

Montgomery Community College

**2022 – 2023
Catalog**



1011 Page Street • Troy, NC 27371 • 910.898.9600

www.montgomery.edu

Montgomery Community College

2022-2023 Catalog

Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montgomery Community College.

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of Montgomery Community College, 2) to file a third-party comment at the time of the Montgomery Community College decennial review, 3) to file a complaint against Montgomery Community College for significant non-compliance with a standard or requirement.

Normal inquiries about Montgomery Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Montgomery Community College and not to the Commission on Colleges.

2022-2023 GENERAL CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. Information in this publication is subject to change and the College reserves the right to make necessary revisions to the information contained here without notice. The provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The student is, however, responsible for being aware of and understanding the information found in this document. Every effort is made to meet the needs and desires of its students; however, special circumstances may require the cancelation of classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the right to make such decisions as warranted.

VISITORS

Visitors to the College are welcome during normal operating hours to attend outside events hosted by the College and to visit the College Library. During normal operating hours, visitors should register at the Information Desk upon arrival on campus. Loitering is strictly prohibited and any individual who does not have a legitimate reason for being on MCC's campus will be excused and/or dismissed.

Montgomery Community College
1011 Page Street
Troy, North Carolina 27371
Telephone: 910-898-9600

Fax: 910-576-2176
Web Site: www.montgomery.edu

Montgomery Community College is an equal opportunity institution.



A MESSAGE FROM THE PRESIDENT

Welcome and thank you for your interest in Montgomery Community College!

MCC is dedicated to supporting every student in their pursuit of education. We provide courses and training in a wide variety of topics focused on preparing students for college level work, community interest, transition to four-year colleges and universities, and in workforce training and re-training.

Our commitment to providing quality education is evident in every facet of the college. The college's highly-qualified faculty and staff care about students and are committed to their academic success while providing a challenging education in a supportive environment. Our beautiful campus features walking trails and plenty of greenspace to relax. Our students enjoy small class sizes and are known by name as they become a part of the extended MCC Family.

Whether your goal is to certify in a technical field, to prepare for further academic studies, to obtain a degree to assist in career development, or to take personal interest courses, MCC has opportunities for you to challenge yourself and learn new skills.

We are the leading source for higher education in Montgomery County, partnering with businesses and industries throughout the region to provide training for the county's workforce. MCC's staff is committed to the betterment of our local citizens as well as those who choose to come to us for education from other areas of the state and nation.

Again, thank you for your interest in Montgomery Community College. Advancing your education is the single and best option to improve your life and provide for your family. We are proud to support your efforts and look forward to assisting in your educational journey.

Sincerely,

Chad Bledsoe, Ph.D.
President

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Fall 2022

March 14 - March 25	Fall Priority Advising/Registration (continuing students)
March 28 - July 21	Fall Advising/Registration (all students)
August 11	Late registration for Fall
August 15	Classes begin
August 22	15-week session begins
August 24	Last day to drop classes with a 75% tuition refund
August 29	14-week session begins
September 5	Labor Day Holiday
September 12	12-week session begins
October 10 - 11	Fall break
October 12	Mid-terms
October 13	2 nd 8-week session begins
October 13 - 29	Spring 2022 Priority Advising/Registration (current students)
October 31 - November 14	Spring 2022 Advising/Registration (all students)
November 1	Financial Aid priority deadline for Spring Semester
November 15	Fall Graduation application deadline
November 16	Last day to withdraw with a grade of "W"
November 23 - 26	Thanksgiving holiday break
November 30	Spring tuition due date
December 12	Term ends
December 14 - January 3	Holiday Break

Spring 2023

January 2	New Year Holiday
January 5	Late registration for Spring
January 9	Classes begin
January 16	Rev. Dr. Martin Luther King, Jr. holiday
January 17	15-week session begins
January 19	Last day to drop classes with a 75% tuition refund
January 23	14-week session begins
January 30	13-week session begins
February 6	12-week session begins
March 6	Mid-terms
March 7 - 11	Spring break
March 13	2 nd 8-week session begins
March 13 - March 24	Priority Advising/Registration opens for Summer & Fall (current students)
March 14	Spring/Summer Graduation application deadline
March 27 - April 14	Advising/Registration opens/continues for Summer (all students)
March 27 - July 20	Advising/Registration opens/continues for Fall (all students)
April 1	Financial Aid priority deadline for Summer Session
April 10	Last Day to withdraw with a grade of "W"
April 10	Spring break
April 30	Summer tuition due date
May 8	Term Ends
May 9	Grades Due
May 10	Graduation Commencement Ceremony for Fall 22, Spring 23, and Summer 23

Summer 2023

May 17	Late registration for summer
May 17	Classes begin
May 19	Last day to drop classes with a 75% tuition refund
May 29	Memorial Day holiday
June 14	Mid-terms
June 28	Last Day to withdraw with a grade of "W"
July 1	Financial Aid priority deadline for Fall Semester
July 3 - 8	Independence Day holiday break
July 19	Term ends
July 31	Fall tuition due date

2022 – 2023 Academic Session Dates**Fall 2022:**

16-weeks	August 15 – December 12
15-weeks	August 22 – December 12
14-weeks	August 29 – December 12
12-weeks	September 13 – December 12
1st 8-weeks	August 15 – October 12
2nd 8-weeks	October 13 – December 12

Spring 2023:

16-weeks	January 10 – May 8
15-weeks	January 17 – May 8
14-weeks	January 23 – May 8
13-weeks	January 30 – May 8
12-weeks	February 6 – May 8
1st 8-weeks	January 9 – March 6
2nd 8-weeks	March 13 – May 8

Summer 2023:

8-weeks	May 17 – July 19
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THE COLLEGE

History of Montgomery Community College

The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with the law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8,753 square foot addition was completed on the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the college's accreditation in December 1983, 1993, 2004, and 2014.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly.

In 1987 capital funds were used to build the 4,400 square-foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated \$25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000-square-foot Pottery Building opened to students in September 1990.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive, live video and data, and multimedia classrooms/laboratories.

In 2009, a 6,400 square foot building was added for the Forest Management Technology Program- Classrooms and labs in Blair Hall (Building 100) formerly used for the Forestry program were renovated to provide learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

In 2020 the College unveiled a new and convenient Student Services Suite and a new student Counseling Center. Blair Auditorium was completed, having its floor raised to street level. The College's Pottery Department added a new HVAC system, and outdoor projects included a new salt kiln. The Forestry Program built a new equipment shed adjacent to its building with security fencing, and there is a newly paved parking lot behind Building 500. Exterior upgrades to campus included a new sheltered amphitheater for outdoor gatherings, and a decorative masonry archway to welcome guests to campus.

ACCREDITATION

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NON-DISCRIMINATION STATEMENT

MCC has filed an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

MCC MISSION AND GOALS

MISSION STATEMENT

Montgomery Community College provides life-long educational opportunities that prepare individuals for existing and emerging careers and personal growth.

COLLEGE GOALS

In accomplishing our mission, we commit our resources to serve our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

- Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence, and effective public communications.
- Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students.
- Montgomery Community College employees will integrate the College's instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their communities.

COLLEGE VALUES

Collaboration: MCC values working together in a cooperative manner to accomplish our mission and goals.

Accessibility: MCC values providing quality educational opportunities and support services to individuals in convenient, user-friendly modes.

Respect: MCC values a work environment characterized by mutual respect for others' views, culture, and/or abilities.

Excellence: MCC strives for excellence in educational, student support, business, and community services.

Scholarship: MCC supports formal and informal educational opportunities for its students, faculty and staff.

North Carolina Community College System Performance Measures

The North Carolina Community College System designates seven performance measures as core indicators of student success. Both internal and external measures are taken throughout the year, according to the NCCCS Annual Reporting Plan, and submitted to the NCCCS who publishes in June, results for each community college in the *Performance Measures* document. Any standard not met requires an action plan for improving performance that must be submitted to the State Board of Community Colleges. The Planning Council and the President's Cabinet evaluate the results and work with appropriate divisions/departments to enhance performance as needed. To view the

college's results for 2020, please visit this link: https://www.montgomery.edu/wp-content/uploads/2020/03/2019_performance_measures.pdf.

MONTGOMERY COMMUNITY COLLEGE FOUNDATION

The Montgomery Community College Foundation, Incorporated is a nonprofit 501(c)(3) corporation established to foster and promote the growth, progress and general welfare of the College; to solicit, acquire, receive, administer and hold property, both real and personal, for the benefit of the College; and to extend financial aid to persons desiring to attend Montgomery Community College. The Foundation is governed by a Board of Directors charged with planning and reviewing the Foundation's strategic plan and operation, and managing and disbursing the Foundation's funds. Funds are raised through private solicitations and planned, annual events such as the Fund Drive, Golf Tournament and Raffle.

