling services, tutorial assistance services, and support services for students with disabilities (including students with learning disabilities).

The Student Enrichment Center operates the MTCC Student Tutorial Program. Students interested in participating in the program as a tutor or those desiring tutorial assistance should contact the Center for further details.

All Student Enrichment Center services are free to the MTCC student. Walk-ins are accepted; however, appointments are encouraged to guarantee the student these services in a timely manner.

### ***Placement Tests***

In order to guarantee high program standards and student success, it is important that the academic abilities of students be equal to program entrance requirements. The "open door" policy allows all students the opportunity to obtain higher education; however, program entrance requirements must be met. Each new student, except as designated below, is required to take a placement test prior to enrolling in a curriculum at McDowell Technical Community College. These tests are administered in the Student Enrichment Center. Testing assures that students will be enrolled in classes appropriate to academic abilities. It is recommended that students take the test one to two semesters prior to enrollment to provide time to address any academic deficiencies. Student Enrichment Center staff will advise each student according to the results of his/her placement test.

The test or parts of the test may be waived under these circumstances:

- Submit official ASSET or COMPASS scores taken within the last three years from another college.
- Submit an official transcript showing completion of college level English or math within the last 10 years at an accredited college with a grade of C or better.
- Submit proof of SAT verbal score Critical Reading of 500 or above or ACT English and Reading scores of 20 or above taken within the last three years.
- Submit proof of SAT math score of 520 or above or ACT score of 10 or above (Algebra/Coordinate Geometry) taken within the last three years.

Exemptions for testing are not made for applicants seeking admission to the Associate Degree Nursing or the Practical Nursing Programs.

### ***About the Test***

The college uses two ACT tests for placement purposes:

- Assessing Students Success in Entry and Transfer (ASSET)
- Computer Adaptive Placement, Assessment, and Support System (COMPASS)

ASSET is a timed pencil and paper type test while COMPASS is a computerized adaptive type test and is not timed. The test includes writing, reading, numerical skills and algebra. Most students taking the test on campus will be taking the COMPASS version. There is currently no fee for the test.

Entrance requirements vary for individual courses and programs. The sections required are based on the chosen curriculum. Students will receive the test results immediately. Results from tests do not affect eligibility for admission, but developmental courses may be required as part of the student's curriculum if the test indicates the need. Prior to taking the test applicants are encouraged to obtain the COMPASS Sample Test Questions from the Student Enrichment Center or the JobLink Center. They can also be accessed at [www.act.org/compass](http://www.act.org/compass) and on the MTCC website under the "Placement Testing- COMPASS" link. After completing the practice test an applicant may find it helpful to review some of the test subject matter before attempting the test. A placement test review class is offered at the JobLink Center once a semester.

### ***Placement Testing Rules***

- Must have an application on file with Student Services.
- Must make an appointment with the Student Enrichment Center. Discuss special needs or concerns related to testing at that time. Persons with disabilities may request special accommodations and need to do so when scheduling the testing appointment to allow adequate time for needed arrangements to be made. Official documentation verifying the disability and the need for special accommodations must be submitted prior to testing. Special accommodations include, but are not limited to, braille, large print materials and tests on audiotape.
- Must bring social security number and have a picture ID. Pencils and scrap paper will be provided.
- Placement test scores are considered current for three years. If you have not attended MTCC in three years or more, new placement test scores are required. Returning students who have successfully completed all developmental courses within the last 10 years will not be required to retest unless there has been a change of major which requires higher levels of math or English.



- Retesting will not be permitted unless it is determined by the Director of the Student Enrichment Center or the Vice President for Learning and Student Services that the test scores are invalid or the student provides evidence that additional academic preparation has been completed.

### ***Developmental Studies***

McDowell Technical Community College has a Developmental Studies program designed to identify and assist students with academic weaknesses. Students scoring below proficiency levels determined by the College are required to enroll in the Developmental courses appropriate for the identified weakness.

Required Developmental courses are prerequisites for certain other courses and must be taken. **They count in computation of grade point average but do not count toward the hours required for particular degree programs.**

These courses may also be taken by others, at the student's initiative, or on recommendation of a faculty member.

### ***Academic Resource Center (ARC)***

The Academic Resource Center (ARC) serves as a common computer lab for all students. It provides students free access to computers and the internet in order to fulfill technological requirements in their courses at MTCC. Students may bring their own laptops to the ARC where they will be able to find power outlets and access wireless internet.

The ARC also provides free tutoring in basic math and English topics during specified times each semester. Students do not need to set up an appointment to receive this free tutoring, but they do need to check on the times of availability each semester. Other resources available to students in the ARC include math DVDs, textbook software, and remedial software that can enhance student learning.

### ***Career Planning and Development***

Educational objectives generally are pursued by students for the purpose of preparing themselves for the world of work or for job mobility. The function of all personnel involved in the educational process is to provide ways and means to assist the student in career planning and individual development. Please contact the Student Enrichment Center for career assessments and exploration.

### ***Job Placement***

The College offers job placement assistance through the Office of Student Services and the JobLink Career Center. A job placement counselor is available in Student Services for the purposes of referral to the JobLink Career Center. Although employment cannot be guaranteed by McDowell

Technical Community College, every effort is made to notify students of job opportunities and assist them in securing positions of employment. The JobLink Career Center provides resume preparation, counseling, and assists students in securing employment. Up-to-date job openings are posted and available on-line through resources provided at the JobLink Career Center. Short-term employability skills classes are available to those seeking employment.

Students interested in full or part-time jobs are asked to complete a JobLink Customer Profile and have a conference with JobLink staff.

Students are also encouraged to utilize the services of the North Carolina Employment Security Commission located on State Street in Marion, NC for job placement assistance.

# STUDENT-ORIENTED POLICIES & PROCEDURES

## *Diversity and Non-Discrimination*

### *Diversity*

McDowell Technical Community College values diversity and desires to create a situation where all persons, regardless of race, sex, age, national origin, religion, disability or other factors, may realize their fullest potential. To this end, the college prohibits discrimination of all kinds in programs, services and employment. Our policies are also located in the Employee Handbook with copies placed in the MTCC Library.

### *Non-Discrimination Policy*

It is the policy of McDowell Technical Community College that no individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, disability or political affiliation, be excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program, as required by Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any student who feels he/she has been discriminated against should contact the Director of the Student Enrichment Center, MTCC, 54 College Drive, Marion, NC 28752 Phone (828)652-0631. In addition, he or she may consult with or write to the Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 1100 Pennsylvania Avenue., NW, Room 316, P.O. Box 14620, Washington DC 20044-4620.(202)786-0500

### *Provisions for Persons With Disability*

McDowell Technical Community College provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. It is the responsibility of the student to make his or her disability known and to request academic adjustments of modifications each semester. The Director of the Student Enrichment Center advises and assists in securing academic adjustments, support services and other provisions for qualified students with disabilities. Request for modifications, adjustments or accommodations should be made five working days before events or activities and submitted to the Director of the Student Enrichment Center. Every reasonable effort will be made to make reasonable adjustments.

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accommodations or

modifications. Documentation should be submitted to the Director of the Student Enrichment Center and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psychological evaluation that states the specific learning disability and the functional limitation within the learning environment. All documentation and records will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

College procedures for application and admission apply to students with disabilities. For additional information, contact the Director of the Student Enrichment Center.

### ***Student Grievance Procedure***

It is the policy of McDowell Technical Community College to provide all students with the means to seek resolution to any problem affecting their enrollment. The primary objective of a grievance procedure is to ensure that student rights are protected. Further, it is essential that the student be given adequate opportunity to bring valid complaints and problems to the attention of the College with the assurance that student's grievances will be handled fairly, rapidly, and in a non-threatening atmosphere.

A grievance is defined as the dissatisfaction that occurs when a student has reason to believe a condition or a situation, or an action affecting the individual is unjust, inequitable, and/or a hindrance to effective performance. A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

In implementing a grievance policy, the College emphasizes the importance of rectifying any issues before utilizing the grievance policy. All students and faculty members, administrators, or staff members have an obligation to make every effort to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. However, the College realizes that all problems cannot be corrected with an informal resolution. The procedure is not intended to initiate disciplinary action against a student or a member of the faculty, staff, or administration; or to alter college policy. It is important to note that all matters will be handled in a professional manner and parties will be treated professionally and fairly with no retaliation before, during and after the grievance procedure.

#### ***Procedures***

A formal complaint may be filed any time by students who believe that a personal right has been violated. The following procedure is established to provide prompt and equitable resolution as they relate to claims of discrimination based on age, sex, (including sexual harassment) religion, race, color, national/ethnic origin, disability or political affiliation, or have been

excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program. (Because of the private and sensitive nature of certain incidents, an aggrieved student may choose a third party mediator to help resolve complaints on an informal basis.)

The following outlines the grievance procedure:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. (A third party may be present.) All parties should attempt to resolve the issue in discussion.
2. If the issue is not resolved, the student must talk with the faculty/staff member's immediate supervisor within ten working days, who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a written grievance to the Vice President for Learning and Student Services within thirty working days after completion of step # two (2). The complaint should specify the time, place, and nature of the incident that resulted in the complaint. (Forms are available in the Student Services Office and on the MTCC website [www.mcdowelltech.edu](http://www.mcdowelltech.edu))
4. Copies of the complaint will be forwarded to the appropriate administrator of the area involved.
5. Within ten working days, the Vice President for Learning and Student Services will contact all parties involved (including third parties) and request a meeting.
6. If the situation cannot be resolved during the meeting in Step # 5, the Vice President for Learning and Student Services will establish the Grievance Committee within twenty working days. The student or employee may have persons appear on his/her behalf provided that a list of names is given to the Chairperson of the Grievance Committee five school days prior to the meeting. (The Committee with guidance from the Chair [who will receive appropriate training for the procedure] will investigate and evaluate all information provided. A period of ten days is allowed for this process.) The student or employee portion of the Grievance Committee meeting shall be taped to ensure that a full and accurate record of the information presented is available to the student or employee and committee members and to facilitate the writing of the minutes of the meeting. Copies of the tape may be made for the student at cost. The discussion following the student part of the meeting is considered a closed session.

The Grievance Committee shall consist of:

1. Chairperson (non-voting member).
2. Student Services administrator. This person will serve as student advocate. (Non-voting member).
3. Two faculty members, at least one being from the same department as the aggrieved student.

4. Two students: the President of the SGA and one other student elected by the SGA.
5. One administrator: appointed by the College President.
  
7. Five (5) voting members are required before a vote can be taken. The decision of the Grievance Committee shall be by majority vote. Within ten (10) school days, the Grievance Committee shall submit its findings of facts and recommendations to the Vice President for Learning and Student Services. This will serve as the final decision. The Vice President for Learning and Students Services will make the student aware (in writing) within ten (10) days the decision of the Grievance Committee.
8. If the Grievant is not satisfied with the decision of the Grievance Committee, he/she may appeal the decision to the President. The appeal must be made to the President in writing within ten working days. The President will review all procedures and meet with the student.
9. The President will render a decision within ten working days. In all cases, the President's decision shall serve as the final governing authority of the College.

### ***Equal Opportunity/Affirmative Action Institution***

McDowell Technical Community College is an Equal Opportunity/Affirmative Action Institution in compliance with all policies on non-discrimination. The College has an Affirmative Action Plan. The Affirmative Action Officer for McDowell Technical Community College is the VP for Finance and Administration. The contact number is (828) 652-0627.

## ***Code of Student Conduct***

### ***Proper Conduct***

The College has a responsibility to ensure students an optimum opportunity for learning. That responsibility includes providing a healthful and safe environment, protecting property and records, and supporting the laws of the community, state and nation. In order to maintain an appropriate environment for study and learning, the College expects students to conduct themselves as mature, responsible adults.

### ***Dismissal for Improper Conduct***

Personal conduct that detracts from the educational process will not be tolerated. The College reserves the right to dismiss any student who disrupts the learning environment.

### ***Policy on Publications- Classroom use of equipment/materials/supplies***

McDowell Technical Community College strives to maintain up-to-date computers, printers, supplies and materials to be utilized by instructors and students.

MTCC's equipment, including computers, printers, laboratory equipment, shop equipment, and supplies and materials are to be used for curriculum-coursework projects only.

Any equipment/materials/supplies utilized by students or staff for personal use or for monetary gain are prohibited.

Any work produced must have the approval of the instructor and/or administration to be displayed within any area on campus.

Any student observed not following the above regulations may be subject to suspension or dismissal from the College for the semester or longer.

### ***Dress Code Policy for Students***

The following expectations for student dress have been established and approved by the McDowell Technical Community College Administration and the McDowell Technical Community College Board of Trustees.

The following dress code shall be observed by all McDowell Technical Community College students:

1. Any clothing or accessory that is deemed offensive causing a distraction and hampering the learning environment is prohibited.
2. Clothing and accessories must be appropriate to the classroom/lab setting to provide a safe learning environment.
3. Footwear is required and must be safe and appropriate for classroom/lab activities.
4. Jewelry and accessories that are safety hazards or could be used as weapons are prohibited.

The President, Vice President of Learning and Student Services, Dean of Health Sciences or Dean of Curriculum may allow exceptions to the dress code only on special occasions, such as Student Government activities. Further dress requirements may be prescribed by the above persons for certain classes, such as physical education, vocational, and health science classes.

Violations of the dress code procedures and regulations shall result in disciplinary action as follows:

- 1st violation: Verbal warning by instructor. Instructor will document the offense and forward a referral to the appropriate Dean and Vice President

for Learning and Student Services for the record.

2nd violation: After speaking with the student and the situation cannot be resolved, the instructor will present an official letter stating concerns and suggested actions to the Dean of Curriculum or Dean of Health Science, the Vice President for Learning and Student Services and the President

3rd violation: Administration will investigate the situation. Depending on the results of the investigation, the student will be subject to suspension and/or dismissal from the college for the duration of the semester or longer.

### ***Basis for Suspension or Expulsion; Types of Inappropriate Conduct***

Expulsion, suspension from the College or a lesser sanction may result from the commission of any of the following offenses:

1. Academic Dishonesty (Plagiarism) - Students will not give or receive help during tests; will not submit papers or reports (that are supposed to be original work) which are not entirely their own; and will not cite source materials improperly. Sanctions will include receipt of a failing grade in applicable coursework and disciplinary probation for a first offense. The instructor of the course in which the infraction occurred, or the Dean of Curriculum Programs or the Dean of Health Sciences will deal with this offense.
2. Willfully representing the College or a student organization without that group's permission or representing improperly the identity of any other individual member of the campus community.
3. Violation of the terms of disciplinary probation or of any College regulation during the period of probation.
4. Lewd or indecent conduct, including public physical and/or verbal actions and distribution of obscene or libelous written materials.
5. Possession, distribution or use of alcoholic beverages/controlled substances or being in a state of intoxication on the College campus or during a college-sponsored activity.
6. Possession, use or distribution of any narcotic drugs, amphetamines, barbiturates or similar agents except as expressly permitted by law. ("Narcotic" and "dangerous drugs" are as defined by agencies of the State of North Carolina and/or the United States Government.) Any influence which may be attributed to the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
7. Gambling on the college campus.
8. Theft from, misuse of or damage to College property; theft of or damage to property of a member of the College community or a campus visitor, whether on College premises or at a College function. Unau-



thorized entry upon the property of the College, including entry after closing hours, unauthorized use of a key or entry into a restricted area, is forbidden.

9. Mental or physical abuse (hazing) of any person on College premises, or at College sponsored or supervised functions; conduct which threatens or endangers the health or safety of any such persons.
10. Forgery, alteration or misuse of College documents, records or instruments of identification with intent to deceive.
11. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including public service functions and other duly authorized activities on College premises.
12. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use; preventing, obstructing or substantially interfering with the use of a facility or a portion thereof by those persons to whom the space is assigned.
13. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; or remaining at the scene of such an assembly after being asked to leave by a representative of Student Services, the Business Office, Educational Programs Office, or the President's Office.
14. Possession or use of a firearm, incendiary device or explosive, except in connection with a College approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
15. Setting off a fire alarm or using or tampering with any fire- safety equipment, except with reasonable belief in the need for such alarm or equipment.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Smoking is limited to designated smoking areas . Please use ash and trash receptacles to dispose of litter. The use of tobacco products in any form is not permitted inside any building owned or leased by the College or in College owned vehicles. Students who violate this policy will receive a verbal warning by College staff for the first offense. Continual use of tobacco products will be considered a violation of this policy and appropriate disciplinary action will be taken.
18. The presence of animals on campus is forbidden, except in the case of seeing-eye dogs.
19. Violation of a local, state or federal criminal law on College premises which adversely affects the College community's pursuit of its proper educational purposes.

### ***Levels of Discipline and Appeal: Policy and Procedure***

Members of the instructional staff of the College are empowered to impose upon students those sanctions within his or her jurisdiction or to recommend to appropriate administrators sanctions of a greater nature. The following disciplinary actions are authorized for use by faculty and administrators of the College:

1. Oral warning.
2. Written warning.
3. Restriction, in writing, specifying the deprivation of privilege or other terms of restriction.
4. Disciplinary probation, the conditions of which are expressed in writing, with an acknowledgment of notice signed by the individual placed on probation.
5. Oral suspension and immediate exclusion from specific institution facilities or from all institution facilities for a period not to exceed three school days unless superseded by suspension with written notice stating cause.
6. Suspension with written notice stating cause and specifying any conditions or terms of the suspension. Suspension with written notice shall be exercised only by the President, or in his absence, by his designated representative. The length of suspension will be identified in any written notice provided to the student.
7. Expulsion or dismissal for cause. This disciplinary action shall be taken only with approval of the Board of Trustees by formal resolution of motion adopted. Prior thereto, the individual shall be in a status of suspension with written notice stating cause. The Board of Trustees shall notify the individual, who shall be offered a full and fair hearing before the Board of Trustees or an impartial panel constituting a quorum of the Board, and shall have the right to be represented by counsel for defense, to bring witnesses for his defense, to confront, examine and cross-examine the witnesses against him, and to be provided at least five days before such hearing with a detailed statement of the charges against him and copies of documents which may be presented as evidence against him. A record of hearing proceedings shall be kept.

## ***Grievances***

### ***Grievance Policy***

It is the policy of McDowell Technical Community College to provide all students with the means to seek resolution to any problem affecting their enrollment. The primary objective of a grievance procedure is to ensure that student rights are protected. Further, it is essential that the student be given adequate opportunity to bring valid complaints and problems to the attention of the College, with the assurance that student's grievances will be handled confidentially, fairly, rapidly, and in a non-threatening atmosphere.

A grievance is defined as "the dissatisfaction that occurs when a student has reason to believe that a condition or a situation, or an action affecting the

individual is unjust, inequitable, and/or a hindrance to effective performance.” A grievable action is an action that is in violation of written campus policies and procedures.

It is the policy of McDowell Technical Community College that no individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, disability or political affiliation, be excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program, as required by Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any student who feels he/she has been discriminated against should contact the Director of the Student Enrichment Center, MTCC, 54 College Drive, Marion, NC 28752, phone (828) 652-0631. In addition, he or she may consult with or write to the Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 1100 Pennsylvania Avenue., NW, Room 316, P.O. Box 14620, Washington DC 20044-4620.

In implementing a grievance policy, the College emphasizes the importance of rectifying any problems before utilizing the grievance policy. All students and faculty members, administrators, or staff members have an obligation to make every effort to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. However, the College realizes that all problems cannot be corrected with a grievance procedure. The procedure is not intended to initiate disciplinary action or retaliation against a member of the faculty, staff, or administration; or to alter college policy. It is important to note that all parties will be treated professionally and fairly with no retaliation before, during and after the grievance procedure.

#### **Procedures:**

A formal complaint may be filed any time by students who believe that a personal right has been violated. The following procedure is established to provide prompt and equitable resolution as they relate to claims of discrimination against age, sex, religion, race, color, national/ethnic origin, disability or political affiliation, or have been excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program. (Because of the private and sensitive nature of certain incidents, an aggrieved student may choose a third party mediator to help resolve complaints on an informal basis.)

The following outlines the grievance procedure:

1. Students with concerns should first discuss his/her issue with the faculty or staff member(s) who are involved. (A third party may be present.) All parties should attempt to resolve the issue in discussion.
2. If the issue is not resolved, the student must talk with the faculty/staff member's immediate supervisor within ten working days, who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department,

students should submit a written grievance to the Vice President for Learning and Student Services within ten working days after completion of step # 2. The complaint should specify the time, place, and nature of the incident that resulted in the complaint. (Forms are available in the Student Services Office and on the MTCC website [www.mcdowelltech.edu](http://www.mcdowelltech.edu)).

4. Copies of the complaint will be forwarded to the appropriate administrator of the area involved.

5. Within ten working days, the Vice President for Learning and Student Services will contact all parties involved (including third parties) and request a meeting.

6. If the situation cannot be resolved during the meeting in Step # 5, the Vice President for Learning and Student Services will establish the Grievance Committee within ten working days. The student or employee may have persons appear on his/her behalf provided that a list of names is given to the Chairperson of the Grievance Committee five school days prior to the meeting. (The Committee with guidance from the Chair [who will receive appropriate training for the procedure] will investigate and evaluate all information provided. A period of ten days is allowed for this process.) The student or employee portion of the Grievance Committee meeting shall be taped to ensure that a full and accurate record of the information presented is available to the student or employee and committee members, and to facilitate the writing of the minutes of the meeting. Copies of the tape may be made for the student at cost. The discussion following the student part of the meeting is considered a closed session.

The Grievance Committee shall consist of:

1. Chairperson (non-voting member).
2. Student Services administrator. This person will serve as student advocate. (Non-voting member).
3. Two faculty members, at least one being from the same department as the aggrieved student.
4. Two students: the President of the SGA and one other student elected by the SGA.
5. One administrator: appointed by the College President.

7. Five voting members are required before a vote can be taken. The decision of the Grievance Committee shall be by majority vote. Within ten working days, the Grievance Committee shall submit their findings of facts and recommendations to the Vice President for Learning and Student Services. This will serve as the final decision. The Vice President for Learning and Student Services will make the student aware (in writing) within five days the decision of the Grievance Committee.

8. If the Grievant is not satisfied with the decision of the Grievance Committee, he/she may appeal the decision to the President. The appeal must be made to the President in writing within ten working days. The President will review all procedures and meet with the student.

9. The President will render a decision within ten working days. In all cases, the President's decision shall serve as the final governing authority of the College.

### ***Student Records: Confidentiality and Release***

McDowell Technical Community College recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Education Rights and Privacy Act of 1974, as enacted by Congress, the College makes the following information known:

- I. Types of educational records and information which directly relate to students and which are maintained by the College, such as:
  - A. Permanent Student Files: Transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms.
  - B. Transcripts: Academic record of all courses taken while enrolled at the College.
  - C. Student Financial Aid Records.

- II. The official responsible for the maintenance of each type of record, the persons who have access to those records and the purpose for which they have access:
  - A. The VP for Learning and Student Services is the individual responsible for the maintenance of student files and transcripts.
  - B. The permanent clerical staff in the Student Services Office have access to the files for maintenance purposes.
  - C. The Student Services counselors have access to the files for the purpose of academic advisement.
  - D. Other authorized College personnel have access whenever the nature of their responsibility requires access to student records or information contained therein.
  - E. Only Financial Aid Staff may access student financial aid records.

- III. The policy of the College for reviewing, maintaining, transcribing and expunging records:
  - A. As a matter of policy, the institution destroys all student records except the official transcript five (5) years after the student leaves the College.
  - B. Parents and legal guardians of independent students 18 years of age or older do not have the right to view student records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records without the written consent of the student.
  - C. Requests for student transcripts will be honored for students with no outstanding debt to the College.

- D. Student's records and/or official transcript will be forwarded only upon the written request of the student.
  - E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Student Services Office for this purpose.
  - F. Unless otherwise requested by the student, instructors may post final exam and end of course grades provided a numerical code is used.
- IV. The procedures established by the College providing access to student records:
- A. Upon receipt of a written request from the student, the VP for Learning and Student Services shall within 45 days:
    - 1. Allow the student to inspect and review the permanent file and transcript.
    - 2. Provide the student with copies of the material, if the student so desires.
    - 3. Interpret the records to the student.
    - 4. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the VP for Learning and Student Services shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. Students shall also have the opportunity to insert into their files any written explanations they deem appropriate.
  - B. McDowell Technical Community College considers the following "Directory Information," and will release such information unless the student notifies the VP for Learning and Student Services in writing during the first three class days of each semester:
    - 1. Name.
    - 2. Program of study.
    - 3. Dates of attendance.
    - 4. Degrees and awards received.

# STUDENT ACTIVITIES

## *Student Government Association*

On February 5, 1981, the Board of Trustees of McDowell Technical Community College approved granting the existing Student Advisory Council full status as a Student Government Association. The duties and responsibilities of the SGA are to serve in an advisory capacity to the President, Administration and Faculty on matters pertaining to student interest and welfare. Participation in SGA is an important way for students to have input into decision-making at the college. The MTCC Student Government Association actively participates in and supports the state student government organization known as N4CSGA. The academic, educational, career and social needs and concerns of the students at MTCC are addressed and given due consideration through this association both at the local level and state level. The president of the SGA serves as an ex-officio member of the Board of Trustees of MTCC.

Any curriculum student who is attending at least half-time and has at least a 2.0 GPA is eligible to be a voting member of the SGA. Non-SGA members who wish to have input into college decisions or address issues which are of concern to themselves or others should contact an SGA member or the SGA Advisor to express those concerns. To request a time to speak before members of the Student Government Association, a student should contact the SGA advisor or an SGA officer to schedule time on the SGA meeting agenda. The SGA advisor can provide additional information about how to become an SGA member, more complete information about SGA activities, or a list of SGA members and officers. The staff member from Student Services who is designated as SGA advisor acts only to guide and represent staff and administrative viewpoints.

The Student Government Association sponsors various events, including Spring Fling, Summer Splash and Fall Festival. All curriculum students are invited to participate free of charge; these activities are paid for through student activity fees at the beginning of each semester. Students may bring a guest to these events for a nominal charge. This charge covers food for the event.

Occasionally, the Student Government Association will sponsor dances or other events. Announcements of these events will be posted or presented in class. A nominal fee may be charged for guests at these events.

Students who wish to form a new club or organization on campus must seek official recognition through the Student Government Association.

## *Phi Theta Kappa National Honor Society-Beta Zeta Lambda Chapter*

A chapter of the Phi Theta Kappa Honor Society was organized at McDowell Tech in 1998. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for

scholars, and for stimulation of interest in continuing academic excellence. The Society is recognized by the American Association of Community Colleges as the official general honor society for two-year colleges.

Each fall and spring semester, the Beta Zeta Lambda chapter may extend an invitation to MTCC students who have been recommended by their advisors and have completed at least 12 credit hours of course work required for an associate degree and who have a GPA of 3.5 or higher.

### ***National Technical Honor Society***

McDowell Technical Community College faculty and staff organized a chapter of the National Technical Honor Society during the 2000-2001 academic year. NTHS, as it is abbreviated, began in 1984 to reward excellence in workforce education. It is an internationally recognized and proven program with over 1,500 member schools and colleges. Student membership in NTHS is available to those who seek to uphold critical workplace values and high levels of achievement. Once yearly, NTHS may extend an invitation to MTCC students who have completed at least 6 credit hours of course work required for their program of study, have achieved a GPA of at least 3.0, and have been recommended by their faculty advisor.

### ***Student Publications***

McDowell Technical Community College recognizes the value of providing opportunities for students and faculty to engage in journalistic endeavors. Under the auspices of the MTCC administration and Student Government Association, manuals, newspapers and other periodicals may be published as sufficient student interest develops.

### ***Who's Who***

McDowell Technical Community College participates in *Who's Who Among Students in American Junior Colleges*. Outstanding students are nominated by faculty members.

### ***North Carolina Community College Student Leadership Institute***

McDowell Technical Community College participates in Student Leadership Institute. Outstanding students are nominated by faculty/staff members.



# CONTINUING EDUCATION

McDowell Technical Community College, through the Department of Continuing Education, offers life-long learning opportunities to any adult, regardless of his/her educational background. A wide variety of programs are offered to provide opportunities for individuals to develop to their fullest potential whatever vocational, intellectual or cultural talents they wish.

Courses are designed to provide educational opportunities to prepare individuals for entry into an occupation, to retrain or upgrade the skills of those who are already employed, or to provide cultural and general interest courses for self-improvement. These non-curriculum classes may vary in length.

Continuing Education courses may be organized on or off campus, day or night, based upon the interest shown by the community, the availability of competent instructors, and the limitations of available equipment, space, and funds.

## ***Admission Requirements***

In general, all Continuing Education courses are open for enrollment to persons 18 years of age or older, or to those whose high school graduating class has graduated. However, because some specialty and advanced courses may be more difficult and require a greater degree of preparation, potential enrollees should be aware of the nature of the course requirements to determine their possible success in those courses. In certain specialized courses, ie:

- Advanced Technology Training
- Apprenticeship Training
- Fire Services Training
- Law Enforcement Training
- Management Development Training
- New & Expanding Industrial Training

potential students must be employed by or recommended by one of the requesting training agencies.

## ***Course Descriptions/Schedules***

Specific course descriptions are provided in course schedules or may be furnished upon request. A course schedule is published each semester. Brochures are placed in appropriate areas throughout the county and courses may be advertised in local newspapers or on local radio stations.

## ***Registration and Fees***

Adults should notify the College by phone, letter or personal visit to pre-register for each class. Official registration will be held on a designated pre-registration day or will be on the first class meeting. Registration fees for occupational, practical skills, avocational, and academic courses range from \$50-

65 per course, depending on course length. Self-supporting class fees will vary, depending on the course. Registration fees for community service classes range from \$5-30 per course, depending on course length.

\*Senior Citizens, 65 years of age and older, are fee exempt, except for classes that are self-supporting.

Registration fees for Continuing Education courses are set by the N.C. Legislature, and are subject to change. Fees are non-refundable, except when the class fails to materialize. An extra charge may be necessary in some courses for books, materials, and class supplies. Books and supplies may be purchased in the College Bookstore. When classes meet at neighborhood locations, the College Bookstore make arrangements for books to be purchased at the class meeting place.

### ***Class Locations***

A number of Continuing Education classes are held on campus. Classes are conducted throughout McDowell County wherever a suitable meeting place can be arranged. Classes are organized in any community whenever a sufficient number of prospective class members indicate an interest.

### ***Attendance***

A minimum enrollment of 10 persons is needed to conduct a class. Adults are expected to attend class regularly. Insufficient enrollment may result in cancellation of the class.

### ***Certificates***

College credit is not granted for completion of courses in the Department of Continuing Education. However, certificates are awarded to students who successfully complete course requirements in classes which carry CEU credits. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the College upon successful completion of specially designed courses. Certificates will not be released to students who have any outstanding debts to the college.

### ***Continuing Education Units (CEU)***

The Continuing Education Department will award Continuing Education Units (CEU's) for the successful completion of appropriate courses. The CEU was designed to recognize and record individual and institutional participation in non-traditional studies and special activities. The CEU is a recognized recording method for substantive non-credit learning experiences. A CEU is defined as "10 hours of participation in an organized Continuing Education experience under responsible sponsorship and qualified instruction or direction."

# PROGRAMS OFFERED IN CONTINUING EDUCATION

## *General Adult and Community Services*

The College is always concerned with identifying community potentials and community needs, drawing together resources at the College and other agencies to create new educational opportunities. Programs afford the opportunity for individuals to gain personal satisfaction through self-advancement. This includes opportunities to grow intellectually, to develop creative skills or talent, to learn hobby or leisure time activities, and to gain civic and cultural awareness. The general types of programs offered are:

Academic Courses	Consumer Education
Personal Business Education	Health and Safety Education
Citizenship Development Courses	Language Arts Education
Homemaking Education	Creative Arts Education
Family Life Programs	Music/Dance Education

## *Occupational and Continuing Education Programs*

The college offers a number of Occupational and Continuing Education Services, including Teleconference Workshops, Computer Training, and a variety of specialized programs designed to enhance an individual's employability, to help him or her learn a new career, to establish a pattern of growth and stability in business and industry, and to help individuals stay abreast of trends in their chosen field. These programs may be subdivided as follows:

### *Small Business Center*

McDowell Technical Community College's Small Business Center (SBC) began operations on September 6, 1988. The center was established to provide McDowell County with its first comprehensive small business development and assistance program.

The mission of the SBC is to train, counsel, develop and provide needed services for small businesses and their owners. As part of its provision of services, the SBC will attempt:

- To operate as an information service on small business issues and concerns.

- To coordinate the referral of small business owners/managers to acquire legal sources for in-depth assistance, counseling and financial assistance.
- To assist in the preparation of business plans, loan packages and research projects related to small business growth and operation.
- To provide limited tax and accounting services for sole proprietorship and partnership businesses.
- To seek out information and assist in loan package preparation involving Federal and State financing programs for small business owners.
- To deliver one-on-one business counseling.
- To assist small business owners with marketing and management problems.
- To offer seminars/workshops on timely topics of interest to the small business owner.
- To offer a resource library of books and videos to be checked out by clients at no charge.

### ***Customized Training Program***

The Customized Training Program supports the economic efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program combines the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry. The Customized Industry Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

### ***Occupational Industry Training***

McDowell Technical Community College conducts in-plant courses to assist manufacturing, service and/or governmental organizations with in-service training of their employees. In-plant training is defined as an occupational extension course that meets the following conditions:

- 1) Training shall occur in the facilities or at the sites in which the organization normally operates.
- 2) Enrollment shall be limited to the employees of the organization in which the training occurs; trainees may be newly-hired employees who need entry level skills or existing employees who, due to documented changes in job content, need up-grading or retraining.

- 3) Training may partially be conducted at the employee's assigned work station during normal working hours.
- 4) Training shall be directly related to job skills.

Examples of types of training offered to industry include: Statistical Process Control, Total Quality Management, Industrial Sewing, Weaving, Mold Line Training, Forklift Licensure, Blueprint Reading, Measuring Instruments, Metric System, Mathematics, Hydraulics and Pneumatics, Maintenance Mechanics, Industrial Safety, Fire Brigade Training, Upholstery, Technical Writing, Communication Skills, Furniture Making, Furniture Framing, Fixer Training, etc.

Companies officials who desire this type of training for their employees should contact MTCC for more information.

### ***Management Development Training***

MTCC offers several different training options concerning Management Development. The college has certified instructors available in areas such as: McGraw-Hill Supervision Training, Zenger Miller Management Training, Deming Quality Control Training and the latest innovations in Total Quality Management.

### ***Apprenticeship Training***

If a system of "learning by doing" under the guidance of "master craftsmen" has endured for over 4,000 years, the system undoubtedly contains basic qualitative factors for our contemporary society. These factors should be identified clearly and implemented properly where such training is needed.

North Carolina is requiring increasingly greater numbers of highly trained men and women to keep pace with our rapidly changing economy. New demands on the abilities and experience of workers, who need wider training because of changing methods, materials and technology, call for a new look into educational methods. Apprenticeship is an effective means for a young person to develop formal skills. As such, it makes a major contribution to our state's economic growth.

McDowell Technical Community College can help train an employed apprentice by making available necessary courses, instructors and classrooms for supplemental related instruction.

The main objective for the Apprenticeship Program is to combine 4,000 to 8,000 hours of on-the-job training with a program of formal related instruction through MTCC. The major objective of the related instruction is to teach an apprentice that part of the technical related information pertaining to his/her trade which can best be taught in the classroom. Other objectives include: development of an ability to apply technical related information to his or her trade, evolvement of proper attitudes and human

relations, and adjustment to social problems encountered in the world of work. The North Carolina Apprentice Council and Department of Labor have mandated that related training will be required of every apprentice.

MTCC has some equivalent courses in the curriculum program that may offer the apprentice an opportunity to acquire an Associate Degree at the same time they are completing the Apprenticeship Program.

### ***Emergency Services Training***

#### **Fire Service Training**

MTCC provides a wide range of fire training opportunities to meet the continuing education training needs of area firefighters. The College offers all course and training requirements to obtain LEVEL II Certification, Instructor Certification, Hazardous Material Awareness Level and Hazardous Material Operational Level. The College also holds an Annual Fire and Rescue College. In total, the College offers over 150 courses annually in virtually every area of Fire Training.

#### **Rescue Training**

MTCC provides a wide range of training opportunities to meet the continuing education training requirements of Rescue Personnel. The college offers Rescue Technician (RT) Certification for area rescue personnel. The Annual Fire and Rescue College also provides courses in areas such as Vehicle Extrication, Search Procedures, Man-Tracking, Hazardous Materials, etc.