LIBRARY AND INFORMATION SERVICES

The mission of the Montgomery Community College Library is to provide access to information in a variety of formats and to serve as an integral part of the College's teaching, learning, research, and service to traditional, dual-enrolled, and distance learning students, faculty, staff, and community in direct support of the mission of the College. To accomplish this mission, the Library continually works to:

- build, with the collaboration of faculty, a collection of resources appropriate to the curriculum and to the current and future needs of the College community;
- use current technologies to provide a system of organization and physical access to the collection of the library and to sources beyond the collection;
- design and deliver instruction and consultation about the organization, content, and use of learning resources that includes instruction that is user-based, on demand, and customizable; and
- provide a functional, accessible, attractive, user-centered physical facility to support and increase the use of learning and information resources.

The MCC Library has a carefully selected collection of more than 21,000 volumes, subscriptions to current periodicals, and a variety of non-print information sources. Library patrons have access to a variety of online resources including NC LIVE and other online databases that provide access to newspapers, eBooks, digital media, magazines, journals, and numerous reference sources, many with full text. The MCC Library is a participant in the *Ask a Librarian* service which provides access to afterhours (5:00 pm – 8:00 am) professional library services via real time internet chat.

Patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff members are on duty to assist with reference, research, and reading guidance. The MCC 2022/2023

staff provides assistance and orientation in the use of the library and its resources. The library is located in Capel Hall (Building 200).

DISTANCE LEARNING

Distance learning is an education delivery strategy in which all, or a majority of, instruction occurs when the student and instructor are not in the same place at the same time. This approach may include computer technologies, video, or audio feeds. Distance Learning at Montgomery Community College utilizes courses wholly or partly delivered via the internet.

The mission of Distance Learning at MCC is to provide accessibility to educational options which are not bound by time or place. To accomplish this mission, Distance Learning continually works to:

- provide options for students who may not be able to come to campus regularly because of physical limitations, work and family commitments, or by preference;
- enable students who prefer to learn through nontraditional delivery to have access to educational content in different, yet comparable, formats; and
- have distance learning parallel and supplement traditional course offerings and include comparable course outcomes.

STUDENT SERVICES MISSION AND VISION STATEMENT

Mission

In support of the Montgomery Community College mission, the mission of the Student Services Department is to provide high-quality student support services to all students.

As student advocates, we strive to promote a learning experience that is safe and supportive through programs and services that develop students intellectually, emotionally, and socially. Our principal goal is to deliver comprehensive student services that will promote student retention, graduation, and overall academic success. We value our diverse student population and provide a variety of services, programs, and opportunities that meet our students' needs.

Vision

The Department of Student Services provides innovative, inclusive, and collaborative services and programs that empower students to succeed and strive for excellence. To achieve this vision, Student Services is committed to:

- Optimizing students' access to educational opportunities
- Fostering an inclusive environment in which all persons are appreciated and respected

- Providing seamless and consistent personalized access for students as they progress through Montgomery Community Colleges' programs
- Engaging in continuous improvement through evidence-based assessment

Continuing Education

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford individuals the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor they desire. The Continuing Education Division plays a vital role in providing those opportunities. Through a variety of programs and services, the Division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

ADMISSION

Any adult who has reached the age of sixteen (16) is eligible to enroll in Continuing Education classes. Persons enrolled in public school are not eligible to take Literacy classes, with the exception of English Language Learners (ELL). In addition, MCC permits the enrollment of undocumented nonimmigrant applicants in approved continuing education programs.

FEES

A small fee is charged for continuing education classes. Such fees, when charged, are due and payable upon entry to class. Books are available through the College's online bookstore.

Registration Fees

Registration fees, set by the North Carolina State Board of Community Colleges and the North Carolina General Assembly, are subject to change. Registration fees are based on the course length or total contact hours of the class or program. A senior citizen (age 65 or older) may audit a course section without payment of any required tuition or registration fee on a space-available basis. Senior citizens shall pay the applicable self-supporting fee for enrollment or registration into a self-supporting course section. Registration fees for Continuing Education are as follows:

1-24 contact hours	\$70
25-50 contact hours	\$125
51+ contact hours	\$180

Refund of Registration Fee

A student who officially withdraws from an Occupational Extension class prior to the first class meeting is eligible for a 100 percent refund upon request to the Continuing Education Division. After the respective class begins, a 75 percent refund may be granted upon request if the student officially withdraws from class prior to or on the 10 percent point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100 percent refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75 percent refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100 percent refund if the class is canceled by the College. No registration fee refunds are permitted for self-supporting classes except in the case of class cancellation by the College or under extenuating circumstances requiring approval from the College President

Additional Continuing Education Fees

A small fee is charged for some continuing education classes. Such fees, when charged, are due and payable upon entry to class. Senior citizens auditing Continuing Education classes will be charged any applicable class/lab fee required for the class. Books are available through the online College bookstore.

Bricklaying	\$	20.00
Digital Photography	\$	5.00
Gunsmithing (summer - \$35 supplies and \$1.60 insurance)	\$	36.60
NRA Classes (Occupational)	\$	75.00
Pottery (per class)	\$	2.00
Taxidermy (per class)	\$	25.00
Welding – MIG, TIG, & Stick (per class)	\$	30.00
Truck Driver Training	\$	2500.00
*Insurance online classes	\$	100-200
Advanced EMT online test bank access fee	\$	66.50
EMR online testing access fee	\$	22.50
Bricklaying	\$	20.00
CB Bridges- First Health Orientation	\$	10.00
CE CPR Card	\$	8.00
OSHA Card	\$	8.00
Pottery Lad ** Fee charged for each course taken	\$	2.00
Background check & drug test for health & Public Safety programs	\$	133.00
Technology Fee (computer, computer repair, and upgrade classes)	\$	5.00
Insurance (Nurse Aide, Phlebotomy, EMS Classes)	A. Liability	\$ 13.00
	B. Accident	\$ 1.60
*Heritage Crafts classes	\$	30.00 - 200.00

*Specific fees for Heritage Crafts classes are dependent upon the class taken; fees would be dependent upon the cost of supplies required for the specific course.

Refund of Additional Continuing Education Fees

Additional fees collected at registration shall only be refunded in the event of 100% withdrawal by the student prior to the beginning of the respective class. Additional fees are non-refundable under any other circumstances unless students withdraw from college prior to the first day of classes.

CERTIFICATES

Certificates may be awarded to students meeting requirements for selected Continuing Education classes/programs.

CLASS LOCATIONS & DELIVERY

A number of classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever there is sufficient demand. Instruction for Continuing Education classes, workshops, and seminars places emphasis on the adult learners' needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years and that others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of all adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the internet, video conference and combination of traditional classroom and self-directed computer-assisted instruction.

CLASS FORMATION

Continuing Education classes are often established on a demand basis. Different program areas have different requirements for the number of students, cost, and location. Course offerings reflect the needs and interests of the citizens so MCC counts on the public to request courses. If you desire a course which has not been announced, contact the Continuing Education Division.

CONTINUING EDUCATION UNIT (CEU)

A Continuing Education Unit (CEU) is a unit designation recognized by the Southern Association of Colleges and Schools (SACS) and is awarded for select Continuing Education classes at MCC. The CEU signifies the class is organized for a quality instructional program. CEUs are earned at a rate of one (1) CEU for each ten (10) hours of class.

DISTANCE LEARNING

Distance learning allows students may complete training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and technology provide linkages between the student and instructor. The learning is self-paced to match the learning style of the student, and the student may take occupational or self-supporting programs via the Internet. Most importantly, this approach to learning allows the student to obtain the desired training at a time convenient to them.

ENROLLMENT

Students must pre-register for classes by completing the Continuing Education registration form and submitting the appropriate fee by the scheduled deadlines as advertised.

WORKFORCE DEVELOPMENT CENTER

The Workforce Development Center is home to several partners that all have one goal in mind: bettering Montgomery County through the right connection! The best to achieve this goal is through an integrated service delivery model. The integrated service model is designed to ensure that MCC is able to serve a multitude of needs in one location; essentially, MCC is a one stop shop. Any person who calls or walks through the doors will receive the following services:

- Assistance with registering for continuing education classes, small business center seminars, and high school equivalency classes.
- Referral to specific training opportunities that will lead to employment.
- List of employers' job postings directly through NCWorks Online.
- Job search assistance, career development training, and job referrals.
- Offer financial assistance for education and training through scholarships and the Workforce Innovation and Opportunity Act (WIOA).

Who are the NCWorks partners?

- Montgomery Community College (WIOA Adult and Youth Contractor)
- Division of Workforce Solutions
- The National Caucus & Center on Black Aging (NCBA)
- NC Department of Commerce (Veteran Services)
- NC Department of Health and Human Services (Vocational Rehabilitation)

All students and community members are encouraged to visit the Workforce Development Center Areas of study in Continuing Education include Occupational Training; Self-Supporting; Business and Industry Services; Heritage Crafts; College and Career Readiness; English Language Learners (ELL); Apprenticeship Montgomery; and Public Safety Drone Academy.
whether the

AREAS OF STUDY IN CONTINUING EDUCATION

Occupational Training Courses

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary, having the best trained individuals caring for you is very important. Continuing Education offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Emergency Medical Technician
- Fire and Rescue Service
- Nurse Aide I and II
- Phlebotomy Technician
- Public Safety Drone Academy

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines the frequency of renewal and the number of hours required. Courses for renewal are:

- Correctional Officers
- CPR/First Aid
- Fire Fighters
- Real Estate
- Teacher Renewal
- Funeral Directors
- Insurance Agents
- Law Enforcement

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught a positive self-concept. Other topics within the pre-vocational component are planning and reaching goals and making the transition to the workforce.

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control circuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Law Enforcement Training

Staff development and ongoing in-service training is a necessity for law enforcement personnel. Legal updates, firearms recertification, S.W.A.T., and search and seizure are just some of the types of training available to law enforcement agencies. All training is designed to meet the needs of state, county, city, and other law enforcement agencies. Annual recertification classes are conducted for law enforcement and correctional officers.

Self-Supporting Courses

Short, personal enrichment courses are the mainstay of Self Supporting courses. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Fees are determined by the cost of the course. There are no fee exemptions allowed for self-supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting traditional techniques in the specified fields of study. Courses are offered on a self-supporting basis

allowing no fee exemptions. Fees charged do not include any tools or supplies. The NRA Short-Term class schedule changes every year; the schedule is posted on the college's website in December.

Business and Industry Services

A variety of training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. The programs are customized to meet individual company needs. With the assistance of appropriated state tax dollars, the programs are usually well within the budgets of our local firms. Call the College for more information on business and industry programs. We will be happy to assist your efforts to develop and train your employees by working side by side with you and your staff.

Small Business Center

The objective of the Small Business Center is to increase the success rate and the number of viable small businesses in Montgomery County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. MCC's Small Business Center is a community-based provider of education and training, counseling, information, and referral.

Customized Training

Customized Training courses support the economic development efforts of the state by providing education and training opportunities for eligible businesses and industries. Amended in 2008, these courses integrate New and Expanding Industry Training and Customized Industry Training to more effectively respond to business and industry (G.S. 115D-5.1e). Customized Training courses also include the former Focused Industry Training and shall offer classes and training services to assist new and existing business and industry to remain productive, profitable, and within the state. The courses were developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the state to ensure the presence of a well-trained workforce. The courses are designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

COLLEGE AND CAREER READINESS

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade one and end with the high school equivalency certificate.

Adult Basic Education (ABE) and High School Equivalency (HSE)

MCC offers combined Adult Basic Education (ABE) and High School Equivalency (HSE) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the HSE exam, if they do not have a high school diploma. Before enrolling in a class, an individual must attend a College and Career Readiness Orientation and Registration Session. Minors (16-17 years of age) may enroll in the program but must obtain a Minor Release Form, to be completed by a parent or legal guardian and the Board of Education, before registering. Classes are offered both day and evening in various locations throughout the county and on the College campus. There is no cost for the ABE/HSE classes, but there are testing fees applicable to each of the three state-approved HSE examinations (GED®, and HiSET) that a student opts to take. MCC will assist interested organizations and groups of individuals in establishing new ABE/HSE classes.

High School Equivalency (HSE) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training. Successfully passing a battery of four or five sections, depending on the HSE exam taken, allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

North Carolina has approved the use of three different HSE exams: the GED®, which is only offered through computer-based testing; the HiSET, which may be administered either through a computer or with traditional paper and pencil; and the TASC test which may also be administered through a computer or paper-and-pencil. More information can be found at www.gedtestingservice.com (for the GED®), and www.hiset.ets.org (for the HiSET).

Adult High School Diploma Program (AHS)

MCC also offers the Adult High School Diploma through an agreement with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements.

Before enrolling, prospective students must have been out of school for at least six months, attend an orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a Minor Release Form at MCC. A parent or legal guardian and the Board of Education must complete this release form. Day and evening classes are offered both in classroom and laboratory settings on the MCC campus. This flexibility enables students to work at their own pace and at times most convenient for them. The North Carolina Competency Test provided by the North Carolina Department of Instruction is offered to Adult High School students on the MCC campus at scheduled dates throughout the year.

Foundational Studies

Foundational studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Foundational studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Foundational courses begin with course number of "0" (i.e. ENG 001). The credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

ENGLISH LANGUAGE LEARNERS (ELL)

English Language Learners (ELL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ELL classes. Montgomery Community College will assist any businesses interested in offering ELL classes for their employees.

Estudiantes del Idioma Inglés (siglas en Inglés ELL)

Para más información acerca de las clases de Inglés, favor de referirse al horario de clases en el folleto que recibe por correo dos veces por año.

Curriculum Information & Policies

ADMISSION

Montgomery Community College (MCC) operates under an open-door admissions policy as established by the North Carolina Community College System. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution. Individuals under 18 years of age may be admitted if they are already a high school graduate or if they possess a high school equivalency certificate. High school students may be admitted to curriculum courses within parameters established by the State of North Carolina. MCC reserves the right to refuse admission to any applicant who has been suspended or expelled from another education institution. The College reserves the right to refuse admission to any applicant whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Any restrictions on admission to specific programs are flexible enough to allow students opportunities for admission when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

GENERAL ADMISSION PROCEDURES

Students are admitted to MCC without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete the Residency Determination Service process at <https://ncresidency.cfnc.org/residencyInfo/>.
2. Complete the online admission application at www.montgomery.edu/apply.
3. Submit an official high school or high school equivalency transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Admissions Office at MCC. It is the applicant's responsibility to request that transcripts be sent to and are received by the Admissions Office.
4. Complete any required pre-admission or placement tests when notified by the Admissions Office, please review Course Placement and Testing pg. 27 for more information.
5. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:

Admissions Office

Montgomery Community College

1011 Page Street

Troy, NC 27371

Phone: 910-898-9617, E-mail: lathamj@montgomery.edu

All admission procedures should be completed at least four weeks prior to enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on an alternate or waiting list and notified by the Admissions Office. When all information is received, the academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow admission procedures as a walk-in student during open registration.

A high school diploma or the equivalent is required of all applicants for degree programs and most diploma and certificate programs. A High School Equivalency (HSE) certificate, with scores that meet North Carolina standards, or an Adult High School (AHS) diploma is also acceptable. Applicants may also be required to demonstrate college readiness through completing placement tests in writing, reading, and math. For those few certificate and diploma programs that do not require a high school diploma, applicants may be required to demonstrate an ability to benefit from instruction by successfully completing an assessment inventory.

MCC accepts any high school which is accredited/recognized by local and state regulatory authorities as being a legitimate high school or alternative school. Students who attended a school not meeting this criterion may be asked to provide additional information to clarify validity of the high school. Students who graduated from an invalid high school will have to show another form of high school equivalency in order to pursue an academic program of study. Students who wish to appeal the Registrar's Office determination may use the Student Appeal Process.

READMISSION

If you withdraw from Montgomery Community College and you wish to re-enter you must:

1. Submit an Application for Admission and any additional admission material required by the College.
2. Pay all debts to the College.
3. Fulfill the terms imposed by any academic or disciplinary suspension.

While readmission is not automatic, former students who left Montgomery Community College in good standing are encouraged to re-enroll for further study. Students who have been out one term or longer should contact the Admissions Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified. Coursework previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for their particular curriculum.

Certain courses in allied health programs must be completed within a specific time frame. The age of those courses can affect the readmission process. More specific information about readmission requirements for allied health programs may be obtained from the MCC Enrollment Office.

Former students desiring to reenter from academic suspension must do so through the Counseling office. Former students who were withdrawn for disciplinary reasons must have approval from the Vice President of Instruction and Student Services (depending upon the nature of the disciplinary issue) to re-enroll.

SPECIFIC ADMISSION REQUIREMENTS

ALLIED HEALTH PROGRAMS

The following items are required for all allied health program applicants:

- A high school diploma, High School Equivalency certificate that meets North Carolina standards, or Adult High School Diploma.
- Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing, reading, and math.