#### **Emergency Medical Services Training**

MTCC provides a wide range of training opportunities to meet the needs of area Emergency Medical Personnel. The college provides continuing education training as well as inservice training opportunities weekly to meet local need. Advanced training opportunities are also offered including: Basic Cardiac Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Vehicle Operator Training. The College offers the following levels of Emergency Services Training: EMT, EMT-Intermediate, and EMT-Paramedic. In addition to these programs, the college offers over 100 courses annually in the areas of CPR Certification, First Aid Certification, CPR Recertification and Communicable Disease Training to help local government and industry leaders meet OSHA requirements.

#### **Law Enforcement Training**

MTCC provides a number of training opportunities to local Law Enforcement personnel. Training classes are provided to city, county and Department of Corrections officers to meet continuing education needs. The college currently offers training opportunities in the following areas: Firearms Recertification, Breathalyzer Training, Unarmed Self-Defense Training, Basic Law Enforcement Training (see Curriculum Program description) and Specialized Training.

## ***Adult Basic Skills Programs***

All Basic Skills classes have open enrollment. A student may register any time during the semester and attend the class which is most convenient to their schedule. All classes are offered free of charge and materials will be provided. The goals of instruction are to improve basic skills in reading, writing and math which will lead to successful completion of the GED test.

### ***Adult Basic Education (ABE)***

ABE classes provide instruction for adults who want to improve their skills in reading, writing, spelling, and math. Instructors are available to help those individuals who score below ninth grade level in any subject. **Special accommodations are made for beginning readers.** Under special circumstances, individuals with high school diplomas who need to review their skills may enroll in an ABE class.

### ***General Educational Development (GED)***

A pre-test is given to all students enrolled in a GED preparation class. The scores on this test are a good indicator of how successful a person will be at passing an Official GED test. The General Educational Development test is composed of five separate examinations in Writing, Social Studies, Science, Literature and Arts, and Mathematics. All questions are multiple choice, except for one part of the writing test which asks the examinees to write an essay.

### ***English as a Second Language (ESL)***

Written and spoken English, math, reading and other subjects are currently offered at the JobLink Career Center and on the Main Campus to foreign-born students. Classes are offered at several workplace sites throughout the county. Instructors are trained to work with students who need assistance completing forms such as immigration papers, tax and insurance documents, or job applications; obtaining driver's license, health and financial services; and obtaining practical skills such as cooking, shopping, and solving housing needs.

All classes are offered at a variety of times and locations. For more information, call MTCC at 652-6021 or check the listing of current classes in the MTCC *Schedule of Classes* published each semester.

## ***Human Resources Development (HRD)***

The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace. The HRD program focuses on the development of basic workplace skills by providing short-term employability skills training to unemployed and underemployed adults. Typical groups targeted for HRD training include, but are not limited to the following: unemployed insurance claimants, JobLink customers, public assistance recipients, dislocated workers, out-of-school youth, individuals in career/job transition, and probationers.

All classes in the HRD program are offered at no cost to unemployed individuals seeking employment and underemployed individuals who are working and meet special income guidelines. If you are not in either category, the usual occupational extension fee will apply. Classes are offered at the JobLink Career Center and scheduled on a continuous basis throughout the year to meet the needs of the students who enroll. For more information, call the HRD office at 659-6001, ext. 140.

### **HRD Employability Keyboarding**

Gain basic knowledge of the keyboard to facilitate transition into advanced keyboarding, introductory computer or office technology classes. Explore careers and understand the importance of keyboarding/data entry skills in employment.

### **HRD Career Planning and Assessment**

Find out about you, search for the ideal career, and get in touch with the resources to reach your goal.

### **HRD Career Readiness Certificate (CRC) Prep**

Earn a North Carolina Career Readiness Certificate based on the ACT WorkKeys system. It is a portable credential recognized nationally, that shows employers your skill level in Applied Math, Reading for Information, and Locating Information. Prove to employers you have the skills to do the job by earning a bronze, silver or gold certificate.

### **HRD Nursing Career Readiness**

Obtain assistance in the selection of a healthcare career, prepare for the educational programs of nursing (LPN and RN), and review for the pre-nursing exam.

### **HRD Resume/Interviewing/Internet Job Search**

Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your interview; become familiar with application procedures; and do Internet job searches to assist you in locating and obtaining employment.



**HRD Success By Choice**

Develop a healthy self-esteem and positive attitude to ensure a happy life and a successful career. Establish goals and explore career opportunities.

**HRD Basic Technology Literacy**

Make the transition into technology training easy by gaining an awareness of the role of technology in the workplace. Develop basic computer use skills, compile employment-related documents, research careers, and understand the impact of social networking on employment.

# Adult Basic Skills Program

All Adult Basic Skills classes are free of charge. Students may enter class throughout the semester and may attend the class that is most convenient for them.

All those wishing to enter ABE/GED class must first attend an ABE/GED Orientation.

For more information, please call 659-6001 for ABE/GED information or 925-1550 for ESL information.

<i>Class Type</i>	<i>Location</i>	<i>Days</i>	<i>Times</i>
ABE/GED	Online	Mon-Sun	
ABE/GED	JobLink	Mon-Thur	8:30 AM – 8:00 PM
ABE	St. John's	Mon – Thur	8:30 AM – 1:30 PM
ESL	St. John's	Mon – Thur	8:30 AM – 12:30 PM
ESL	JobLink	Mon – Thur	5:30 – 8:00 PM

## W.I.A. Out-Of-School Youth Program

- 1) Are you between the ages of 16 and 21?
- 2) Have you dropped out of school?
- 3) Are you working on your GED or thinking about starting?
- 4) If you have never worked, are you interested in a part-time job?
- 5) Do you want to explore careers?
- 6) Do you think you want to get additional training after completing your GED?

If you answered “yes” to questions 1, 2, and 3, you may be eligible for our WIA Out-of- School Youth Program. This could be your opportunity to begin the climb to a bright future. You must be income eligible. Youth enrolled in our program have the opportunity to receive financial assistance for up to two years of training plus other services and activities. If this sounds interesting to you, please call Jimmy at the JobLink Career Center at 659-6001, ext. 140, for more information.

North Carolina



Career Planning, Training  
& Placement Services

## McDowell County JobLink Career Center

### Career Planning, Training & Placement Services

#### SERVICES

- Career Counseling
- Career Exploration/Research
- Career Testing/Assessment
- Career/Job Related Faxing & Copying Services
- Computer Software Tutorials
- Education & Training Information/Access
- English As A Second Language (ESL)
- GED/Adult Basic Skills
- Internet Job Search
- Interview/Job Search Preparation
- Job Listings/ Job Referrals
- Labor Market Information
- NC Career Readiness Certificate (CRC)
- Needs & Services Referral
- Resume Preparation
- WorkKeys®Preparation (Key Train)
- WorkKeys®Testing

#### SHORT-TERM JOB READINESS CLASSES

*Classes are offered at no cost if you are unemployed, have been notified of a lay off, or are working and meet special income guidelines.*

Get a Resume" (15 hours)

"Search for the Ideal Career" (15 hours)

"Learn to Use a Computer" (30 hours)

#### PARTNERS ON SITE

*The following partners have staff at the center on a part-time or full-time basis.*

- Employment Security Commission
- McDowell Technical Comm. College
- McDowell Co. Dept. of Social Services
- Vocation Rehabilitation
- Workforce Investment Act (Adult and Youth Program)

#### LOCATION & HOURS

McDowell County JobLink Career Center  
316 Baldwin Avenue, Suite 2  
Marion, NC 28752  
Phone: 828-659-6001/Fax: 828-659-8733  
8:30 AM – 5:00 PM Monday – Friday

## TECHNICAL AND VOCATIONAL PROGRAMS

Please refer to the following lists when selecting electives in Humanities/Fine Arts and Social/Behavioral Sciences in all academic programs except College Transfer and General Education.

### *Humanities/Fine Arts*

Select one of the following:

ART	111	Art Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	126	Storytelling	3	0	3
HUM	122	Southern Culture	2	2	3
MUS	110	Music Appreciation	3	0	3
PHI	210	History of Philosophy	3	0	3
REL	110	World Religion	3	0	3
REL	211	Intro to Old Testament	3	0	3
REL	212	Intro to New Testament	3	0	3

### *Social/Behavioral Science*

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3

# ACADEMIC PROGRAMS

---

---

## ACCOUNTING

A25100 (Associate Degree) C25100AAB, C25100PAC, C25100ITP

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
-------	------------------

### I. General Education Courses

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

### II. Major Courses

#### A. Core

##### 1. Required Courses

ACC	120	Principles of Financial Accounting	3	2	4
ACC	121	Principles of Managerial Accounting	3	2	4

ACC	220	Intermediate Accounting I	3	2	4
BUS	115	Business Law I	3	0	3

2. Required Subject Areas

ACC	129	Individual Income Tax	2	2	3
CIS	110	Introduction to Computers	2	2	3
ECO	252	Principles of Macroeconomics	3	0	3

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

*(A student must take 32 shc from the following, not to exceed 9 shc in any other prefix except ACC. \* Classes are recommended for the A.A.S.)*

ACA	115	Success and Study Skills	0	2	1
ACC	110	Ten Key Calculator	0	2	1
ACC	130	Business Income Taxes	2	2	3
ACC	140	Payroll Accounting	1	2	2
*ACC	150	Accounting Software Applications	1	2	2
ACC	152	Adv. Software Applications	1	2	2
ACC	180	Practices in Bookkeeping	3	0	3
ACC	221	Intermediate Accounting II	3	2	4
ACC	227	Practices in Accounting	3	0	3
*ACC	240	Gov & Not-For-Profit Acct	3	0	3
*BUS	110	Introduction to Business	3	0	3
BUS	137	Principles of Management	3	0	3
BUS	230	Small Business Management	3	0	3
COE	111	Work Experience I	0	10	2
COE	211	Work Experience	0	10	1
CTS	130	Spreadsheet I	2	2	3
DBA	110	Database Concepts	2	3	3
OST	122	Office Computations	1	2	2
*OST	131	Keyboarding	1	2	2
OST	136	Word Processing	2	2	3
OST	286	Professional Development	3	0	3

**III. Other Required Courses**

**Total Credits: 70**

### *Recommended Semester Schedule*

**First Year-Fall**

ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction To Business	3	0	3
CIS	110	Introduction To Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**First Year-Spring**

ACC	121	Principles of Managerial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
ACC	150	Accounting Software Applications	1	2	2
BUS	115	Business Law I	3	0	3
CTS	130	Spreadsheet I	2	2	3
Humanities Elective-See list of required courses			3	0	3

**First Year-Summer**

ACC	110	Ten-Key Calculator	0	2	1
BUS	137	Principles of Management	3	0	3
or					
BUS	230	Small Business Management	3	0	3
DBA	110	Database Concepts and Applications	2	2	3

**Second Year-Fall**

ACC	129	Individual Income Tax	2	2	3
ACC	220	Intermediate Accounting	3	2	4
ACC	240	Government & Not-For-Profit	3	0	3
OST	136	Word Processing	2	2	3
Social Science Elective-See list of required courses			3	0	3
*Recommend Microeconomics					

**Second Year-Spring**

ACC	152	Accounting Software Applications	1	2	2
ACC	180	Practices of Bookkeeping	3	0	3
ACC	221	Intermediate Accounting II	3	2	4
or					
ACC	240	Government or Not For Profit	3	0	3
or					
ACC	130	Business Income Tax	2	2	3
ACC	227	Practices in Accounting	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
-----	-----	-----------------	---	---	---

***Accounts Payable, Accounts Receivable, Bookkeeping  
Certificate Program (C25100AAB)***

Title Class/Lab/Credit

***Recommened Semester Schedule***

**First Year-Fall**

ACC	120	Principles of Financial Accounting	3	2	4
CIS	110	Introduction To Computers	2	2	3

**First Year-Spring**

ACC	121	Principles of Managerial Accounting	3	2	4
ACC	150	Accounting Software Applications	1	2	2
ACC	180	Practices in Bookkeeping	3	0	3

***Payroll Accounting Clerk  
Certificate Program (C25100PAC)***

Title Class/Lab/Credit

***Recommened Semester Schedule***

**First Year-Fall**

ACC	120	Principles of Financial Accounting	3	2	4
CIS	110	Introduction To Computers	2	2	3
BUS	110	Introduction to Business	2	2	3

**First Year-Spring**

ACC	121	Principles of Managerial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
ACC	150	Accounting Software Applications	1	2	2

***Income Tax Preparer  
Certificate Program (C25100ITP)***

Title Class/Lab/Credit

***Recommened Semester Schedule***

**First Year-Fall**

ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	2	2	3
ACC	129	Individual Income Tax	2	2	3

**First Year-Spring**

ACC	121	Principles of Managerial Accounting	3	2	4
ACC	130	Business Income Taxes	2	2	3



# ADVERTISING AND GRAPHIC DESIGN

A30100 (Associate Degree)

D30100 (Diploma-Evening) C30100 (Certificate-Evening)

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

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

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum was designed to be entered in the fall of each year. Some classes may not be offered every semester.*

**\*Certificate Program available. See Advisor for more information.**

Title	Class/Lab/Credit
-------	------------------

## I. General Education Courses

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

ART	111	Art Appreciation **Recommended	3	0	3
PSY	150	General Psychology **Recommended	3	0	3

## II. Major Courses

### A. Core

1. Required Courses

GRD	110	Typography I	2	2	3
GRD	280	Portfolio Design	2	4	4

2. Required Subject Areas

GRD	121	Drawing Fundamentals I	1	3	2
GRD	131	Illustration I	1	3	2
DES	135	Principles & Elements of Design	2	4	4
GRD	141	Graphic Design I	2	4	4
GRD	142	Graphic Design II	2	4	4
GRD	151	Computer Design Basics	1	4	3
GRD	152	Computer Design Techniques I	1	4	3

**B. Concentration** (If appropriate)

**C. Other Major Courses** (Must be selected from identified prefixes)

GRD	180	Interactive Design	1	4	3
GRD	271	Multimedia Design I	1	3	2
GRD	281	Design of Advertising	2	0	2
GRD	285	Client/Media Relations	1	2	2

**III. Other Required Courses**

COE	111	Co-op Work Experience I	0	10	1
GRD	160	Photo Fundamentals I	1	4	3
GRD	241	Graphic Design III	2	4	4
GRD	242	Graphic Design IV	2	4	4
GRD	263	Illustrative Imaging	1	4	3

The following courses may be substituted for COE 111 with approval of advisor:

ACA	115	Success and Study Skills	0	2	1
BUS	110	Introduction To Business	3	0	3
BUS	125	Personal Finance	3	0	3
BUS	230	Small Business Management	3	0	3
OST	286	Professional Development	3	0	3

**Total Credits: 68**

***Recommended Semester Schedule***

**First Year-Fall**

DES	135	Principles & Elements of Design	2	4	4
ENG	111	Expository Writing	3	0	3
GRD	110	Typography	2	2	3
GRD	121	Drawing Fundamentals I	1	3	2

GRD	151	Computer Design Basics	1	4	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

#### **First Year-Spring**

GRD	131	Illustration I	1	3	2
GRD	141	Graphic Design I	2	4	4
GRD	152	Computer Design Techniques	1	4	3
GRD	160	Photo Fundamentals I	1	4	3
Social Sciences Elective-See list of required courses			3	0	3

#### **First Year-Summer**

GRD	142	Graphic Design II	2	4	4
-----	-----	-------------------	---	---	---

#### **Second Year-Fall**

COM	231	Public Speaking	3	0	3
GRD	180	Interactive Design	1	4	3
GRD	263	Illustrative Imaging	1	4	3
GRD	241	Graphic Design III	2	4	4
GRD	281	Design of Advertising	2	0	2

#### **Second Year-Spring**

ART	111	Art Appreciation ** Recommended	3	0	3
COE	111	Work Experience I	0	10	1
GRD	242	Graphic Design IV	2	4	4
GRD	271	Multimedia Design I	1	3	2
GRD	285	Client/Media Relations	1	2	2

#### **Second Year-Summer**

GRD	280	Portfolio Design	2	4	4
-----	-----	------------------	---	---	---

### ***Diploma Program***

Title \_\_\_\_\_ Class/Lab/Credit

#### **I. General Education Courses**

COM	231	Public Speaking	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

#### **II. Major Courses**

##### **A. Core**

##### **1. Required Courses**

GRD	110	Typography I	2	2	3
GRD	280	Portfolio Design	2	4	4

2. Required Subject Areas

DES	135	Principles & Elements of Design	2	4	4
GRD	121	Drawing Fundamentals I	1	3	2
GRD	131	Illustration I	1	3	2
GRD	141	Graphic Design I	2	4	4
GRD	142	Graphic Design II	2	4	4
GRD	151	Computer Design Basics	1	4	3
GRD	152	Computer Design Techniques I	1	4	3
GRD	160	Photo Fundamentals I	1	4	3

**B. Concentration**

**C. Other Major Courses**

**III. Other Required Courses**

**Total Credits: 39**

*Recommended Semester Schedule*

**First Year-Fall**

DES	135	Principles & Elements of Design	2	4	4
GRD	110	Typography	2	2	3
GRD	121	Drawing Fundamentals I	1	3	2
GRD	151	Computer Design Basics	1	4	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**First Year-Spring**

GRD	131	Illustration I	1	3	2
GRD	141	Graphic Design I	2	4	4
GRD	152	Computer Design Techniques	1	4	3
GRD	160	Photo Fundamentals I	1	4	3

**First Year-Summer**

COM	231	Public Speaking	3	0	3
GRD	142	Graphic Design II	2	4	4
GRD	280	Portfolio Design	2	4	4

*Evening Certificate Program*

Title \_\_\_\_\_ Class/Lab/Credit

**I. General Education Courses**

**II. Major Courses**

**A. Core**

1. Required Courses

GRD	110	Typography I	2	2	3
-----	-----	--------------	---	---	---

2. Required Subject Areas

GRD	141	Graphic Design I	2	4	4
-----	-----	------------------	---	---	---

GRD	151	Computer Design Basics	1	4	3
-----	-----	------------------------	---	---	---

GRD	152	Computer Design Techniques I	1	4	3
-----	-----	------------------------------	---	---	---

**B. Concentration**

**C. Other Major Courses**

**III. Other Required Courses**

**Total Credits: 17**

*Recommended Semester Schedule*

**First Year-Fall**

GRD	110	Typography	2	2	3
-----	-----	------------	---	---	---

GRD	151	Computer Design Basics	1	4	3
-----	-----	------------------------	---	---	---

**First Year-Spring**

GRD	152	Computer Design Techniques	1	4	3
-----	-----	----------------------------	---	---	---

GRD	141	Graphic Design I	2	4	4
-----	-----	------------------	---	---	---

# AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

## D35100 (Diploma)

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.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

### *Diploma Program*

Title	Class/Lab/Credit		
<b>I. General Education Courses</b>			
ENG 101 Applied Communications I	3	0	3
MAT 101 Applied Mathematics I	2	2	3
<b>II. Major Courses</b>			
<b>A. Core</b>			
1. Required Courses			
AHR 110 Introduction to Refrigeration	2	6	5
AHR 112 Heating Technology	2	4	4
AHR 113 Comfort Cooling	2	4	4
AHR 114 Heat Pump Technology	2	4	4
2. Required Subject Areas			
AHR 210 Residential Building Code	1	2	2
AHR 211 Residential System Design	2	2	3
ELC 111 Introduction to Electricity	2	2	3
<b>B. Concentration</b>			

**C. Other Major Courses** (Must be selected from identified prefixes)

ACA	115	Success and Study Skills	0	2	1
AHR	160	Refrigerant Certification	1	0	1
AHR	130	HVAC Controls	2	2	3
BPR	135	Schematics and Diagrams	2	0	2
CIS	113	Computer Basics	0	2	1

**III. Other Required Courses**

**Total Credits: 38**

*Recommended Semester Schedule*

**First Year-Fall**

AHR	110	Introduction to Refrigeration	2	6	5
ELC	111	Introduction to Electricity	2	2	3

**First Year-Spring**

AHR	112	Heating Technology	2	4	4
AHR	130	HVAC Controls	2	2	3
BPR	135	Schematics and Diagrams	2	0	2
ENG	101	Applied Communications	3	0	3

**First Year-Summer**

AHR	113	Comfort Cooling	2	4	4
AHR	160	Refrigerant Certification	1	0	1
AHR	211	Residential System Design	2	2	3
CIS	113	Computer Basics	0	2	1
MAT	101	Applied Mathematics I	2	2	3

**Second Year-Fall**

AHR	114	Heat Pump Technology	2	4	4
AHR	210	Residential Building Code	1	2	2

# ASSOCIATE DEGREE NURSING, NON-INTEGRATED

A45110 (Associate Degree)

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.

## ***Foothills Nursing Consortium***

The Foothills Nursing Consortium includes:

Cleveland Community College, Shelby  
Isothermal Community College, Spindale and  
McDowell Technical Community College, Marion

The Foothills Nursing Consortium (FNC), Associate Degree Nursing (ADN) program is approved by the NC Community College System Office and the NC Board of Nursing.

Characteristics of the ADN program:

- a) will prepare students to apply to sit for the National Council Licensure Examination (NCLEX-RN) which is required to practice as a registered nurse.
- b) is designed for five sequential semesters in length.
- c) will be separate from the existing practical nurse programs in the above colleges.

Isothermal Community College is the administrative unit and the central location of the three colleges. The commuting time to the administrative unit from the other two colleges is approximately 30 minutes or twenty miles. This means that the greatest distance between the consortium colleges is approximately one hour or 50 miles.

Nursing classes will be held on all three campuses at some period of time during the program. When possible, non-nursing courses will be scheduled on the campus of the student's county of residence.



Application must be made to the student's home college within or closest to the service area. An out-of-county applicant may apply to his/her school of convenience. When possible, clinical experiences will be scheduled in or near the student's county of residence.

### ***Academic Admissions and Regulations***

*In addition to regular college admissions requirements and procedures, individuals interested in Associate Degree Nursing Program are also subject to the following admissions requirements, procedures and academic regulations. The ADN Program is a selective program and enrollment is limited.*

- **Current listing on the North Carolina Nursing Assistant I Registry, without findings against the listing, is required for entry into the ADN program.**
- **Students should be aware that upon admission to a program with a clinical component, a criminal background check and/or drug testing will be required by the clinical site prior to participation in the clinical component. Furthermore, students should be aware that their graduation progress will be limited by an inability to complete the clinical portion of the program at any clinical site. The cost of any background check will be the responsibility of the student.**
- **Required courses:** Students may take general/related (non-nursing) courses before acceptance into the nursing program. Completion of these courses will help prepare but not guarantee admission into the program.

### ***Admissions Requirements: Fall 2013***

Enrollment in the Associate Degree Nursing Program is limited. Applicants are advised to apply early; contact the Office of Student Services for the current ADN Applicant Information Packet.

#### **General admissions requirements:**

The following requirements must be met before a student will be considered for admission to the ADN program. All materials must be sent to the college with application.

1. Complete and submit **application** for admission to MTCC.
2. Provide official transcript of **high school** education **and/or GED** scores.
3. Submit an **official transcript** from all colleges attended, practical nursing programs or other nursing programs attended (course syllabi may be required). The minimum required college **GPA is 2.5**. The cumulative overall GPA will be used for final selection.

4. Submit three (3) **references** (not relatives or close friends). Example: registered nurses, teachers, employers, supervisors, and guidance counselors. References that are more than one year old at the time of the general admission requirement deadline will not be acceptable. **References must be received by the admitting college in envelopes sealed by the reference person on forms provided.**

5. **Placement tests** will be administered by the college of application. It is the applicant's responsibility to contact the college's testing center and make arrangements for placement testing (828-652-0683). The placement testing consists of Reading, English/Writing Skills, Numerical Skills and Algebra.

6. Complete all **developmental courses** required as a result of placement tests with a grade of "C" or better by the specified deadline. See examples below (lower scores may require additional lower level courses):

Reading and Writing Foundations	ENG 085
Reading and Composition Strategies	ENG 095
Essential Mathematics	MAT 060
Introductory Algebra	MAT 070

7. **Prerequisite courses:** Students must either have (1) completed courses in high school biology and chemistry (complete high school unit) with a grade of "B" or above or (2) completed courses in \*biology and \*\*chemistry in college with a grade of "C" or above. **Prerequisite courses are not accepted from the Adult High School Diploma unless the student is a graduate of the program.**

**\*Students who have completed college level Anatomy and Physiology with a grade of "C" or above will be exempt from the pre-requisite biology course.**

**\*\*Students can apply for ADN admission while they are in process of taking Chemistry 131 and Chemistry 131A for the Chemistry pre-requisite. Chemistry 131 and 131A have to be successfully completed prior to entry into the program.**

#### **Consortium College Pre-requisite Courses**

Introductory Algebra	MAT 070 or satisfactory placement test score
*General Biology	BIO 111
**Introduction to Chemistry	CHM 131

**Students are responsible for making sure current admission requirements have been met and that all materials have been received by the Admissions Office.**

Admission to the Foothills Nursing Consortium Associate Degree Program is very competitive. Meeting minimum admission criteria does not guarantee an applicant an offer of admission. For example, the GPA and PSB score of those offered admission is considerably higher than the established minimum requirements.

Admission Advisors or Counselors can email as a form of communication with the applicant. The invitation to enter the Associate Degree Nursing Program will be in the form of a US Postal letter.

**Selection Process and Procedures**      **Deadline/Dates Fall 2013**

8. The above criteria must be met by:      **January 17, 2013**

9. If notified by the Admissions Office, eligible applicants report for the PSB-Nursing School Aptitude Examination-RN (Fee: \$20.00). Health forms will be provided. **Minimum weighted score of 45 is required.**      **February 5, 2013**

10. Notifications will be mailed to those eligible for a group information session.      **February 18, 2013**

11. A group information session will be scheduled with the nursing advisor, the nursing director and the assistant nursing director.      **March 4-8, 2013**

**12. Completed health forms are due.**      **March 11, 2013**

13. Final selection: In order to be considered for admission, each student must meet the stated deadlines and admission requirements. The applicant must have positive references, up-to-date immunizations and a completed medical form by his/her primary health care provider or MD. As part of the completed medical forms, the provider must indicate “physical and emotional health”... “to participate in the activities of a health profession in a clinical setting.” If these requirements are satisfied, then the applicant will be selected on the basis of 1) PSB-RN graph; 2) GPA to include cumulative GPA; and 3) previous education. Written notification of acceptance will be mailed by the admitting college and the ADN Director.      **March 18, 2013**

Those admitted to the ADN Program must attend an orientation program prior to the first day of class. Students will be notified of the orientation date. Admitted students will be assessed a one-time fee of approximately \$418.00 the first semester. This charge covers a prescriptive learning program to help prepare for the National Council Licensure Examination (NCLEX-RN).

### **Admission Requirements-Advanced Placement (LPN)**

**(Please contact the Office of Student Services for the current Advanced Placement information packet.**

**In addition to the general admissions requirements (1-7) listed on pages 114-115, the Advanced Placement candidates must also:**

8. Have evidence of current unrestricted license without reprimand or eligibility of candidacy as a Practical Nurse in the state of North Carolina. The unrestricted license must also be current at the time of acceptance into the program.

9. Have BIO 168 (Anatomy and Physiology I) in progress if the Anatomy and Physiology series has not been completed. In addition, have PSY 150 (General Psychology) in process.

### **Selection Process and Procedures      Deadline/Dates Fall 2013**

**10. The above criteria and payment (\$55.00) for the nursing challenge exam must be met by:      August 21, 2012**

11. If notified, report for the Nursing Challenge Exam. **A minimum of 77 is required.**      **September 6, 2012**

12. Notifications will be mailed to those eligible for a group information session.      **September 20, 2012**

13. The group information session will be scheduled with the nursing advisor, the nursing director, and the assistant nursing director.      **Oct. 9- Oct.11, 2012**

14. Completed health form due      **October 18, 2012**

15. Final selection: In order to be con-      **October 25, 2012**

sidered for admission, each student must meet the stated deadlines and admission requirements. The applicant must have positive references, up-to-date immunizations and a completed medical form by his/her primary health care provider or MD. As part of the completed medical forms, the provider must indicate "physical and emotional health"... "to participate in the activities of a health profession in a clinical setting." If these requirements are satisfied, then the applicant will be selected on the basis of 1) Challenge Exam; and 2) GPA to include cumulative GPA, Practical Nursing and Biology course grades. Written notification of acceptance will be mailed by the admitting college and the ADN Director.

16. During spring semester, if not already completed, BIO 169 (Anatomy and Physiology II) must be completed with a grade of "C" or better. **Spring 2013**  
**Program begins January 2013**

**Other Courses:** Students may take these general/related (non-nursing) courses before being accepted into the nursing program.

ACA 115	Success and Study Skills
BIO 175	General Microbiology
ENG 111	Expository Writing
ENG 113	Literature-Based Research
PSY 241	Developmental Psychology
3 credit hrs.	Humanities Elective

**Students are responsible for making sure that all admissions requirements have been met and that all materials have been received by the Admissions Office. Admissions requirements currently in effect must be completed.**

**Admission advisors or counselors can email as a form of correspondence with the applicant. The invitation to enter the Associate Degree Nursing program will be in the form of a US Postal letter.**

**All students must provide proof of cardiopulmonary resuscitation (CPR) certification on the first day of class.**

**Those admitted to the ADN program must attend an orientation program prior to the first day of class. Students will be notified of orientation dates.**

### ***Standards of Progress***

A 2.0 grade point average in nursing consortium courses is required for satisfactory academic standing. The 2.0 grade point average will be based upon grades earned in each semester of study.

If a cumulative grade point average of required courses falls below 2.0, the student is on academic warning and will be required to work with his/her advisor and counselor in planning the necessary course of action.

For admission into the second level, the first level student must have a 2.0 grade point average in required nursing and science courses by the end of the spring semester. For more information about first and second levels, see the Office of Student Services.

The grading scale for ADN program courses is as follows:

- A 100-94
- B 93-87
- C 86-80
- F 79 and below

The student must pass both the theory and clinical portions of courses to receive credit. Failure of either portion will mean course failure and suspension from the program.

Title \_\_\_\_\_ Class/Lab/Clinical/Credit

#### **I. General Education Courses**

BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	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
PSY	241	Developmental Psychology	3	0	0	3
Humanities Elective-Select one from the list on page 100			3	0	0	3

#### **II. Major Courses**

##### **A. Core**

##### 1. Required Courses

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	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
NUR	214*	Nsg. Transition Concepts	3	0	3	4

\*For Advanced Placement Students only

### III. Other Required Courses

(Maximum of 7 shc for AAS, 4 shc for diploma and 1 shc for certificate)

(Includes free electives, orientation, and/or study skills courses)

ACA	115	College Student Success	0	2	0	1
-----	-----	-------------------------	---	---	---	---

**Total Credits: 70**

### *Recommended Semester Schedule*

**Students are not allowed to enroll in the NUR courses until formally accepted into the program. Please see admission requirements.**

#### **First Year-Fall**

ACA	115	College Student Success	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
NUR	111	Introduction to Health Concepts	4	6	6	8
PSY	150	General Psychology	3	0	0	3

#### **First Year-Spring**

BIO	169	Anatomy & Physiology II	3	3	0	4
NUR	112	Health-Illness Concepts (8 weeks)	3	0	6	5
NUR	211	Health Care Concepts (8 weeks)	3	0	6	5
NUR	214*	Nsg. Transition Concepts	3	0	3	4

\*Advanced Placements students

#### **First Year-Summer**

ENG	111	Expository Writing	3	0	0	3
NUR	114	Holistic Health Concepts	3	0	6	5
PSY	241	Developmental Psychology	3	0	0	3

#### **Second Year-Fall**

BIO	175	Microbiology	2	3	0	3
ENG	113	Literature Based Research	3	0	0	3
NUR	113	Family Health Concepts (8 weeks)	3	0	6	5
NUR	212	Health System Concepts (8 weeks)	3	0	6	5

#### **Second Year-Spring**

NUR	213	Complex Health Concepts	4	3	15	10
Humanities Elec.	-See list on page 100		3	0	0	3

**Total Credits: 70**

# AUTOMOTIVE SYSTEMS TECHNOLOGY

A60160 (Associate Degree) D60160 (Diploma) C60160 (Certificate)

This curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE certification exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry. Cooperative education opportunities may be available at some North Carolina Community Colleges.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*Certificate Program may be available. See Advisor for more information.**

Title	Class/Lab/Credit		
<b>I. General Education Courses</b>			
COM 231 Public Speaking	3	0	3
ENG 111 Expository Writing	3	0	3
MAT 140 Survey of Mathematics	3	0	3
MAT 140A Survey of Mathematics Lab	0	2	1
Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.			
<b>II. Major Courses</b>			
<b>A. Core</b>			
1. Required Courses			
AUT 141 Suspension and Steering Systems	2	3	3
AUT 151 Brake Systems	2	3	3
AUT 161 Basic Auto Electricity	4	3	5
2. Required Subject Areas			
AUT 181 Engine Performance-1	2	3	3
AUT 183 Engine Performance-2	2	6	4



## B. Concentration

### C. Other Major Courses

AUT	110	Introduction to Automotive Technology	2	2	3
AUT	113	Automotive Servicing I	0	6	2
AUT	114	Safety and Emissions	1	2	2
AUT	114A	Safety and Emissions Lab	0	2	1
AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	141A	Suspension and Steering Lab	0	3	1
AUT	151A	Brake Systems Lab	0	3	1
AUT	163	Adv. Auto Electricity	2	3	3
AUT	171	Auto Climate Control	2	4	4
AUT	181A	Engine Performance I Lab	0	3	1
AUT	212	Auto Shop Management	3	0	3
AUT	221	Auto Transmissions/Transaxles	2	3	3
AUT	221A	Auto Transmissions/Transaxles Lab	0	3	1
AUT	231	Manual Transmissions/Transaxles/Drivetrains	2	3	3
AUT	231A	Manual Transmissions/Transaxles/Drivetrains Lab	0	3	1
AUT	285	Intro. to Alternative Fuels	2	2	3
CIS	113	Computer Basics	0	2	1

### III. Other Required Courses

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

**Total Credits: 72**

### *Recommended Semester Schedule*

#### First Year-Fall

ACA	115	Success and Study Skills	0	2	1
AUT	110	Introduction to Automotive Technology	2	2	3
AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	161	Basic Auto Electricity	4	3	5

#### First Year-Spring

AUT	114	Safety and Emissions	1	2	2
AUT	114A	Safety and Emissions Lab	0	2	1
AUT	163	Adv. Auto Electricity	2	3	3
AUT	181	Engine Performance I	2	3	3
AUT	181A	Engine Performance I Lab	0	3	1
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**First Year-Summer**

AUT	171	Auto Climate Control	2	4	4
AUT	183	Engine Performance II	2	6	4
HUM	122	Southern Culture or other Humanities	3	0	3

**Second Year-Fall**

AUT	221	Auto Transmissions/Transaxles	2	3	3
AUT	221A	Auto Transmissions/Transaxles Lab	0	3	1
AUT	231	Manual Transmissions/Transaxles/Drivetrains	2	3	3
AUT	231A	Manual Transmissions/Transaxles/Drivetrains Lab	0	3	1
CIS	113	Computer Basics	0	2	1
PSY	150	General Psychology	3	0	3

**Second Year-Spring**

AUT	113	Automotive Servicing I	0	6	2
AUT	212	Auto Shop Management	3	0	3
AUT	285	Intro. to Alternative Fuels	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

**Second Year-Summer**

AUT	141	Suspension and Steering Systems	2	3	3
AUT	141A	Suspension and Steering Lab	0	3	1
AUT	151	Brake Systems	2	3	3
AUT	151A	Brake Systems Lab	0	3	1

***Diploma Program***

Title	Class/Lab/Credit
-------	------------------

**I. General Education Courses**

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3

**II. Major Courses****A. Core**

## 1. Required Courses

AUT	141	Suspension and Steering Systems	2	3	3
AUT	141A	Suspension and Steering Systems Lab	0	3	1
AUT	151	Brake Systems	2	3	3
AUT	151A	Brake Systems Lab	0	3	1
AUT	161	Basic Auto Electricity	4	3	5

## 2. Required Subject Areas

AUT	181	Engine Performance-1	2	3	3
AUT	181A	Engine Performance-1 Lab	0	3	1
AUT	183	Engine Performance-2	2	6	4

### **B. Concentration**

### **C. Other Major Courses**

AUT	113	Automotive Servicing I	0	6	2
AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	141A	Suspension and Steering Systems Lab	0	3	1
AUT	151A	Brake Systems Lab	0	3	1
AUT	181A	Engine Performance I Lab	0	3	1
AUT	212	Auto Shop Management	3	0	3
AUT	221	Auto Transmissions/Transaxles	2	3	3
AUT	221A	Auto Transmissions/Tranaxles Lab	0	3	1
AUT	231	Manual Transmissions/Transaxels/Drivetrains	2	3	3
AUT	231A	Manual Transmissions/Transaxles/Drivetrains Lab	0	3	1
AUT	285	Alternative Fuels	2	2	3
CIS	113	Computer Basics	0	2	1