Specific to Associate Degree Nursing and Practical Nursing, applicants have met all general admission requirements which also include completion of a state-approved NA I training program, they will become eligible to take the TEAS exam, the primary admission test for the two nursing programs. Those applicants selected for admission must attend information sessions conducted by college personnel. Students not meeting admissions criteria will be advised regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An Applicant Medical Form will be provided to the accepted applicants by the Admissions Office. Applicants must submit the completed form, which includes the results of a physical examination performed by a licensed physician, to the Admissions Office or the Department Chair for their designated allied health program of study. The form must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student. Additional information concerning admission to allied health programs is available in Student Services by request of the applicant.

BASIC LAW ENFORCEMENT TRAINING (BLET)

In addition to MCC's general admission requirements, the following apply to the Basic Law Enforcement Training (BLET) Program. A BLET applicant must be a U.S. citizen and must be at least 20 years old by the end of the course. Additionally, a high school diploma, High School Equivalency certificate, or Adult High School Diploma is required for admission into the program. High school diplomas earned through correspondence enrollment are not recognized toward the educational

requirements. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which includes results of a physical examination conducted by a licensed physician to the MCC Criminal Justice Department prior to registration. Medical history forms are available from the Enrollment Office. In addition, applicants must provide a certified criminal record check for local and state records for the time period since the trainee has become an adult and from all locations where the trainee has resided since becoming an adult. The report(s) must be approved by the BLET school director prior to enrolling in the program. Applicants are required to take a reading skills assessment and score at a 10th-grade reading level or higher, must possess a valid driver's license, and must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.

CONCURRENT ENROLLMENT AT MULTIPLE COMMUNITY COLLEGES

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Students will not be charged additional tuition at the receiving college if registered for 16 or more credit hours at the home college when the following condition is met. The student must present a letter from the home college that includes (1) verification of credit hours registered for at the home college; (2) verification of tuition status at the home college; and (3) a list of specific courses that the student is approved to register for at the receiving college to include any telecourses, independent study courses, and non-traditional delivery courses (i.e. online, etc.).

Additionally, if the total credit hours at both colleges exceed 22 credit hours, the student's advisor at the home college must stipulate approval for the student to take any hours beyond 22 credit hours. When the student is registered for less than 16 credit hours at the home college, the above conditions must be met and the student must pay tuition charges for up to 16 total credit hours at the receiving college. Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly. Note: Additional steps may be required for admission into specific classes. Consult with the Enrollment Office for more information.

FOREIGN STUDENTS

MCC is not approved to enroll non-immigrant students with F, J, or M visas. Applications from students holding other visas will be reviewed on an individual basis.

HIGH SCHOOL STUDENTS

CAREER & COLLEGE PROMISE PROGRAM

The Career & College Promise (CCP) program 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. The College Transfer pathways allow high school juniors and seniors the opportunity to complete some of the core general education courses typically required during the first two years of a four-year degree. The Career Technical Education pathways allows juniors and seniors the opportunity to enroll in MCC certificate programs related to high school career clusters. Some pathways are also available to freshmen and sophomores who meet the specified requirements. Please review the information below:

College Transfer Pathways (CTP):

NC high school students who meet the specified requirements may apply to enroll in a College Transfer pathway. College Transfer Pathways (CTP) require the completion of at least 30 semester hours of transfer courses that can then be applied toward the full associate degree. MCC offers transfer pathways leading to the Associate in Arts, the Associate in Arts Teacher Prep, the Associate in Engineering, the Associate in Fine Arts/Music, the Associate in Science, and the Associate in Science Teacher Prep. The Associate Degree Nursing (ADN) pathway, which consists of 24 semester hours of credit, is designed for students who wish to begin their educational studies toward the ADN degree and a Baccalaureate degree in Nursing.

Freshmen and Sophomores: The freshman or sophomore (a) must be determined to be academically gifted; (b) must have a demonstrated readiness for the course material; and (c) must have the maturity to justify admission to the community college. These eligibility determinations must be made by the community college president, the high school principal or equivalent administrator, and the academically gifted program coordinator, if one is employed by the high school or local school administrative unit. The student must participate in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college. The student's parent or guardian must give consent for the student to participate.

Juniors and Seniors: The student must be a junior or senior as designated by the high school; and must have a minimum unweighted high school GPA of 2.8 or must have demonstrated college readiness in English, reading, and math by meeting required scores on approved assessment tests.

CTE: Career Technical Education (CTE) Pathways:

CTE: Career Technical Education (CTE) pathways are aligned with high school career clusters and lead to a certificate or diploma in a technical career area. Career clusters refer to fields of employment or industries that lead to careers within a specific field or industry.

Freshmen and Sophomores:

Option 1 – The student must have (a) passed Math I with a grade of “C” or better; (b) an EOC score of 3, 4, or 5 for Math I; (c) an EOG score of 3, 4, or 5 for 8th grade ELA assessment; (d) the recommendation of the high school Principal or his/her designee; and (e) the recommendation of MCC’s VP of Instruction and Student Services.

Option 2 – The student must (a) demonstrate college readiness on approved assessment tests in English, reading, and math; (b) have the recommendation of the high school

Principal/designee; and (c) have the recommendation of MCC's VP of Instruction and Student Services.

Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.

Juniors and Seniors:

The junior or senior must have an unweighted high school GPA of at least 2.8 or demonstrate college readiness on approved assessment tests in English, reading, and math.

Juniors and seniors who do not meet the GPA requirement and whose scores do not meet the required minimum scores on the assessment tests may request a recommendation of the high school Principal/designee and MCC's VP of Instruction or Dean of Student Services to waive the GPA requirement. The recommendation of the Principal/designee shall include the rationale for why the GPA requirement was waived. CTE pathways that include UGETC (Universal General Education Transfer Component) courses will not be eligible for the Principal/designee waiver for entry into the CCP program.

More details about the Career & College Promise program are found in the CCP Information Booklet located on the college's website at <https://www.montgomery.edu/programs-courses/career-college-promise/>

HOMESCHOOL STUDENTS

Homeschool students must provide

- (1) proof of registration with the NC Department of Non-Public Education
- (2) an official homeschool transcript including annual results received on nationally standardized tests. If these criteria cannot be met, homeschool students may pursue their High School Equivalency certificate or Adult High School diploma.

MONTGOMERY COUNTY EARLY COLLEGE STUDENTS

The Montgomery County Early College (MCEC) is housed on the MCC campus. It is a public high school operating under the authority of Montgomery County Schools. Students enrolled in MCEC programs attend high school and college classes as they work toward a high school diploma and an associate degree. More information about the Early College will be found on the Montgomery County Schools website. www.montgomery.k12.nc.us/mcec

SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires submission of an MCC Application for Admission, completion of the Residency Determination Service process, and the satisfaction of any necessary

prerequisite course requirements. Special credit students may not displace a returning regular curriculum student in a class required for their degree.

STUDENTS WITH SPECIAL NEEDS

MCC seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The College is fully committed to making programs, courses, and services available to all citizens as well as maintaining confidentiality regarding all information and services provided. If students have a special need that may affect academic performance and seek accommodations, it is the student's responsibility to inform the MCC Counselor at least one month prior to registration so the request may be considered for approval.

To determine the eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. MCC will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations). Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted. Applications to request psychological, medical and other related professional evaluations may be obtained from the Counseling Services staff.

UNDOCUMENTED STUDENTS

Based on policies and procedures outlined in the North Carolina Administrative Code (23 NCAC 02C .0301), MCC allows the admission of students who do not have the necessary documentation to prove United States citizenship under the following conditions:

1. The student must be a graduate of a U.S. public high school, private high school, or home school that operates in compliance with state or local law. A High School Equivalency certificate is not acceptable.
2. The student will be classified as an out-of-state resident and must pay out-of-state tuition.
3. The student may not displace a North Carolina or U.S. citizen.

Undocumented students currently attending a North Carolina high school may enroll in college courses through the Career and College Promise program, following the guidelines and requirements established for enrollment in that program.

DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) STUDENTS

Based on policies and procedures outlined by the United States Citizenship and Immigration Services agency, MCC allows the admission of DACA students following these guidelines and conditions:

1. The student must present the appropriate forms issued by US Citizenship and Immigration Services showing that they have been granted deferred action.

2. The student is not eligible for in-state tuition, but they can be sponsored by a NC employer who can pay the in-state rate on the student's behalf.
3. The DACA student is not eligible to obtain the in-state tuition rate under the public school graduate exception or nonprofit sponsorship exception.