### **III. Other Required Courses**

**Total Credits: 48**

### *Recommended Semester Schedule*

#### **First Year-Fall**

AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	161	Basic Auto Electricity	4	3	5

#### **First Year-Spring**

AUT	181	Engine Performance I	2	3	3
AUT	181A	Engine Performance I Lab	0	3	1
MAT	101	Applied Math I	2	2	3

#### **First Year-Summer**

AUT	183	Engine Performance II	2	6	4
-----	-----	-----------------------	---	---	---

#### **Second Year-Fall**

AUT	221	Auto Transmissions/Transaxles	2	3	3
AUT	221A	Auto Transmissions/Tranaxles Lab	0	3	1
AUT	231	Manual Transmissions/Transaxles/Drivetrains	2	3	3

AUT	231A	Manual Transmissions/Transaxles/Drivetrains Lab	0	3	1
CIS	113	Computer Basics	0	2	1

**Second Year-Spring**

AUT	113	Automotive Servicing I	0	6	2
AUT	212	Auto Shop Management	3	0	3
AUT	285	Alternative Fuels	2	2	3
ENG	101	Applied Communications I	3	0	3

**Second Year-Summer**

AUT	141	Suspension and Steering Systems	2	3	3
AUT	141A	Suspension and Steering Systems Lab	0	3	1
AUT	151	Brake Systems	2	3	3
AUT	151A	Brake Systems Lab	0	3	1

***Certificate Program***

Title Class/Lab/Credit

**First Year-Fall**

AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	161	Basic Auto Electricity	4	3	5

**First Year-Spring**

AUT	181	Engine Performance I	2	3	3
AUT	181A	Engine Performance I Lab	0	3	1

**First Year-Summer**

AUT	183	Engine Performance II	2	6	4
-----	-----	-----------------------	---	---	---

**Total Credits: 17**

# BASIC LAW ENFORCEMENT TRAINING

C55120 (Certificate)

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 examinations 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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*Enrollment in this program may be limited. Special admissions procedures may apply. Contact the BLET Coordinator for additional information.*

*\*\*McDowell Technical Community College students may also take a limited number of classes on the MTCC campus to apply toward a degree in Criminal Justice through Western Piedmont Community College. Contact Western Piedmont for additional information and requirements.*

Title	Class/Lab/Credit
-------	------------------

## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

CJC	100-A Basic Law Enforcement Tng	5	15	10
CJC	100-B Basic Law Enforcement Tng *	4	15	9

\*CJC 100-A is a prerequisite for CJC 100-B

#### 2. Required Subject Areas

**B. Concentration**

**C. Other Major Courses**

**III. Other Required Courses**

**Total Credits: 19**

# BUSINESS ADMINISTRATION

A25120 (Associate Degree)

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
-------	------------------

## I. General Education Courses

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	

1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

## II. Major Courses

### A. Core

#### 1. Required Courses

BUS	115	Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	120	Principles of Marketing	3	0	3

#### 2. Required Subject Areas

ACC	120	Principles of Financial Accounting	3	2	4
CIS	110	Introduction to Computers	2	2	3
ECO	251	Principles of Microeconomics	3	0	3

## B. Concentration

### C. Other Major Courses (Must be selected from identified prefixes)

ACA	115	Success and Study Skills	0	2	1
ACC	121	Principles of Managerial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
BUS	125	Personal Finance	3	0	3
BUS	147	Business Insurance	3	0	3
BUS	153	Human Resource Management	3	0	3
BUS	225	Business Finance	2	2	3
BUS	230	Small Business Management	3	0	3
BUS	280	REAL Small Business	4	0	4
COE	111	Co-op Work Experience I	0	10	1
CTS	130	Spreadsheet	2	2	3
DBA	110	Database	2	3	3
ECO	252	Principles of Macroeconomics	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
OST	136	Word Processing	1	2	2
OST	286	Professional Development	3	0	3

## III. Other Required Courses

**Total Credits: 72**

### *Recommended Semester Schedule*

#### **First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

#### **First Year-Spring**

ACC	121	Principles of Managerial Accounting	3	2	4
BUS	115	Business Law	3	0	3
CTS	130	Spreadsheet I	3	2	3
MKT	120	Principles of Marketing	3	0	3
		Humanities/Social Sciences Elective-See list of required courses	3	0	3

#### **First Year-Summer**

BUS	147	Business Insurance	3	0	3
BUS	230	Small Business Management	3	0	3



**Second Year-Fall**

BUS	125	Personal Finance	3	0	3
BUS	137	Principles of Management	3	0	3
BUS	225	Business Finance	2	2	3
ECO	251	Principles of Microeconomics	3	0	3
MKT	123	Fundamentals of Selling	3	0	3

**Second Year-Spring**

BUS	153	Human Resource Management	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
OST	286	Professional Development	3	0	3
OST	136	Word Processing	1	2	2
Humanities/Social Sciences Elective-See list of required courses			3	0	3

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
-----	-----	-----------------	---	---	---

# BUSINESS ADMINISTRATION

## CONCENTRATION: MARKETING & RETAILING

A2512F (Associate Degree)

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 organizations and employment in retailing services and product businesses.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit			
<b>I. General Education Courses</b>				
COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page100.				
<b>II. Major Courses</b>				
<b>A. Core</b>				
1. Required Courses				
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
MKT 120	Principles of Marketing	3	0	3
2. Required Subject Areas				
ACC 120	Principles of Financial Accounting	3	2	4
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
<b>B. Concentration</b>				

MKT	122	Visual Merchandising	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
MKT	220	Advertising & Sales Promotion	3	0	3
MKT	225	Market Research	3	0	3
MKT	227	Marketing Applications	3	0	3

**C. Other Major Courses** (Must be selected from identified prefixes)

ACA	115	Success and Study Skills	0	2	1
ACC	121	Principles of Managerial Accounting	3	2	4
ECO	251	Principles of Microeconomics	3	0	3
BUS	110	Introduction to Business	3	0	3
BUS	280	REAL Small Business	4	0	4
COE	111	Co-Op Experience	0	10	1
CTS	130	Spreadsheet I	2	2	3
DBA	110	Database	2	3	3
MKT	121	Retailing	3	0	3
MKT	224	International Marketing	3	0	3
OST	136	Word Processing	1	2	2
OST	286	Professional Development	3	0	3

**III. Other Required Courses**

**Total Credits: 72**

***Recommended Semester Schedule***

**First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**First Year-Spring**

ACC	121	Principles of Managerial Accounting	3	2	4
BUS	115	Business Law	3	0	3
CTS	130	Spreadsheet I	3	2	3
MKT	120	Principles of Marketing	3	0	3

Humanities/Social Sciences Elective-See list of required courses	3	0	3
--	---	---	---

**First Year-Summer**

COM	231	Public Speaking	3	0	3
MKT	220	Advertising & Sales Promotion	3	0	3

**Second Year-Fall**

ECO	251	Principles of Microeconomics	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
MKT	122	Visual Merchandising	3	0	3
MKT	121	Retailing	3	0	3

**Second Year-Spring**

ECO	252	Principles of Macroeconomics	3	0	3
OST	136	Word Processing	1	2	2
MKT	224	International Marketing	3	0	3
MKT	225	Market Research	3	0	3
Humanities/Social Sciences Elective-See list of required courses			3	0	3

**Second Year-Summer**

MKT	227	Marketing Applications	3	0	3
OST	286	Professional Development	3	0	3

# BUSINESS ADMINISTRATION

## CONCENTRATION: OPERATIONS MANAGEMENT

A2512G (Associate Degree)

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit		
-------	------------------	--	--

### I. General Education Courses

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

### II. Major Courses

#### A. Core

##### 1. Required Courses

BUS	115	Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	120	Principles of Marketing	3	0	3

##### 2. Required Subject Areas

ACC	120	Principles of Financial Accounting	3	2	4
CIS	110	Introduction to Computers	2	2	3
ECO	251	Principles of Microeconomics	3	0	3

**B. Concentration**

ISC	121	Environmental Health & Safety	3	0	3
ISC	130	Introduction to Quality Control	3	0	3
ISC	210	Operation & Production Planning	3	0	3
OMT	112	Materials Management	3	0	3
OMT	260	Issues in Operations Management	3	0	3

**C. Other Major Courses** (Must be selected from identified prefixes)

ACA	115	Success and Study Skills	0	2	1
BUS	135	Principles of Supervision	3	0	3
BUS	153	Human Resource Management	3	0	3
BUS	225	Business Finance	3	0	3
BUS	240	Business Ethics	3	0	3
COE	111	Co-Op Work Experience	0	10	1
OMT	143	Just-In-Time	2	0	2
OST	131	Keyboarding	1	2	2
OST	136	Word Processing	2	2	3

**III. Other Required Courses**

**Total Credits: 66**

*Recommended Semester Schedule*

**First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
ACC	120	Principles of Financial Accounting	3	2	4
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
OMT	143	Just-In-Time	2	0	2

**First Year-Spring**

BUS	115	Business Law	3	0	3
ISC	130	Introduction to Quality Control	3	0	3
MKT	120	Principles of Marketing	3	0	3
OMT	112	Materials Management	3	0	3
Humanities	Elective	See list of required courses	3	0	3

**First Year-Summer**

ISC	121	Environmental Health & Safety	3	0	3
OST	131	Keyboarding	1	2	2
		or			
OST	136	Word Processing	2	2	3

**Second Year-Fall**

BUS	137	Principles of Management	3	0	3
BUS	225	Business Finance	3	0	3
BUS	240	Business Ethics	3	0	3
ECO	251	Principles of Microeconomics	3	0	3

**Second Year-Spring**

BUS	135	Principles of Supervision	3	0	3
BUS	153	Human Resources Management	3	0	3
ISC	210	Operations and Production Planning	3	0	3
PSY	150	General Psychology	3	0	3

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
OMT	260	Issues in Operations Management	3	0	3

# CARPENTRY

D35180 (Diploma) C35180 (Certificate) C35180A (Certificate)

This Carpentry curriculum is designed to train students to construct structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes: footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3
<b>II. Major Courses</b>					
<b>A. Core</b>					
1. Required Courses					
BPR	130	Blueprint Reading	1	2	2
CAR	110	Introduction to Carpentry	2	0	2
CAR	111	Carpentry I	3	15	8
CAR	112	Carpentry II	3	15	8
CAR	113	Carpentry III	3	9	6
CAR	115	Residential Planning & Estate	3	0	3
2. Required Subject Areas					
<b>B. Concentration</b>					
<b>C. Other Major Courses</b> (Must be selected from identified prefixes)					
CAR	114	Residential Building Codes	3	0	3
DFT	119	Basic CAD	1	2	2
ISC	110	Workplace Safety	1	0	1



**III. Other Courses**

ACA	115	Success and Study Skills	0	2	1
CIS	113	Computer Basics	0	2	1
COE	111	Co-Op Work Experience	0	10	1
<b>Total Credits: 44</b>					

***Recommended Semester Schedule*****First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
CAR	110	Introduction to Carpentry	2	0	2
CAR	111	Carpentry I	3	15	8
ISC	110	Workplace Safety	1	0	1
*MAT	101	Applied Math I	2	2	3

**First Year-Spring**

BPR	130	Blueprint Reading	1	2	2
CAR	112	Carpentry II	3	15	8
ENG	101	Applied Communications I	3	0	3

**First Year-Summer**

CAR	114	Residential Building Codes	3	0	3
CAR	115	Residential Planning & Estate	3	0	3
DFT	119	Basic CAD	1	2	2

**Second Year-Fall**

CAR	113	Carpentry III	3	9	6
-----	-----	---------------	---	---	---

***Certificate Program (C35180)***

Title					Class/Lab/Credit
-------	--	--	--	--	------------------

**First Year-Fall**

CAR	110	Introduction to Carpentry	2	0	2
CAR	111	Carpentry I	3	15	8

**First Year-Spring**

CAR	112	Carpentry II	3	15	8
-----	-----	--------------	---	----	---

**Total Credits: 18**

***Certificate Program (C35180A)***

<u>Title</u>	<u>Class/Lab/Credit</u>			
<b>First Year-Spring</b>				
BPR 130	Blueprint Reading	1	2	2
CAR 111	Carpentry I	3	15	8
<b>First Year-Summer</b>				
CAR 114	Residential Building Codes	3	0	3
CAR 115	Residential Planning & Estate	3	0	3
<b>Total Credits: 16</b>				

# COLLEGE TRANSFER - LIBERAL ARTS PROGRAM

A10100 (Associate Degree)

The College Transfer/Liberal Arts program is designed for students who intend to transfer to a four-year college or university. The student may complete course work equivalent to the first two years of study required for a bachelor's degree. Unless otherwise indicated, classes in this program satisfy the articulation agreement with colleges in the University of North Carolina System and are eligible for transfer to four-year degree programs, provided all other requirements for transfer are satisfied.

The curriculum in the College Transfer/Liberal Arts program is designed to meet students needs. It includes courses in English, humanities/fine arts, foreign languages, mathematics, science, social sciences, and physical education.

The Associate in Arts degree (A.A.) is awarded upon completion of program requirements. Graduates usually transfer to a senior insitution with junior year status. Follow up studies show that community college transfer students are generally successful in their studies at senior institutions.

**\*The Placement Test is required for all courses listed.**

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
-------	------------------

**I. General Education Courses.** 44 shc required

**English Composition 6 shc required**

ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3

**Humanities/Fine Arts 12 shc required***(Choose one three (3) shc course from the six following courses)*

ENG	241	British Literature I	3	0	3
or					
ENG	242	British Literature II	3	0	3
or					
ENG	231	American Literature I	3	0	3
or					
ENG	232	American Literature II	3	0	3
or					
ENG	251	Western World Literature I	3	0	3
or					
ENG	273	African-American Literature	3	0	3

*(Choose one three (3) shc course from the three following courses)*

MUS	110	Music Appreciation	3	0	3
or					
ART	111	Art Appreciation	3	0	3
or					
HUM	122	Southern Culture	3	0	3

*(Choose six (6) semester hours from the following. At least 3 shc must come from non-literature courses.)*

COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3
ENG	273	African-American Literature	3	0	3
FRE	111	Elementary French I*	3	0	3
FRE	112	Elementary French II*	3	0	3
PHI	210	History of Philosophy	3	0	3
PHI	240	Introduction to Ethics	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
SPA	111	Elementary Spanish I*	3	0	3
SPA	112	Elementary Spanish II*	3	0	3

*\*Students must meet the foreign language requirements (if applicable) of the institution to which they plan to transfer. These requirements must be met prior to or following admission to the senior institution.*

**Social/Behavioral Sciences 12 shc required**

HIS	111	World Civilizations I	3	0	3
HIS	112	World Civilizations II	3	0	3
SOC	210	Introduction to Sociology	3	0	3
<i>(Choose three (3) shc from the following)</i>					
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
POL	120	American Government	3	0	3
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

**Natural Science 8 shc required**

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4

**Mathematics 8 shc required***(Choose six (6) shc from the following)*

MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics I Lab	0	2	1
MAT	161	College Algebra	3	0	3
MAT	161A	College Algebra Lab	0	2	1
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	175	Precalculus	4	0	4
MAT	175A	Precalculus Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
MAT	273	Calculus III	3	2	4

**II. Major Courses****A. Core**

1. Required Courses
2. Required Subject Areas

**B. Concentration****C. Other Major Courses**

### III. Other Required Courses

After meeting program requirements, electives may be selected from the following approved courses: (Choose 20-21 shc.) Of this 20-21 shc, 2 shc must be PED 110, 3 shc must be CIS 110, and 1 shc must be ACA 122.

ACA	122	College Transfer Success	1	0	1
-----	-----	--------------------------	---	---	---

#### Computer Science 3 shc required

CIS	110	Introduction to Computers	2	2	3
-----	-----	---------------------------	---	---	---

#### Health/Physical Education (2 shc required)

PED	110	Fit and Well For Life	1	2	2
PED	111	Physical Fitness	0	3	1
PED	113	Aerobics I	0	3	1
PED	117	Weight Training	0	3	1
PED	120	Walking For Fitness	0	3	1
PED	130	Tennis-Beginning	0	2	1
PED	128	Golf-Beginning	0	2	1
PED	152	Swimming-Beginning	0	2	1
PED	139	Bowling-Beginning	0	2	1
PED	155	Water Aerobics	0	3	1

#### Humanities/Fine Arts

ART	111	Art Appreciation	3	0	3
COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	126	Storytelling	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3
ENG	273	African-American Literature	3	0	3
HUM	122	Southern Culture	3	0	3
MUS	110	Music Appreciation	3	0	3
PHI	210	History of Philosophy	3	0	3
PHI	240	Introduction to Ethics	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
SPA	111	Elementary Spanish I*	3	0	3
SPA	112	Elementary Spanish II*	3	0	3
FRE	111	Elementary French I	3	0	3
FRE	112	Elementary French II	3	0	3

*\*Students must meet the foreign language requirements (if applicable) of the institution to which they plan to transfer. These requirements must be met prior to or following admission to the senior institution.*

#### **Social/Behavioral Sciences**

ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	244	Child Development I *	3	0	3
PSY	245	Child Development II *	3	0	3
PSY	281	Abnormal Psychology	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3
SOC	242	Sociology of Deviance	3	0	3

*\*These are not articulated courses. Students are responsible for contacting the four-year institution of their choice for approval of transfer credits in these courses.*

#### **Natural Science**

BIO	168	Anatomy and Physiology I	3	3	4
BIO	169	Anatomy and Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3
CHM	131	Introduction to Chemistry	3	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	1
CHM	132	Organic and Biochemistry	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
CHM	251	Organic Chemistry I	3	3	4
CHM	252	Organic Chemistry II	3	3	4
CHM	271	Biochemical Principles	3	3	4

#### **Mathematics**

MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics I Lab	0	2	1
MAT	161	College Algebra	3	0	3
MAT	161A	College Algebra Lab	0	2	1
MAT	171	Precalculus Algebra	3	0	3

MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	175	Precalculus	4	0	4
MAT	175A	Precalculus Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
MAT	273	Calculus III	3	2	4

**Other Electives**

ACA 122	College Transfer Success	1	0	1
ACC 120	Principles of Financial Accounting I	3	2	4
ACC 121	Principles of Financial Accounting II	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law	3	0	3
CIS 115	Introduction to Programming and Logic	2	2	3
CSC 134	C++ Programming	2	3	3
CSC 151	JAVA Programming	2	3	3

**Total Credits: 64**

*Recommended Semester Schedule*

**\*All classes are subject to a class size minimum. Certain classes may not be offered when this minimum is not met.**

**\*\*Students who do not follow the recommended semester schedule below cannot expect to complete this degree in two years.**

**First Year-Fall**

ACA 122	College Transfer Success	1	0	1
BIO 111	General Biology	3	3	4
ENG 111	Expository Writing	3	0	3
HIS 111	World Civilizations I	3	0	3
MAT 161	College Algebra	3	0	3
MAT 161A	College Algebra Lab	0	2	1
or				
MAT 171	Precalculus Algebra	3	0	3
MAT 171A	Precalculus Algebra Lab	0	2	1
or				
MAT 175	Precalculus	4	0	4
MAT 175A	Precalculus Lab	0	2	1
or				
MAT 271	Calculus I	3	2	4



PED	110	Fit and Well For Life*	1	2	2
		(*Student may elect to take PED 110 in spring.)			
Elective-	See list of	other required courses	3	0	3

### First Year-Spring

BIO	112	General Biology II	3	3	4
ENG	113	Literature Based Research	3	0	3
HIS	112	World Civilizations II	3	0	3
MAT	161	College Algebra	3	0	3
	or				
MAT	151	Statistics I	3	0	3
	or				
MAT	172	Precalculus Trigonometry	3	0	3
	or				
MAT	272	Calculus II	3	2	4
PED	110	Fit and Well For Life*	1	2	2
		(*If not taken in fall semester.)			
Elective-	See list of	other required courses	3	0	3

### Second Year-Fall

ENG	231	American Literature I	3	0	3
	or				
ENG	241	British Literature I	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Humanities Elective-	See list of	other required courses	3	0	3
Elective-	See list of	other required courses	3	0	3
Elective-	See list of	other required courses	3	0	3

### Second Year-Spring

CIS	110	Introduction to Computers	2	2	3
MUS	110	Music Appreciation	3	0	3
	or				
ART	111	Art Appreciation	3	0	3
	or				
HUM	122	Southern Culture	3	0	3
Social Sciences Elective-	See list of	other required courses	3	0	3
Humanities Elective-	See list of	other required courses	3	0	3
Elective-	See list of	other required courses	3	0	3

## *College Transfer Core Diploma Program*

Title	Class/Lab/Credit
-------	------------------

### **General Education Core Hours Required 44 shc**

The core is the first level of completion that allows transfer students to take advantage of the terms of the Comprehensive Articulation Agreement and is a clear indication that the student has successfully completed the general education core. This assists senior institutions in transcript evaluation, assuring that proper credit is awarded for these courses.

#### **I. General Education Courses. 44 shc required**

##### **English Composition 6 shc required**

ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3

##### **Humanities/Fine Arts 12 shc required**

*(Choose one three (3) shc course from the six following courses)*

ENG	231	American Literature I	3	0	3
		or			
ENG	232	American Literature II	3	0	3
		or			
ENG	241	British Literature I	3	0	3
		or			
ENG	242	British Literature II	3	0	3
		or			
ENG	251	Western World Literature I	3	0	3
		or			
ENG	273	African-American Literature	3	0	3

*(Choose one three (3) shc course from the three following courses)*

ART	111	Art Appreciation	3	0	3
		or			
HUM	122	Southern Culture	3	0	3
		or			
MUS	110	Music Appreciation	3	0	3

*(Choose six (6) semester hours from the following. Only one course may be in literature.)*

Any student who graduates from high school in 2004 or later and did not earn 2 credits of foreign language at the high school level must complete one of the following before applying to any college that is part of the University of North Carolina System or participates in the CAA: 1) receive the Associate of Arts, the Associate of Science, the Associate of Fine Arts, the baccalaureate or any higher degree 2) complete the 44 hour CAA general education core 3) complete six (6) semester hours of a second language.

COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3
ENG	273	African-American Literature	3	0	3
PHI	210	History of Philosophy	3	0	3
PHI	240	Introduction to Ethics	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
SPA	111	Elementary Spanish I*	3	0	3
SPA	112	Elementary Spanish II*	3	0	3

*\*Students must meet the foreign language requirements (if applicable) of the institution to which they plan to transfer. These requirements must be met prior to or following admission to the senior institution.*

**Social/Behavioral Sciences 12 shc required**

HIS	111	World Civilizations I	3	0	3
HIS	112	World Civilizations II	3	0	3
SOC	210	Introduction to Sociology	3	0	3
<i>(Choose three (3) shc from the following)</i>					
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
POL	120	American Government	3	0	3
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3

**Natural Science 8 shc required**

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4

**Mathematics 6 shc required**

<i>(Choose six (6) shc from the following)</i>					
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics I Lab	0	2	1

MAT	161	College Algebra	3	0	3
MAT	161A	College Algebra Lab	0	2	1
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	175	Precalculus	4	0	4
MAT	175A	Precalculus Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
MAT	273	Calculus III	3	2	4

# COLLISION REPAIR & REFINISHING TECHNOLOGY

D60130 (Diploma) C60130 (Certificate)

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*Certificate Program may be available. See Advisor for more information.**

Title	Class/Lab/Credit
-------	------------------

**I. General Education Courses**

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3

**II. Major Courses**

**A. Core**

1. Required Courses

AUB	111	Painting & Refinishing I	2	6	4
AUB	112	Painting and Refinishing II	2	6	4
AUB	114	Special Finishes	1	2	2
AUB	121	Non-Structural Damage I	1	4	3
AUB	122	Non Structural Damage II	2	6	4
AUB	131	Structural Damage I	2	4	4
AUB	132	Structural Damage II	2	6	4
AUB	134	Autobody Mig Welding	1	4	3
AUB	136	Plastics and Adhesives	1	4	3

2. Required Subject Areas

**B. Concentration**

**C. Other Major Courses**

AUB	162	Autobody Estimating	1	2	2
-----	-----	---------------------	---	---	---

**II. Other Required Courses**

ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	2	2	3

**Total Credits: 43**

*Recommended Semester Schedule*

**First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
AUB	111	Painting & Refinishing I	2	6	4
CIS	110	Introduction to Computers	2	2	3

**First Year-Spring**

AUB	121	Non-Structural Damage I	1	4	3
AUB	134	Autobody Mig Welding	1	4	3
ENG	101	Applied Communications I	3	0	3

**First Year-Summer**

AUB	131	Structural Damage I	2	4	4
-----	-----	---------------------	---	---	---

**Second Year-Fall**

AUB	112	Painting and Refinishing II	2	6	4
AUB	162	Autobody Estimating	1	2	2

**Second Year-Spring**

AUB	122	Non Structural Damage II	2	6	4
AUB	114	Special Finishes	1	2	2
AUB	136	Plastics and Adhesives	1	4	3

**Second Year-Summer**

AUB	132	Structural Damage II	2	6	4
MAT	101	Applied Mathematics I	2	2	3

*Certificate Program*

*Recommended Semester Schedule*

<u>Title</u>	<u>Class/Lab/Credit</u>			
<b>First Year-Fall</b>				
AUB 111	Painting & Refinishing I	2	6	4
AUB 162	Autobody Estimating	1	2	2
<b>First Year-Spring</b>				
AUB 114	Special Finishes	1	2	2
AUB 134	Autobody Mig Welding	1	4	3
AUB 136	Plastics and Adhesives	1	4	3
<b>First Year-Summer</b>				
AUB 131	Structural Damage I	2	4	4

# COMPUTER INFORMATION TECHNOLOGY

A25260 (Associate Degree) C25260 (Certificate)

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Cred-
-------	-----------------

**I. General Education Courses**

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

**II. Major Courses**

**A. Core**

1. Required Courses

CIS	115	Intro to Programming & Logic	2	3	3
CTS	120	Hardware/Software Support	2	3	3
CTS	285	Systems Analysis & Design	3	0	3
CTS	289	Systems Support Project	1	4	3
DBA	110	Database Concepts	2	3	3
NOS	110	Operating Systems Concepts	2	3	3
NOS	130	Windows Single User	2	2	3



NOS	230	Windows Admin I	2	2	3
SEC	110	Security Concepts	3	0	3

2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
BUS	110	Introduction to Business	3	0	3
NET	110	Networking Concepts	2	2	3
	or				
NET	125	Networking Basics	1	4	3

**B. Concentration** (If appropriate)

**C. Other Major Courses** (Select 18 hours)

ACC	120	Principles of Financial Accounting	3	2	4
CSC	134	C++ Programming	2	3	3
CSC	151	Java Programming	2	3	3
CTS	130	Spreadsheet I	2	2	3
CTS	135	Integrated Software	2	4	4
GRD	151	Computer Design Basics	1	4	3
OST	136	Word Processing	3	0	2
OST	286	Professional Development	3	0	3
WEB	110	Internet/ Web Fundamentals	2	2	3

**III. Other Required Courses**

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

**Total Credits: 71**

*Recommended Semester Schedule*

**First Year-Fall**

CIS	110	Introduction to Computers	2	2	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
NET	110	Networking Concepts	2	2	3
	or				
NET	125	Networking Basics	1	4	3
NOS	110	Operating Systems Concepts	2	3	3
OST	136	Word Processing	2	2	3

**First Year-Spring**

CIS	115	Introduction to Prog. & Logic	2	3	3
CTS	130	Spreadsheet I	2	2	3
ENG	111	Expository Writing	3	0	3
NOS	130	Windows Single User	2	2	3

**First Year-Summer**

COM	231	Public Speaking	3	0	3
DBA	110	Database Concepts	2	3	3
Social Sciences Elective-See list of required courses			3	0	3

**Second Year-Fall**

ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
GRD	151	Computer Design Basics	1	4	3
or					
WEB	110	Internet/Web Fundamentals	2	2	3
SEC	110	Security Concepts	3	0	3
NOS	230	Windows Admin I	2	2	3

**Second Year-Spring**

CTS	120	Hardware/Software Support	2	3	3
CTS	135	Integrated Software	2	4	4
CTS	285	Systems Analysis & Design	3	0	3
Humanities Elective-See list of required courses			3	0	3

**Second Year-Summer**

CTS	289	Systems Support Project	1	4	3
OST	286	Professional Development	3	0	3

***CIT Certificate (C25260)***  
***Recommended Semester Schedule***

**First Year-Fall**

CIS	110	Introduction to Computers	2	2	3
NET	125	Networking Basics	1	4	3
SEC	110	Security Concepts	2	2	3

**First Year-Spring**

CIS	115	Introduction to Prog. & Logic	2	3	3
CTS	120	Hardware/Software Support	2	2	3

**First Year-Summer**

DBA	110	Database Concepts	2	3	3
-----	-----	-------------------	---	---	---

**Total Credits: 18**

# COMPUTER INTEGRATED MACHINING

A50210 (Associate) D50210 (Diploma)

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry I	2	2	3
Select one course each from page 100:					
		Humanities/Fine Arts	3	0	3
		Social and Behavioral Science	3	0	3
<b>II. Major Courses</b>					
<b>A. Core</b>					
1. Required Courses					
BPR	111	Blueprint Reading	1	2	2
MAC	111	Machining Technology I	2	12	6
MAC	112	Machining Technology II	2	12	6
MAC	121	Introduction to CNC	2	0	2
MAC	124	CNC Milling	1	3	2
MAC	122	CNC Turning	1	3	2

2. Required Subject Areas

BPR	121	Blueprint Reading Mechanics	1	2	2
MAC	113	Machining Technology III	2	12	6
MAC	114	Introduction to Metrology	2	0	2
MAC	152	Advanced Machining Calculations	1	2	2
MAC	222	Advanced CNC Turning	1	3	2
MAC	224	Advanced CNC Milling	1	3	2
MAC	232	CNC Graphics Prog: Milling	1	4	3
WLD	112	Basic Welding Processes	1	3	2

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

CIS	110	Introduction to Computers	2	2	3
MAC	151	Machining Calculations	1	2	2
MAC	231	CNC Graphics Prog: Turning	1	4	3

**III. Other Required Courses**

ACA	115	Study Skills	1	0	1
-----	-----	--------------	---	---	---

**Total Credits: 36**

*Recommended Semester Schedule*

**First Year-Fall**

ACA	115	Study Skills	1	0	1
BPR	111	Blueprint Reading	1	2	2
MAC	111	Machining Technology I	2	12	6
MAC	121	Introduction to CNC	1	3	2
MAC	122	CNC Turning	1	0	1

**First Year-Spring**

BPR	121	Blueprint Reading Mechanical	1	2	2
MAC	112	Machining Technology II	2	12	6
MAC	124	CNC Milling	1	3	2
MAC	151	Machining Calculations	1	2	2
WLD	112	Basic Welding Processes	1	3	2

**First Year-Summer**

MAC	113	Machining Technology III	2	12	6
MAC	231	CNC Graphics Prog.: Turning	1	4	3
MAC	232	CNC Graphics Prog.: Milling	1	4	3

**Second Year-Fall**

CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAC	152	Advanced Machining Calculations	1	2	2
MAT	121	Algebra/Trigonometry I	2	2	3
Social/Behavioral Science		Elective-see list	3	0	3

**Second Year-Spring**

COM	231	Public Speaking	3	0	3
MAC	114	Introduction to Metrology	2	0	2
MAC	222	Advanced CNC Turning	1	3	2
MAC	224	Advanced CNC Milling	1	3	2
Humanities/Fine Arts Elective- see list			3	0	3

***Diploma Program***

Title	Class/Lab/Credit
-------	------------------

---

**I. General Education Courses**

ENG	101	Applied Communications	3	0	3
MAT	101	Applied Mathematics	2	2	3

**II. Major Courses****A. Core**

## 1. Required Courses

BPR	111	Blueprint Reading	1	2	2
MAC	111	Machining Technology I	2	12	6
MAC	112	Machining Technology II	2	12	6
MAC	122	CNC Turning	1	3	2

## 2. Required Subject Areas

MAC	113	Machining Technology III	2	12	6
MAC	124	CNC Milling	1	3	2
BPR	121	Blueprint Reading Mechanics	1	2	2

**B. Concentration****C. Other Major Courses** (Must be selected from identified prefixes)

CIS	110	Introduction to Computers	2	2	3
MAC	151	Machining Calculations	1	2	2

**III. Other Required Courses****Total Credits: 36*****Recommended Semester Schedule*****First Year-Fall**

BPR	111	Blueprint Reading	1	2	2
CIS	110	Introduction to Computers	2	2	3
MAC	111	Machining Technology I	2	12	6

MAC	122	CNC Turning	1	0	1
-----	-----	-------------	---	---	---

**First Year-Spring**

BPR	121	Blueprint Reading Mechanical	1	2	2
MAC	112	Machining Technology II	2	12	6
MAC	124	CNC Milling	1	3	2
MAC	151	Machining Calculations	1	2	2

**First Year-Summer**

ENG	101	Applied Communications	3	0	3
MAC	113	Machining Technology III	2	12	6
MAT	101	Applied Mathematics	2	2	3

# COSMETOLOGY

A55140 (Associate Degree)    D55140 (Diploma)    C55140 (Certificate)

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*Although no certificate information is listed below, a student may receive a certificate for completing 1200 hours. For further information, see the Department Chair for Cosmetology.*

## *Associate Degree Program*

Title	Class/Lab/Credit
-------	------------------

### **I. General Education Courses**

COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

### **II. Major Courses**

#### **A. Core**

##### 1. Required Courses

COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4

2. Required Subject Areas					
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

COS	224	Trichology Chemistry	1	3	2
COS	240	Contemporary Design	1	3	2
COS	250	Computerized Salon Operation	1	0	1
CTS	115	Information System Business Concepts	3	0	3

**III. Other Required Courses**

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

**Total Credits: 66**

*Recommended Semester Schedule*

**DAY AND NIGHT CLASS**

**First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	

1

**First Year-Spring**

COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
ENG	111	Expository Writing	3	0	3

**First Year-Summer**

COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	250	Computerized Salon Operation	1	0	1
Humanities	Elective-See list of required courses		3	0	3

**Second Year-Fall**

COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
COS	240	Contemporary Design	1	3	2
COS	224	Trichology Chemistry	1	3	2
Social Sciences	Elective-See list of required courses		3	0	3



**Second Year-Spring**

COM	231	Public Speaking	3	0	3
CTS	115	Information Systems Business Concepts	3	0	3

***Diploma Program***

<u>Title</u>	<u>Class/Lab/Cred-</u>
--------------	------------------------

**I. General Education Courses**

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	3	0	3

**II. Major Courses****A. Core**

## 1. Required Courses

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

\*COS 117 &amp; 118 Required for degree, diploma, or 1500 hour certificate only.

## 2. Required Subject Areas

**B. Concentration****C. Other Major Courses** (Must be selected from identified prefixes)

ACA	115	Success and Study Skills (highly suggested)	0	2	1
COS	250	Computerized Salon	1	0	1

**III. Other Required Courses****Total Credits: 48*****Recommended Semester Schedule*****DAY AND NIGHT CLASS****First Year-Fall**

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
MAT	101	Applied Mathematics I	3	0	3

**First Year-Spring**

COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
ENG	101	Applied Communications I	3	0	3

**First Year-Summer**

COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	250	Computerized Salon Operation	1	0	1

**Second Year-Fall**

*COS	117	Cosmetology Concepts IV	2	0	2
*COS	118	Salon IV	0	21	7

***Certificate Program***

<u>Title</u>	<u>Class/Lab/Credit</u>
--------------	-------------------------

**I. General Education Courses****II. Major Courses****A. Core**

## 1. Required Courses

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4

## 2. Required Subject Areas

COS	250	Comp. Salon	1	0	1
-----	-----	-------------	---	---	---

**B. Concentration****C. Other Major Courses****III. Other Required Courses****Total Credits: 33*****Recommended Semester Schedule*****DAY AND NIGHT CLASS****First Year-Fall**

COS	111	Cosmetology Concepts I	4	0	4
-----	-----	------------------------	---	---	---

COS	112	Salon I	0	24	8
<b>First Year-Spring</b>					
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
<b>First Year-Summer</b>					
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	250	Comp. Salon	1	0	1
<b>Second Year-Fall</b>					
COS	240	Contemporary Design	1	3	2

# COSMETOLOGY- ESTHETICS TECHNOLOGY

C55230 (Certificate)

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 qualified for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.