STUDENT CLASSIFICATIONS

Audit Student: A student who is registered for a course for which they do not wish to receive credit. The audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. The tuition and fees for auditing a class are the same as the amounts when taking the course for credit. Certain curricula, because of special requirements, have no courses open for audit. A student has until mid-term to change a registration to audit with the Director of Enrollment.

Concurrently Enrolled Student: A student who is enrolled in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Freshman: A student who has earned fewer than 32 semester hours of credit.

Full-time Student: A student who is registered for 12 or more semester hours credit.

Part-time Student: A student who is registered for 1-11 semester hours credit.

Probation Student: A student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn the sufficient GPA set forth in the College Catalog to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

Provisional Students (Deferred Acceptance Status): A full- or part-time student who enrolls prior to completion of pre-admission or assessment requirements. When the student has fulfilled all requirements, they will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or they may not be allowed to reenroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Vice President of Instruction and Student Services.

Regular Curriculum Student: A curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation.

Sophomore: A student who has earned 32 or more semester hours credit.

Special Credit Student: A student who registers for credit courses to meet an individual educational need, but who has not expressed the intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, they must submit a Change of Information Request and meet

regular admission and assessment requirements. Special Credit Students are not eligible for financial assistance or veteran educational benefits.

Students with Special Needs: Students enrolled through the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

COURSE PLACEMENT AND TESTING

Academic readiness in English, reading, and math is required for placement into many Montgomery Community College courses. For students who graduated from high school within the past ten years, placement is generally determined by high school GPA after the high school transcript is received by the College. For other students, placement testing may be required to determine whether transitional or support courses will be needed. Students meeting any of the following conditions are encouraged to speak with staff in the MCC Enrollment Office to determine if placement testing will be needed.

- Qualifying minimum score on high school equivalency exam taken within 10 years of the start term at MCC;
- NC DAP, ACUPLACER, ASSET or COMPASS scores, or qualifying SAT or ACT scores completed within the last 10 years;
- Developmental course credit completed or English and math transfer credit awarded.

Students with special needs should contact the MCC Counselor prior to scheduling their placement test to ensure that appropriate accommodations will be provided. All information and services provided for special needs and disabled students is confidential.

REINFORCED INSTRUCTION FOR STUDENT EXCELLENCE (RISE)

Applicants to MCC will be evaluated and placed into gateway English and Math course(s) based on the following criteria:

Unweighted GPA on a United States high school transcript; the student must have graduated within 10 years of the start term at MCC; or

- Has earned developmental course credit or has successfully completed a college-level English or math course; or
- Has completed an eligible placement test with the last 10 years; or
- Has completed the GED since January 2014 and scored 170 or higher on each subject area or the HiSET with a score of 15 or higher on each component; or
- Has earned an Associate or Bachelor's degree from an accredited institution.

Applicants who graduated from a US high school within 10 years of the start term at MCC will be placed into gateway English and math courses based on the following unweighted GPA ranges:

- 0.0 – 2.199 – Must successfully complete a Transition English or Transition math course prior to enrolling in gateway English or math courses.
- 2.2- 2.799 – May register for any gateway English or math course and the corresponding co-requisite support course.
- 2.8 or higher – May register for any gateway English or math course.

More detailed information about RISE and course/program placement is available from the MCC College and Career Readiness Department. They can be reached at 910-898-9677 or emailing rise@montgomery.edu.

Placement testing sessions are offered through MCC's College and Career Readiness Department. Students may register on our webpage at

<https://www.montgomery.edu/rise-placement-test-registration-form/>

Course Placement Guide by Measure

High School Measures			
HS GPA	Placement Description	English Courses	Math Courses
< 2.2	Transition English and Math	ENG-002(CU) or BSP-4002(BSP)	MAT-003(CU) or BSP-4003(BSP)
2.2 - 2.799	Gateway English and Math with a Co-requisite	ENG-111 + ENG-011	Gateway <u>with</u> Co-Req
≥ 2.8	Gateway English and Math without a Co-requisite	ENG-111 Only	Gateway Only
College & Career Readiness Graduate (CCRG) Placement Tests			
Test	Passing Score	Course Eligibility	
CCRG English Tier 1	80 or Higher	ENG-111 + ENG-011	
CCRG English Tier 2	80 or Higher	ENG-111 <u>Only</u>	
CCRG Math Tier 1	80 or Higher	MAT-110	
CCRG Math Tier 1 + English Tier 1	80 or Higher	MAT-143 + MAT-043; MAT-152 + MAT-052	
CCRG Math Tier 2 + English Tier 1	80 or Higher	MAT-143 <u>Only</u> ; MAT-152 <u>Only</u>	
CCRG Math Tier 2	80 or Higher	MAT-110; MAT-171 + MAT-071; MAT-121 + MAT-021	
CCRG Math Tier 3	80 or Higher	Any Gateway Math without a Co-requisite	
SAT*			
Pre-December 2011		January 2012 - February 2016	
Reading	510 or higher	Critical Reading	500 or higher
Writing	510 or higher	English	500 or higher
Mathematics	510 or higher	Mathematics	500 or higher
		March 2016 - Present	
		Evidence-Based Reading & Writing	480 or higher
		Mathematics	530 or higher
ACT**			
Pre-December 2011		January 2012 - February 2014	
English	22 or higher	English	18 or higher
Reading	22 or higher	Reading	21 or higher
Mathematics	22 or higher	Mathematics	22 or higher
		March 2014 - Present	
		Score - Course Placement	
		16-17 - ENG-111 + ENG-011	
		18 or higher - ENG-111 Only	
		20-21 - ENG-111 + ENG-011	
		22 or higher - ENG-111 Only	
		20-21 - Math <u>with</u> Co-req	
		22 or higher - Math Only	
General Education Development (GED)			
Test	Validity Date	Passing Scores	
Mathematical Reasoning	1/1/2014 to Present	145 – 164 on <u>all</u> tests, gateway English and Math with co-requisites.	
Reading Through Language Arts			
Social Studies		165 or higher on <u>all</u> tests, gateway English and Math without a co-requisite.	
Science			
High School Equivalency Test (HSET)			
Test	Validity Date	Passing Score	
Language Arts-Reading	1/1/2014 to Present	15 or higher on <u>all</u> subject tests, with a minimum of 4 on the Essay.	
Language Arts-Writing			
Essay			
Mathematics			
Science			
Social Studies			
RISE Placement Tests			
Test	Validity Date	Passing Score	Course Eligibility
RISE English Tier 1	10/1/2018 to Present	70 or Higher	ENG-111 + ENG-011
RISE English Tier 2	10/1/2018 to Present	70 or Higher	ENG-111 <u>Only</u>
RISE Math Tier 1	10/1/2018 to Present	70 or Higher	MAT-110
RISE Math Tier 1 + English Tier 1	10/1/2018 to Present	70 or Higher	MAT-143 + MAT-043; MAT-152 + MAT-052
RISE Math Tier 2 + English Tier 1	10/1/2018 to Present	70 or Higher	MAT-143 <u>Only</u> ; MAT-152 <u>Only</u>
RISE Math Tier 2	10/1/2018 to Present	70 or Higher	MAT-110; MAT-171 + MAT-071; MAT-121 + MAT-021
RISE Math Tier 3	10/1/2018 to Present	70 or Higher	Any Gateway Math without a Co-requisite
Previous Developmental Coursework			
Development Education	Multiple Measures	RISE	Course Eligibility
ENG-070 & RED-070 or ENG-075	DRE-096	—	ENG-002 or BSP-4002
ENG-080 & RED-080 or ENG-085	DRE-097	ENG-002, grade of P1	ENG-111 + ENG-011
ENG-090 & RED-090 or ENG-095	DRE-098	ENG-002, grade of P2	ENG-111 <u>Only</u>
MAT-060	DMA-010, 020, 030	MAT-003, grade of P1	MAT-110 <u>Only</u>
MAT-060	DMA-010, 020, 030	MAT-003, grade of P1	MAT-143 + MAT-043
ENG-080 & RED-080 or ENG-085	DRE-098	ENG-002, grade of P1	MAT-152 + MAT-052
MAT-070	DMA-010, 020, 030, 040, 050	MAT-003, grade of P2	MAT-110 <u>Only</u>
ENG-080 & RED-080 or ENG-085***	DRE-098***	ENG-002, grade of P1***	MAT-143 <u>Only</u>
			MAT-152 <u>Only</u>
			MAT-121 + MAT-021
			MAT-171 + MAT-071
MAT-080	DMA-010, 020, 030, 040, 050, 060, 070, 080	MAT-003, grade of P3	Gateway Math <u>Only</u>

*Passing scores on the SAT allows students to register for gateway English or Math courses without a Co-Requisite required.