*Students may enter this curriculum at the start of any semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program.*

Title	Class/Lab/Credit
-------	------------------

**I. General Education Courses**

**II. Major Courses**

**A. Core**

1. Required Courses

COS	119	Esthetics Concepts I	2	0	2
COS	120	Esthetics Salon I	0	18	6
COS	125	Esthetics Concepts II	2	0	2
COS	126	Esthetics Salon II	0	18	6

2. Required Subject Areas

**B. Concentration**

**C. Other Major Courses**

**III. Other Required Courses**

**Total Credits: 16**

### *Recommended Semester Schedule*

**Student Starting in Fall Semester:**

**Fall**

COS	119	Esthetics Concepts I	2	0	2
COS	120	Esthetics Salon I	0	18	6

**Spring**

COS	125	Esthetics Concepts II	2	0	2
COS	126	Esthetics Salon II	0	18	6

**Student Starting in Spring Semester:**

**Spring**

COS	119	Esthetics Concepts I	2	0	2
COS	120	Esthetics Salon I	0	18	6

**Summer**

COS	125A	Esthetics Concepts II A	1	0	1
COS	126A	Esthetics Salon II A	0	9	3

**Fall**

COS	125B	Esthetics Concepts II B	1	0	1
COS	126B	Esthetics Salon II B	0	9	3

**Student Starting in Summer Semester:**

**Summer**

COS	119A	Esthetics Concepts I A	1	0	1
COS	120A	Esthetics Salon I A	0	9	3

**Fall**

COS	119B	Esthetics Concepts I B *	1	0	1
COS	120B	Esthetics Salon I B*	0	9	3
COS	125A	Esthetics Concepts II A **	1	0	1
COS	126A	Esthetics Salon II A **	0	9	3

**Spring**

COS	125B	Esthetics Concepts II B	1	0	1
COS	126B	Esthetics Salon II B	0	9	3

\*First 8 weeks only

\*\*Second 8 weeks only

*Students may enter this curriculum at the start of any semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program.*

# COSMETOLOGY -

## MANICURIST/NAIL TECHNOLOGY

C55400 (Certificate) \_\_\_

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum was designed to be taken during the fall or spring semester. No classes are offered during the summer semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program. COS 121 will be offered during the first 8 weeks of the semester; COS 122 will be offered during the second 8 weeks of the semester.*

Title \_\_\_\_\_ Class/Lab/Credit

### I. General Education Courses

### II. Major Courses

#### A. Core

##### 1. Required Courses

COS	121	Manicure/Nail Technology I	4	6	6
COS	122	Manicure/Nail Technology II	4	6	6

##### 2. Required Subject Areas

#### B. Concentration (If appropriate)

#### C. Other Major Courses

**III. Other Required Courses**

**Total Credits: 12**

***Recommended Semester Schedule***

**First Year-Fall\* or Spring\***

COS	121	Manicure/Nail Technology I	4	6	6
COS	122	Manicure/Nail Technology II	4	6	6

*\*This curriculum was designed to be taken during the fall or spring semester. No classes are offered during the summer semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program.*

# COSMETOLOGY- INSTRUCTOR

C55160 (Certificate) \_

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum is offered on an individual basis in fall and spring semester, based on student demand and waiting list.*

Title \_\_\_\_\_ Class/Lab/Credit

## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	271	Instructor Concepts I	5	0	5
COS	272	Instructor Practicum I	0	21	7
COS	273	Instructor Concepts II	5	0	5
COS	274	Instructor Practicum II	0	21	7

#### 2. Required Subject Areas

### B. Concentration

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 24**



### *Recommended Semester Schedule*

#### **First Year-Fall, Spring**

COS	271	Instructor Concepts I**	5	0	5
	and				
COS	272	Instructor Practicum I**	0	21	7
	or				
COS	273	Instructor Concepts II**	5	0	5
	and				
COS	274	Instructor Practicum II**	0	21	7

*\*This curriculum is offered on an individual basis in fall or spring semesters, based on student demand.*

*\*\*Students may select COS 271 and COS 272 or they may select COS 273 and COS 274 during any one semester. COS 271 and COS 272 are required before COS 273 and COS 274. COE 113 may also be taken.*

# COSMETOLOGY-

## ESTHETICS INSTRUCTOR

C55270 (Certificate) \_

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum is offered on an individual basis in any semester, based on student demand.*

Title	Class/Lab/Credit
-------	------------------

**I. General Education Courses**

**II. Major Courses**

**A. Core**

1. Required Courses

COS	253	Esthetics Instructor I	6	15	11
COS	254	Esthetics Instructor II	6	15	11

2. Required Subject Areas

**B. Concentration** (If appropriate)

**C. Other Major Courses**

**III. Other Required Courses**

**Total Credits: 22**

*Recommended Semester Schedule*

**Student Starting in Fall Semester:**

**Fall**

COS	253	Esthetics Instructor I	6	15	11
-----	-----	------------------------	---	----	----

**Spring**

COS	254	Esthetics Instructor II	6	15	11
-----	-----	-------------------------	---	----	----

**Student Starting in Spring Semester:**

**Spring**

COS	253	Esthetics Instructor I	6	15	11
-----	-----	------------------------	---	----	----

**Summer**

COS	254A	Esthetics Instructor II A	3	8	6
-----	------	---------------------------	---	---	---

**Fall**

COS	254B	Esthetics Instructor II B	3	7	5
-----	------	---------------------------	---	---	---

# COSMETOLOGY - MANICURIST INSTRUCTOR

C55380 (Certificate) \_\_

This curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum was designed to be taken during the fall or spring semester. No classes are offered in the summer.*

Title \_\_\_\_\_ Class/Lab/Credit

## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	251	Manicure Instructor Concepts	8	0	8
COS	252	Manicure Instructor Practicum	0	15	5

#### 2. Required Subject Areas

### B. Concentration

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 13**

*Recommended Semester Schedule*

**First Year-Fall\***

COS	251	Manicure Instructor Concepts	8	0	8
COS	252	Manicure Instructor Practicum	0	15	5

*\*This curriculum is offered on an individual basis in the fall or spring semester based on student demand and to coincide with COS 121 and COS 122.*

# DIALYSIS TECHNOLOGY

D45300 (Diploma)

The Dialysis Technology curriculum provides individuals with the theoretical/clinical skills to care for patients/clients being treated for acute/chronic renal diseases.

Students will care for patients/clients undergoing dialysis and will maintain dialysis equipment.

Graduates of this program may be eligible to take the Certification Examination for Nephrology Technicians following one year of work experience. Employment opportunities include hospitals, renal dialysis facilities and clinics.

## **Admission Requirements: Fall 2013**

Current admission packets are available in Student Services.

1. Complete and submit an application for admission to MTCC declaring Dialysis Technology as the major. Current or returning students may complete a Data Change form to declare Dialysis Technology as their major.
2. Submit an *official* high school transcript or GED scores.
3. Submit an *official* transcript from all colleges attended.
4. Complete the COMPASS placement tests. The placement tests consist of three parts: Reading, Writing, and Pre-algebra (exceptions are possible with SAT/ACT scores or college level English/Math courses). Contact the Student Enrichment Center at **659-0418** to schedule an appointment. There is no charge for the COMPASS test. COMPASS scores may be transferred from other colleges if the scores are not over three years old.
5. Complete all developmental courses required as a result of the placement test with a “C” or better before entering the Dialysis Technology program.
6. The applicant must have a cumulative 2.0 GPA in most recent High School/College/ GED course work.

**The applicant is responsible for ensuring requirements 1-6 have been met and all materials have been received by the office of Student Services.**

7. Eligible candidate will be invited to an information session.
8. All accepted applicants for admission to the Dialysis Technology program must submit a NCCCS “Student Medical Form” along with complete immunization records.. The form must be completed by a licensed healthcare provider. The accepted applicant’s

status is considered “pending” until this form is returned to and screened by the Dialysis Technology advisor.

9. Accepted applicants must provide proof of current American Heart Healthcare Provider adult, infant and child CPR prior to the first day of class fall semester. All accepted applicants must provide proof of liability insurance.

10. Applicants should be aware that upon admission to a health science program with a clinical component, the clinical agency may require a criminal background check and/or drug testing prior to participation in clinical practice experiences. The clinical agency reserves the right to refuse someone with a criminal record the use of their facility. McDowell Technical Community College does not guarantee that institutions with student training affiliations will accept any student for training in any clinical program. Furthermore, the inability to complete the clinical portion of the program will result in course failure and dismissal from the program. Applicants with criminal convictions may have limited employment opportunities.

12. Final admission will be based on;
- a. Review of the applicant’s academic record.
  - b. Documentation physical and emotional health that provides evidence indicative to the applicant’s ability to provide safe care to the public. Completion of required immunizations.
  - c. Completion of CPR certification.

Enrollment is limited to ten (10) qualified students.

Title			Class/Lab/Clinical/Credit			
<b>I. General Education Courses</b>						
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
<b>II. Major Courses</b>						
<b>A. Core</b>						
1. Required Courses						
DIA	101	Introduction to Dialysis Technology	5	6	12	11
DIA	102	Dialysis for Special Populations	5	3	15	11
DIA	103	Ethical/Legal Issues in Dialysis	3	0	0	3
DIA	104	Care of the Complex Renal Patient	1	0	12	5
<b>B. Concentration</b>						
<b>C. Other Major Courses</b>						
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CIS	113	Computer Basics	0	2	0	1

**III. Other Required Courses**

ACA	115	College Success and Study Skills	0	2	0	1
-----	-----	----------------------------------	---	---	---	---

**Total Credits: 43*****Recommended Semester Schedule*****First Year-Fall**

ACA	115	College Success and Study Skills	0	2	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
DIA	101	Introduction to Dialysis Technology	5	6	12	11

**First Year-Spring**

ENG	111	Expository Writing	3	0	0	3
DIA	102	Dialysis for Special Populations	5	3	15	11
PSY	150	General Psychology	3	0	0	3

**First Year-Summer**

DIA	103	Ethical/Legal Issues in Dialysis	3	0	0	3
DIA	104	Care of the Complex Renal Patient	1	0	12	5
CIS	113	Computer Basics	0	2	0	1

**Total Credits: 43**



# EARLY CHILDHOOD EDUCATION

A55220 (Associate Degree) D55220 (Diploma) C55220ITC (Certificate)

C55220S (Certificate-Special Education) C55290 (Certificate-Infant Toddler Care)

This curriculum prepares individuals to work with children from infancy through middle childhood 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 childhood growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents 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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*Pre-requisite Requirement: Please check course description for pre-requisite information.**

## *Associate Degree Program*

Title	Class/Lab/Credit
-------	------------------

### **I. General Education Courses**

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

### **II. Major Courses**

#### **A. Core**

##### 1. Required Courses

EDU	131	Child, Family & Community *	3	0	3
EDU	146	Child Guidance *	3	0	3

EDU	151	Creative Activities *	3	0	3
EDU	153	Health, Safety, Nutrition *	3	0	3
EDU	153A	Lab *	0	2	1
EDU	221	Children with Exceptionalities *	3	0	3
EDU	271	Educational Technology *	2	2	3
EDU	280	Language & Literacy Experiences *	3	0	3

## 2. Required Subject Areas

EDU	119	Introduction to Childhood Education	4	0	4
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

## B. Concentration

### C. Other Major Courses (Must be selected from identified prefixes)

ACA	115	Success and Study Skills	0	2	1
CIS	110	Intro. to Computers	2	2	3
EDU	184	Early Childhood Practicum	1	3	2
EDU	222	Learn with Behavioral Disorder*	3	0	3
EDU	223	Specific Learning Disability*	3	0	3
EDU	234	Infants, Toddlers, and Twos	3	0	3
EDU	247	Sensory & Physical Disability*	3	0	3
EDU	248	Developmental Delays*	3	0	3
EDU	252	Math and Science Activities *	3	0	3
EDU	261	Early Childhood Administration I *	3	0	3
EDU	262	Early Childhood Administration II **Optional	3	0	3
EDU	284	Early Childhood Practicum *	1	9	4
PSY	150	General Psychology	3	0	3
SOC	213	Sociology of the Family	3	0	3

## III. Other Required Courses

**Total Credits: 70**

### *Recommended Semester Schedule*

#### **First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
EDU	119	Introduction to Childhood Education	4	0	4
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
Social/		Behavioral Science	3	0	3

**First Year-Spring**

EDU	153	Health, Safety, and Nutrition *	3	0	3
EDU	153A	Lab *	0	2	1
PSY	150	General Psychology	3	0	3
PSY	244	Child Development I	3	0	3
SOC	213	Sociology of the Family	3	0	3

**First Year-Summer**

CIS	110	Introduction to Computers	2	2	3
EDU	146	Child Guidance *	3	0	3
PSY	245	Child Development II	3	0	3

**Second Year-Fall**

EDU	131	Child, Family, & Community *	3	0	3
EDU	151	Creative Activities *	3	0	3
EDU	221	Children With Exceptionalities *	3	0	3
EDU	261	Early Childhood Admin. I*	3	0	3

**Second Year-Spring**

EDU	234	Infant, Toddler and Two's *	3	0	3
EDU	271	Educational Technology *	2	2	3
EDU	280	Language & Literacy Experiences *	3	0	3
EDU	284	Early Childhood Practicum *	1	9	4

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
EDU	252	Math and Science Activities *	3	0	3
		Humanities Elective-See list under required courses	3	0	3

***Diploma Program***

Title	Class/Lab/Credit				
-------	------------------	--	--	--	--

**I. General Education Courses**

ENG	111	Expository Writing	3	0	3
COM	231	Public Speaking	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**II. Major Courses****A. Core**

## 1. Required Courses

EDU	131	Child, Family & Community*	3	0	3
EDU	146	Child Guidance*	3	0	3
EDU	151	Creative Activities*	3	0	3
EDU	153	Health, Safety, and Nutrition*	3	0	3
EDU	221	Children with Exceptionalities*	3	0	3

2. Required Subject Areas					
EDU	119	Introduction to Childhood Education	4	0	4
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

**B. Concentration**

**C. Other Major Courses**

CIS	110	Introduction to Computers	2	2	3
EDU	153A	Lab*	0	2	1
EDU	184	Early Childhood Practicum*	1	3	2
EDU	284	Early Childhood Capstone Practicum *	1	9	4
EDU	271	Educational Technology*	2	2	3

**III. Other Required Courses**

**Total Credits: 41**

*Recommended Semester Schedule*

**First Year-Fall**

EDU	119	Introduction to Childhood Education	4	0	4
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**First Year-Spring**

EDU	153	Health, Safety, and Nutrition *	3	0	3
EDU	153A	Lab *	0	2	1
PSY	244	Child Development I	3	0	3
COM	231	Public Speaking	3	0	3

**First Year-Summer**

EDU	146	Child Guidance *	3	0	3
CIS	110	Introduction to Computers	2	2	3
PSY	245	Child Development II	3	0	3

**Second Year-Fall**

EDU	131	Child, Family & Community *	3	0	3
EDU	151	Creative Activities *	3	0	3
EDU	221	Children With Exceptionalities *	3	0	3

**First Year-Spring**

EDU	184	Early Childhood Capstone Practicum*	1	3	2
-----	-----	-------------------------------------	---	---	---

### *Early Childhood Certificate Program*

Title \_\_\_\_\_ Class/Lab/Credit

#### *Recommended Semester Schedule*

##### **First Year-Fall**

EDU	119	Introduction to Early Childhood Education	4	0	4
EDU	131	Child, Family & Community *	3	0	3
EDU	151	Creative Activities *	3	0	3

##### **First Year-Spring**

EDU	184	Early Childhood Practicum*	1	3	2
PSY	244	Child Development I	3	0	3

##### **First Year-Summer**

EDU	146	Child Guidance *	3	0	3
-----	-----	------------------	---	---	---

**Total Credits: 18**

### *Infant/Toddler Care Certificate Program*

Title \_\_\_\_\_ Class/Lab/Credit

##### **First Year-Fall**

EDU	119	Introduction to Childhood Education	4	0	4
EDU	131	Child, Family & Community *	3	0	3

##### **First Year-Spring**

PSY	244	Child Development I	3	0	3
EDU	153	Health, Safety, and Nutrition *	3	0	3
EDU	153A	Lab*	0	2	1
EDU	234	Infant, Toddler, & Twos *	3	0	3

**Total Credits: 17**

### *Special Education Certificate Program*

Title \_\_\_\_\_ Class/Lab/Credit

#### *Recommended Semester Schedule*

##### **First Year-Spring**

PSY	244	Child Development I	3	0	3
-----	-----	---------------------	---	---	---

##### **First Year-Summer**

EDU	163	Classroom Management and Instruction *	3	0	3
or					
EDU	146	Child Guidance *	3	0	3
PSY	245	Child Development II	3	0	3

**First Year-Fall**

EDU	221	Children with Exceptionalities *	3	0	3
EDU	247	Sensory-Physical Disabilities *	3	0	3
		or			
EDU	222	Learning with Behavior Disorders *	3	0	3

**Second Year-Spring**

EDU	223	Specific Learning Disabilities *	3	0	3
		or			
EDU	248	Developmental Delays *	3	0	3

**Total Credits: 18**

# SCHOOL-AGE EDUCATION

A55440 (Associate Degree) D55440 (Diploma) C55440 (Certificate)

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/ private schools, recreational centers, and other programs that work with school-age populations.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*Pre-requisite Requirement: Please check course description for pre-requisite information.**

Title	Class/Lab/Credit		
-------	------------------	--	--

## I. General Education Courses

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	

1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

## II. Major Courses

### A. Core

#### 1. Required Courses

EDU	131	Child, Family & Community *	3	0	3
EDU	221	Children with Exceptionalities *	3	0	3
EDU	280	Language & Literacy Experiences *	3	0	3

EDU	151	Creative Activities *	3	0	3
EDU	153	Health, Safety, Nutrition *	3	0	3
EDU	271	Educational Technology *	2	2	3

#### 2. Required Subject Areas

EDU	281	Instructional Strategies/Reading & Writing *	2	2	3
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

#### B. Concentration

EDU	216	Foundations of Education *	4	0	4
EDU	285	Internship Experiences-School Age *	1	9	4
EDU	289	Adv. Issues-School Age *	2	0	2

#### C. Other Major Courses (Must be selected from identified prefixes)

ACA	115	Success and Study Skills	0	2	1
CIS	110	Intro. to Computers	2	2	3
EDU	153A	Lab*	0	2	1
EDU	163	Classroom Mgt. & Inst. *	3	0	3
EDU	252	Math & Science Activities *	3	0	3
PSY	150	General Psychology	3	0	3
SOC	213	Sociology of the Family	3	0	3

### III. Other Required Courses

**Total Credits: 69**

#### *Recommended Semester Schedule*

##### First Year-Fall

ACA	115	Success and Study Skills	0	2	1
EDU	216	Foundations of Education *	4	0	4
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
		Social/Behavioral Science Elective	3	0	3

##### First Year-Spring

EDU	153	Health, Safety, and Nutrition *	3	0	3
EDU	153A	Lab *	0	2	1
EDU	271	Educational Technology *	2	2	3
PSY	244	Child Development I	3	0	3
SOC	213	Sociology of the Family	3	0	3



**First Year-Summer**

CIS	110	Introduction to Computers	2	2	3
EDU	163	Classroom Mgmt. & Inst.	3	0	3
PSY	245	Child Development II	3	0	3

**Second Year-Fall**

EDU	131	Child, Family, & Community *	3	0	3
EDU	151	Creative Activities *	3	0	3
EDU	221	Children With Exceptionalities *	3	0	3
EDU	289	Adv. Issues- School Age *	2	0	2
PSY	150	General Psychology	3	0	3

**Second Year-Spring**

EDU	280	Language & Literacy Exp. *	3	0	3
EDU	281	Instructional Strategies-Reading/Writing *	2	2	3
EDU	285	Intern. Experiences-School Age *	1	9	4
		Humanities/Fine Arts Elective	3	0	3

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
EDU	252	Math & Science Activites *	3	0	3

**Total Credits: 69*****School-Age Diploma Program***

Title			Class/Lab/Credit
-------	--	--	------------------

**I. General Education Courses**

ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**II. Major Courses****A. Core**

## 1. Required Courses

EDU	131	Child, Family & Community*	3	0	3
EDU	151	Creative Activities*	3	0	3
EDU	153	Health, Safety, Nutrition*	3	0	3
EDU	163	Classroom Management & Instruction*	3	0	3
EDU	221	Children with Exceptionalities*	3	0	3

## 2. Required Subject Areas

EDU	216	Foundations of Education*	4	0	4
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

**B. Concentration****C. Other Major Courses** (Must be selected from identified prefixes)

CIS	110	Intro. to Computers	2	2	3
EDU	153A	Lab*	0	2	1
EDU	271	Educational Technology *	2	2	3
EDU	285	Internship Experiences-School Age *	1	9	4

**III. Other Required Courses****Total Credits: 43***Recommended Semester Schedule***First Year-Fall**

EDU	216	Foundations of Education *	4	0	4
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**First Year-Spring**

EDU	153	Health, Safety, and Nutrition *	3	0	3
EDU	153A	Lab *	0	2	1
EDU	271	Educational Technology *	2	2	3
PSY	244	Child Development I	3	0	3

**First Year-Summer**

CIS	110	Introd. to Computers	2	2	3
EDU	163	Classroom Mgt. & Inst. *	3	0	3
PSY	245	Child Development II	3	0	3

**Second Year-Fall**

EDU	131	Child, Family, & Community *	3	0	3
EDU	151	Creative Activities *	3	0	3
EDU	221	Children With Exceptionalities *	3	0	3

**Second Year-Spring**

EDU	285	Internship Exp.- School Age *	1	9	4
-----	-----	-------------------------------	---	---	---

*School-Age Certificate Program  
Recommended Semester Schedule*

**First Year-Fall**

EDU	131	Child, Family, & Community *	3	0	3
EDU	151	Creative Activities *	3	0	3
EDU	216	Foundations of Education *	4	0	4

**First Year-Spring**

PSY	244	Child Development I	3	0	3
-----	-----	---------------------	---	---	---

**First Year-Summer**

PSY	245	Child Development II	3	0	3
-----	-----	----------------------	---	---	---

**Total Credits: 16**

# ELECTRICAL/ELECTRONICS TECHNOLOGY

A35220 (Associate Degree) D35220 (Diploma)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic 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, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title	Class/Lab/Cred-		
<i>it</i>			
<b>I. General Education Courses</b>			
COM 231 Public Speaking	3	0	3
ENG 111 Expository Writing	3	0	3
*MAT 121 Algebra/Trigonometry I	2	2	3
Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.			
*Students planning to pursue a Bachelor's degree should take MAT 171, 171A, MAT 172, MAT 172A and MAT 271.			
<b>II. Major Courses</b>			
<b>A. Core</b>			
1. Required Courses			
2. Required Subject Areas			
ELC 113 Basic Wiring I	2	6	4
ELC 128 Introduction to PLC	2	3	3
ELC 131 DC/AC Circuit Analysis	4	3	5

ELN 131	Semiconductor Applications	3	3	4
ELN 231	Industrial Controls	2	3	3

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

CIS 110	Introduction to Computers	2	2	3
ELC 115	Industrial Wiring	2	6	4
ELC 213	Instrumentation	3	2	4
ELN 133	Digital Electronics	3	3	4
ELN 233	Microprocessor Fundamentals	3	3	4
HYD 110	Hydraulics/Pneumatics I	2	3	3
ISC 110	Workplace Safety	1	0	1
PCI 264	Process Control with PLC's	3	3	4
PHY 131	Physics-Mechanics	3	2	4

Students may take:

COE 111	Work Experience I	0	10	1
COE 121	Work Experience II	0	10	1

**III. Other Required Courses**

ACA 115	Success and Study Skills	1	0	1
---------	--------------------------	---	---	---

**Total Credits: 66**

*Recommended Semester Schedule*

**First Year-Fall**

ACA 115	Success and Study Skills	1	0	1
ELC 113	Basic Wiring I	4	0	4
ELC 131	DC/AC Circuit Analysis	4	3	5
HYD 110	Hydraulics/Pneumatics I	2	3	3
MAT 121	Algebra/Trigonometry	2	2	3

**First Year-Spring**

CIS 110	Introduction to Computers	2	2	3
ELC 128	Introduction to PLC	2	3	3
ELN 131	Semiconductor Applications	3	3	4
ELN 231	Industrial Controls	2	3	3

**First Year-Summer**

COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
Social Sciences Elective	-See list of eligible courses	3	0	3
Humanities/FA Elective	-See list of eligible courses	3	0	3

**Second Year-Fall**

ELC	213	Instrumentation	3	2	4
ELN	133	Digital Electronics	3	3	4
ISC	110	Workplace Safety	1	0	1
PCI	264	Process Control with PLC's	3	3	4

**Second Year-Spring**

ELC	115	Industrial Wiring	2	6	4
ELN	233	Microprocessor Fundamentals	3	3	4
PHY	131	Physics-Mechanics	3	2	4

***Diploma Program (D35220)***

Title	Class/Lab/Credit				
-------	------------------	--	--	--	--

it

**I. General Education Courses**

ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry I	2	2	3

**II. Major Courses****A. Core**

## 1. Required Courses

ELC	113	Basic Wiring I	2	6	4
ELC	128	Introduction to PLC	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	231	Industrial Controls	2	3	3

## 2. Required Subject Areas

ELC	115	Industrial Wiring	2	6	4
ELN	131	Semiconductor Applications	3	3	4
ELN	133	Digital Electronics	3	3	4

**B. Concentration****C. Other Major Courses**

CIS	110	Introduction to Computers	2	2	3
-----	-----	---------------------------	---	---	---

**III. Other Required Courses****Total Credits: 36**

*Recommended Semester Schedule*

**First Year-Fall**

ELC	113	Basic Wiring I	4	0	4
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	133	Digital Electronics	3	3	4
ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry	2	2	3

**First Year-Spring**

CIS	110	Introduction to Computers	2	2	3
ELC	115	Industrial Wiring	2	6	4
ELC	128	Introduction to PLC	2	3	3
ELN	131	Semiconductor Applications	3	3	4
ELN	231	Industrial Controls	2	3	3

# GENERAL EDUCATION

## A10300 (Associate Degree)

The Associate in General Education is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

**\*The Placement Test is required for all courses listed in this program.**

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title \_\_\_\_\_ Class/Lab/Credit

### I. General Education Courses 15 shc required

#### English Composition 6 shc

ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3

#### Humanities/Fine Arts 3 shc

ENG	241	British Literature I	3	0	3
	or				
ENG	242	British Literature II	3	0	3
	or				
ENG	231	American Literature I	3	0	3
	or				
ENG	232	American Literature II	3	0	3
	or				
ENG	251	Western World Literature I	3	0	3
	or				
ENG	273	African-American Literature	3	0	3



**Social/Behavioral Sciences 3 shc**

HIS	111	World Civilizations I	3	0	3
-----	-----	-----------------------	---	---	---

**Natural Science/Mathematics Choose 3 (three) shc from the following:**

MAT	140	Survey of Math	3	0	3
MAT	140A	Survey of Math Lab	0	2	1
MAT	151	Statistics I	3	0	3
MAT	161	College Algebra	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	175	Precalculus	4	0	4
MAT	271	Calculus I	3	2	4

**II. Major Courses****A. Core**

1. Required Courses
2. Required Subject Areas

**B. Concentration****C. Other Major Courses****III. Other Required Courses**

After meeting program requirements, electives may be selected from the following approved courses: (Choose 49-50 shc.) 3 shc must be CIS 110.

**Computer Science 3 shc**

CIS	110	Introduction to Computers	2	2	3
-----	-----	---------------------------	---	---	---

**Health/Physical Education**

PED	110	Fit and Well For Life	1	2	2
PED	111	Physical Fitness	0	3	1
PED	113	Aerobics I	0	3	1
PED	117	Weight Training	0	3	1
PED	120	Walking For Fitness	0	3	1
PED	130	Tennis-Beginning	0	2	1
PED	128	Golf-Beginning	0	2	1
PED	139	Bowling-Beginning	0	2	1
PED	152	Swimming-Beginning	0	2	1
PED	155	Water Aerobics	0	3	1

**Humanities/Fine Arts**

ART	111	Art Appreciation	3	0	3
COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	126	Storytelling	3	0	3

ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3
ENG	273	African-American Literature	3	0	3
FRE	111	Elementary French I*	3	0	3
FRE	112	Elementary French II*	3	0	3
HUM	122	Southern Culture	3	0	3
MUS	110	Music Appreciation	3	0	3
PHI	210	History of Philosophy	3	0	3
PHI	240	Introduction to Ethics	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
SPA	111	Elementary Spanish I	4	0	4
SPA	112	Elementary Spanish II	4	0	4

#### **Social/Behavioral Sciences**

ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
HIS	112	World Civilizations II	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3
POL	210	Comparative Government	3	0	3
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3
PSY	281	Abnormal Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3
SOC	242	Sociology of Deviance	3	0	3

#### **Natural Science**

BIO	155	Nutrition	3	0	3
BIO	163	Basic Anatomy and Physiology	4	2	5
BIO	165	Anatomy and Physiology I	3	3	4
BIO	166	Anatomy and Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	131	Introduction to Chemistry	3	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	1
CHM	132	Organic and Biochemistry	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
CHM	251	Organic Chemistry I	3	3	4
CHM	252	Organic Chemistry II	3	3	4
CHM	271	Biochemical Principles	3	3	4

### Mathematics

MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Math Lab	0	2	1
MAT	115	Mathematical Models	2	2	3
MAT	151	Statistics I	3	0	3
MAT	151A	Statistics I Lab	0	2	1
MAT	161	College Algebra	3	0	3
MAT	161A	College Algebra Lab	0	2	1
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	175	Precalculus	4	0	4
MAT	175A	Precalculus Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
MAT	273	Calculus III	3	2	4

*Students must meet the receiving university's foreign language and/or health and physical education requirements either before or after transfer to the senior institution.*

### Other Electives

ACA	115	Success & Study Skills	0	2	1
ACA	122	College Transfer Success	1	0	1
ACC	120	Principles of Financial Accounting	3	2	4
ACC	121	Principles of Managerial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
BUS	115	Business Law	3	0	3
CIS	113	Computer Basics	0	2	1
CIS	115	Introduction to Programming and Logic	2	2	3
CSC	134	C++ Programming	2	3	3
CSC	148	JAVA Programming	2	3	3
MED	121	Medical Terminology I	3	0	3
MED	122	Medical Terminology II	3	0	3

NAS	101	Nursing Assistant I	3	2	3	5
NAS	102	Nursing Assistant II	3	2	6	6
NAS	103	Nursing Assistant III	2	0	0	2
NUT	110	Nutrition	3	0	0	3

**Total Credits: 64-65**

### *Recommended Semester Schedule*

**\*All classes are subject to a class size minimum. Certain classes may not be offered when this minimum is not met.**

**\*\*Students who do not follow the recommended semester schedule below cannot expect to complete this degree in two years.**

#### **First Year-Fall**

ENG	111	Expository Writing	3	0	3	
HIS	111	World Civilizations I	3	0	3	
MAT	140	Survey of Mathematics	3	0	3	
MAT	140A	Survey of Mathematics Lab	0	2	1	
		or				
MAT	161	College Algebra	3	0	3	
MAT	161A	College Algebra Lab	0	2	1	
		or				
MAT	171	Precalculus Algebra	3	0	3	
MAT	171A	Precalculus Algebra Lab	0	2	1	
		or				
MAT	175	Precalculus	4	0	4	
MAT	175A	Precalculus Lab	0	2	1	
		or				
MAT	271	Calculus I	3	2	4	
		Elective-See list of other required courses	3	0	3	
		Elective-See list of other required courses	3	0	3	

#### **First Year-Spring**

ENG	113	Literature Based Research	3	0	3	
		Elective-See list of other required courses	3	0	3	
		Elective-See list of other required courses	3	0	3	
		Elective-See list of other required courses	3	0	3	
		Elective-See list of other required courses	3	0	3	

#### **Second Year-Fall**

ENG	231	American Literature I	3	0	3	
		or				
ENG	241	British Literature I	3	0	3	

Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3

**Second Year-Spring**

CIS110 Introduction to Computers	2	2	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3

# HEALTH INFORMATION TECHNOLOGY

A45360 (Associate) D45360 (Diploma)  
C45360A (Certificate) C45360B (Certificate) C45360IF (Certificate)

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.

\*\*The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM) Education\*\*.

## **HIT Associate Degree Admission Requirements**

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly to the institution. It is the responsibility of the applicant to ensure all necessary records are sent to the college's admission office.
4. Complete the COMPASS placement tests. The placement tests consist of three parts: Reading, Writing, and Pre-algebra. Contact the Student Enrichment Center at 659-0418 to schedule an appointment. There is no charge for the COMPASS test. COMPASS scores may be transferred from other colleges if the scores are not over three years old.
5. Complete all developmental courses required as a result of the placement test with a "C" or better before entering the Health Information Technology associate's degree, diploma, or certificate program(s).
6. Progression in the HIT program is dependent upon a score of 77 "C" or better in the HIT, BIO and MED prefix courses.
7. Professional Practice Experience I, II & III require up-to-date immunizations, a physical examination, criminal background check and drug screen which must be completed by August 1 of each year. The results of these tests could affect the student's ability to progress in this program.

NOTES: Applicants may take non-Health Information Technology general education and related coursework prior to enrolling in HIT prefix courses.

Please see the HIT Program Student Handbook for additional requirements and information.

The applicant is responsible for ensuring requirements 1-7 have been met and all materials have been received. Completion of requirements does not guarantee admission.

\* Students who place into one or more developmental courses are required to take ACA 115 Success and Study Skills.

\* In the event there are more than 20 eligible students registered in a course with a laboratory component or that requires Clinical/Professional Practice Experience, space may be limited to the first 20 eligible students.