**Passing scores for the ACT prior to March 2014 allows students to register for gateway English or Math courses without a Co-Requisite required.

***Please note that the English requirement only pertains to MAT-143 and MAT-152.

For placement into MAT-271, the direct placement policy applies. See "Additional Course Information" in the NCCCS Combined Course Library (CCL).



CURRICULUM EXPENSES- FEES, TEXTBOOKS, & TUITION COSTS

FEES

Fees are established by action of the NC legislative, the NCCCS State Board, and/or the MCC Board of Trustees in accordance with state laws outlined in the North Carolina Administrative Code. All campus students, with the exception of Career & College Promise (CCP) and Montgomery County Early College (MCEC) students, will be assessed the required student activity fee, insurance fees, parking fees, technology fees, and relevant class and/or lab fees. Montgomery County Schools may pay or assist with the cost of textbooks and fees. In the event textbooks are not provided, it is the student's responsibility to purchase their own textbook and supplies for their class.

Fees for incarcerated students are waived as stipulated by law.

STUDENT FEES

Curriculum students pay an activity fee each term of enrollment. The charges per term are as follows: Fall – \$30; Spring – \$30; Summer – \$5. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events.

2022 - 2023 STUDENT FEES

Fee	CONTINUING EDUCATION	Fee	CURRICULUM
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$40	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
*Fees for Heritage Crafts and Continuing Education courses are listed in the advertised cost of the course and are based on the actual cost of the materials needed for the specific course.		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$65	TEAS test fee (for ADN/PN program)
		\$5	Photo ID Replacement
		\$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
Continuing Education Individual Class Fees		Curriculum Individual Class Fees	
\$2,500	Truck Driver Training	\$25	AHR 110 Intro to Refrigeration
\$100 - \$220	Insurance online classes *fee amount dependent upon specific class taken	\$85	DEN 102 Dental Materials
\$30 - \$200	CE Heritage Crafts classes *fee amount dependent upon specific class taken and cost of supplies for the course	\$133	DEN 106 Clinical Practice I
\$133	Background check & drug test for Health & Public Safety programs	\$50	DEN 112 Dental Radiography
\$75	NRA – Occupational NRA classes, includes a meal	\$25	ELC 112 DC/AC Electricity
\$66.50	Advanced EMT online test bank access fee	\$25	ELC 113 Residential Wiring
\$49	EMT online test bank access fee	\$25	ELC 117 Motors and Controls
\$30	MIG – TIG Stick Welding *fee charged for each course taken	\$50	GSM 111 Gunsmithing I
\$25	Taxidermy *fee charged for each course taken	\$100	GSM 120 Gunsmithing Tools
\$22.50	EMR online testing access fee	\$40	GSM 225 Gunmetal Refinishing
\$20	Bricklaying	\$15	MED 140 Exam Room Procedures I
\$10	CB Bridges – FirstHealth Orientation	\$145	MED 150 Lab Procedures I
\$8	CE CPR card	\$15	MED 240 Exam Room Procedures II
\$8	OSHA card	\$125	MED-264 Medical Assisting AAMA Certification Exam Fee
\$5	Digital Photography	\$50	ADN/PN – Lab Simulation (NUR-101, NUR-111)
\$2	Pottery Lab *fee charged for each course taken	\$3,236.75 (\$647.35/term)	Nursing: ADN ATI Program fee (NUR-111, 112, 113, 114, 213)
		\$2,113.26 (\$1,056.63/term)	Nursing: PN ATI Program fee (NUR-101, 102BB)
		\$59.60	ADN Fall semester My Clinical Exchange fee (NUR-111)
		\$39.60	PN Fall semester My Clinical Exchange fee (NUR-101)
		\$50	PBT 100 Phlebotomy Technology
		\$180	PBT-101 Phlebotomy Practicum
		\$15/each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
			When course is split, course fee is divided as well.
		\$25	Book Fee for Career & College Promise (per course)
		\$36/each course	PCC 110, 111, 130, 210, 211 (CU program currently inactive)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)	\$13/academic yr.	Allied Health (Associate Degree Nursing, Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, Practical Nursing students)
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 121AB + TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121AB fee = \$7.50 + TXY 121AB fee = \$7.50 for a total of \$15).

TEXTBOOKS & SUPPLIES

Textbooks are available through the college's virtual bookstore. Depending on the program of study, most students can expect to pay between \$500 and \$1200 for textbooks per term. Some programs require the student to purchase uniforms, tools, and/or supplies in addition to textbooks. These additional costs vary according to the program in which the student is enrolled. A list of required/needed items with approximate costs can be provided by the department of interest. Purchase is directly related to the College's Policy of Ownership.

Policy of Ownership: All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the College. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION

Tuition rates for in-state and out-of-state residents are set by the North Carolina General Assembly and are subject to change by that entity without notice.

Tuition for full-time in-state students carrying 16 or more semester hours credit is \$1216 (\$76 per credit hour). Tuition for full-time out-of-state students carrying 16 or more semester hours credit is \$4288 (\$268 per credit hour).

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

Senior citizens who are at least 65 years old may audit courses without payment of tuition on a space available basis. The individual must provide the MCC Enrollment Office with proof of age through a driver's license, State identification card, or other government-issued document. The tuition exemption does not apply to courses operating on a self-supporting basis. An audit student does not receive credit for the course. An audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. Senior citizens taking courses on an audit basis will be charged student fees and any class/lab fees required for the course.

TUITION CLASSIFICATION THROUGH NORTH CAROLINA RESIDENCY DETERMINATION SERVICE

All curriculum students are classified as either in-state or out-of-state residents for tuition purposes. A legal resident of North Carolina is one who has established residence in this state; the definition of a resident for tuition purposes is set by North Carolina law (G.S. 116-143.1). Students should know their residency status for tuition purposes and should understand the regulations governing residency status.

Residency for tuition purposes is determined by the North Carolina Residency Determination Service (RDS), which serves as the single authority for determining student residency classification for tuition purposes at all public colleges and universities in the state. Before completing the college's online

admission application through CFNC, all applicants are required to complete documentation for the RDS. RDS decisions on residency status include, but are not limited to, initial classifications, re-classifications, and appeals. The burden remains on the student to prove residency status and to initiate and complete the process of changing residency status. Students who wish to apply for a change of residency classification must do so through the NC RDS at www.ncresidency.org.

REFUNDS

Tuition Refunds. If a student withdraws or drops a class, tuition refunds may be granted. Requests for tuition refunds must be made to Student Services.

- 1) A tuition refund shall be made only under the following circumstances:
 - a) A 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the academic calendar. A 100% refund will also be issued if the college cancels the course section in which the student is registered. A 75% refund shall be made if the student officially withdraws or is withdrawn from the course section(s) prior to or on the official 10% point of the term.
 - b) For off-cycle course sections that start at times other than the beginning of the term, a 100% refund shall be made if the student officially withdraws from the course section prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course section prior to or on the 10% point of the course section.
 - c) For contact hour classes, a 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the contact hour course section. A 75% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to or on the 10th calendar day after the start of the course section.
 - d) In addition, beginning with the first day of the term, students wishing to drop and add classes must do so at the same time or incur a 25% penalty.
- 2) To comply with applicable federal regulations regarding refunds, federal regulations shall supersede the state refund regulations stated in this rule.
- 3) Where a student, having paid the required tuition for a term, dies during that term (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that term may be refunded to the estate of the deceased.
- 4) The college shall follow the described in Item (1) above for classes which the college collects receipts that are not required to be deposited in the State Treasury account.
- 5) All optional fees (lab fee, activity fee, technology fee or other fees as approved by the MCC Board of Trustees) will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term or in the event that a student's class is cancelled due to insufficient enrollment.

6) All student refunds shall be disbursed within two weeks from receipt in the Business Office.

Refunds for Called-to-Duty Military Personnel Upon request of the student, MCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements. The college shall, to the extent possible, buy back textbooks through the college's bookstore operations. Under the guidance of faculty and administrative staff, MCC shall use distance learning technologies and other educational methodologies to help these students complete their course requirements.

Federal Refund Policy The Federal Refund Policy applies to all students receiving federal financial aid funds including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money received by the student. Refunds will be allocated, by law, according to the following order: (1) Federal Pell grant; (2) Federal Supplemental Educational Opportunity Grant (FSEOG); (3) other assistance under this Title for which a return of funds is required. Students may obtain further information regarding Title IV refund policies and refund calculations from the Financial Aid Office.