### *Associate Degree Program*

Title	Class/Lab/Credit		
<b>I. General Education Courses</b>			
COM 231 Public Speaking	3	0	3
ENG 111 Expository Writing	3	0	3
MAT 140 Survey of Mathematics	3	0	3
MAT 140A Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

### **II. Major Courses**

#### **A. Core**

1. Required Courses			Class	Lab	Clin.	Lab
HIT	110	Fundamentals of Health Information Mgt.	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	216	Quality Management	1	3	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

2. Required Subject Areas

BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
HIT	122	Professional Practice Experience I	0	0	3	1
HIT	124	Professional Practice Experience II	0	0	3	1
HIT	218	Management Principles in HIT	3	0	0	3
HIT	222	Professional Practice Experience III	0	0	6	2

**B. Concentration**

**C. Other Major Courses**

ACA	115	Success and Study Skills	0	2	0	1
CIS	110	Introduction to Computers*	2	2	0	3
HIT	215	Reimbursement Methodology*	1	2	0	2
HIT	220	Health Informatics and EHR's*	1	2	0	2
HIT	221	Lifecycle of EHR*	2	2	0	3
HIT	225	Healthcare Informatics	3	2	0	4
HIT	227	Informatics Project Management	2	2	0	3
OST	247	Procedure Coding	1	2	0	2
OST	248	Diagnostic Coding	1	2	0	2

\* Courses designated with an asterick (\*) are required in the Associate Degree Program

**Total Credits: 69**

*Recommended Semester Schedule*

**First Year-Fall**

BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
HIT	110	Fundamentals of Health Information Mgt.	3	0	0	3
HIT	112	Health Law Ethics	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3

**First Year-Spring**

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	1
MED	122	Medical Terminology II	3	0	0	3

**First Year-Summer**

COM	231	Public Speaking	3	0	0	3
HIT	226	Principles of Disease	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Art Elective	3	0	0	3



**Second Year-Fall**

HIT	122	Professional Practice Experience I	0	0	3	1
HIT	124	Professional Practice Experience II	1	0	3	1
HIT	210	Healthcare Statistics	2	2	0	3
HIT	211	ICD Coding	2	6	0	4
HIT	218	Management Principles in HIT	3	0	0	3
HIT	220	Health Informatics and EHR's	1	2	0	2

**Second Year-Spring**

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	221	Lifecycle of EHR*	2	2	0	3
HIT	222	Professional Practice Experience III	0	0	6	2
HIT	280	Professional Issues	2	0	0	2

**Total Credits: 72**

***Health Information Technology Coding Diploma (D45360)***  
***Medical Coding Concentration***

<u>Title</u>	<u>Class/Lab/Credit</u>
--------------	-------------------------

**I. General Education Courses**

BIO	168	Anatomy and Physiology	3	3	4
ENG	111	Expository Writing	3	0	3

**II. Major Courses****A. Core**

1. Required Courses			Class	Lab	Clin.	Lab
HIT	112	Health Law and Ethics	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	211	ICD Coding	2	6	0	4
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	226	Principles of Disease	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3

## 2. Required Subject Areas

HIT	124	Professional Practice Experience II	0	0	3	1
HIT	222	Professional Practice Experience III	0	0	6	2

**B. Concentration****C. Other Major Courses**

BIO	169	Anatomy and Physiology II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
HIT	110	Fundamentals of Health Information Mgt.	3	0	0	3
HIT	215	Reimbursement Methodology	1	2	0	2

**Total Credits: 43**

### *Recommended Semester Schedule*

#### **First Year-Fall**

BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
HIT	110	Fundamentals of Health Information Mgt.	3	0	0	3
HIT	112	Health Law & Ethics	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3

#### **First Year-Spring**

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
MED	122	Medical Terminology II	3	0	0	3

#### **First Year-Summer**

HIT	226	Principles of Disease	3	0	0	3
-----	-----	-----------------------	---	---	---	---

#### **Second Year-Fall**

HIT	124	Professional Practice Experience II	0	0	3	1
HIT	211	ICD Coding	2	6	0	4

#### **Second Year-Spring**

HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	2	0	2
HIT	222	Professional Practice Experience III	0	0	6	2

### *Certificate Program (C45360A) Release of Information Concentration*

Title	Class/Lab/Credit
-------	------------------

#### **I. General Education Courses**

#### **II. Major Courses**

##### **A. Core**

##### 1. Required Courses

HIT	110	Fundamentals of Health Information Mgt.	3	0	0	3
HIT	112	Health Law & Ethics	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3

##### 2. Required Subject Areas

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

CIS	110	Introduction to Computers	2	2	0	3
-----	-----	---------------------------	---	---	---	---

**Total Credits: 18**

***Recommended Semester Schedule***

**First Year-Fall**

CIS	110	Introduction to Computers	2	2	0	3
HIT	110	Fundamentals of Health Information Mgt.	3	0	0	3
HIT	112	Health Law Ethics	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3

**First Year-Spring**

HIT	114	Health Data Systems/Standards	2	3	0	3
MED	122	Medical Terminology II	3	0	0	3

***Healthcare Informatics Certificate (C45360-IF)***

Title \_\_\_\_\_ Class/Lab/Credit

**I. General Education Courses**

**II. Major Courses**

**A. Core**

1. Required Courses			Class	Lab	Clin.	Lab
HIT	112	Health Law and Ethics	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	221	Lifecycle of EHR	2	2	0	3
HIT	225	Healthcare Informatics	3	2	0	4
HIT	227	Informatics Project Management	2	2	0	3
2. Required Subject Areas						
CIS	113	Computer Basics	0	2	0	1

**B. Concentration**

**C. Other Major Courses**

**Total Credits: 17**

### *Recommended Semester Schedule*

**First Year-Fall**

HIT	112	Health Law and Ethics	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	225	Healthcare Informatics	3	2	0	4

**First Year-Spring**

CIS	113	Computer Basics	0	2	0	1
HIT	221	Lifecycle of EHR	2	2	0	3
HIT	227	Informatics Project Management	2	2	0	3

### *HIT Certificate in Medical Billing and Coding (C45360B)*

Title \_\_\_\_\_ Class/Lab/Cred-

it

**I. General Education Courses**

**II. Major Courses**

**A. Core**

1. Required Courses

CIS	110	Introduction to Computers	2	2	0	3
HIT	215	Reimbursement Methodology.	1	2	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	247	Procedural Coding	1	2	0	2
OST	248	Diagnostic Coding	1	2	0	2

2. Required Subject Areas

CTS	130	Spreadsheet I	2	2	0	3
-----	-----	---------------	---	---	---	---

**B. Concentration**

**C. Other Major Courses**

**Total Credits: 18**

### *Recommended Semester Schedule*

**First Year-Fall**

CIS	110	Introduction to Computers	2	2	0	3
HIT	215	Reimbursement Methodology.	1	2	0	2
MED	121	Medical Terminology I	3	0	0	3

**First Year-Spring**

CTS	130	Spreadsheet	2	2	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	247	Procedural Coding	1	2	0	2
OST	248	Diagnostic Coding	1	2	0	2

# INDUSTRIAL SYSTEMS TECHNOLOGY

A50240 (Associate Degree) D50240 (Diploma)

The Industrial Systems Technology curriculum is designed to prepare or up-grade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title	Class/Lab/Credit		
<b>I. General Education Courses</b>			
COM 231 Public Speaking	3	0	3
ENG 111 Expository Writing	3	0	3
MAT 121 Algebra/Trigonometry I	2	2	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

## **II. Major Courses**

### **A. Core**

#### 1. Required Courses

MNT 110 Intro to Maintenance Processes	1	3	2
WLD 112 Basic Welding Processes	1	3	2

#### 2. Required Subject Areas

ELC 131 DC/AC Circuit Analysis	4	3	5
HYD 110 Hydraulics/Pneumatics	2	3	3
ISC 110 Workplace Safety	1	0	1
MAC 111 Machining Technology I	2	12	6

Select one:

BPR	111	Blueprint Reading	1	2	2
BPR	130	Blueprint Reading Construction	1	2	2
BPR	135	Schematics and Diagrams	2	0	2

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

AHR	160	Refrigerant Certification	1	0	1
CIS	110	Introduction to Computers	2	2	3
ELC	113	Basic Wiring I	2	6	4
ELC	115	Industrial Wiring	2	6	4
ELC	128	Intro. to PLC	2	3	3
ELC	213	Instrumentation	3	2	4
ELN	231	Industrial Controls	2	3	3
PLU	111	Introd. to Basic Plumbing	1	3	2
WLD	110	Cutting Processes	1	3	2
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4

Students may select:

COE	111	Co-op Work Experience	0	10	1
COE	112	Co-op Work Experience I	0	20	2
COE	113	Co-op Work Experience I	0	30	3
ELC	111	Introduction to Electricity	2	2	3
WLD	115	SMAW (Stick) Plate	2	9	5

**III. Other Required Courses**

ACA	115	Success and Study Skills	1	0	1
-----	-----	--------------------------	---	---	---

**Total Credits: 66**

*Recommended Semester Schedule*

**First Year-Fall**

ELC	113	Basic Wiring I	2	6	4
ELC	131	DC/AC Circuit Analysis	4	3	5
HYD	110	Hydraulics/Pneumatics	2	3	3
MAT	121	Algebra/Trigonometry I	2	2	3
PLU	111	Introd. to Basic Plumbing	1	3	2

**First Year-Spring**

CIS	110	Introduction to Computers	2	2	3
ELC	128	Intro. to PLC	2	3	3
ELN	231	Industrial Controls	2	3	3
MNT	110	Intro to Maintenance Processes	1	3	2
WLD	112	Basic Welding Processes	1	3	2

**First Year-Summer**

COM	231	Public Speaking	3	0	3
WLD	110	Cutting Processes	1	3	2
		Social Science Elective-see list	3	0	3
		Humanities/Fine Arts Elective-see list	3	0	3

**Second Year-Fall**

ACA	115	Success and Study Skills	1	0	1
BPR	111	Blueprint Reading	1	2	2
ELC	213	Instrumentation	3	2	4
ISC	110	Workplace Safety	1	0	1
MAC	111	Machining Technology	2	12	6
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4

**Second Year-Spring**

AHR	160	Refrigerant Certification	1	0	1
ELC	115	Industrial Wiring	2	6	4

***Diploma Program (D50240)***

Title	Class/Lab/Cred-
-------	-----------------

it

**I. General Education Courses**

ENG	101	Applied Communications	3	0	3
		or			
ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry I	2	2	3

**II. Major Courses****A. Core**

## 1. Required Courses

MNT	110	Intro to Maintenance Processes	1	3	2
WLD	112	Basic Welding Processes	1	3	2

## 2. Required Subject Areas

BPR	111	Blueprint Reading	1	2	2
ELC	131	DC/AC Circuit Analysis	4	3	5
HYD	110	Hydraulics/Pneumatics	2	3	3
ISC	110	Workplace Safety	1	0	1
MAC	111	Machining Technology I	2	12	6

**B. Concentration**



**C. Other Major Courses** (Select at least 16 hours from the following)

AHR	160	Refrigerant Certification	1	0	1
CIS	110	Introduction to Computers	2	2	3
ELC	113	Basic Wiring I	2	6	4
ELC	115	Industrial Wiring	2	6	4
ELC	128	Intro. to PLC	2	3	3
ELN	231	Industrial Controls	2	3	3
PLU	111	Introd. to Basic Plumbing	1	3	2
WLD	110	Cutting Processes	1	3	2
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4

**III. Other Required Courses**

**Total Credits: 37**

***Recommended Semester Schedule (Diploma)***

**First Year-Fall**

ELC	131	DC/AC Circuit Analysis	4	3	5
HYD	110	Hydraulics/Pneumatics	2	3	3
MAT	121	Algebra/Trigonometry I	2	2	3

Possible electives (10 hours total needed for diploma)

AHR	160	Refrigerant Certification	1	0	1
CIS	110	Introduction to Computers	2	2	3
ELC	113	Basic Wiring I	2	6	4
PLU	111	Introd. to Basic Plumbing	1	3	2
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4

**First Year-Spring**

MNT	110	Intro to Maintenance Processes	1	3	2
WLD	112	Basic Welding Processes	1	3	2

Possible electives (10 hours total needed for diploma)

AHR	160	Refrigerant Certification	1	0	1
CIS	110	Introduction to Computers	2	2	3
ELC	128	Intro. to PLC	2	3	3
ELN	231	Industrial Controls	2	3	3

**First Year-Summer**

ENG	110	Expository Writing	3	0	3
-----	-----	--------------------	---	---	---

Possible electives (10 hours total needed for diploma)

WLD	110	Cutting Processes	1	3	2
-----	-----	-------------------	---	---	---

**Second Year-Fall**

BPR	111	Blueprint Reading	1	2	2
-----	-----	-------------------	---	---	---

ISC	110	Workplace Safety	1	0	1
-----	-----	------------------	---	---	---

MAC	111	Machining Technology I	2	12	6
-----	-----	------------------------	---	----	---

**Second Year-Spring**

AHR	160	Refrigerant Certification	1	0	1
-----	-----	---------------------------	---	---	---

ELC	115	Industrial Wiring	2	6	4
-----	-----	-------------------	---	---	---

# NETWORKING TECHNOLOGY

D25340 (Diploma)

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Title	Class/Lab/Credit		
-------	------------------	--	--

## I. General Education Courses

ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

## II. Major Courses

### A. Core

#### 1. Required Courses

CTS	120	Hardware/Software Support	2	3	3
NET	125	Networking Basics	1	4	3
NET	126	Routing Basics	1	4	3
NET	225	Routing & Switching I	1	4	3
NET	226	Routing & Switching II	1	4	3
NOS	110	Operating Systems Concepts	2	3	3
NOS	120	Linux/UNIX Single User	2	2	3
NOS	130	Windows Single User	2	2	3
SEC	110	Security Concepts	3	0	3

#### 2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
CTS	115	Information Sys Business Concepts	3	0	3
NET	240	Network Design	3	0	3
NOS	230	Windows Admin I	2	2	3

### B. Concentration

**Total Credits: 46**

### *Recommended Semester Schedule*

#### **First Year-Fall**

CIS	110	Introduction to Computers	2	2	4	3
CTS	115	Information Systems Business Concepts	3	0	3	3
NET	125	Networking Basics	1	4	5	3
NOS	110	Operating Systems Concepts	2	3	5	3

#### **First Year-Spring**

CTS	120	Hardware/Software Support	2	3	5	3
NET	126	Routing Basics	1	4	5	3
NOS	120	Linus/UNIX Single User	2	2	4	3
NOS	130	Windows Single User	2	2	4	3

#### **First Year-Summer**

ENG	111	Expository Writing	3	0	3	3
MAT	140	Survey of Mathematics	2	2	4	3
MAT	140A	Survey of Mathematics Lab	0	2	2	1

#### **Second Year-Fall**

NET	225	Routing & Switching I	1	4	5	3
NET	240	Network Design	3	0	3	3
NOS	230	Windows Admin I	2	2	4	3
SEC	110	Security Concepts	3	0	3	3

#### **Second Year-Spring**

NET	226	Routing & Switching II	1	4	5	3
-----	-----	------------------------	---	---	---	---

# NURSING ASSISTANT

C45480 (Certificate)

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 Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor's offices.

Current admission packets are available in Student Services.

Applicants need to be aware that upon admission to a health science program with a clinical component, the clinical agency may require a criminal background check and/or drug testing prior to participation in clinical practice experiences.\* McDowell Technical Community College does not guarantee that institutions with student training affiliations will accept any student for training in any clinical program. Furthermore, the inability to complete the clinical portion of the program will result in course failure and dismissal from the program.

**\*The clinical agency reserves the right to refuse someone with a criminal record or visible tattoos the use of their facility.**

\*Nursing assistant students are required to have current CPR, immunizations and liability insurance.

**In addition to the courses listed below, students are required to complete all developmental classes based on their placement test scores before enrolling in the Nursing Assistant Certificate Program. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

\*\*The Nursing Assistant Program has an attendance policy which is more strict than the standard college attendance policy. Please refer to the Nursing Assistant Handbook for further information.

Title \_\_\_\_\_ Class/Lab/Clinical/Credit

## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. 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

#### 2. Required Subject Areas

### B. Concentration

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 14**

### *Recommended Semester Schedule*

NAS 101 and NAS 102 are offered each fall and spring. NAS 103 is offered as needed when there is a sufficient number of students interested in taking the class.

# OFFICE ADMINISTRATION

A25370 (Associate Degree) D25370 (Diploma) C25370 (Certificate)  
C25370MC (Medical Transcription Certificate)

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.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title	Class/Lab/Credit
-------	------------------

### **I. General Education Courses**

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.

### **II. Major Courses**

#### **A. Core**

##### 1. Required Courses

OST	164	Text Editing Applications	3	0	3
OST	184	Records Management	1	2	2

##### 2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
OST	136	Word Processing	2	2	3
OST	289	Office Systems Management	2	2	3

#### **B. Concentration** (If appropriate)

**C. Other Major Courses**

(Must be selected from identified prefixes)

ACC	120	Principles of Financial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
BUS	110	Introduction to Business	3	0	3
BUS	125	Personal Finance	3	0	3
COE	111	Co-Op Work Experience I	0	10	1
CTS	130	Spreadsheet I	2	2	3
CTS	135	Integrated Software Intro	2	4	4
DBA	110	Database Concepts	2	3	3
ECO	252	Principles of Macroeconomics	3	0	3
or					
BUS	260	Business Communications	2	2	3
OST	122	Office Computations	1	2	2
OST	131	Keyboarding	1	2	2
OST	134	Text Entry	2	2	3
OST	135	Advanced Text Entry & Format	3	2	4
OST	201	Medical Transcription I	3	2	4
OST	203	Fundamentals of Med. Docu.	3	0	3
OST	223	Machine Transcription I	1	2	2
OST	236	Adv Word/Information Processing	2	2	3
OST	286	Professional Development	3	0	3

**III. Other Required Courses****Total Credits: 74*****Recommended Semester Schedule*****First Year-Fall**

BUS	110	Introduction to Business	3	0	3
BUS	125	Personal Finance	3	0	3
CIS	110	Introduction to Computers	2	2	3
OST	122	Office Computations	1	2	2
OST	131	Keyboarding	1	2	2

**First Year-Spring**

CTS	130	Spreadsheet I	3	2	3
OST	134	Text Entry	2	2	3
OST	136	Word Processing	2	2	3
OST	184	Records Management	1	2	2
OST	286	Professional Development	3	0	3



**First Year-Summer**

ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
OST	135	Advanced Text Entry	3	2	4
		Humanities Elective-See list of required courses	3	0	3

**Second Year-Fall**

ACC	120	Principles of Financial Accounting	3	2	4
BUS	260	Business Communications or ECO 252	2	2	3
OST	164	Text Editing	3	0	3
OST	236	Advanced Word Processing	2	2	3
		Social Sciences Elective-See list under required courses	3	0	3

**Second Year-Spring**

ACC	140	Payroll Accounting	1	2	2
COE	111	Co-op Work Experience I	0	10	1
CTS	135	Integrated Software Intro	2	4	4
ECO	252	Principles of Macroeconomics or BUS 260	3	0	3
OST	223	Machine Transcription	1	2	2

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
DBA	110	Database Concepts	2	3	3
OST	289	Office Systems Management	2	2	3

***Diploma Program***

Title	Class/Lab/Credit
-------	------------------

**I. General Education Courses**

ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

**II. Major Courses****A. Core**

## 1. Required Courses

OST	164	Text Editing Applications	3	0	3
OST	289	Office Systems Management	2	2	3

## 2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
OST	136	Word Processing	2	2	3
OST	184	Records Management	1	2	2

## B. Concentration

## C. Other Major Courses

(A total of 20 Semester Hours must be selected from identified prefixes)

ACC	120	Principles of Financial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
BUS	110	Introduction to Business	3	0	3
BUS	125	Personal Finance	3	0	3
BUS	260	Business Communications	2	2	3
COE	111	Co-op Work Experience I	0	10	1
CTS	130	Spreadsheet I	2	2	3
CTS	135	Integrated Software Intro	2	4	4
DBA	110	Database Concepts	2	3	3
ECO	252	Principles of Macroeconomics	3	0	3
OST	122	Office Computations	1	2	2
OST	131	Keyboarding	1	2	2
OST	134	Text Entry	2	2	3
OST	135	Advanced Text Entry	3	2	4
OST	223	Machine Transcription	1	2	2
OST	236	Advanced Word Processing	2	2	3
OST	286	Professional Development	3	0	3

## III. Other Required Courses

**Total Credits: 40**

### *Recommended Semester Schedule*

#### **First Year-Fall**

BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
OST	131	Keyboarding	1	2	2
OST	164	Text Editing	3	0	3

#### **First Year-Spring**

CTS	130	Spreadsheet I	3	2	3
OST	134	Text Entry	3	2	4
OST	136	Word Processing	2	2	3
OST	184	Records Management	1	2	2

Select 5 shc from the following list:

ACC	120	Principles of Financial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
BUS	125	Personal Finance	3	0	3
COE	111	Co-op Work Experience I	0	10	1
CTS	135	Integrated Software Intro	2	4	4
DBA	110	Database Concepts	2	3	3
ECO	252	Principles of Macroeconomics	3	0	3
or					
BUS	260	Business Communications	2	2	3
OST	122	Office Computations	1	2	2
OST	135	Advanced Text Entry	3	2	4
OST	223	Machine Transcription	1	2	2
OST	286	Professional Development	3	0	3

**First Year-Summer**

ENG	111	Expository Writing	3	0	3
OST	135	Advanced Text Entry	3	2	4
OST	289	Office Systems Management	2	2	3

***Office Systems Certificate***

***Recommended Semester Schedule***

**First Year-Fall**

CIS	110	Introduction to Computers	2	2	3
OST	164	Text Editing Applications	3	0	3

**First Year-Spring**

OST	134	Text Entry	2	2	3
OST	136	Word Processing	2	2	3
OST	184	Records Management	1	2	2
OST	286	Professional Development	3	0	3

## *Medical Transcription Certificate Program*

### *Recommended Semester Schedule*

#### **First Year-Fall**

CIS	113	Computer Basics	0	2	1
MED	121	Medical Terminology I	3	0	3
OST	164	Text Editing Applications	3	0	3

#### **First Year-Spring**

MED	122	Medical Terminology II	3	0	3
OST	136	Word Processing	2	2	3
OST	201	Medical Transcription	3	2	4

# PHOTOGRAPHIC TECHNOLOGY

A30280 (Associate Degree) \_

The Photographic Technology curriculum offers training in photographic techniques and their application in professional photographic disciplines. Where offered, students will receive comprehensive course work in four areas of concentration: Photojournalism, Commercial Photography and Portrait Studio Management.

Special emphasis is placed on developing skills in the following areas: fundamentals of camera systems, lighting, photographic process, digital imaging, design and business practices.

Graduates should qualify for entry level jobs in the diverse photographic industry. Employment opportunities exist in the following areas: commercial photography, photojournalism, biomedical photography, portrait, photographic equipment sales, photographic laboratories, and imaging technologies; dependant upon courses offered and completed.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum was designed to be entered in the fall of each year. Some classes may not be offered every semester.*

Title	Class/Lab/Credit		
<b>I. General Education Courses</b>			
COM 231 Public Speaking	3	0	3
ENG 111 Expository Writing	3	0	3
MAT 140 Survey of Mathematics	3	0	3
MAT 140A Survey of Mathematics Lab	0	2	1
Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on Page 100.			

## II. Major Courses

### A. Core

#### 1. Required Courses

PHO 110 Fundamentals of Photography	3	6	5
-------------------------------------	---	---	---

#### 2. Required Subject Areas

PHO 115 Basic Studio Lighting	2	6	4
-------------------------------	---	---	---

PHO 131 View Camera	2	4	4
---------------------	---	---	---

### B. Concentration

**C. Other Major Courses** (Must be selected from identified prefixes)

CIS	110	Introduction to Computers	2	2	3
COE	111	Co-Op Work Experience I	0	10	1
GRD	151	Computer Design Basics	1	4	3
PHO	113	History of Photography	3	0	3
PHO	120	Intermediate Photography	2	4	4
PHO	139	Introduction to Digital Imaging	1	3	2
PHO	140	Digital Photo Imaging I	2	4	4
PHO	150	Portfolio Development I	3	3	4
PHO	180	Creative Problem Solving	1	4	3
PHO	216	Documentary Photography	2	4	4
PHO	217	Photojournalism I	1	6	4
PHO	223	Color Photography	2	4	4
PHO	226	Portraiture	3	3	4
PHO	235	Commercial Photography	2	4	4
PHO	250	Portfolio Development II	2	4	4

The following courses may be substituted for COE 111 with approval of advisor:

BUS	110	Introduction To Business	3	0	3
BUS	125	Personal Finance	3	0	3
BUS	230	Small Business Management	3	0	3

**III. Other Required Courses**

**Total Credits: 71**

***Recommended Semester Schedule***

**First Year-Fall**

COM	231	Public Speaking	3	0	3
PHO	110	Fundamentals of Photography	3	6	5
PHO	113	History of Photography	3	0	3
Humanities Elective-See list of required courses			3	0	3

**First Year-Spring**

PHO	115	Basic Studio Lighting	2	6	4
PHO	120	Intermediate Photography	2	4	4
PHO	216	Documentary Photography	2	4	4

**First Year-Summer**

CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
PHO	150	Portfolio Development I	3	3	4

**Second Year-Fall**

PHO	131	View Camera	2	4	4
PHO	223	Color Photography	2	4	4
PHO	226	Portraiture	3	3	4

**Second Year-Spring**

COE	111	Co-op Work Experience	0	10	1
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1

\*\*Recommended for transfer to four-year colleges

PHO	140	Digital Photo Imaging I	2	4	4
PHO	217	Photojournalism	1	6	4
PHO	235	Commercial Photography	2	4	4

**Second Year-Summer**

PHO	250	Portfolio Development II	2	4	4
		Social Science Elective-See list of required courses	3	0	3

**CERTIFICATE PROGRAM*****Recommended Semester Schedule*****First Year-Fall**

PHO	110	Fundamentals of Photography	3	6	5
-----	-----	-----------------------------	---	---	---

**First Year-Spring**

PHO	113	History of Photography	3	0	3
PHO	115	Basic Studio Lighting	2	6	4

**Second Year-Fall**

PHO	120	Intermediate Photography	2	4	4
-----	-----	--------------------------	---	---	---

# PRACTICAL NURSING EDUCATION

D45660 (Diploma)

This Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required to practice as a Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician's offices.

## **Academic Admissions and Regulations:**

In addition to regular college admissions requirements and procedures, individuals interested in Practical Nursing Education are also subject to the following admissions requirements, procedures and academic regulations. The PNE Program is a selective program, admitting only 24 students per year to the day entry and 20 students per year to the evening/weekend option.

## **Admissions Information (for class entering 2013, graduating 2014):**

**Please obtain current admission information packet available in Student Services.**

All applications must be updated annually. If you have previously applied to the Practical Nursing Education Department, you must re-initiate the application process and must retake the (TEAS) Test of Essential Academic Skills Exam. We do not maintain a waiting list. All applicants must complete a PNE priority form indicating preference for day entry, evening/weekend option, or either schedule.

McDowell Technical Community College and the Practical Nursing Education Department follow a semester curriculum plan. The MTCC Practical Nursing Education Program is approved by the North Carolina Community College System and the North Carolina Board of Nursing.

The application period for Practical Nursing Education is **June 1, 2012 – Feb. 4, 2013**. Items 1-6 on the list of admissions requirements must be completed during this period. **All admission requirements must be met before applicants will be considered for admission to the program.**

Applicants need to be aware that upon admission to a health science program with a



clinical component, the clinical agency may require a criminal background check and/or drug testing prior to participation in clinical practice experiences.\* McDowell Technical Community College does not guarantee that institutions with student training affiliations will accept any student for training in any clinical program. Furthermore, the inability to complete the clinical portion of the program will result in course failure and dismissal from the program. In accordance with the NC General Statute 90-171-48 applicants for initial licensure in North Carolina must have a criminal background check. Applicants with criminal convictions may have limited licensure and employment opportunities.

\*The clinical agency reserves the right to refuse someone with a criminal record the use of their facility.

### **General Admission Requirements:**

1. Applicants must submit a completed admissions application obtained from the Student Services Office.
2. Applicants must have a high school diploma or equivalent. An official high school transcript or GED (General Education Development) certificate must be sent to the college. Student copies of these items are not acceptable.
3. Official transcripts of all previous post-secondary education must be requested by the applicant and sent directly from the forwarding institution to the college. Student copies are not acceptable.

**\*The minimum required GPA is 2.0\***

4. Applicant's must attend a mandatory nursing information meeting before deadline (schedule of meetings will be provided).
5. Applicants must have completed a unit of **high school Biology with a grade of "C" or above**. College substitutions for this requirement are one semester of:

BIO 111 or a higher level college biology course, with a grade of "C" or above.

Pre-requisite courses are not accepted from the Adult High School Diploma unless the student is a graduate of the program.

In addition, High School or College level chemistry and math are strongly recommended.

6. Verification of completion of a North Carolina state approved Nurse Aide I Training program is required by Fall semester, 2012. Current NA I listing on the NC Nurse Aide Registry is required for all applicants by March 31, 2013. If an accepted applicant does not meet the listing deadline, the applicant will be moved to an alternate status.

**Institutional Requirement: Placement testing and all developmental course(s) must be completed by the general admissions deadline. Placement tests must be within the last three years to be considered current.**

7. The *TEAS* will be scheduled by Jane Wyatt for all applicants. The cost is \$40.00. Applicants must score a 55 or higher to be considered for admission to the PNE program. Students whose scores do not meet the required minimum will be counseled by the Student Enrichment Center regarding the various career and educational options available to them.

8. Once all other admission requirements are met, applicants will be ranked using a competitive process, according to the Point Rating Tool. The top 44 ranking applicants will be admitted to the PNE program and notified with a letter of acceptance, pending receipt of the "Student Medical Form." The next **12** applicants will be placed on an alternate list in order of ranking and notified accordingly. Placements in the day or evening/weekend option will be based on the applicant's first choice. All admission rankings are confidential information.

9. All accepted applicants for admission to the PNE Program and alternates must submit a completed N.C. Community College System "Student Medical Form," that is available in student services, which include required immunization records and diagnostic tests, by **May 17, 2013**. This examination of an applicant's physical and emotional health is a requirement and the accepted applicant's status is considered "pending" until this form is turned in to the PNE secretary and screened by the PNE Faculty. Where problematic physical or mental health conditions exist, faculty may require timely medical reports from a physician confirming that the individual is physically and mentally competent to enter the Practical Nurse Education program.

10. Accepted applicants for admission must have or obtain current American Heart, Health Care Provider CPR certification, including one-man CPR and infant and child CPR. Courses are routinely offered through the Department of Continuing Education at the college. Students admitted to the program will not be allowed to begin classes without current CPR certification. Proof of current CPR certification valid for two (2) years (2013-2015) must be provided at orientation.

11. An orientation session is scheduled for all applicants accepted for admission. The orientation date is June 14, 2013 and will be held at 9:00 am in the Dogwood Building (17) in room 104. (Attendance is strongly recommended.)\*

*McDowell Technical Community College does not discriminate in its admission policies and procedures on the basis of sex, race, color, national origin, age, religion, or handicap. For further information, refer to the MTCC catalog section entitled "Non-Discrimination Policy."*

*\*\*Accepted applicants who are unable to attend the orientation session due to extenuating circumstances must notify the Nursing Program Director and complete all orientation requirements by August 1, 2013. An accepted applicant who fails to meet orientation requirements will forfeit his or her place in the PNE program.*

### **Academic Regulations**

1. Students must earn an 80 or above in all NUR courses and a "C" or above in all co-requisites to progress in the Practical Nurse Program.

Grading scale:	A:	100-93
	B:	92-87
	C:	86-80
	D:	79-74
	F:	73 or below

2. **Pre-requisites and Co-requisites:** Pre-requisite courses must be completed prior to taking a course for which there are pre-requisites. Co-requisite courses may be taken prior to, or must be taken concurrent with, the course for which there is a co-requisite. Course pre-requisites in the nursing curriculum plan are necessary to meet the required sequence of course materials. Students may not take nursing courses (prefix NUR) out of sequence. Should a student fail to successfully complete a non-nursing course which serves as a pre-requisite for another course in the ensuing semester, the student will be withdrawn from the program.

3. Students must pass the theory, lab and clinical portions of nursing courses to receive credit for the course. Failure of any portion of the course will mean course failure.

4. A 2.0 quality point average in the nursing curriculum is required for satisfactory academic standing.

5. A student may repeat one nursing course or one science course one time only. **In order to re-enter the PNE Program at a later date, students must apply for re-entry three months prior to the semester.** Re-entry to NUR 102 and 103 will be on a space available basis for those who have a 2.0 quality point average and meet all other admission criteria. Students must reapply for program entry if unsuccessful in NUR 101. Transfer or former students who have been out of

the nursing program for more than 2 years will need to take the following challenge exams: Nur 101 final exam, Math Competency, and Nursing Lab Skills in order to be admitted to the program. **Minimum required passing scores:**

**NUR 101 Final Exam 80%    Math Competency 90%    NUR Lab Skills 80%**

6. Students who do not master calculation of medication dosages with 90% accuracy before completing NUR 101 will be dismissed from the program. Students will be allowed two attempts to pass the math competency test. The first competency test will be in mid-October and the second test in early November, 2012.

### **Required Courses**

Students may take these general/related (non-nursing) courses before being accepted into the nursing program or before the specified semester.

General Education:

ACA	115
BIO	168
BIO	160
ENG	111
PSY	150

Completion of these courses will help prepare students for, but not guarantee, admission to the PNE Program.

### **Point Rating Tool**

The Admission Rating Tool is used by the PNE Admission Committee to select applicants for the PNE Program. All admission requirements must be met, including an acceptable score on the TEAS Exam, prior to use of the Point Rating Tool.

This tool was developed as an objective means of evaluating applicants. The point count criteria are divided into 7 distinct areas:

- (1) Most recent cumulative overall GPA - college or high school/GED
- (2) TEAS Score
- (3) TEAS Math Score
- (4) TEAS Science Score
- (5) TEAS English Score
- (6) Specified college courses completed with a "C" or better (Med 121 & Med 122, Chm 131 & Chm 131A, NUT 110, CIS 110)\*
- (7) Current Nursing Assistant II listing with the NC Board of Nursing \*\*

An applicant's admission rating is confidential information. At no time and with no exceptions will an applicant's admission rating be discussed with anyone other than the applicant. When an individual's application is complete, his or her total point count will be calculated. It is this total which will be used in the selection process.

Please do not call to inquire about your point count. If you are accepted, you will be notified of your acceptance as outlined in "Selection Process" as outlined on the next page. In the event of an identical score for ranking, TEAS V test scores will be used to differentiate tie scores.

1. First preference will be given to the applicant(s) with the highest TEAS math scores.
2. In the event of a tie in TEAS math scores, preference will be given to the applicant(s) with the highest TEAS science scores.
3. In the event of a tie in TEAS science scores, preference will be given to applicant(s) with the highest TEAS English scores.

\*Extra points are given for specified college courses with a "C" or better, but are not required.

\*\*Extra points are given for having current NA II Certification, but NA II Certification is not required for acceptance in the PNE Program.

**Admission criteria are reviewed each year and are subject to change from year to year.**

Graduates of the PNE Program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required to practice as a Licensed Practical Nurse.

**If you have further questions, please call Jane Wyatt, Health Sciences Advisor, at 828-652-0611.**

Title			Class/	Lab/	Credit
<b>I. General Education Courses</b>					
ENG	111	Expository Writing	3	0	3
PSY	150	General Psychology	3	0	3
<b>II. Major Courses</b>					
<b>A. Core</b>					
1. Required Courses			<u>Class</u>	<u>Lab</u>	<u>Clinical</u> <u>Credit</u>
NUR	101	Practical Nursing I	7	6	6 11
NUR	102	Practical Nursing II	8	0	12 12
NUR	103	Practical Nursing III	6	0	12 10
2. Required Subject Areas					

**B. Concentration**

**C. Other Major Courses** (Must be selected from identified prefixes)

			<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
BIO	168	Anatomy & Physiology I	3	3	0	4
BIO	169	Anatomy & Physiology II	3	3	0	4

**III. Other Required Courses**

ACA	115	Success and Study Skills	0	2	0	1
<b>Total Credits:</b>			<b>48</b>			

*Curriculum by Semester*

**Fall Semester**

			<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
ACA	115	Success and Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
NUR	101	Practical Nursing I	7	6	6	11
PSY	150	General Psychology	3	0	0	3

**Spring Semester**

BIO	169	Anatomy & Physiology II	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	102	Practical Nursing II	8	0	12	12

**Summer Semester**

NUR	103	Practical Nursing III	6	0	12	10
-----	-----	-----------------------	---	---	----	----

# SURGICAL TECHNOLOGY

D45740 (Diploma)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Students of Commission on Accreditation of Allied Health Education Programs (AAHEP) are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

## ADMISSION REQUIREMENTS

Current Admission packets are available in Student Services (Fall 2013).

The following requirements **must** be met in order to be considered for admission to the Surgical Technology program. All material must be sent to Student Services at McDowell Technical Community College.

1. Complete and submit an application for admission to McDowell Technical Community College declaring Surgical Technology as the major. Current or returning students may complete a Data Change form to declare Surgical Technology as their major. Surgical Technology applicants residing in Cleveland, Rutherford, Polk and McDowell must apply to the college serving their county. Other applicants may apply to the college of their convenience.
2. Submit an *official* high school transcript or GED scores.
3. Submit an *official* transcript from all colleges attended.
4. Complete the COMPASS placement. The placement test consists of three parts: Reading, Writing, and Prealgebra. (Exceptions are possible with SAT/ACT scores or college level English/Math courses). Contact the Student Enrichment Center at 659-0418 to schedule an appointment. There is no charge for the COMPASS test. COMPASS scores may be transferred from other colleges if the scores are not over three years old.

5. Complete all developmental courses required as a result of the placement test with a “C” or better by the specified deadline.
6. The applicant must have a cumulative 2.0 GPA in most recent high school/college/GED course work.
7. Must review Surgical Technology textbooks and sign the Surgical Technology textbook review page. The review page must be turned in to Ramona DeAngelus in Student Services.

**The applicant is responsible for ensuring requirements 1-6 have been met and that all materials have been received by Student Services. All admission criteria must be met in order to be eligible to take the PSB-Health Occupations Aptitude Exam. Completion of requirements will not guarantee admission.**

8. Eligible applicants will be notified in writing to report for the PSB-Health Occupations Aptitude Exam. There is a cost for the exam. A picture ID is required for identification purposes.
9. A written notification of acceptance will be mailed to accepted students. In the event of a tie, the PSB reading comprehension score will be used to assign the ten allotted seats.
10. All accepted students are required to attend new student orientation. Students must be prepared to pay half of the clinical supply costs on orientation day.
11. All accepted applicants for admission to the Surgical Technology program must submit a North Carolina Community College System “Student Medical Form” and proof of adult, infant and child CPR certification for the health care provider. The health form must be completed by a licensed healthcare provider. The accepted applicant’s status is considered “pending” until this form is returned to and screened by the Surgical Technology Advisor. This form includes immunization records.
12. Students should be aware that upon admission to a program with a clinical component, criminal background checks and/or drug testing may be required by the clinical facilities used for clinical sites. Criminal background checks are handled through a designated third-party vendor. MTCC is an open-door college and will not refuse admission to anyone based on a criminal record. However, the clinical site reserves the right to refuse someone with a criminal record, positive drug test, and/ or visible tattoo the use of its facility. If a student does not complete the clinical portion, he or she will not be able to successfully complete the Surgical Technology program.



13. Ten (10) students will be accepted into the Surgical Technology program Fall semester, 2013. Final admission will be based on:

- A. Review of the applicant's academic record.
- B. PSB-Health Occupations Aptitude test results.
- C. Documentation of physical and emotional health that would provide evidence that is indicative of the applicant's ability to provide safe care to the public.
- D. Completion of required immunizations.
- E. Completion of CPR certification.