FINANCIAL ASSISTANCE

All financial aid awards at Montgomery Community College are dependent upon available funding. The primary purpose of student aid is to provide financial resources to students who have been deemed unable to cover the entire expense of a post-secondary education. Such need-based aid is available in the form of grants and scholarships: Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), federal work study programs (FWS), North Carolina Community College Grant (NCCCG), North Carolina Education Lottery Scholarship (NCELS), Targeted Assistance funds, and state and institutional scholarships.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). These forms are available in the Student Services Division at the College and on the internet at www.studentaid.gov or on the College's website at www.montgomery.edu. This federal application for aid considers a student's household income and the number of household family members in determining a student's financial need.

The FAFSA application is the only application a student needs to complete to be considered for Pell, FSEOG, FWS, NCCCG, NCELS, Targeted Assistance funds and MCC Scholarships. When completing the application, students should place MCC's federal school code (008087) under the school information section on the FAFSA. Once the FAFSA is completed and submitted to the U.S. Department of Education, the results are forwarded to both the College and the student. The financial aid staff will contact students to discuss the results of their application.

MCC also receives limited funds from the North Carolina State Child Care Grant. Financial assistance for child care services may be available to applicants who meet certain federal guidelines. The amount of child care assistance awarded is dependent upon available funding.

All students receiving federal and/or state aid must meet all eligibility requirements. In particular, students must have all high school and post-secondary transcripts on file and evaluated at MCC. Furthermore, all students must maintain satisfactory academic progress (SAP) in order to receive aid for which they have been deemed financially eligible. These specific guidelines and regulations are listed in the Financial Assistance Handbook and in the Academic Policies and Information section of this Catalog (See SAP for Financial Aid.).

Financial aid files are not complete until the student receives an offer letter on their self service portal under the Financial Aid tab. Students must have a completed financial aid file and a MCC Offer Letter before registration day or be prepared to pay tuition and fees. For financial aid to be guaranteed for the term, a student should have files completed as follows: by July 1 for Fall Semester; by November 1 for Spring Semester; or by April 1 for Summer Session.

VETERANS INFORMATION

MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting official transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated. The complete list of requirements to be certified for VA Educational benefits is posted on our website under Paying for College-Veterans Benefits.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA is a federally funded program designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. More information on the WIOA program is available from the MCC Workforce Development Center.

EDUCATIONAL POLICIES & GUIDELINES

ACADEMIC ADVISORS

Academic advising is a process that assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing and multifaceted, and is the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five-year period of time, below average performance on prior work attempted may be excluded from the student's GPA. The student must submit a written request for academic forgiveness to the Vice President of Instruction and Student Services.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per term. Average full-time enrollment for most students will vary between 16 and 21 hours of credit. Students who wish to carry more than 22 credit hours for Fall and Spring semester or 9 hours for Summer semester must have approval from their academic advisor unless their curriculum requirements, as stated in the Catalog, require more than 22 hours in a particular term. This includes all credit hours from concurrent enrollment arrangements with other post-secondary institutions. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor and the Vice President of Instruction and Student Services.

Semester hours are awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory, one semester hour of credit for each ten hours per week of cooperative work experience, and one semester hour of credit for each three hours per week of clinical. Contact hours are the actual amount of time (clock hours) spent in class, shop, or lab for each course. Credit hours are the academic credit awarded and used for tuition and graduation purposes.

ACCESS TO ONLINE ACCOUNTS

Individuals who have been granted access to MCC networks are responsible for the proper use of their accounts, including proper password protection. Accounts must not be used nor shared with others.

ADVANCED STANDING

Montgomery Community College has established procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved, but are not used in GPA calculation and will generate no grade points.

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS (AP) Through the Advanced Placement program sponsored by the College Board, high school students have the opportunity to complete college-level courses and to demonstrate college-level achievement through examinations. MCC awards credit for AP test scores for some courses. Successful completion of the exam (score of 3 or higher) is required for awarding credit. Students interested in receiving credit must request that an official AP score report from the College Board be sent to the MCC Enrollment Office for evaluation.

ADVANCED PLACEMENT FOR EARNED HIGH SCHOOL CREDITS Through a statewide articulation agreement between the NC Department of Public Instruction and the NC Community College System, students may be eligible to receive college credit after completion of specified Career Technical Education (CTE) high school courses. The students must have earned a grade of A or B on the high school course; must have received a raw score of at least 93 on the standardized post-assessment test; and must enroll at the community college within two years of high school graduation. The student's official high school transcript must include the CTE post-assessment scores. For advanced placement procedures and a complete list of high school courses, contact an area high school counselor or the MCC Registrar.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit may be allowed for up to 25% of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from the MCC Enrollment Office.

CONTINUING EDUCATION UNITS (CEUs)

Students desiring to transfer credits into the curriculum division from a course completed through a Continuing Education program at an accredited post-secondary institution may do so according to the following guidelines:

1. The student must request that the Registrar to review his/her Continuing Education course work for possible transfer credit into a curriculum program.

2. Student Services staff will consult with the lead instructor of the student's curriculum program who will determine whether the courses or units are relevant to the curriculum program.
3. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.
4. Continuing Education grades of S or P will be considered for credit; no CEUs will be used in computing the GPA.
5. No more than 75% of the curriculum's total credit hours required for graduation can be continuing education units.
6. Proficiency examinations may be required before transfer credits are awarded for CEUs.

CREDIT-BY-EXAMINATION

A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. However, no more than 75% of the program's total credit hour requirement may be earned through the Credit-By-Exam process. A student requesting this type of credit must:

1. Register for the course according to regular registration procedures set forth by the College and pay the required tuition.
2. Complete the Application for Credit-By-Examination unless the course has been given prior approval to be administered on an individual or group basis.
3. Submit the completed application to the appropriate Program Head and Vice President of Instruction and Student Services.
4. Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination should be completed by the 10% reporting date of the term of application for credit to be awarded.
5. Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.
6. The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of D, F, or I for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS

Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a C may be transferred. All course credit will be evaluated on merit and relevance. Course credit over ten years old must be approved by the Vice President of Instruction and Student Services, after consultation with the appropriate lead instructor or program head. Some courses with a technical or skill content have a time limitation of less than five years. This includes credits earned at MCC as well as other post-secondary institutions. The program heads determine the specific courses under this category.

In such instances, students may complete proficiency examinations, when appropriate and available, to receive credit for those courses.

Courses in some programs, especially allied health programs, may have a more limited time line for transfer credit. More information about these transfer time limits is available from the Enrollment Office. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Vice President of Instruction and Student Services.

ADVERSE WEATHER POLICY (MCC CLOSING)

Montgomery Community College utilizes Regroup to notify students and employees via text, email, and phone of school closings or emergencies. All students and employees are automatically registered to the system. Students and employees may update their information by logging in with their MCC credentials. Announcements will also be available through radio and television stations listed below. Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system, Regroup, and Facebook.

Television Channels: WBTV 3 – Charlotte; WSOC 9 – Charlotte; WFMY 2 – Greensboro; WGHP 8 – Greensboro; WRAL 5 – Raleigh

Radio Stations: WABZ 100.9 FM: Albemarle; WSPC 1010 AM: Albemarle; WZKY 1580 AM: Albemarle; WSOC 103.7 FM: Charlotte; WQMG 97.1 FM: Greensboro; WMAG 99.5 FM: Greensboro; WJRM 1390 AM: Troy

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for most courses, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction and Student Services will review the appeal and make the final determination concerning readmission.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying the Counselor prior to the student missing 20% of the class. Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

Some programs/courses have stricter attendance requirements than the 80% mentioned above. Details about attendance requirements for a specific course or program are available on the course syllabus, from the instructor, or from the head of the program area.

CAMPUS SECURITY ACT

In 1990, the Campus Security Act was signed into law. The implications of the law affect, to some extent, all postsecondary institutions. More importantly, it involves the entire campus community in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires MCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available on the website at https://sftp.montgomery.edu/mcc/campus_security_report.pdf and printed copies are available from the Business Office.

CAREER INFORMATION

Students, alumni and citizens in the community should be able to make informed career decisions and develop well-organized job portfolios with the assistance of the MCC Workforce Development Center. Free services include career and personal assessments, employment readiness preparation, job placement assistance, resume preparation, and career counseling. Students and job seekers have access to resources that provide extensive career exploration and job searches. Customers also have access to representatives from the Employment Security Commission, Vocational Rehabilitation,

Department of Social Services, Montgomery County Schools, Troy Housing Authority, and Youth Support Services, as well as MCC services. The Center is located on the MCC campus and is open Monday through Friday.