Title	Class	Lab	Clinical	Credit
<b>I. General Education Courses</b>				
CIS 110 Introduction to Computers	2	2	0	3
ENG 111 Expository Writing	3	0	0	3
<b>II. Major Courses</b>				
<b>A. Core</b>				
1. Required Courses				
SUR 110 Introduction to Surgical Technology	3	0	0	3
SUR 111 Perioperative Patient Care	5	6	0	7
SUR 122 Surgical Procedures I	5	3	0	6
SUR 123 Surgical Clinical Practice I	0	0	21	7
SUR 134 Surgical Procedures II	5	0	0	5
SUR 135 Surgical Clinical Practice II	0	0	12	4
SUR 137 Professional Success Preparation	1	0	0	1
2. Required Subject Areas				
<b>B. Concentration</b>				
<b>C. Other Major Courses</b>				
BIO 163 Anatomy and Physiology I	4	2	0	5
BIO 175 General Microbiology	2	2	0	3
<b>III. Other Required Courses</b>				
ACA 115 Success and Study Skills	0	2	0	1
<b>Total Credits: 48</b>				

### *Recommended Semester Schedule*

#### **Fall Semester**

ACA	115	Success and Study Skills	0	2	0	1
BIO	163	Anatomy and Physiology I	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
SUR	110	Introduction to Surgical Technology	3	0	0	3
SUR	111	Perioperative Patient Care	5	6	0	7

#### **Spring Semester**

BIO	175	General Microbiology	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	Surgical Clinical Practice I	0	0	21	7

#### **Summer Semester**

SUR	134	Surgical Procedures II	5	0	0	5
SUR	135	Surgical Clinical Practice II	0	0	12	4
SUR	137	Professional Success Preparation	1	0	0	1

**Total Credits: 48**

# WEB TECHNOLOGIES

(A25290) Associates Degree (D25290) Diploma

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
Humanities/Fine Arts			3	0	3
Social/Behavioral Sciences			3	0	3
<b>II. Major Courses</b>					
<b>A. Core</b>					
1. Required Courses					
CIS	115	Intro to Programming & Logic	2	3	3
DBA	110	Database Concepts	2	3	3
NOS	110	Operating Systems Concepts	2	3	3
SEC	110	Security Concepts	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	3
WEB	115	Web Markup and Scripting	2	2	3
WEB	120	Intro. to Internet Multimedia	2	2	3
WEB	140	Web Development Tools	2	2	3
WEB	210	Web Design	2	2	3
WEB	230	Implementing Web Servers	2	2	3
WEB	250	Database Driven Websites	2	2	3
2. Required Subject Areas					
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
MKT	120	Principles of Marketing	3	0	3
NET	110	Networking Concepts	2	2	3

OST	286	Professional Development	3	0	3
WEB	111	Introduction to Web Graphics	2	2	3
WEB	287	Web E-Portfolio	1	2	2

**B. Concentration**

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

**Total Credits: 69**

***Recommended Semester Schedule***  
*Associates Degree*

**First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
NET	110	Networking Concepts	2	2	3
NOS	110	OS Concepts	2	3	3
WEB	110	Internet/Web Fundamentals	2	2	3

**First Year-Spring**

CIS	115	Introduction to Prog. & Logic	2	3	3
ENG	111	Expository Writing	3	0	3
WEB	115	Web Markup & Scripting	2	2	3
		Social Science Elective	3	0	3

**First Year-Summer**

COM	231	Public Speaking	3	0	3
DBA	110	Database Concepts	2	3	3
WEB	111	Introduction to Web Graphics	2	2	3

**Second Year-Fall**

MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
SEC	110	Security Concepts	3	0	3
WEB	210	Web Design	2	2	3
		Humanities Elective	3	0	3

**Second Year-Spring**

MKT	120	Principles of Marketing	3	0	3
OST	286	Professional Development	3	0	3
WEB	120	Introduction to Internet Multimedia	2	2	3
WEB	140	Web Development Tools	2	2	3

**Second Year-Summer**

WEB	230	Implementing Web Serv	2	2	3
WEB	250	Database Drive Websites	2	2	3
WEB	287	Web E-Portfolio	1	2	2

**Total Hours: 70*****Recommended Semester Schedule******Diploma*****First Year-Fall**

BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
NET	110	Networking Concepts	2	2	3
WEB	110	Internet/Web Fundamentals	2	2	3

**First Year-Spring**

CIS	115	Introduction to Prog. & Logic	2	3	3
ENG	111	Expository Writing	3	0	3
WEB	115	Web Markup & Scripting	2	2	3

**Second Year-Fall**

MAT	140	Survey of Mathematics	3	0	3
MAT	140A	Survey of Mathematics Lab	0	2	1
SEC	110	Security Concepts	3	0	3
WEB	210	Web Design	2	2	3
		Humanities Elective	3	0	3

**Second Year-Spring**

COM	231	Public Speaking	3	0	3
MKT	120	Principles of Marketing	3	0	3
WEB	120	Introduction to Internet Multimedia	2	2	3
WEB	140	Web Development Tools	2	2	3

**Total Hours: 46**

# WELDING TECHNOLOGY

D50420 (Diploma) C50420 (Certificate)

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

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

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Diploma Program*

Title		Class/Lab/Credit			
<b>I. General Education Courses</b>					
ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3
<b>II. Major Courses</b>					
<b>A. Core</b>					
1. Required Courses					
WLD	110	Cutting Processes	1	3	2
WLD	115	SMAW (Stick) Plate	2	9	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	4
WLD	131	GTAW (TIG) Plate	2	6	4
WLD	141	Symbols & Specifications	2	2	3
2. Required Subject Areas					
<b>B. Concentration</b>					

**C. Other Major Courses** (Must be selected from identified prefixes)

CIS	113	Computer Basics	0	2	1
WLD	261	Certification Practices	1	3	2
WLD	151	Fabrication I	2	6	4
WLD	143	Welding Metallurgy	1	2	2
WLD	116	SMAW (Stick) Plate/Pipe	1	9	4
WLD	112	Basic Welding	1	3	2

**III. Other Required Courses**

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

**Total Credits: 40**

***Recommended Semester Schedule***

\*The knowledge and skills learned in welding classes often builds upon information from previous classes. It is preferable, therefore, for students to take welding classes in the recommended course sequence. WLD 115 should be the first welding course, for example; WLD 110 should be the second. Following the recommended course sequence will allow students to complete their degree in the easiest and most logical sequence.

**First Year-Fall**

ACA	115	Success and Study Skills	0	2	1
WLD	112	Basic Welding	1	3	2
WLD	141	Symbols & Specifications	2	2	3

**First Year-Spring**

ENG	101	Applied Communications	3	0	3
MAT	101	Applied Mathematics I	2	2	3
WLD	115	SMAW	2	9	5

**First Year-Summer**

WLD	110	Cutting	1	3	2
WLD	131	GTAW (TIG) Plate	2	6	4

**Second Year-Fall**

WLD	116	SMAW (Stick) Plate/Pipe	1	9	4
WLD	121	GMAW (MIG) FCAW/Plate	2	6	4

**Second Year-Spring**

WLD	143	Welding Metallurgy	1	2	2
WLD	151	Fabrication I	2	6	4

**Second Year-Summer**

CIS	113	Computer Basics	0	2	1
WLD	261	Certification Practices	1	3	2

## *Certificate Program*

Title	Class/Lab/Credit
-------	------------------

### **I. General Education Courses**

### **II. Major Courses**

#### **A. Core**

##### 1. Required Courses

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

##### 2. Required Subject Areas

#### **B. Concentration**

#### **C. Other Major Courses**

### **III. Other Required Courses**

**Total Credits: 18**

\*WLD 112 may be substituted for WLD 110 with advisor approval

### *Recommended Semester Schedule*

#### **First Year-Fall**

*WLD 112	Basic Welding	1	3	2
WLD 141	Symbols & Specifications	2	2	3

#### **First Year-Spring**

WLD 115	SMAW	2	9	5
---------	------	---	---	---

#### **First Year-Summer**

WLD 110	Cutting *	1	3	2
WLD 131	GTAW (TIG) Plate	2	6	4

\*WLD 112 may be substituted for WLD 110 with advisor approval

#### **Second Year-Fall**

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



# COURSE DESCRIPTIONS

Classes labeled “\*VLC” are available through the Virtual Learning Community (VLC).

## Academic Related

### ACA 085 Improving Study Skills

0 2 1

Prerequisites: None

Corequisites: None

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

### ACA 111 College Student Success

1 0 1

Prerequisites: None

Corequisites: None

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

### ACA 115 Success & Study Skills

0 2 1

Prerequisites: None

Corequisites: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. (\*VLC)

### ACA 118 College Study Skills

1 2 2

Prerequisites: None

Corequisites: None

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for

effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

### ACA 120 Career Assessment

1 0 1

Prerequisites: None

Corequisites: None

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

### ACA 121 Managing a Team

1 0 1

Prerequisites: None

Corequisites: None

This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.

### ACA 122 College Transfer Success

1 0 1

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

### ACA 220 Professional Transition

1 0 1

Prerequisites: None

Corequisites: None

This course provides preparation for meeting the demands of employment or education beyond the

community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

### ***Accounting***

#### **ACC 110 Ten-Key Skills**

0 2 1

Prerequisites: None

Corequisites: None

This course is designed to enable mastery of the "touch system" on a ten-key device. Emphasis is placed on the "touch system" on the ten-key device. Upon completion, students should be able to use the "touch system" on the ten-key device in making computations necessary in accounting.

#### **ACC 115 College Accounting**

3 2 4

Prerequisites: None

Corequisites: None

This course introduces basic accounting principles for 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 Prin of Financial Accounting**

3 2 4

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

#### **ACC 121 Prin of Managerial Accounting**

3 2 4

Prerequisites: ACC 120

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

#### **ACC 122 Prin of Financial Accounting II**

3 0 3

Prerequisites: ACC 120

Corequisites: None

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: None

Corequisites: None

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

#### **ACC 130 Business Income Taxes**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

#### **ACC 140 Payroll Accounting**

1 2 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

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

Class/Lab/Credit or Class/Lab/Exp./Credit

and prepare accounting entries using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

**ACC 150 Accounting Software Applications**

1 2 2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to the major 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. *This course is also available through the Virtual Learning Community (VLC).*

**ACC 152 Adv Software Appl**

1 2 2

Prerequisites: ACC 150

Corequisites: None

This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

**ACC 180 Practices in Bookkeeping**

3 0 3

Prerequisites: ACC 120

Corequisites: None

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

**ACC 220 Intermediate Accounting I**

3 2 4

Prerequisites: ACC 120

Corequisites: None

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

**ACC 221 Intermediate Accounting II**

3 2 4

Prerequisites: ACC 220

Corequisites: None

Class/Lab/Credit or Class/Lab/Exp./Credit

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

**ACC 225 Cost Accounting**

3 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (\*VLC)

**ACC 227 Practices in Accounting**

3 0 3

Prerequisites: ACC 220

Corequisites: None

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

**ACC 240 Gov & Not-for-Profit Acct**

3 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 250 Adv Accounting**

3 0 3

Prerequisites: ACC 220

Corequisites: None

This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be

able to solve a wide variety of problems by advanced application of accounting principles and procedures.

**ACC 269 Audit & Assurance Servcs**  
3 0 3

Prerequisites: ACC 220  
Corequisites: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

### *Air Conditioning, Heating, and Refrigeration*

**AHR 110 Intro to Refrigeration**  
2 6 5

Prerequisites: None  
Corequisites: None

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

**AHR 112 Heating Technology**  
2 4 4

Prerequisites: None  
Corequisites: None

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

**AHR 113 Comfort Cooling**  
2 4 4

Prerequisites: None  
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer

specifications, and test instruments to determine proper system operation.

**AHR 114 Heat Pump Technology**  
2 4 4

Prerequisites: AHR 110 or AHR 113  
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR 115 Refrigeration Systems**  
1 3 2

Prerequisites: AHR 110  
Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

**AHR 120 HVACR Maintenance**  
1 3 2

Prerequisites: None  
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

**AHR 125 HVAC Electronics**  
1 3 2

Prerequisites: None  
Corequisites: AHR 111 or ELC 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

**AHR 130 HVAC Controls**  
2 2 3

Prerequisites: AHR 111 or ELC 111  
Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon

completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

**AHR 160 Refrigerant Certification**

1 0 1

Prerequisites: None

Corequisites: None

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

**AHR 210 Residential Building Code**

1 2 2

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

**AHR 211 Residential System Design**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**Art****ART 111 Art Appreciation**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (\*VLC)*

**Automotive Body Repair****AUB 111 Painting & Refinishing I**

2 6 4

Prerequisites: None

Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

**AUB 112 Painting & Refinishing II**

2 6 4

Prerequisites: AUB 111

Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**AUB 114 Special Finishes**

1 2 2

Prerequisites: AUB 111

Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

**AUB 121 Non-Structural Damage I**

1 4 3

Prerequisites: None

Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

**AUB 122 Non-Structural Damage II**

2 6 4

Prerequisites: None

Corequisites: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

Class/Lab/Credit or Class/Lab/Exp./Credit

**AUB 131      Structural Damage I**  
2    4    4

Prerequisites: None

Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

**AUB 132      Structural Damage II**  
2    6    4

Prerequisites: AUB 131

Corequisites: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 134      Autobody MIG Welding**  
1    4    3

Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

**AUB 136      Plastics & Adhesives**  
1    4    3

Prerequisites: None

Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**AUB 162      Autobody Estimating**  
1    2    2

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage

Class/Lab/Credit or Class/Lab/Exp./Credit

analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

## ***Automotive***

**AUT 110 Intro to Auto Technology**

2    2    3

Prerequisites: None

Corequisites: None

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

**AUT 113      Automotive Servicing I**

0    6    2

Prerequisites: None

Corequisites: None

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

**AUT 114      Safety and Emissions**

1    2    2

Prerequisites: None

Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

**AUT 114A      Safety and Emissions Lab**

0    2    1

Prerequisites: None

Corequisites: AUT 114

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ

Class/Lab/Credit or Class/Lab/Exp./Credit

diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

**AUT 116 Engine Repair**  
2 3 3

Prerequisites: None  
Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 116A Engine Repair Lab**  
0 3 1

Prerequisites: None  
Corequisites: AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 141 Suspension & Steering Systems**  
2 3 3

Prerequisites: None  
Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

**AUT 141A Suspension & Steering Lab**  
0 3 1

Prerequisites: None  
Corequisites: AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

Class/Lab/Credit or Class/Lab/Exp./Credit

**AUT 151 Brake Systems**  
2 3 3

Prerequisites: None  
Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 151A Brakes Systems Lab**  
0 3 1

Prerequisites: None  
Corequisites: AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 161 Basic Auto Electricity**  
4 3 5

Prerequisites: None  
Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

**AUT 163 Advanced Auto Electricity**  
2 3 3

Prerequisites: None  
Corequisites: AUT 161

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

**AUT 171 Auto Climate Control**  
2 4 4

Prerequisites: None  
Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

**AUT 181 Engine Performance I**

2 3 3

Prerequisites: None

Corequisites: None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

**AUT 181A Engine Performance 1 Lab**

0 3 1

Prerequisites: None

Corequisites: AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

**AUT 183 Engine Performance 2**

2 6 4

Prerequisites: AUT 181

Corequisites: None

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

**AUT 212 Auto Shop Management**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

**AUT 213 Automotive Servicing 2**

1 3 2

Prerequisites: None

Corequisites: None

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

**AUT 221 Auto Transmissions/Transaxles**

2 3 3

Prerequisites: None

Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

**AUT 221A Auto Transm./Transaxles Lab**

0 3 1

Prerequisites: None

Corequisites: AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

**AUT 231 Manual Trans/Ax/Drtrains**

2 3 3

Prerequisites: None

Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive-shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.



Class/Lab/Credit or Class/Lab/Exp./Credit

**AUT 231A Manual Trans/Ax/Drtrains Lab**  
0 3 1

Prerequisites: None  
Corequisites: AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

**AUT 285 Intro to Alternative Fuels**  
2 3 3

Prerequisites: None  
Corequisites: None

This course is an overview of alternative fuels and alternative fueled vehicles. Topics include composition and use of alternative fuels, including compressed natural gas, propane, biodiesel, ethanol, electric, hydrogen, synthetic fuels, and vehicles that use alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system works, and make minor repairs.

### Biology

**BIO 090 Foundations of Biology**  
3 2 4

Prerequisites: None  
Corequisites: RED 090

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

**BIO 092 Basics of Cell Biology**  
3 2 4

Prerequisites: None  
Corequisites: RED 090

This course covers basic cell biology. Emphasis is placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

**BIO 094 Concepts of Human Biology**  
3 2 4

Prerequisites: None  
Corequisites: RED 090 or ENG 095

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related

Class/Lab/Credit or Class/Lab/Exp./Credit

topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

**BIO 106 Intro to Anat/Phys/Micro**  
2 2 3

Prerequisites: None  
Corequisites: None

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a certificate and diploma level course.*

**BIO 111 General Biology I**  
3 3 4

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (\*VLC)*

**BIO 112 General Biology II**  
3 3 4

Prerequisites: BIO 111  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (\*VLC)*

**BIO 155 Nutrition**  
3 0 3

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferrability as a pre-major and/or elective course requirement.*

**BIO 165            Anatomy and Physiology I**  
3    3    4

Prerequisites: None

Corequisites: None

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BIO 163            Basic Anatomy and Physiology**  
4    2    5

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BIO 166            Anatomy and Physiology II**  
3    3    4

Prerequisites: BIO 165

Corequisites: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BIO 168            Anatomy and Physiology I**  
3    3    4

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**BIO 169            Anatomy and Physiology II**  
3    3    4

Prerequisites: BIO 168

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**BIO 175            General Microbiology**  
2    2    3

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BIO 275            Microbiology**  
3    3    4

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved*

to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### **Blueprint Reading**

#### **BPR 111 Blueprint Reading**

1 2 2

Prerequisites: None

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. *This course is also available through Virtual Learning Community (VLC).*

#### **BPR 121 Blueprint Reading: Mechanical**

1 2 2

Prerequisites: BPR 111 or MAC 131

Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

#### **BPR 122 Blueprint Reading-Mechanical Advanced**

1 2 2

Prerequisites: BPR 121 or MAC 132

Corequisites: None

This course covers the interpretation of advanced blueprints. Topics include working drawings of complex parts and the applications of GD & T. Upon completion, students should be able to interpret drawings of complex parts and mechanisms for features of fabrication, construction, and assembly.

#### **BPR 130 Blueprint Reading/Construction**

1 2 2

Prerequisites:

Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

#### **BPR 135 Schematics & Diagrams**

2 0 2

Prerequisites: None

Corequisites: None

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able

to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

### **Business**

#### **BUS 110 Introduction to Business**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (\*VLC)*

#### **BUS 115 Business Law I**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement (\*VLC).*

#### **BUS 125 Personal Finance**

3 0 3

Prerequisites: None

Corequisites: None

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

#### **BUS 135 Principles of Supervision**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. (\*VLC)

Class/Lab/Credit or Class/Lab/Exp./Credit

**BUS 137 Principles of Management**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (\*VLC)*

**BUS 147 Business Insurance**

3 0 3

Prerequisites: None

Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

**BUS 153 Human Resource Management**

3 0 3

Prerequisites: None

Corequisites: None

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

**BUS 225 Business Finance**

2 2 3

Prerequisites: ACC 120

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 Small Business Management**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (\*VLC)

Class/Lab/Credit or Class/Lab/Exp./Credit

**BUS 240 Business Ethics**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 253 Leadership and Mgt Skills**

3 0 3

Prerequisites: None

Corequisites: None

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

**BUS 260 Business Communication**

3 0 3

Prerequisites: ENG 111 and OST 131

Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. (\*VLC)

**Cabinetmaking**

**CAB 110 Shop Operations**

3 3 4

Prerequisites: None

Corequisites: None

This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business. *This is a diploma-level course.*

**CAB 111 Cabinetmaking I**

4 9 7

Prerequisites: None

Corequisites: None

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and

process materials; make sound production decisions; and design, lay out, construct, and install cabinets.

**CAB 112 Cabinetmaking II**  
5 12 9

Prerequisites: CAB 111

Corequisites: None

This course uses previously learned skills in the design and construction of furniture, European cabinetry, and special cabinet requirements. Topics include furniture repair, wood carving, inlaying, veneering, and millwork products. Upon completion, students should be able to design and construct a piece of furniture, repair defects, and understand the foundation of the 32 mm system. *This is a diploma-level course.*

**CAB 113 Cabinetmaking III**  
4 6 6

Prerequisites: CAB 112

Corequisites: None

This course provides an opportunity to construct a cabinetmaking project. Emphasis is placed on following construction plans, quality construction, and efficient use of time and materials. Upon completion, students should be able to plan and construct an item of furniture and/or set of cabinets. *This is a diploma-level course.*

## Carpentry

**CAR 110 Introduction to Carpentry**  
2 0 2

Prerequisites: None

Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

**CAR 111 Carpentry I**  
3 15 8

Prerequisites: None

Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. *This is a diploma-level course.*

**CAR 112 Carpentry II**  
3 15 8

Prerequisites: CAR 111

Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113 Carpentry III**  
3 9 6

Prerequisites: CAR 111

Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

**CAR 114 Residential Building Codes**  
3 0 3

Prerequisites: None

Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

**CAR 115 Residential Planning/Estimating**  
3 0 3

Prerequisites: BPR 130

Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

**CAR 116 Metal Framing**  
1 3 2

Prerequisites: None

Corequisites: None

This course covers basic metal framing associated with residential and light construction. Topics include methods and procedures for framing floor, wall, and roof sections and other related topics. Upon completion, students should be able to properly install various metal framing components.

## Chemistry

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the college's placement test.*

### CHM 081 Basic Chemistry I

3 2 4

Prerequisites: None

Corequisites: None

This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

### CHM 082 Basic Chemistry II

3 2 4

Prerequisites: CHM 081

Corequisites: None

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

### CHM 090 Chemistry Concepts

4 0 4

Prerequisites: None

Corequisites: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

### CHM 092 Fundamentals of Chemistry

3 2 4

Prerequisites: None

Corequisites: None

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

### CHM 094 Basic Biological Chemistry

3 2 4

Prerequisites: MAT 060, 070, 080, 090, 095,  
120, 121, 161, 171, or 175

Corequisites: MAT 070

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

### CHM 097 Intro to Chemistry Lab

0 2 1

Prerequisites: None

Corequisites: None

This course is designed to provide basic chemical laboratory skills. Topics include laboratory approaches to measurement, algebra, balances, chemical symbols, atomic structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and problem solving. Upon completion, students should be able to demonstrate the laboratory skills necessary for success in college-level chemistry courses.

### CHM 131 Introduction to Chemistry

3 0 3

Prerequisites: MAT 70

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (\*VLC)*

### CHM 131A Introduction to Chemistry Lab

0 3 1

Prerequisites: None

Corequisites: CHM 131

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

### CHM 132 Organic and Biochemistry

3 3 4

Prerequisites: CHM 131 and CHM 131A or  
CHM 151

Corequisites: None

Class/Lab/Credit or Class/Lab/Exp./Credit

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (\*VLC)*

**CHM 151      General Chemistry I**  
3    3    4

Prerequisites: None  
Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 152      General Chemistry II**  
3    3    4

Prerequisites: CHM 151  
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 251      Organic Chemistry I**  
3    3    4

Prerequisites: CHM 152  
Corequisites: None

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Class/Lab/Credit or Class/Lab/Exp./Credit

**CHM 252      Organic Chemistry II**  
3    3    4

Prerequisites: CHM 251  
Corequisites: None

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CHM 271      Biochemical Principles**  
3    0    3

Prerequisites: CHM 252  
Corequisites: None

The course covers fundamental principles of biochemistry. Topics include structures, properties, reactions, and mechanisms of biomacromolecules including amino acids, peptides, proteins, carbohydrates and nucleic acids, enzymatic metabolic pathways, and biochemical genetics. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CHM 271A    Biochemical Prin Laboratory**  
0    3    1

Prerequisites: CHM 252  
Corequisites: CHM 271

This course is a laboratory for CHM 271. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 271. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 271. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

### Computer Information Systems

**CIS 070      Fundamentals of Computing**  
0    2    1

Prerequisites: None  
Corequisites: None

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

Class/Lab/Credit or Class/Lab/Exp./Credit

**CIS 110 Introduction to Computers**  
2 2 3

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CIS 111 Basic PC Literacy**  
1 2 2

Prerequisites: None  
Corequisites: None

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is also available through the Virtual Learning Community (VLC).*

**CIS 113 Computer Basics**  
0 2 1

Prerequisites: None  
Corequisites: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software. *This course is also available through the Virtual Learning Community (VLC).*

**CIS 115 Intro to Programming & Logic**  
2 3 3

Prerequisites: MAT 070, 080, 090, 095, 120, 121, 161, 171, or 175

Corequisites: None

This course introduces computer programming and problem solving in a programming 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class/Lab/Credit or Class/Lab/Exp./Credit

**Criminal Justice**

**CJC 100 Basic Law Enforcement Trn**  
9 30 19

Prerequisites: None  
Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

**Cooperative Education**

Class Lab Clinical Credit

**COE 110 World of Work**  
1 0 0 1

Prerequisites: None  
Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

**COE 111 Co-op Work Experience I**  
0 0 10 1

Prerequisites: None  
Corequisites: None

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. (\*VLC)

**COE 112 Co-op Work Experience I**  
0 0 20 2

Prerequisites: None  
Corequisites: None

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 113 Co-op Work Experience I**  
0 0 30 3

Prerequisites: None  
Corequisites: None



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 121 Co-op Work Experience II**  
0 0 10 1

Prerequisites: None

Corequisites: None

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 122 Co-op Work Experience II**  
0 0 20 2

Prerequisites: None

Corequisites: None

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 123 Co-op Work Experience II**  
0 0 30 3

Prerequisites: None

Corequisites: None

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 131 Co-op Work Experience III**  
0 0 10 1

Prerequisites: None

Corequisites: None

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 132 Co-op Work Experience III**  
0 0 20 2

Prerequisites: None

Corequisites: None

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 133 Co-op Work Experience III**  
0 0 30 3

Prerequisites: None

Corequisites: None

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 211 Co-op Work Experience IV**  
0 0 10 1

Prerequisites: None

Corequisites: None

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 215 Work Exp Seminar IV**  
1 0 0 1

Prerequisites: None

Corequisites: COE 211, COE 212, COE 213, or COE 214

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 231 Co-op Work Experience VI**  
0 0 10 1

Prerequisites: None

Corequisites: None

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

For AA, AS, and AFA programs, 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

### COM 231 Public Speaking

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## Cosmetology

### COS 111 Cosmetology Concepts I

4 0 4

Prerequisites: None

Corequisites: COS 112

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

### COS 112 Salon I

0 24 8

Prerequisites: None

Corequisites: COS 111

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

### COS 113 Cosmetology Concepts II

4 0 4

Prerequisites: None

Corequisites: COS 114

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: None

Corequisites: COS 113

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

### COS 115 Cosmetology Concepts III

4 0 4

Prerequisites: None

Corequisites: COS 116

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

### COS 116 Salon III

0 12 4

Prerequisites: None

Corequisites: COS 115

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

### COS 117 Cosmetology Concepts IV

2 0 2

Prerequisites: None

Corequisites: COS 118

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

### COS 118 Salon IV

0 21 7

Prerequisites: COS 114 and COS 116

Corequisites: COS 117

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

Class/Lab/Credit or Class/Lab/Exp./Credit

covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

**COS 119 Esthetics Concepts I**

2 0 2

Prerequisites: None

Corequisites: None

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

**COS 120 Esthetics Salon I**

0 18 6

Prerequisites: None

Corequisites: None

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

**COS 121 Manicure/Nail Technology I**

4 6 6

Prerequisites: None

Corequisites: None

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

**COS 125 Esthetics Concepts II**

2 0 2

Prerequisites: None

Corequisites: None

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

**COS 126 Esthetics Salon II**

0 18 6

Prerequisites: None

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, apparatus, and salon grade exfoliation. Upon completion, students should be able to demonstrate competence in program requirements

Class/Lab/Credit or Class/Lab/Exp./Credit

and the areas covered on the Cosmetology licensing examination for Estheticians. Graduates of MTCC, upon receiving State Board Licensure, will be issued certification for microdermabrasion.

**COS 222 Manicure/Nail Technology II**

4 6 6

Prerequisites: COS 121

Corequisites: None

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

**COS 224 Trichology & Chemistry**

1 3 2

Prerequisites: None

Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

**COS 240 Contemporary Design**

1 3 2

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

**COS 250 Computerized Salon Ops**

1 0 1

Prerequisites: None

Corequisites: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

**COS 251 Manicure Instructor Concepts**

8 0 8

Prerequisites: None

Corequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion,

students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

**COS 252 Manicure Instructor Practicum**  
0 15 5

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon

Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

**COS 253 Esthetics Ins. Concepts I**  
6 15 11

Prerequisites: None

Corequisites: None

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

**COS 254 Esthetic Ins. Concepts II**  
6 15 11

Prerequisites: None

Corequisites: None

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing examination and meet program requirements.

**COS 271 Instructor Concepts I**  
5 0 5

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

**COS 272 Instructor Practicum I**  
0 21 7

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**COS 273 Instructor Concepts II**  
5 0 5

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

**COS 274 Instructor Practicum II**  
0 21 7

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

## Computer Science

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

Prerequisites: None

Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Class/Lab/Credit or Class/Lab/Exp./Credit

**CSC 151      JAVA Programming**  
2    3    3

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course available through VLC.*

### Computer Information Technology

**CTS 115      Info Sys Business Concept**  
3    0    3

Prerequisites: None  
Corequisites: None

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

**CTS 120      Hardware/Software Support**  
2    3    3

Prerequisites: CIS 110 or CIS 111  
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

**CTS 130      Spreadsheet**  
2    2    3

Prerequisites: CIS 110 or CIS 111 or OST 137  
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Class/Lab/Credit or Class/Lab/Exp./Credit

**CTS 135      Integrated Software Intro**  
2    4    4

Prerequisites: CIS 110 or CIS 111 and OST 136, CTS 130 and DBA 110

Corequisites: None

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

**CTS 285      Systems Analysis & Design**  
3    0    3

Prerequisites: CIS 115

Corequisites: None

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

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: CIS 110

Corequisites: None

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

**Dialysis**

**DIA 101**      **Intro to Dialysis Tech**  
5   6   12   11  
Prerequisites:    None  
Corequisites:    BIO 163, ACA 115  
This course introduces the theory and techniques of dialysis. Topics include principles of dialysis, nutritional needs, patient preparation and interaction, diagnostic tests, and measurement of the effectiveness and adequacy of dialysis. Upon completion, students should be able to demonstrate beginning theoretical, technical, and clinical skills needed to provide patient care techniques in the dialysis unit. *This is a diploma-level course.*

**DIA 102**      **Dialysis for Spec Pop**  
5   3   15   11  
Prerequisites:    DIA 101  
Corequisites:    ENG 111, PSY 150  
This course emphasizes the maintenance and use of hemodialysis equipment and alternative dialysis procedures. Topics include the water treatment system, types of contaminants, monitoring of clients being treated for acute/chronic renal diseases, and renal pharmacology. Upon completion, students should be able to demonstrate clinical skills necessary for the acute/chronic setting for the patient with specialized dialysis treatment plans. *This is a diploma-level course.*

**DIA 103**      **Ethical/Legal Iss in Dia**  
3   0   0   3  
Prerequisites:    DIA 102  
Corequisites:    CIS 113  
This course provides the theoretical application of the principles and practices involved in the care of the complex renal client. Topics include ethical/legal aspects in dialysis, contracts, professional liability, malpractice, health insurance, and choice to terminate therapy. Upon completion, students should be able to demonstrate a basic knowledge of the ethical/legal issues required in a client care setting. *This is a diploma-level course.*

**DIA 104**      **Care-Complex Renal Client**  
1   0   12   5  
Prerequisites:    DIA 102  
Corequisites:    None  
This course provides the clinical opportunity for care of the complex renal client. Emphasis is placed on gaining independence in care techniques and documentation. Upon completion, students should be able to care for a variety of renal clients and manage time effectively for a multiple client assignment. *This is a diploma-level course.*

**Design Drafting**

**DDF 110**      **Cabinet Design/Drafting**  
1   2   2  
Prerequisites:    DFT 117  
Corequisites:    None  
This course covers the production of shop drawings and equipment lists. Topics include the use of orthographic projections and axonometric, oblique, and perspective projections in production drawings. Upon completion, students should be able to design and produce a set of plans that will facilitate the economical production of a project.

**Design**

**DES 135**      **Principles & Elements of Design I**  
2   4   4  
Prerequisites:    None  
Corequisites:    None  
This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application.

**Drafting**

**DFT 119**      **Basic CAD**  
1   2   2  
Prerequisites:    None  
Corequisites:    None  
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

**Developmental Mathematics**

**DMA 010**      **Operations with Integers**  
0.75   0.5   1  
Prerequisites:    None  
Corequisites:    None  
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.

Class/Lab/Credit or Class/Lab/Exp./Credit

**DMA 020 Fractions and Decimals**  
0.75 0.5 1  
Prerequisites: DMA 010  
Corequisites: None  
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 Propor/Ratio/Rate/Percent**  
0.75 0.5 1  
Prerequisites: DMA 010 and DMA 020  
Corequisites: None  
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.

**DMA 040 Express/Lin Equat/Inequal**  
0.75 0.5 1  
Prerequisites: DMA 010, 020 and 030  
or  
MAT 060  
Corequisites: None  
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**  
0.75 0.5 1  
Prerequisites: DMA 010, 020, 030, and 040  
or  
DMA 040 and MAT 060  
Corequisites: None  
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 Appl**  
0.75 0.5 1  
Prerequisites: DMA 010, 020, 030, 040 and 050  
or

Class/Lab/Credit or Class/Lab/Exp./Credit

DMA 040, 050 and MAT 060  
or  
MAT 060 and MAT 070  
Corequisites: None  
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 Express/Equation**  
0.75 0.5 1  
Prerequisites: DMA 010, 020, 030, 040  
050 and 060  
or  
DMA 040, 050, 060  
and MAT 060  
or  
DMA 060, MAT 060  
and MAT 070  
or  
DMA 010, 020, 030, 060  
and MAT 070  
Corequisites: None

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 Express/Equation**  
0.75 0.5 1  
Prerequisites: DMA 010, 020, 030, 040  
050, 060 and 070  
or  
DMA 060, 070, and  
MAT 060 and 070  
or  
DMA 040, 050, 060, 070,  
and MAT 060  
or  
DMA 010, 020, 030, 060, 070  
and MAT 070  
Corequisites: None

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.

## *Drama/Theatre*

### **DRA 111 Theatre Appreciation** 3 0 3

Prerequisites: None  
Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### **DRA 126 Storytelling** 3 0 3

Prerequisites: None  
Corequisites: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## *Economics*

### **ECO 251 Principles of Microeconomics** 3 0 3

Prerequisites: None  
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### **ECO 252 Principles of Macroeconomics** 3 0 3

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## *Education*

### **EDU 114 Intro to Family Childcare** 3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080, MAT 060  
Set 2: ENG 085, MAT 060  
Corequisites: None

This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment.

### **EDU 118 Princ & Prac of Inst Asst** 3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085  
Corequisites: None

This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

### **EDU 119 Intro to Early Child Education** 4 0 4

Prerequisites: None  
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should



be able design career plans and develop appropriate schedules, environments and activity plans for children. (\*VLC)

**EDU 131 Child, Family, & Commun**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

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. This course is also available through the Virtual Learning Community (VLC).

**EDU 144 Child Development I**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

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 is also available through the Virtual Learning Community (VLC). *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**EDU 145 Child Development II**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

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 is also available through the Virtual Learning Community (VLC). *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**EDU 146 Child Guidance**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

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 is also available through the Virtual Learning Community (VLC). *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**EDU 151 Creative Activities**  
3 0 3

Prerequisites: **Take one set**  
**Set 1: ENG 080, RED 080**  
**Set 2: ENG 085**

Corequisites: None

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. *This course is also available through the Virtual Learning Community (VLC).*

**EDU 151A Creative Activities Lab**  
0 2 1

Prerequisites: **Take one set**  
**Set 1: ENG 080, RED 080**  
**Set 2: ENG 085**

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in

the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 152 Music, Movement, & Lang**

3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

**EDU 152A Music, Move, & Lang Lab**

0 2 1

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: EDU 152

This course provides a laboratory component to complement EDU 152. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate music, movement, and language activities.

**EDU 153 Health, Safety, & Nutrition**

3 0 3

Prerequisites: **Take one set**

Set 1: ENG 080, RED 080

Set 2: ENG 085

Corequisites: None

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. *This course is also available through the Virtual Learning Community (VLC).*

**EDU 153A Health, Safety, & Nutrition Lab**

0 2 1

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: EDU 153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

**EDU 154 Social/Emotion/Behav Dev**

3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080, EDU 144, EDU 145  
Set 2: ENG 080, RED 080, PSY 244, PSY 245  
Set 3: ENG 085, EDU 144, EDU 145  
Set 4: ENG 085, PSY 244, PSY 245

Corequisites: None

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

**EDU 155 Art & Drama for Children**

1 2 2

Prerequisites: None  
Corequisites: None

This course introduces the use of visual art and drama for children. Emphasis is placed on the development of basic forms and planning, designing, and implementing visual art and drama for children. Upon completion, students should be able to discuss the development of basic form and plan, design, and implement visual art and drama in an educational setting.

**EDU 157 Active Play**

2 2 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

**EDU 162 Observe & Assess in ECE**

3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

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 Mgt & Instruct**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

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 171 Instructional Media**  
1 2 2

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

This course covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.

**EDU 173 Becoming a Prof'l in ECE**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.

**EDU 175 Intro to Trade & Industri**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emerging trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education.

**EDU 176 Occ Analysis & Course Dev**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 080, RED 080  
Set 2: ENG 085

Corequisites: None

This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods.

**EDU 184 Early Childhood Intro Prac**  
1 3 2

Prerequisites: (ENG 080 and RED 080)  
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: Take one set  
Set 1: ENG 090, RED 090 or  
Set 2: ENG 095

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).*

**EDU 221 Children with Exceptional**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090, EDU 144 EDU 145  
Set 2: ENG 090, RED 090, PSY 244 PSY 245  
Set 3: ENG 095, EDU 144 EDU 145  
Set 4: ENG 095, PSY 244 PSY 245

Corequisites: None  
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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. *This course is also available through the Virtual Learning Community (VLC).*

**EDU 222 Learn w/ Behav Disord**  
(EDU 222 replaced EDU 147)

3 0 3  
Prerequisites: Take one set  
Set 1: ENG 090, RED 090, EDU 144, EDU 145  
Set 2: ENG 090, RED 090, PSY 244, PSY 245  
Set 3: ENG 095, EDU 144, EDU 145  
Set 4: ENG 095, PSY 244, PSY 245

Corequisites: None

This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

**EDU 223 Specific Learning Disab**  
(EDU 223 replaced EDU 148)

3 0 3  
Prerequisites: Take one set  
Set 1: ENG 090, RED 090, EDU 144, EDU 145  
Set 2: ENG 090, RED 090, PSY 244, PSY 245  
Set 3: ENG 095, EDU 144, EDU 145  
Set 4: ENG 095, PSY 244, PSY 245

Corequisites: None

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

**EDU 234 Infants, Toddlers, & Twos**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090, EDU 119  
Set 2: ENG 095, EDU 119

Corequisites: None

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: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: EDU 234

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 Dev & Program**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

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 241 Adult-Child Relations**  
2 0 2

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

This course covers self-concept and effective and active listening skills in positive one-to-one interactions with individuals and groups of children. Emphasis is placed on self-concept development and effective communication techniques used with children. Upon completion, students should be able to identify principles underlying self-concept and demonstrate effective listening and communication skills used by adults with children.

**EDU 247 Sensory & Physical Disab**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090, EDU 144, EDU 145  
Set 2: ENG 090, RED 090, PSY 244, PSY 245  
Set 3: ENG 095, EDU 144, EDU 145  
Set 4: ENG 095, PSY 244, PSY 245

Corequisites: None

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

**EDU 248 Developmental Delays**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090, EDU 144, EDU 145  
Set 2: ENG 090, RED 090, PSY 244, PSY 245  
Set 3: ENG 095, EDU 144, EDU 145  
Set 4: ENG 095, PSY 244, PSY 245

Corequisites: None

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics,

assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

**EDU 251 Exploration Activities**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

**EDU 251A Exploration Act Lab**  
0 2 1

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

**EDU 252 Math & Sci Activities**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

**EDU 252A Math & Sci Act Lab**  
0 2 1

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: EDU 252

This course provides a laboratory component to complement EDU 252. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be

able to demonstrate a practical understanding of the development and implementation of appropriate math and science activities.

**EDU 261 Early Childhood Admin I**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. This course is also available through the Virtual Learning Community (VLC).

**EDU 262 Early Childhood Admin II**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090,  
EDU 261  
Set 2: ENG 095, EDU 261

Corequisites: EDU 119

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

**EDU 271 Educational Technology**  
2 2 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

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 environ-

ments. This course is also available through the Virtual Learning Community (VLC).

**EDU 275 Effective Teach Train**  
2 0 2

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

**EDU 280 Language & Literacy Exp**  
3 0 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

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. This course is also available through the Virtual Learning Community (VLC).

**EDU 280A Literacy Exp Lab**  
0 2 1

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: EDU 280

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

**EDU 281 Instruct. Strat./Read & Writ**  
2 2 3

Prerequisites: Take one set  
Set 1: ENG 090, RED 090  
Set 2: ENG 095

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to elementary through

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

**EDU 284 Early Child Capstone Prac**  
1 9 4

Prerequisites: Take one set

- Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
- Set 2: ENG 090, RED 090, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151
- Set 3: ENG 090, RED 090, EDU 119, PSY 245, EDU 144, EDU 146, EDU 151
- Set 4: ENG 090, RED 090, EDU 119, PSY 244, EDU 145, EDU 146, EDU 151
- Set 5: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
- Set 6: ENG 095, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151
- Set 7: ENG 095, EDU 119, EDU 144, PSY 245, EDU 146, EDU 151
- Set 8: ENG 095, EDU 119, EDU 145, PSY 244, EDU 146, EDU 151

Corequisites: None

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 285 Internship Exp-School Age**  
1 9 4

Prerequisites: Take one set

- Set 1: ENG 090, RED 090, EDU 144, EDU 145, EDU 118, EDU 163
- Set 2: ENG 090, RED 090, PSY 244, PSY 245, EDU 118, EDU 163
- Set 3: ENG 090, RED 090, PSY 244, EDU 145, EDU 118, EDU 163
- Set 4: ENG 090, RED 090, EDU 144, PSY 245, EDU 118, EDU 163
- Set 5: ENG 090, RED 090, PSY 244, PSY 245, EDU 216, EDU 163
- Set 6: ENG 090, RED 090, EDU 144, EDU 145, EDU 216, EDU 163
- Set 7: ENG 090, RED 090, EDU 144, PSY 245, EDU 216, EDU 163
- Set 8: ENG 090, RED 090, PSY 244, EDU 216, EDU 163

- Set 9: ENG 095, PSY 244, PSY 245, EDU 118, EDU 163
- Set 10: ENG 095, EDU 144, EDU 145, EDU 118, EDU 163
- Set 11: ENG 095, EDU 144, PSY 245, EDU 118, EDU 163
- Set 12: ENG 095, PSY 244, EDU 145, EDU 118, EDU 163
- Set 13: ENG 095, PSY 244, PSY 245, EDU 216, EDU 163
- Set 14: ENG 095, EDU 144, EDU 145, EDU 216, EDU 163
- Set 15: ENG 095, EDU 144, PSY 245, EDU 216, EDU 163
- Set 16: ENG 095, PSY 244, EDU 145, EDU 216, EDU 163

Corequisites: None

This course is designed to allow students to apply skills in a quality public or private school 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 lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 289 Adv Issues/School Age**  
0 2 1

Prerequisites: (ENG 090 and RED 090) or ENG 095

Corequisites: None

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

## *Electricity*

**ELC 111 Intro to Electricity**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

Class/Lab/Credit or Class/Lab/Exp./Credit

**ELC 112 DC/AC Electricity**  
3 6 5  
Prerequisites: None  
Corequisites: None  
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and troubleshoot and repair DC/AC circuits.

**ELC 113 Basic Wiring I**  
2 6 4  
Prerequisites: None  
Corequisites: None  
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint 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 basic electrical installations.

**ELC 115 Industrial Wiring**  
2 6 4  
Prerequisites: None  
Corequisites: None  
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 128 Intro to PLC**  
2 3 3  
Prerequisites: None  
Corequisites: None  
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. (\*VLC)

**ELC 131 DC/AC Circuit Analysis**  
4 3 5  
Prerequisites: None  
Corequisites: None  
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design,

Class/Lab/Credit or Class/Lab/Exp./Credit

construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 213 Instrumentation**  
3 2 4  
Prerequisites: None  
Corequisites: None  
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

### *Electronics*

**ELN 131 Semiconductor Applications**  
3 3 4  
Prerequisites: None  
Corequisites: None  
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

**ELN 133 Digital Electronics**  
3 3 4  
Prerequisites: None  
Corequisites: None  
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (\*VLC)

**ELN 135 Electronic Circuits**  
2 3 3  
Prerequisites: None  
Corequisites: None  
This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on applications.

**ELN 140 Semiconductor Devices**  
4 6 6  
Prerequisites: None  
Corequisites: None  
This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors,



linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

**ELN 141      Digital Fundamentals**  
4   6   6

Prerequisites: None  
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits

**ELN 231      Industrial Controls**  
2   3   3

Prerequisites: None  
Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 233      Microprocessor Systems**  
3   3   4

Prerequisites: None  
Corequisites: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**ELN 247      Electronic App Project**  
1   3   2

Prerequisites: None  
Corequisites: None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

**ELN 275      Troubleshooting**  
1   3   2

Prerequisites: None  
Corequisites: None

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

## English

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the college's placement test.*

**ENG 070      Basic Language Skills**  
2   2   3

Prerequisites: None  
Corequisites: None

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 075      Reading & Language Essentials**  
5   0   5

Prerequisites: None  
Corequisites: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 075A      Reading & Language Ess Lab**  
0   2   1

Prerequisites: None  
Corequisites: ENG 075

This laboratory provides the opportunity to practice the skills introduced in ENG 075. Emphasis is placed on practical skills for increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to apply those skills in the production of grammatically and syntactically correct sentences.

**ENG 080      Writing Foundations**  
3   2   4

Prerequisites: ENG 070 or ENG 075  
Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 081      Fast Track Writing Found**  
1    0    1

Prerequisites: ENG 070 or ENG 075  
Corequisites: None

This course provides an intensive review of selected ENG 080-level writing skills. Topics include the following writing skills: forming correct sentences and composing coherent paragraphs. Upon completion, students should be able to write correct sentences and coherent paragraphs.

**ENG 085      Reading & Writing Foundations**  
5    0    5

Prerequisites: ENG 070 and RED 070; or ENG 075  
Corequisites: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

**ENG 085A      Reading & Writing Found Lab**  
0    2    1

Prerequisites: ENG 070 and RED 070; or ENG 075  
Corequisites: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

**ENG 090      Composition Strategies**  
3    0    3

Prerequisites: ENG 080 or ENG 085  
Corequisites: None

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

**ENG 090A      Comp Strategies Lab**  
0    2    1

Prerequisites: ENG 080 or ENG 085  
Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

**ENG 091      Fast Track Comp Strateg**  
1    0    1

Prerequisites: ENG 080 or ENG 085  
Corequisites: None

This course provides an intensive review of selected ENG 090-level writing skills. Topics include the following writing skills: composing coherent paragraphs and writing effective essays. Upon completion, students should be able to write coherent paragraphs and effective essays.

**ENG 095      Reading & Comp Strategies**  
5    0    5

Prerequisites: ENG 080 and RED 080; or ENG 085  
Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

**ENG 095A      Reading & Comp Strat Lab**  
0    2    1

Prerequisites: ENG 080 and RED 080; or ENG 085  
Corequisites: ENG 095-

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

**ENG 101      Applied Communications I**  
3    0    3

Prerequisites: None  
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct

short writings appropriate to the workplace. *This is a diploma-level course.*

**ENG 111 Expository Writing**

3 0 3

Prerequisites: ENG 090 and RED 090; or ENG 095

Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 113 Literature-Based Research**

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. (\*VLC)*

**ENG 114 Prof Research & Reporting**

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. (\*VLC)*

**ENG 231 American Literature I**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (\*VLC)*

**ENG 232 American Literature II**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (\*VLC)*

**ENG 241 British Literature I**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (\*VLC)*

**ENG 242 British Literature II**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (\*VLC)*

**ENG 251 Western World Literature I**

3 0 3

Prerequisites: ENG 112, ENG 113,  
or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 272 Southern Literature**  
3 0 3

Prerequisites: ENG 112, ENG 113,  
or ENG 114

Corequisites: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ENG 273 African-American Literature**  
3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

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

## French

**FRE 111 Elementary French I**  
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**FRE 112 Elementary French II**  
3 0 3

Prerequisites: FRE 111

Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language

within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## Graphic Design

**GRD 110 Typography I**  
2 2 3

Prerequisites: None

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

**GRD 121 Drawing Fundamentals I**  
1 3 2

Prerequisites: None

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

**GRD 131 Illustration I**  
1 3 2

Prerequisites: ART 131, DES 125, or GRD 121

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

**GRD 141 Graphic Design I**  
2 4 4

Prerequisites: None

Corequisites: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

Class/Lab/Credit or Class/Lab/Exp./Credit

**GRD 142      Graphic Design II**  
2    4    4

Prerequisites: ART 121, DES 135, or GRD 141

Corequisites: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

**GRD 151      Computer Design Basics**  
1    4    3

Prerequisites: None

Corequisites: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

**GRD 152      Computer Design Tech I**  
1    4    3

Prerequisites: GRD 151

Corequisites: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

**GRD 160      Photo Fundamentals I**  
1    4    3

Prerequisites: None

Corequisites: None

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

**GRD 180      Interactive Design**  
1    4    3

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course covers skills and techniques used in designing interactive presentations. Emphasis is placed on design, including interface design, color, illustration, scripting, audio, typography, and animated elements.

Class/Lab/Credit or Class/Lab/Exp./Credit

Upon completion, students should be able to design and produce interactive presentations.

**GRD 241      Graphic Design III**  
2    4    4

Prerequisites: DES 136 or GRD 142

Corequisites: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

**GRD 241      Graphic Design IV**  
2    4    4

Prerequisites: GRD 241

Corequisites: None

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

**GRD 263      Illustrative Imaging**  
1    4    3

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.

**GRD 271      Multimedia Design I**  
1    3    2

Prerequisites: GRD 151

Corequisites: None

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

**GRD 280      Portfolio Design**  
2    4    4

Prerequisites: GRD 142 and GRD 152 or GRA 152

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional

materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

**GRD 281 Design of Advertising**  
2 0 2

Prerequisites: None  
Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

**GRD 285 Client/Media Relations**  
1 2 2

Prerequisites: GRD 142 and GRD 152

Corequisites: None

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

### *Health Information Technology*

**HIT 110 Fundamentals of HIM**  
3 0 0 3

Prerequisites: ENG 095  
Corequisites: None

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines; and Electronic Health Records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

**HIT 112 Health Law and Ethics**  
3 0 0 3

Prerequisites: ENG 095  
Corequisites: None

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply

and promote ethical standards. *This course is also available through the Virtual Learning Community (VLC).*

**HIT 114 Health Data Sys/Standards**  
2 3 0 3

Prerequisites: ENG 095  
Corequisites: None

This course covers basic concepts and techniques for managing and maintaining manual and electronic health records (EHRs). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply organization-wide clinical documentation guidelines and comply with regulatory standards.

**HIT 122 Prof Practice Exp I**  
0 0 3 1

Prerequisites: HIT 110, 112 and 114  
Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 124 Prof Practice Exp II**  
0 0 3 1

Prerequisites: HIT 110, 112 and 114  
Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 210 Healthcare Statistics**  
2 2 0 3

Prerequisites: Take one-MAT 110, 115 or 140/140A and HIT 114

Corequisites: None

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

Class/Lab/Credit or Class/Lab/Exp./Credit

**HIT 211 ICD Coding**  
 2 6 0 4  
 Prerequisites: BIO 166 or 169, and MED 122, and HIT 112 and 114  
 Corequisites: None  
 This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

**HIT 214 CPT/Other Coding Systems**  
 1 3 0 2  
 Prerequisites: HIT 211  
 Corequisites: None  
 This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

**HIT 215 Reimbursement Methodology**  
 1 2 0 2  
 Prerequisites: ENG 095  
 Corequisites: None  
 This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**HIT 216 Quality Management**  
 1 3 0 2  
 Prerequisites: HIT 112 and 114  
 Corequisites: None  
 This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

Class/Lab/Credit or Class/Lab/Exp./Credit

**HIT 218 Mgmt Principles in HIT**  
 3 0 0 3  
 Prerequisites: HIT 112 and 114  
 Corequisites: None  
 This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

**HIT 220 Health Informatics & EHRs**  
 1 2 0 2  
 Prerequisites: HIT 114 and CIS 110  
 Corequisites: None  
 This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

**HIT 221 Lifecycle of EHR**  
 2 2 0 3  
 Prerequisites: ENG 095  
 Corequisites: None  
 This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

**HIT 222 Prof Practice Exp III**  
 0 0 6 2  
 Prerequisites: HIT 211  
 Corequisites: None  
 This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 225 Healthcare Informatics**  
 3 2 0 4  
 Prerequisites: ENG 095  
 Corequisites: None

This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations.

**HIT 226 Principles of Disease**

3 0 0 3

Prerequisites: BIO 166 or BIO 169 and MED 122

Corequisites: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

**HIT 227 Informatics Project Mgt.**

2 2 0 3

Prerequisites: ENG 095

Corequisites: None

This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

**HIT 280 Professional Issues**

2 0 0 2

Prerequisites: HIT 211 and must be during the last semester of program

Corequisites: None

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies. This course will prepare students for the RHIT Certification Exam.

**History****HIS 111 World Civilizations I**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 112 World Civilizations II**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 131 American History I**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. (\*VLC)*

**HIS 132 American History II**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. \*VLC)*



## *Horticulture*

### **HOR 112 Landscape Design I**

2 3 3

Prerequisites: None

Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 118 Equipment Operation & Maintenance**

1 3 2

Prerequisites: None

Corequisites: None

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 170 Horticulture Computer Applications**

1 3 2

Prerequisites: None

Corequisites: None

This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 225 Nursery Production**

2 2 3

Prerequisites: None

Corequisites: None

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.

### **HOR 235 Greenhouse Production**

2 2 3

Prerequisites: None

Corequisites: None

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 245 Horticulture Specialty Crops**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 251 Insects & Diseases**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 255 Interiorscapes**

1 2 2

Prerequisites: None

Corequisites: None

This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 273 Horticulture Mgmt & Marketing**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/

Class/Lab/Credit or Class/Lab/Exp./Credit  
 employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

## **Humanities**

**HUM 120 Cultural Studies**  
 3 0 3

Prerequisites: None  
 Corequisites: None  
 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**HUM 122 Southern Culture**  
 3 0 3

Prerequisites: None  
 Corequisites: None  
 This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## **Hydraulics**

**HYD 110 Hydraulics/Pneumatics I**  
 2 3 3

Prerequisites: None  
 Corequisites: None  
 This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. Emphasis will be placed on drawing of hydraulic and pneumatic circuits.

## **Industrial Science**

**ISC 110 Workplace Safety**  
 1 0 1

Prerequisites: None  
 Corequisites: None

Class/Lab/Credit or Class/Lab/Exp./Credit

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. (\*VLC)

**ISC 112 Industrial Safety**  
 2 0 2

Prerequisites: None  
 Corequisites: None  
 This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment. (\*VLC)

**ISC 115 Construction Safety**  
 2 0 2

Prerequisites: None  
 Corequisites: None  
 This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

**ISC 121 Envir Health & Safety**  
 3 0 3

Prerequisites: None  
 Corequisites: None  
 This course covers workplace environmental, health, and safety issues. 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 issues.

**ISC 130 Intro to Quality Control**  
 3 0 3

Prerequisites: None  
 Corequisites: None  
 This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

**ISC 210 Oper & Prod Planning**  
 3 0 3

Prerequisites: None  
 Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

### ***Machining***

#### **MAC 111 Machining Technology I**

2 12 6  
Prerequisites: None  
Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

#### **MAC 112 Machining Technology II**

2 12 6  
Prerequisites: None  
Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

#### **MAC 113 Machining Technology III**

2 12 6  
Prerequisites: None  
Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

#### **MAC 114 Introduction to Metrology**

2 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

#### **MAC 121 Intro to CNC**

2 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

#### **MAC 122 CNC Turning**

1 3 2  
Prerequisites: None  
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

#### **MAC 124 CNC Milling**

1 3 2  
Prerequisites: None  
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

#### **MAC 151 Machining Calculations**

1 2 2  
Prerequisites: None  
Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

#### **MAC 152 Adv Machining Calc**

1 2 2  
Prerequisites: None  
Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

#### **MAC 214 Machining Technology IV**

2 12 6  
Prerequisites: MAC 112  
Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex

parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

#### MAC 222 Advanced CNC Turning

1 3 2

Prerequisites: MAC 122

Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

#### MAC 224 Advanced CNC Milling

1 3 2

Prerequisites: MAC 124

Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

#### MAC 231 CNC Graphics Prog: Turning

1 4 3

Prerequisites: MAC 121 or MAC 122

Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

#### MAC 232 CNC Graphics Prog: Milling

1 4 3

Prerequisites: MAC 121 or 124

Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

### Masonry

#### MAS 140 Intro to Masonry

1 2 2

Prerequisites: None

Corequisites: None

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

### Mathematics

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

#### MAT 050 Basic Math Skills

3 2 4

Prerequisites: None

Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

#### MAT 051 Fast Track Basic Math

1 0 1

Prerequisites: None

Corequisites: None

This course is designed to offer a fast-paced review of basic arithmetic skills for students who have previously mastered these skills. Topics include all arithmetic operations on whole numbers, fractions, decimals and percents. Upon completion, students should be able to demonstrate mastery of basic computational skills, as well as their application to relevant mathematical problems.

#### MAT 060 Essential Mathematics

3 2 4

Prerequisites: MAT 050

Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

#### MAT 061 Fast Track Essential Math

1 0 1

Prerequisites: MAT 050

Corequisites: None

This course is designed to offer a fast-paced, intensive review of skills taught in MAT 060. Emphasis is placed

on working with signed numbers, problems involving proportions and per cents, as well as simplifying expressions and solving equations in algebra. Upon completion, students should be able to demonstrate mastery of pre-algebra computations and to solve relevant, multi-step problems

**MAT 070**      **Introductory Algebra**  
3    2    4

Prerequisites:    MAT 060  
Corequisites:    RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. (\*VLC)

**MAT 071**      **Fast Track Intro Algebra**  
1    0    1

Prerequisites:    MAT 060  
Corequisites:    RED 080 or ENG 085

This course is designed to offer a fast-paced, intensive review of skills taught in MAT 070. Emphasis is placed on working with exponents, order of operations, simplifying algebraic expressions, solving linear equations and inequalities, graphing, formulas, polynomials, and factoring. Upon completion, students should be able to demonstrate mastery of introductory algebra concepts and apply these principles in solving problems.

**MAT 080**      **Intermediate Algebra**  
3    2    4

Prerequisites:    MAT 070  
Corequisites:    RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 081**      **Fast Track Intermed Algebra**  
1    0    1

Prerequisites:    MAT 070  
Corequisites:    RED 080 or ENG 085

This course is designed to offer a fast-paced review of skills taught in Intermediate Algebra, MAT 080. Topics include factoring; graphing; functions; geometry; solving systems of equations and inequalities; and evaluating, simplifying, and solving rational, radical, and polynomial expressions and equations. Upon completion, students should be able to demonstrate mastery of intermediate algebra concepts and apply these principles in solving problems.

**MAT 101**      **Applied Mathematics I**  
2    2    3

Prerequisites:    MAT 060, 070, 080, 090, or 095  
Corequisites:    None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

**MAT 115**      **Mathematical Models**  
2    2    3

Prerequisites:    MAT 070, 080, 090, 095, 120,  
121, 161, 171, or 175

Corequisites:    None

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, functional 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.

**MAT 120**      **Geometry and Trigonometry**  
2    2    3

Prerequisites:    MAT 070, 80, 90, 95, 121, 161,  
171 or 175

Corequisites:    None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

**MAT 121**      **Algebra and Trigonometry**  
2    2    3

Prerequisites:    MAT 070, 080, 090, or 095  
Corequisites:    None

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 122 Algebra/Trigonometry II**  
2 2 3  
Prerequisites: MAT 121, 161, 171, or 175  
Corequisites: None  
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

**MAT 140 Survey of Mathematics**  
3 0 3  
Prerequisites: MAT 070, 080, 090, 095, 120, 121, 161, 171 or 175  
Corequisites: None  
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

**MAT 140A Survey of Mathematics Lab**  
0 2 1  
Prerequisites: MAT 070, 080, 090, 095, 120, 121, 161, 171 or 175  
Corequisites: MAT 140  
This course is a laboratory for MAT 140. 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MAT 151 Statistics I**  
3 0 3  
Prerequisites: MAT 080, 090, 095, 120, 121, 140, 161, 171, or 175  
Corequisites: None  
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 important

characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (\*VLC)*

**MAT 151A Statistics I Lab**  
0 2 1  
Prerequisites: MAT 080, 090, 095, 120, 121, 161, 171, or 175  
Corequisites: MAT 151  
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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MAT 155 Statistical Analysis**  
3 0 3  
Prerequisites: MAT 080, 090, 095, 120, 121, 161, 171, or 175  
Corequisites: None  
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 155A Statistics Analysis Lab**  
0 2 1  
Prerequisites: MAT 080, 090, 095, 120, 121, 161, 171, or 175  
Corequisites: MAT 155  
This course is a laboratory for MAT 155. 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.

**MAT161 College Algebra**  
3 0 3  
Prerequisites: MAT 080, 090, or 095  
Corequisites: None  
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities, polynomials, 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. This

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for an AA degree. (\*VLC)

**MAT 161A College Algebra Lab**  
0 2 1

Prerequisites: MAT 080, 090 or 095  
Corequisites: MAT 161

This course is a laboratory for MAT 161. 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MAT 171 Precalculus Algebra**  
3 0 3

Prerequisites: MAT 080, 090, 095, or 161  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 171A Precalculus Algebra Lab**  
0 2 1

Prerequisites: MAT 080, MAT 090, MAT 095, or MAT 161  
Corequisites: MAT 171

This course is a laboratory for MAT 171. 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**MAT 172 Precalculus Trigonometry**  
3 0 3

Prerequisites: MAT 171  
Corequisites: None

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, and 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 to satisfy the Comprehensive*

*Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 172A Precalculus Trig Lab**  
0 2 1

Prerequisites: MAT 171  
Corequisites: MAT 172

This course is a laboratory for MAT 172. 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**MAT 175 Precalculus**  
4 0 4

Prerequisites: MAT 080  
Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 175A Precalculus Lab**  
0 2 1

Prerequisites: None  
Corequisites: MAT 175

This course is a laboratory for MAT 175. 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MAT 271 Calculus I**  
3 2 4

Prerequisites: MAT 172 or MAT 175  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 272 Calculus II**  
3 2 4

Prerequisites: MAT 271

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 273 Calculus III**  
3 2 4

Prerequisites: MAT 272

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**Mechanical****MEC 111 Machine Processes I**  
1 4 3

Prerequisites: None

Corequisites: None

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

**MEC 112 Machine Processes II**  
2 3 3

Prerequisites: MEC 111

Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts

**MEC 141 Intro Mfg Processes**  
2 2 3

Prerequisites: None

Corequisites: None

This course covers the properties and characteristics of manufacturing materials and the processes used to form them. Emphasis is placed on manufacturing materials, heat-treating processes, and manufacturing processes. Upon completion, students should be able to identify physical characteristics of materials and describe processes used to manufacture a part.

**MEC 142 Physical Metallurgy**  
1 2 2

Prerequisites: None

Corequisites: None

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

**Medical****MED 120 Survey of Med Terminology**  
2 0 0 2

Prerequisites: None

Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

**MED 121 Medical Terminology I**  
3 0 0 3

Prerequisites: None

Corequisites: None

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

**MED 122 Medical Terminology II**  
3 0 0 3

Prerequisites: MED 121

Corequisites: None

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



## *Marketing and Retailing*

### **MKT 120 Principles of Marketing**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (\*VLC)

### **MKT 121 Retailing**

3 0 3

Prerequisites: None

Corequisites: None

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: None

Corequisites: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *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: None

Corequisites: None

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

### **MKT 220 Advertising and Sales Promotion**

3 0 3

Prerequisites: None

Corequisites: None

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. (\*VLC)

### **MKT 224 International Marketing**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

### **MKT 225 Marketing Research**

3 0 3

Prerequisites: MKT 120

Corequisites: None

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. (\*VLC)*

### **MKT 227 Marketing Applications**

3 0 3

Prerequisites: None

Corequisites: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

## *Maintenance*

### **MNT 110 Intro to Maint Procedures**

1 3 2

Prerequisites: None

Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

### **MNT 111 Maintenance Practices**

2 2 3

Prerequisites: None

Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and

techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. (\*VLC)

### Music

**MUS 110 Music Appreciation**  
3 0 3

Prerequisites: None  
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (\*VLC)

### Nursing Assistant

**NAS 101 Nursing Assistant I**  
3 4 3 6

Prerequisites: ENG 085  
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 a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

**NAS 102 Nursing Assistant II**  
3 2 6 6

Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina; ENG 085 and MAT 060.  
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. *This is a certificate-level course.*

**NAS 103 Home Health Care**  
2 0 0 2

Prerequisites: High school diploma or GED  
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. *This is a certificate-level course.*

**NAS 104 Home Health Clinical**  
0 0 3 1

Prerequisites: None  
Corequisites: None

This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. *This is a certificate-level course.*

### Networking Technology

**NET 110 Networking Concepts**  
2 2 3

Prerequisites: None  
Corequisites: None

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

**NET 125 Networking Basics**  
1 4 3

Prerequisites: None  
Corequisites: None

This course introduces the networking field. Emphasis is placed on 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 126 Routing Basics**  
1 4 3

Prerequisites: NET 125  
Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students

should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

**NET 225 Routing & Switching I**

1 4 3

Prerequisites: NET 126

Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

**NET 226 Routing & Switching II**

1 4 3

Prerequisites: NET 225

Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

**NET 240 Network Design**

3 0 3

Prerequisites: NET 110 or NET 125

Corequisites: None

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

**NET 260 Internet Dev & Support**

3 0 3

Prerequisites: NET 110 or NET 125

Corequisites: None

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

## Network Operating Systems

**NOS 110 Operating System Concepts**

2 3 3

Prerequisites: None

Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

**NOS 120 Linux/UNIX Single User**

2 2 3

Prerequisites: NOS 110

Corequisites: None

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

**NOS 130 Windows Single User**

2 2 3

Prerequisites: NOS 110

Corequisites: None

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

**NOS 230 Windows Admin I**

2 2 3

Prerequisites: NOS 130

Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

## *Nursing*

### **NUR 101      Practical Nursing I**

7    6    6    11

Prerequisites: Admission to the P.N.E. Program  
Corequisites: BIO 163, NUT 110, CIS 113

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

### **NUR 102      Practical Nursing II**

8    0    12    12

Prerequisites: NUR 101, BIO 163, NUT 110  
Corequisites: ENG 111, PSY 150

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

### **NUR 103      Practical Nursing III**

6    0    12    10

Prerequisites: NUR 102  
Corequisites: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

### **NUR 111 Intro to Health Concepts**

4    6    6    8

Prerequisites: None  
Corequisites: None

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

### **NUR 112 Health Illness Concepts**

3    0    6    5

Prerequisites: NUR 111  
Corequisites: None

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

### **NUR 113 Family Health Concepts**

3    0    6    5

Prerequisites: NUR 111  
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

### **NUR 114 Holistic Health Concepts**

3    0    6    5

Prerequisites: NUR 111  
Corequisites: None

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 211 Health Care Concepts**

3    0    6    5

Prerequisites: NUR 111  
Corequisites: None

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: NUR 111

Corequisites: None

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 211, and NUR 212

Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

**NUR 214 Nursing Transition Concepts**

3 0 3 4

Prerequisites: None

Corequisites: None

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**Nutrition****NUT 110 Nutrition**

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food

habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. (\*VLC)

**Operations Management****OMT 112 Materials Management**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

**OMT 143 Just-In-Time**

2 0 2

Prerequisites: None

Corequisites: None

This course is a study of the quality philosophy and Just-in-Time techniques designed to improve the ability to economically respond to change. Topics include production to demand with perfect quality, no unnecessary lead times, elimination of waste, developing productivity of people, and the quest for continuous improvement. Upon completion, students should be able to demonstrate an understanding of Just-in-Time methods and be prepared for the APICS CPIM examination.

**OMT 260 Issues in Operations Mgt.**

3 0 3

Prerequisites: ISC 121, ISC 210, OMT 112, and  
ISC 130, ISC 131, ISC 132, or ISC 221

Corequisites: None

This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

**Office Systems Technology****OST 080 Keyboarding Literacy**

1 2 2

Prerequisites: None

Corequisites: None

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.

**OST 122 Office Computations**  
1 2 2

Prerequisites: None  
Corequisites: None

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

**OST 131 Keyboarding**  
1 2 2

Prerequisites: None  
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 134 Text Entry & Formatting**  
2 2 3

Prerequisites: OST 131 or test out  
Corequisites: None

This course is designed to provide the 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 mailable documents and key timed writings at speeds commensurate with employability. *This course is also available through the Virtual Learning Community (VLC).*

**OST 135 Adv Text Entry & Format**  
3 2 4

Prerequisites: OST 131, OST 134  
Corequisites: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. 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: None  
Corequisites: None

This course introduces 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. (\*VLC)

**OST 164 Text Editing Applications**  
3 0 3

Prerequisites: none  
Corequisites: None

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. (\*VLC)

**OST 184 Records Management**  
2 2 3

Prerequisites: None  
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. (\*VLC)

**OST 201 Medical Transcription I**  
3 2 4

Prerequisites: OST 164 and OST 136  
Corequisites: MED 122 or OST 142

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs.*

**OST 202 Medical Transcription II**  
3 2 4

Prerequisites: OST 201  
Corequisites: None

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs.*

**OST 203 Fund of Med Doc**  
3 0 3

Prerequisites: None  
Corequisites: MED 121 or OST 141

This course covers the information and procedures necessary for producing acceptable medical documentation. Topics include digital dictation systems; workplace security systems; the access, retrieval, and transport of medical documents; and other transcribing techniques necessary for acceptable medical documentation. Upon completion, students should be able to process medical documents in a home-

Class/Lab/Credit or Class/Lab/Exp./Credit

based or medical facility. *This course is intended for diploma programs.*

**OST 223 Admin. Office Transcription I**

2 2 3

Prerequisites: OST 164; and OST 134 or OST 136

Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

**OST 236 Adv Word/Inform. Processing**

2 2 3

Prerequisites: OST 135 or OST 136

Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. *This course is also available through the Virtual Learning Community (VLC).*

**OST 247 Procedure Coding**

1 2 2

Prerequisites: MED 121 or OST 141

Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 Diagnostic Coding**

1 2 2

Prerequisites: MED 121 or OST 141

Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**OST 286 Professional Development**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

Class/Lab/Credit or Class/Lab/Exp./Credit

**OST 289 Office Systems Management**

2 2 3

Prerequisites: OST 164 and either OST 134 or OST 136

Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

**Process Control Instrumentation**

**PCI 264 Process Control with PLC's**

3 3 4

Prerequisites: None

Corequisites: None

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

**Professional Crafts: Wood**

**PCW 132 Composite Materials Construction**

1 3 2

Prerequisites: None

Corequisites: None

This course covers the design and methods of using composite materials in woodworking. Topics include the use of composite materials such as plywood, m.d.f., particle board, and plastic laminate and their design and construction methods. Upon completion, students should be able to demonstrate a series of technical exercises and designs and make an object utilizing composite materials. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

**Physical Education**

**PED 110 Fit and Well for Life**

1 2 2

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 111 Physical Fitness**  
0 3 1

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 113 Aerobics I**  
0 3 1

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 117 Weight Training I**  
0 3 1

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 120 Walking For Fitness**  
0 3 1

Prerequisites: None  
Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 128 Golf-Beginning**  
0 2 1

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 130 Tennis-Beginning**  
0 2 1

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 139 Bowling-Beginning**  
0 2 1

Prerequisites: None  
Corequisites: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 152 Swimming-Beginning**  
0 2 1

Prerequisites: None  
Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**PED 155 Water Aerobics**  
0 3 1

Prerequisites: None  
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## Philosophy

### PHI 210 History of Philosophy

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### PHI 240 Introduction to Ethics

3 0 3

Prerequisites: ENG 111

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (\*VLC)*

## Photography

### PHO 110 Fund of Photography

3 6 5

Prerequisites: None

Corequisites: None

This course covers the basic technical aspects of black and white photography, including camera controls, light and optics, flash, film exposure, and processing. Emphasis is placed on mechanical principles of camera design and the relationship between subject and photographic image, with hands-on experience in the darkroom. Upon completion, students should be able to consistently produce technically excellent images.

### PHO 113 History of Photography

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the history of photography from its inception through contemporary times. Emphasis is placed on technical and aesthetic developments in

artistic and commercial photography. Upon completion, students should be able to identify significant photographers and procedures, trace the development of the medium, and discuss current trends in photography.

### PHO 115 Basic Studio Lighting

2 6 4

Prerequisites: PHO 110

Corequisites: None

This course covers the basic principles of studio lighting. Topics include basic lighting techniques and application of lighting ratios to product illustration/portraiture using tungsten/electronic strobe sources, with emphasis on equipment maintenance and safety. Upon completion, students should be able to select and set up the best lights and lighting applications for a wide variety of photographic subjects.

### PHO 120 Intermediate Photography

2 4 4

Prerequisites: PHO 110

Corequisites: None

This course expands the coverage of photographic materials and provides an opportunity to experiment. Emphasis is placed on additional techniques and processes, including photograms, solarization, multiple-imaging, infrared film, toning, hand-coloring, and other non-traditional uses of photography. Upon completion, students should be able to demonstrate how the choice of technique enhances the photographic subject and influences content.

### PHO 131 View Camera

2 4 4

Prerequisites: PHO 110 and PHO 115

Corequisites: None

This course is a comprehensive hands-on study of the large-format camera, including capabilities, movements, and applications in studio and architectural photography. Topics include camera systems, camera controls, perspective correction, plane of sharp focus, depth-of-field, image shape modification, and sheet film handling and processing. Upon completion, students should be able to demonstrate competence in using the view camera and its various controls.

### PHO 139 Intro to Digital Imaging

1 3 2

Prerequisites: PHO 110

Corequisites: None

This course introduces the conversion of photographs into digital images by exploring the effect hardware and software have on the reproduction process. Topics include basic imaging tools and vocabulary, calibration, density, contrast, and color. Upon completion, students should be able to demonstrate a basic understanding of the digital imaging process and be able to capture and output images.

**PHO 140 Digital Photo Imaging I**  
2 4 4  
Prerequisites: PHO 110  
Corequisites: None  
This course introduces digital photo imaging exploring the use of hardware/software, image capture, input/output devices, ethics, and imaging aesthetics. Emphasis is placed on basic imaging tools and vocabulary of current digital imaging software, including selection tools, color correction, cloning, copy/paste, and filters. Upon completion, students should be able to capture images with a digital camera or scanner, manipulate and retouch the image, and select final image output.

**PHO 150 Portfolio Development I**  
3 3 4  
Prerequisites: PHO 120 or PHO 130  
Corequisites: None  
This course provides an opportunity to develop a thematically related portfolio of photographic images that are consistent in print quality. Emphasis is placed on subject/content development, choice of materials, and archival processing controls; organizing and sequencing images; editing; print finishing; and portfolio presentation. Upon completion, students should be able to edit and exhibit a consistent body of photographic prints in a portfolio presentation.

**PHO 180 Creative Problem Solving**  
1 4 3  
Prerequisites: PHO 110  
Corequisites: None  
This course encourages the development of innovative photographic solutions to instructor-assigned tasks. Emphasis is placed on identifying components necessary to complete the task and applying creative solutions. Upon completion, students should be able to solve problems in a variety of photographic areas, combining media where needed to achieve the desired results.

**PHO 214 Graphic Applications**  
2 2 3  
Prerequisites: PHO 110  
Corequisites: None  
This course covers the application of photosensitive materials used in graphic arts reproduction preparation. Emphasis is placed on methods of supplementing and transforming the continuous-tone photography, preparing imagery for graphic art usage, and digital technology usage in graphic applications. Upon completion, students should be able to use photosensitive materials and digital technology in graphic applications and design.

**PHO 216 Documentary Photography**  
2 4 4  
Prerequisites: PHO 110  
Corequisites: None

This course introduces the practical, historical, and contemporary applications of documentary photography. Emphasis is placed on understanding the various approaches to creating a photographic documentary and how a documentary project can affect society. Upon completion, students should be able to produce a documentary project on a topic of interest to them.

**PHO 217 Photojournalism I**  
1 6 4  
Prerequisites: PHO 132 or PHO 223  
Corequisites: None

This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography.

**PHO 219 Digital Applications**  
1 3 2  
Prerequisites: PHO 139  
Corequisites: None  
This course provides additional experience in digital photography including input/output and computer manipulation of images. Topics include legal and ethical issues and commonly used hardware and software packages, including their basic controls and imaging tools. Upon completion, students should be able to input/output images and manipulate images.

**PHO 223 Color Photography**  
2 4 4  
Prerequisites: PHO 110  
Corequisites: None  
This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.

**PHO 226 Portraiture**  
3 3 4  
Prerequisites: PHO 115  
Corequisites: None  
This course covers the techniques of contemporary studio and location portraiture. Topics include lighting techniques, lighting ratios, available light to multiple light setups, posing techniques, and styles of glamour, fashion, corporate, and public relations portraiture. Upon completion, students should be able to choose the appropriate lighting, accessories, and posing style to produce a successful portrait.

Class/Lab/Credit or Class/Lab/Exp./Credit

**PHO 235 Commercial Photography**  
2 4 4

Prerequisites: PHO 115

Corequisites: None

This course covers the techniques of advertising photography used in the print media. Emphasis is placed on the conception, lighting, and creation of photographic illustration used for food, fashion, and product photography. Upon completion, students should be able to produce advertising photographs for professional photographic illustration.

**PHO 240 Digital Photo Imaging II**  
2 4 4

Prerequisites: PHO 140

Corequisites: None

This course covers advanced applications of digital imaging. Emphasis is placed on using digital cameras for image capture, with subsequent computer interfacing for image editing and production. Upon completion, students should be able to demonstrate an understanding of digital camera techniques and apply the technology to photographic projects.

**PHO 241 Digital Image Technology**  
2 3 3

Prerequisites: All first year PHO courses

Corequisites: PHO 211 or PHO 215 or PHO 217 or PHO 212, PHO 218, and PHO 225

This course provides an advanced study of technologies and processes used in the capture and purposing of digital images. Topics include operation and application of image capture, scanning, printing, and recording devices; and use of image retouching, toning, modifying and layout software. Upon completion, students should be able to capture, process, and purpose digital images for specific applications used in various segments of the photographic industry.

**PHO 250 Portfolio Development II**  
2 4 4

Prerequisites: PHO 217, PHO 226, and PHO 235, PHO 150

Corequisites: None

This course provides an opportunity to develop a diversified professional portfolio of photographs. Emphasis is placed on the development of a portfolio exhibiting technical excellence, consistency of vision, and professional presentation. Upon completion, students should be able to present a diversified portfolio of professional quality photographs to potential employers.

### Physics

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

Class/Lab/Credit or Class/Lab/Exp./Credit

**PHY 131 Physics-Mechanics**  
3 2 4

Prerequisites: MAT 121, 161, 171 or 175

Corequisites: None

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.

### Plumbing

**PLU 111 Intro to Basic Plumbing**  
1 3 2

Prerequisites: None

Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

### Political Science

**POL 120 American Government**  
3 0 3

Prerequisites: None

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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

Prerequisites: None

Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy*

*the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**POL 210 Comparative Government**  
3 0 3

Prerequisites: None

Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### Psychology

**PSY 118 Interpersonal Psychology**  
3 0 3

Prerequisites: None

Corequisites: None

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

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. (\*VLC)*

**PSY 239 Psychology of Personality**  
3 0 3

Prerequisites: PSY 150

Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contempo-

rary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 241 Developmental Psych**  
3 0 3

Prerequisites: PSY 150

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. (\*VLC)*

**PSY 244 Child Development I**  
3 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to the study of child development and examines the growth and development of children from conception through early childhood. Topics include historical and theoretical perspectives, terminology, research and observation techniques as well as physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of the early stages of child development.

**PSY 245 Child Development II**  
3 0 3

Prerequisites: None

Corequisites: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.

**PSY 281 Abnormal Psychology**  
3 0 3

Prerequisites: PSY 150

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

## *Reading*

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

### **RED 070 Essential Reading Skills**

3 2 4

Prerequisites: None

Corequisites: None

This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

### **RED 080 Intro to College Reading**

3 2 4

Prerequisites: RED 070 or ENG 075

Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

### **RED 081 Fast Track Intro Coll Rdg**

1 0 1

Prerequisites: RED 070 or ENG 075

Corequisites: None

This course provides an intensive review of selected RED 080-level reading strategies. Topics include the following reading strategies at the RED 080 level: reading study system, major question types, main idea, patterns of organization, vocabulary, and inference. Upon completion, students should be able to apply selected RED 080 reading strategies to various texts.

### **RED 090 Improved College Reading**

3 2 4

Prerequisites: RED 080 or ENG 085

Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

### **RED 091 Fast Track Imprv Coll Rdg**

1 0 1

Prerequisites: RED 080 or ENG 085

Corequisites: None

This course provides an intensive review of selected RED 090-level reading strategies. Topics include the following reading strategies at the RED 090 level: critical thinking, major question types, main idea, patterns of organization, vocabulary, and inference. Upon completion, students should be able to apply selected RED 090 reading strategies to various texts.

## *Religion*

### **REL 110 World Religions**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### **REL 211 Intro to Old Testament**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### **REL 212 Intro to New Testament**

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## Information Systems Security

### SEC 110 Security Concepts

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

## Sociology

### SOC 210 Introduction to Sociology

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. (\*VLC)*

### SOC 213 Sociology of the Family

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. (\*VLC)*

### SOC 220 Social Problems

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### SOC 242 Sociology of Deviance

3 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## Spanish

### SPA 110 Introduction to Spanish

2 0 2

Prerequisites: None

Corequisites: None

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

### SPA 111 Elementary Spanish I

3 0 3

Prerequisites: None

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### SPA 112 Elementary Spanish II

3 0 3

Prerequisites: SPA 111

Corequisites: None

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, read-

ing, 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 211 Intermediate Spanish I**  
3 0 3

Prerequisites: SPA 112

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### *Surgical Technology*

**SUR 110 Intro to Surg Tech**  
3 0 0 3

Prerequisites: Admission to the Surgical Technology Program

Corequisites: SUR 111

This course provides a comprehensive study of perioperative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

**SUR 111 Periop Patient Care**  
5 6 0 7

Prerequisites: Admission to the Surgical Technology Program

Corequisites: SUR 110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the perioperative team member to the operative environment.

**SUR 122 Surgical Procedures I**  
5 3 0 6

Prerequisites: SUR 110 and SUR 111

Corequisites: SUR 123 or STP 101

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to in the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

**SUR 123 SUR Clinical Practice I**  
0 0 21 7

Prerequisites: SUR 110 and SUR 111

Corequisites: SUR 122

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

**SUR 134 Surgical Procedures II**  
5 0 0 5

Prerequisites: SUR 123 or STP 101

Corequisites: None

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

**SUR 135 SUR Clinical Practice II**  
0 0 12 4

Prerequisites: SUR 123

Corequisites: SUR 134 and SUR 137

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

**SUR 137 Prof Success Prep**  
1 0 0 1

Prerequisites: SUR 123

Corequisites: SUR 134 and SUR 135

This course provides employability skills and an overview of theoretical knowledge in preparation for

certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

### **Web Technologies**

#### **WEB 110 Internet/Web Fundamentals**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

#### **WEB 111 Intro to Web Graphics**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

#### **WEB 115 Web Markup and Scripting**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

#### **WEB 120 Intro Internet Multimedia**

2 2 3

Prerequisites: None

Corequisites: None

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

#### **WEB 140 Web Development Tools**

2 2 3

Prerequisites: None

Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

#### **WEB 210 Web Design**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. (\*VLC)

#### **WEB 230 Implementing Web Serv**

2 2 3

Prerequisites: NET 110 or NET 125

Corequisites: None

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards. (\*VLC)

#### **WEB 250 Database Driven Websites**

2 2 3

Prerequisites: DBA 110 and WEB 140

Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.



**WEB 287**      **Web E-Portfolio**  
 1   2   2  
 Prerequisites:   None  
 Corequisites:   None

This course covers the creation and organization of a web-based e-portfolio that includes a resume, references, and comprehensive academic and work samples. Emphasis is placed on creating an e-portfolio with solid design and demonstrable content, the production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to present their own domain with included professional e-portfolio elements of resume, sample work, and related self-promotional materials.

### ***Welding***

**WLD 110**      **Cutting Processes**  
 1   3   2  
 Prerequisites:   None  
 Corequisites:   None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. Course will cover mechanical cutting with bandsaw and shears.

**WLD 112**      **Basic Welding Processes**  
 1   3   2  
 Prerequisites:   None  
 Corequisites:   None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. Students will be given the opportunity to construct metal sculpture, or jewelry and other art metal objects using basic welding processes.

**WLD 115**      **SMAW (Stick) Plate**  
 2   9   5  
 Prerequisites:   None  
 Corequisites:   None

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

**WLD 116**      **SMAW (Stick) Plate/Pipe**  
 1   9   4  
 Prerequisites:   WLD 115  
 Corequisites:   None

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

**WLD 121**      **GMAW (MIG) FCAW/Plate**  
 2   6   4  
 Prerequisites:   None  
 Corequisites:   None

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

**WLD 131**      **GTAW (TIG) Plate**  
 2   6   4  
 Prerequisites:   None  
 Corequisites:   None

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

**WLD 141**      **Symbols & Specifications**  
 2   2   3  
 Prerequisites:   None  
 Corequisites:   None

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

**WLD 143**      **Welding Metallurgy**  
 1   2   2  
 Prerequisites:   None  
 Corequisites:   None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and

classification systems used in welding. Students will be given opportunities to produce small projects using basic metallurgy techniques such as casting, forging, and tempering.

**WLD 151      Fabrication I**  
2    6    4

Prerequisites:    None

Corequisites:    None

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

WLD 261      Certification Practices  
1    3    2

Prerequisites:    WLD 115, WLD 121, and WLD 131

Corequisites:    None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. Students will be given an opportunity to qualify for at least one of our MTCC welder certifications.

## COLLEGE PERSONNEL

**Tab A. Adcock, Jr.**  
**Webmaster/ IT**

A.A.S., Asheville-Buncombe Technical Comm. Coll.

**James Allen**  
**Basic Skills/ ADAP**

A.A., Western Piedmont Community College  
B.A., University of North Carolina at Asheville  
M.A., Webster University

**Wilma M. Ball**  
**Administrative Assistant to the  
Dean of Curriculum Programs**

A.A.S., McDowell Technical Community College

**Lora Poole Bartlett**  
**Practical Nursing Instructor**

R.N., B.S.N., M.S.N., Gardner Webb University

**Patricia M. Beck**  
**Instructor**

M.A., Appalachian State University

**James "Jim" A. Benton**  
**Dean of Curriculum Programs**

A.A.S., Western Piedmont Community College  
B.S., Western Carolina University  
M.Ed., Ed.S., Appalachian State University  
Ed.D. East Tennessee State University

**Audra Biddix**  
**Lead Teacher, Child Development Center**  
N.C. Child Care Credential  
A.A.S., MTCC

**Charles Bowling**  
**Biology**  
B.S., Texas A & M University  
M.S., Florida State University

**Lisa "Michelle" Boyles**  
**Children's Services Network  
Technical Assistant Consultant**  
B.S., Appalachian State University

**C. Fredrick Bradburn**  
**English**  
B.A., M.A., Western Carolina University  
Additional graduate study

**Paula Bruce**  
**Psychology and Sociology**  
A.A., Spartanburg Methodist College  
B.S., Lander College  
M.A., Appalachian State University

**A. Darian Buchanan**  
**Instructor**  
B.S., Appalachian State University  
M.A., Appalachian State University

**Stacy Buff**  
**Coordinator of Law Enforcement Training  
Director of Basic Law Enforcement Training Program**  
A.A.S., Western Piedmont Community College  
B.S., Lees-McRae College

**Michele H. Burleson**  
**Business Accounting**  
A.A.S., McDowell Technical Community College  
B.S., University of North Carolina at Asheville  
M.S., Appalachian State University  
Certified Public Accountant

**C. Wayne Byrd**  
**Custodian**  
B.A., Berea College

**Lisa D. Byrd**  
**Financial Aid Officer**  
A.A.S., Western Piedmont Community College  
B.S., Gardner-Webb University

**Phyllis Cloninger**  
**Day Receptionist/Secretary**  
A.A.S., McDowell Technical Community College

**Carl Costner**  
**Maintenance Coordinator**  
A.A.S., McDowell Technical Community College

**Kelly Giles Crawley**  
**Department Chair, College Transfer  
English**  
B.A., University of North Carolina at Chapel Hill  
M.A., Wake Forest University

**Joyce A. Creech**  
**Workforce Development Case Manager**  
A.A.S., McDowell Technical Community College  
B.S., Gardner Webb University

**Eugene "Chip" Cross**  
**Business Administration**  
B.A., Presbyterian College  
M.S., Clemson University

**Penelope (“Penny”) A. Cross, RN, MSN Ed.**  
**Dean of Health Sciences**  
**Director of Practical Nursing Education Program**  
Diploma, Presbyterian Hospital School of Nursing  
B.S., University of North Carolina at Asheville  
B.S.N., Regents College-State University of New York  
M.S.N. Education, University of North Carolina at Greensboro

**Jennifer Culp**  
**Mathematics**  
B.A., University of North Carolina- Greensboro  
M.S., Western Carolina University

**Donna Marie Davis**  
**Instructor, Prison Programs**  
B.S., Wingate University

**Vonda Davis**  
**Basic Skills/ADAP**  
B.A., Ashford University  
B.A., Tabernacle Bible College

**James de Friess**  
**Electrical/ Electronics**  
A.A.S., STC  
B.A., M.S.E., University of North Carolina at Charlotte

**Susan Dietrich**  
**Psychology**  
B.A., University of Central Florida  
Ma. Ed., Western Carolina University

**John Dillard**  
**History**  
A.A., Western Piedmont Community College  
B.S., Appalachian State University  
M.A.S.S., Appalachian State University

**Valerie D. Dobson, MHS, RHIA**  
**Coordinator, Health Information Technology**  
A.A.S., MTCC  
B.S., Western Carolina University  
M.H.S., Western Carolina University

**Julia Nunnally Duncan**  
**English Instructor, Author**  
B.A., M.F.A., Warren Wilson College  
Additional creative writing workshops: Duke University, UNC-Greensboro, Warren Wilson College

**Tim Earle**  
**Air Conditioning, Heating and Refrigeration**  
Diploma, McDowell Technical Community College  
Additional training

**Wanda Edwards**  
**Lead Teacher, Child Development Center**  
A.A.S., MTCC  
Childcare Credential

**Susan English**  
**Nursing**  
A.A.S., Western Piedmont Community College  
B.S.N., Western Carolina University

**Belinda M. Foster**  
**Career and Testing Specialist**  
A.A.S., Western Piedmont Community College  
B.S.B.A., Western Carolina University  
M.E., Western Carolina University

**Richard D. Fowler**  
**Networking Technology**  
A.A.S., McDowell Technical Community College  
B.T., Appalachian State University

**Ryan Garrison**  
**Vice-President for Finance**  
B.A., University of North Carolina at Chapel Hill  
B.S., M.A., Appalachian State University

**Richard M. Getty**  
**Biology**  
B.S., Ma.Ed. Western Carolina University

**Ramona Gibson**  
**Assistant to Student Services and Admissions**  
A.A.S., McDowell Technical Community College  
B.S. Gardner Webb University

**Kelly S. Hamlin**  
**Registrar**  
B.S., Carson Newman College

**B. Ladelle Harmon, Jr.**  
**Director of Institutional Effectiveness**  
A.A.S., McDowell Technical Community College  
B.B.A., Montreat College  
M.B.A., Montreat College

**Sherry Helton**  
**Assistant to Curriculum/ Lab Technician**  
A.A.S., McDowell Technical Community College

**Jill J. Hensley**  
**Accounting Technician**  
A.A.S., McDowell Technical Community College

**Jimmy D. Hensley**  
**Human Resources Development Recruiter/ GED Examiner/ and WIA Youth Program Case Manager**  
A.A.S., McDowell Technical Community College  
B.A., University of North Carolina at Asheville

**James Marcus “Marc” Hyatt II**  
**Information Systems**  
B.S.B.A., Appalachian State University

M.A., Appalachian State University

**Joan Jackson**  
**Secretary, Small Business Center & Industrial Training**  
A.A.S., McDowell Technical Community College

**H. Dean Kanipe**  
**Coordinator of Small Business Center & Industrial Training**  
B.S., Campbell University  
M.B.A., Western Carolina University

**Edwin King**  
**Basic Skills Coordinator**  
A.A., Wayne Community College  
B.A., Mount Olive College  
M.A.Ed., East Carolina University

**Michael K. Lavender**  
**Director of External Relations**  
B.A., Wake Forest University  
Additional graduate study

**Loresa B. Laws**  
**Accountant**  
A.A.S., McDowell Technical Community College

**Kim S. Ledbetter**  
**Director of Financial Aid**  
A.A.S., Western Piedmont Community College  
B.S., Gardner Webb University  
M. S., Western Carolina University

**Mary Beth Ledbetter**  
**Human Resources Development**  
B.S., University of Dubuque in Iowa  
M.A., Western Carolina University

**William B. Ledbetter**  
**Director of Continuing Education**  
A.A.S., Asheville/Buncombe Technical Comm. College  
Additional undergraduate study; Certification

**Susan C. Long**  
**Assistant to Student Records**  
A.A.S., McDowell Technical Community College

**Stephanie Lonon**  
**Assistant to Financial Aid**  
A.A.S., McDowell Technical Community College

**Elmer Macopson, Jr.**  
**Director of Technology**

B.S., Appalachian State University

**Blake Madden**  
**Photography**  
B.S., Louisiana State University  
M.A.T., Western Carolina University

**Terri Lynn Brundage McClelland**  
**Chemistry**  
B.S., Madonna College  
M.S., Virginia Commonwealth University  
Additional graduate study

**Donald "Donnie" E. McCraw Jr.**  
**Automotive Systems Technology**  
A.A.S., McDowell Technical Community College  
Additional Certification

**Judy P. Melton, R.N., B.S.N.**  
**Practical Nursing Education**  
B.S.N., University of North Carolina at Charlotte

**Rachel Mills**  
**Lead Teacher, Child Development Center**  
N.C. Child Care Credential  
A.A.S., McDowell Technical Community College

**Elizabeth F. ("Debbie") Moore**  
**Assistant to Student Services**  
A.A.S., McDowell Technical Community College

**Debbie ("Sue") Morgan**  
**Publications Specialist**  
A.A.S., McDowell Technical Community College  
E.M.T.B., E.R.T.

**Logan S. Morgan**  
**Carpentry**  
A.A.S., Western Piedmont Community College  
B.S., Appalachian State University

**W. Anthony ("Andy") Morgan**  
**College Transfer**  
**Apprenticeship Coordinator**  
**New Century Scholars Coordinator**  
B.A., University of North Carolina at Asheville  
M.A., Gardner Webb University  
Additional graduate study

**Eva Munday**  
**Horticulture**  
A.A.S., Fayetteville Technical Community College

**Shelba M. Murray**  
**Director of Basic Skills**  
B.S., M.A., Appalachian State University

Additional graduate study

**Julie B. Padgett**

**College Liaison**

B.S., Western Carolina University  
M.A.Ed., Western Carolina University

**JoAnne Parker**

**Bookstore Assistant / Clerical Support**

Certificate, Cecil's Business College  
A.A.S., McDowell Technical Community College

**Rachel M. Pearson**

**Office Administration/ Operations Management**

A.A.S., Western Piedmont Community College  
B.S., Gardner-Webb University  
M.S., Appalachian State University

**Jay Perry**

**Advertising and Graphic Design**

B.A., Appalachian State University

**Anita Poteat**

**Cosmetology**

A.A.S., McDowell Technical Community College

**Deborah M. Presnell**

**Coordinator, Early Childhood / School-Age Education**

B.S., Gardner-Webb University  
M.A.Ed., Western Carolina University

**Pam O. Price**

**JobLink Information Officer**

A.A.S., McDowell Technical Community College

**Deborah H. Putnam**

**Secretary/Receptionist**

**Continuing Education**

A.A.S., McDowell Technical Community College

**Dorothy J. Ramsey**

**Purchasing Secretary**

A.A.S., McDowell Technical Community College  
B.S., Gardner Webb University

**Gwen Reeves**

**Bookstore Manager**

A.A.S., McDowell Technical Community College  
B.B.A., Montreat College  
M.A.Ed., Western Carolina University

**Breanna Rose**

**Payroll Coordinator**

B.S.B.A., Gardner Webb University

**John D. Rountree**

**Photography Instructor**

B.A., Mars Hill College

**Pam Sain, RN, BSN, MSN**

**Nursing**

A.D.N., Western Piedmont Community College  
B.S.N., University of North Carolina at Greensboro  
M.S.N., University of North Carolina at Greensboro

**Rob C. Schultz**

**Human Resources Development**

B.A., Central Wesleyan College  
Additional graduate study

**Donna W. Short**

**Director, Student Enrichment Center**

**Disability Services Counselor**

**Veterans' Certifying Official**

**SGA Advisor**

A.A., Western Piedmont Community College  
B.A., M.A., Appalachian State University  
Additional graduate study

**Eddie Shuford**

**Customized Training Coordinator**

B.S.B.A., Western Carolina University

**Pam Silkwood**

**Esthetics Technology**

A.S., Indiana Business College  
Certificate, Pacific College of Oriental Medicine  
Certificate, McDowell Technical Community College  
A.A.S., Cosmetology, MTCC  
Additional undergraduate study  
CIDESCO Diplomat #05197.19

**Frank D. Silver**

**Director of Prison Education**

A.A.S., Western Piedmont Community College  
B.S.B.A., Western Carolina University  
M.A. Ed., Western Carolina University

**Rhonda Silver**

**Personnel Officer**

**Executive Assistant to the College President**

B.S.B.A., Appalachian State University

**Sharon E. Silver**

**Associate Systems Administrator**

A.A.S., MTCC

Additional undergraduate study

**Tim Silver**

**Instructor**

B.S.B.A., Western Carolina University

**Melisa H. Smith**

**Assistant Director, Child Development Center**

A.A.S., McDowell Technical Community College

**Sharon P. Smith**

**Director of Library Services**

A.A.S., Gaston College  
A.A.S., McDowell Technical Community College  
B.S., M.L.S., East Carolina University  
Ed.S., Appalachian State University  
Additional graduate study, North Carolina State University

**Sondra E. Smith**

**Secretary to Practical Nursing Education**

A.A.S., McDowell Technical Community College  
Additional undergraduate study

**Clarence Snart**

**Information Systems**

B.S., Emporia State University  
Ed.M., Boston University  
Additional graduate study

**Mike Sprinkle**

**Residential Construction**

Undergraduate Study, MTCC

**J. Cherissee Stacey**

**Dialysis Technology**

A.D.N., Isothermal Community College

**Rhonda A. Steele**

**Early Childhood/School-Age Education**

**Department Chair-Human and Public Service**

B.A., Christopher Newport College  
M.A., Appalachian State University

**Wayne Stines**

**Machining Technology**

Diploma, Blue Ridge Technical Community College  
A.S., Mississippi Gulf Coast Junior College

**Patricia L. Tallent**

**Library Assistant**

B.A., University of North Carolina at Greensboro

**Alisha Taylor**

**Teacher Assistant, Child Development Center**

A.A.S., McDowell Technical Community College

**Gabrielle M. Thompson**

**Coordinator of Library Services**

B.A., California State University at Long Beach  
Additional graduate study

**Sharon Tipton**

**Accounting Technician**

A.A.S., McDowell Technical Community College

**David A. Toney**

**Collision Repair and Refinishing Technology**

A.A.S., McDowell Technical Community College  
Additional undergraduate study.  
Master Certified NATEF/ASE  
I-Car Trained  
PPG Certified  
CAD Certified

**Lorrie Truett**

**Secretary to Corp., Business, Outreach Program**

A.A.S., McDowell Technical Community College

**Sandra Tucci**

**Basic Skills/ADAP**

A.A.S., Western Piedmont Community College

**Richard V. Tuttell**

**Adult Basic Education**

B.A., University of Central Florida  
M.A., Appalachian State University

**Terry Valentino**

**Director of Basic Skills**

A.A. Western Piedmont Community College  
B.A. University of North Carolina at Asheville  
M.A. Ed. Western Carolina University  
Additional Graduate Studies

**Terrance E. Walsh**

**Computer Information Technology/Web Technologies**

**Dept. Chair, Business Technologies**

B.S.A.S., Youngstown State University  
M.B.A., Western Carolina University  
Additional graduate study  
Master CIW™ Designer  
Registered Dietitian

**Jamie Ward**

**Welding**

Diploma, MTCC  
Associate Welding Inspector,  
American Welding Society (AWS)

**Beverly K. Watts**

**Mathematics**

**Department Chair/Coordinator-Developmental Studies**

B.S., North Carolina State University  
M.A., Appalachian State University  
Ph.D., Capella University

**Joan Weiler**

**Coordinator of Distance Education**

Assoc., Rowan-Cabarrus Community College

**Bryan W. Wilson**

**President**

B.S., Western Carolina University  
M.Ed., University of South Carolina

Ed.D., University of North Carolina at Greensboro

**Scott Wilson**  
**Maintenance**  
Certificate, MTCC

**Jane G. Wyatt**  
**Health Sciences Advisor**  
A.A.S., McDowell Technical Community College  
B.T., Appalachian State University

***Foothills Nursing Consortium Faculty***

**Jeanette Murray Cheshire, R.N., M.P.H., D.N.P.**  
**Director, Foothills Nursing Consortium**  
A.D.N., Western Piedmont Community College  
B.S.N., University of North Carolina at Chapel Hill  
M.P.H., University of North Carolina at Chapel Hill  
D.N.P., Case Western Reserve University

**Kelly E. Jones, D.N.P., R.N.**  
**Assistant Director, Foothills Nursing Consortium**  
A.D.N., Gaston College  
B.S.N., University of North Carolina at Charlotte  
M.S.N., Case Western Reserve  
C.N.N., Frontier School  
D.N.P., Case Western Reserve University

**Susan Benfield, R.N., B.S.N., M.S.N., D.N.P.**  
**Instructor, Foothills Nursing Consortium**  
A.D.N., Western Piedmont Community College  
B.S.N., Winston-Salem State University  
M.S.N., University of North Carolina at Greensboro

**Trisa Hines, R.N., B.S.N., M.A.**  
**Instructor, Foothills Nursing Consortium**  
Diploma in Nursing, Spartanburg General Hospital  
School of Nursing  
Certificate Program FNP, Spartanburg General Hospital  
School of Nursing & University of South Carolina  
B.S.N., University of South Carolina  
M.A., Appalachian State University



# INDEX

## A

Academic Advisement 44  
Academic Honors 44  
Academic Suspension and Readmission 44  
Acceptance 29  
Accounting 101, 242  
Accreditation 12  
Activity Fee 56  
Admission of Minors 25  
Admission of Special Students 23  
Admissions 89  
Adult Basic Education 95  
Adult Basic Skills 95  
Advertising and Graphic Design 105  
Affirmative Action 78  
Air Cond., Heating, & Refrig. Tech. 109, 244  
Air Conditioning, Heating,  
and Refrigeration Technology 110  
Appeal 82  
Apprenticeship Training 93  
Associate Degree Nursing 112  
Associate Degree Nursing,  
Non-Integrated 112  
Attendance 90  
Auditing Courses 46  
Automotive 246  
Automotive Body Repair 245  
Automotive Systems Technology 120

## B

Bad Weather 13  
Basic Law Enforcement Training 125  
Basic Law Enforcement Training 125  
Biology 249  
Board Of Trustees 5  
Book Costs 58  
Bulletin Boards 17  
Business 251  
Business Administration 127, 130, 133

## C

Cabinetmaking 252  
Calendar 8  
Career and College Promise 36. *See also* page 29  
Career Planning and Development 73  
Carpentry 136, 253  
Cell Phones and Beepers 16  
CEU credits 90  
Chemistry 254  
Child Development Center 16  
Children On Campus 16  
Children's Services Network 16  
Class Attendance 47  
Closing 13  
College Transfer 139  
College Transfer -  
Liberal Arts Program 139  
Collision repair &  
refinishing technology 149  
Communication 258  
Computer Information Systems 255  
Computer Information Technology  
152, 255, 261

Computer Integrated Machining 155  
Computer Science 260  
Concentration: Operations Management 133  
Concurrent Enrollment 26  
Conduct 78  
Confidentiality 85  
Continuing Education Admissions 22  
Cooperative Education 256  
Cooperative Education (Co-Op) 53  
Cosmetology 152, 159, 168, 170, 172, 258  
Cosmetology-  
Esthetics Instructor 170  
Cosmetology-  
Esthetics Technology 164  
Cosmetology-  
Instructor 168  
Cosmetology-Instructor 168  
Cosmetology -  
Manicurist Instructor 172  
Cosmetology -  
Manicurist/Nail Technology 166  
Course Substitutions 45  
Credit by Examination 46  
Credits from CLEP 28  
Criminal Justice 256  
Curriculum Admissions 22

## D

Database Management Technology 261  
Design 262  
Design Drafting 261, 262  
Developmental Studies 73  
Dialysis 262  
Dialysis Technology 174  
Discipline 82  
Dismissal 78  
Distance Learning 51  
Drafting 262  
Drama/Theatre 262  
Dress 16

## E

Early Childhood Associate 174, 183  
Early Childhood Education 177  
Economics 263  
Education 263  
Electrical/Electronics Technology 188  
Electricity 270  
Electronics 271  
Emergency Services Training 94  
English 272  
English as a Second Language 95  
Equal Opportunity 78  
Esthetics Instructor 170  
Esthetics Technology 164  
Evaluations 48  
Expenses 55  
Expulsion; 80

## F

Faculty Advisor 44  
Faculty and Staff 306  
Federal Work-Study 63

Fees 56, 57, 89  
Financial Aid 59  
Focused Industrial Training (FIT) 92  
Food Services 15  
Foreign Student 24  
French 275

## G

GED 95  
General Education 192  
General Educational Development 95  
Grading Reports 48  
Grading System 42  
Graduation 50  
Graduation Requirements 49  
Graphic Design 275  
Guidance and Counseling 70

## H

Health Information Technology 198, 277  
Health Services 70  
High School Completion 54  
History 10, 279  
Honor Societies 87  
Horticulture 280  
Hours of Operation 13  
HRD 96  
Humanities 281  
Human Resources Development 96  
Hydraulics 281

## I

Inappropriate Conduct 80  
Inclement Weather 13  
Incompletes 43  
Individualized Instruction 52  
Industrial Science 281  
Industrial Systems Technology 206  
Industry Training 92  
Information Systems Security 301

## J

Job Placement 73

## L

Late Registration Fee 56  
Liability Insurance 57  
Library Services 15  
Lost and Found 17

## M

Machining 282  
Maintenance 289  
Management Development Training 93  
Manicurist Instructor 172  
Manicurist/Nail Technician 166  
Marketing and Retailing 288  
Marketing & Retailing 130  
Masonry 283  
Mathematics 283  
Maximum Course Load 47

Mechanical 287  
Medical 287  
Military Experience 28  
Music 289

## N

Nail Technician 166  
Networking Technology 211, 289  
Network Operating Systems 290  
New and Expanding Industry 92  
Non-Discrimination Policy 75  
Nursing 291  
Nursing Assistant 211, 213, 289  
Nutrition 292

## O

Office Administration 215  
Office Systems Technology 215, 293  
Operations Management 133, 292

## P

Past Due Accounts 55  
Pathways 36  
Pell Grant 63  
Personnel 307  
Philosophy 296  
Phi Theta Kappa 87  
Photographic Technology 221  
Photography 296  
Physical Education 295  
Physics 298  
Placement 71  
Placement Information 30  
Placement Tests 71  
Plumbing 298  
Political Science 299  
Practical Nursing Education 224  
Production Woodworking 294  
Provisional Admissions 23  
Psychology 299

## R

Reading 300  
Readmissions 27  
Real Estate 230  
Refund Policy 58  
Registration 45, 89  
Religion 300  
Repeating Courses 46  
Residency Requirements 48  
Residency Status 55  
Returned Check Fee 58

## S

Saturday Classes 52  
Schedule Changes 45  
School-Age Education 183  
Small Business Center 91  
Smoking 16  
Sociology 301  
Spanish 301  
Special Admissions 23  
Special Students 23

Staff and Faculty 306  
Standards of Progress 43  
Student Classification 48  
Student Conduct 78  
Student Enrichment Center 71  
Student Government Association 87  
Student Insurance Fee 57  
Student Leadership Institute 88  
Student Publications 88  
Student Records 85  
Surgical Technology 231, 302  
Suspension 80

## **T**

Technology Fee 57  
Tech Prep 26  
Telephones 15  
Transfer 27  
Transfer From Other Schools 27  
Transfer of Credits 28  
Transfer To Other Schools 29  
Transfer Within Curriculums 28  
TUITION 55  
Tuition Exemptions 56

## **V**

Visiting Student 24

## **W**

Weather 13  
Web Technologies 235, 303  
Welding 304  
Welding Technology 238  
Who's Who 88  
Withdrawal 45, 47