CATALOG OF RECORD

Montgomery Community College operates under the semester system. Fall and Spring semesters are each sixteen weeks in length; summer sessions are eight weeks. Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CHILDREN ON CAMPUS

To guard against the disruption of MCC's educational environment, children of students should not be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation session, and computer or library labs/sessions. Children of employees should not be brought to campus during the employee's regular working hours. Children of visitors must be supervised by the parent or guardian while on campus or at any approved off-campus class site. The College assumes no responsibility for children, or for any accidents or injury incurred by children in an unsupervised situation not approved by the college administration.

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights should express their grievance in writing to their advisor with a copy going to the MCC Human Resources (HR) Coordinator. Should the complaint involve the advisor in such a way that the student feels they cannot take the complaint to the advisor, then the initial written complaint may be made directly to the HR Coordinator.

If the HR Coordinator is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College Ad Hoc Compliance Committee. This committee is composed of the Vice President of Instruction and Student Services, Dean of Student Services, and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student may appeal to the MCC Board of Trustees as outlined in the Student Conduct and Code section of the Student Handbook (Student Grievance Procedure). Further appeals may be made directly to the Office of Civil Rights, U.S. Dept. of Education, 101 Marietta Tower Suite 2300, Atlanta, GA 30323.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100% tuition refunds in the event of class or program cancellations or students may choose another class or program.

COUNSELING SERVICES

Confidential academic and personal counseling services are available to all students. Counseling Services staff are available to help students better understand the various types of curriculum programs offered at the College; to discuss career options as they relate to educational planning; to assist students with personal/life skills; to provide support for students with documented disabilities; to provide academic support including tutorial services; and to assist with college transfer services.

When necessary and with the student's permission, the counseling staff may make referrals to community resources and/or agencies if additional assistance is needed to secure the student's academic success while enrolled at MCC. Students are seen on a walk-in basis or by appointment made with a member of the counseling staff, whose offices are located in Blair Hall.

The Counseling Services staff also assists with advising students on the appropriate English/Reading and/or Math courses needed based upon placement test scores. The counseling staff coordinates test sessions for students receiving accommodations; general placement test sessions are coordinated by College and Career Readiness staff. In addition, COPS and other self-directed search assessments are given to students who need assistance in career development.

Counseling Services coordinates the Student Assistance Program, a mental health services program available to all students and their immediate family members. The Program has a network of counselors conveniently located that offers help for personal, professional or school concerns by providing free, confidential, short-term counseling and personal consultation. Some of the services include goal setting, stress, anxiety or depression, grief and loss, relationship issues, school-related issues, alcohol or drug use, family conflict, legal and financial issues.

Counseling Services also manages the Aviso Early Alert system. The Early Alert technology serves as a retention tool and allows for personalized and targeted intervention strategies through a caseload management approach. In collaboration with staff, faculty, and Success Coaches, this technology monitors the student's performance (progression, retention, and completion) in each course.

COURSE REPETITION POLICY (CURRICULUM)

A student may repeat courses in which they have earned a grade below a C in an effort to earn a higher grade or raise the overall grade point average. The higher of the grades will be used as the grade of record in computing the cumulative grade point average. All grades received will remain on the student's transcript. A student may repeat through an audit procedure a course in which they have made a C or higher. Regular tuition charges apply for students repeating the class excessively. Any student who has completed a course with a grade of C or better may not displace a new student for the course.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25% of the total number of credit hours required for graduation in a particular program must be taken at Montgomery Community College. No more than 75% of required credit hours can be accepted as transfer credit and/or credit-by-examination.

COURSE SUBSTITUTION POLICY

Course substitutions must be approved by the student's academic advisor, the appropriate Program Head, and the Vice President of Instruction and Student Services. Course substitutions will be very

limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25% of the credit hours required for graduation.

CRIMINAL RECORD, DRUG TESTING & HEALTH SCREENING

Affiliating agencies used by selected MCC programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

EVENING PROGRAMS

The College offers evening programs which include many of the credit courses offered during the day, as well as non-credit courses primarily for personal enrichment or occupational upgrading or retraining. Credit courses at night allow the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The release of personal information pertaining to curriculum students is under the general supervision of the Vice President of Instruction and Student Services. To safeguard the welfare of each student, personal information is given only to authorized individuals as specified in the Family Education Rights and Privacy Act (FERPA) of 1974. The Act provides many safeguards regarding the confidentiality of and access to student records. For more information, consult the MCC Student Handbook. Students may review their educational records by making a written request to the Registrar's Office.

1. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. The Vice President of Instruction and Student Services will make the final decision concerning access to records.
2. Official transcripts will be issued only when a signed request is received from the student. Transcripts from high schools or other colleges will not be released.
3. MCC does not publish or distribute any personally identifiable information unless mandated by legislative action.
4. MCC uses photos and names of students in its publicity, marketing, promotion, and advertising efforts as well as in editorial [i.e. brochures, catalog, news releases, academic standing (honors, awards, scholarships) features, etc.] If you do not wish for the college to use your photo and/or name for these purposes, please contact Student Services.

FIRST AID

First aid kits are located in the hallways of all campus facilities. All accidents should be reported to the instructor and to the Student Services Division.

FOOD SERVICE

Vending machines containing a selection of food and beverage options are located in each building on campus.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

<u>Grade</u>	<u>Explanation</u>	<u>Quality Points Per Credit Hour</u>
A (90-100)	Outstanding	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (Below 60)	Failure	0
FA	Failure Due to Non-Attendance	0
AP	Advanced Placement	0
AU	Audit of a Course	0
CC, CR	Credit (used for developmental DMA/DRE courses)	0
CE	Credit by Proficiency Exams	0
CT	Credit by Transcript	0
I, IE	Incomplete; Incomplete-Emergency	0
IP	In progress	0
NG	No Grade Issued by Instructor	0
P	Passing (used for developmental courses with DMA and DRE prefixes)	0
P1, P2, P3	Passing Tier 1, 2, 3 - transition courses	0
R	Repeat (used for developmental courses with DMA and DRE prefixes)	0
RA	Repeat (due to non-attendance of DMA/DRE courses)	0
S	Satisfactory Progress	0
TP1, TP2, TP3	Transfer credit of Tier 1, 2, 3 transition courses	0
U	Unsatisfactory	0
W, WE	Official Withdrawal; Official Withdrawal-Emergency	0

An asterisk (*) immediately following a grade indicates that the course is not applicable to the student's current program of study or is a developmental course. These grades are not included in the totals for GPA calculations.

Although quality points are not awarded for marks of AP, CE, and CT, students receiving these grades do earn the appropriate credit hours according to the course's assigned value. A grade of Incomplete (I) will be given when circumstances justify the additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to a grade of F unless additional time is granted by the instructor. A grade of Incomplete will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to a grade of F due to lack of proper action by the student. The student will be informed of variations in the grading system during the first week of class. Exception: Special Credit students may be given a grade of W (withdrawal) on the course(s) without officially withdrawing.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures should be followed:

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate Dean.
3. A final review may be made by the Vice President of Instruction and Student Services in consultation with all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the college, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

A student must:

1. Satisfy course requirements by completing at least 25% of the semester credit hours in a degree, diploma or certificate program through instruction offered by the institution awarding the degree.
2. Be enrolled at MCC during the term for which program requirements are completed. This requirement may be waived with the approval of the Vice President of Instruction and Student Services, in consultation with the appropriate instructor.
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate as defined by the catalog during which the student declared the program as their major or

secondary major. If there is an interruption in attendance greater than three consecutive semester, one calendar year, the student returns under the current catalog's requirements set for their program.

4. Possess a program GPA of at least 2.00. Some programs may require a final grade of a "C" or better in specific courses or all courses to be counted.
5. Student must be in good financial standing at MCC.

Graduation Applications

Applications for graduation are required to be completed and turned into the Registrar within the first two months of the students anticipated graduation date. If the student anticipates completing their program during the summer and application should be completed in the Spring semester. Graduation applications may be found at www.montgomery.edu/graduation/

HONORS AND AWARDS

Each student enrolled in a curriculum program that leads to a certificate, diploma, or degree is eligible for placement on Academic Honors lists when they meet the specified grade requirements. Special credit students are not eligible.

President's List: The President's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of 4.00 for the term with no incomplete grades.

Dean's List: The Dean's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a B.

Honors List: The Honors List is composed of students who are enrolled for 6-11 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a B.

HOUSING

The College has no dormitory facilities; therefore, students who need housing must make their own living arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use information posted on student bulletin boards, local newspapers, and a list of local realtors as tools in obtaining housing. Students may refer to our resource page located at www.montgomery.edu for additional information.

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, academic advisor, program head, and the Vice President of Instruction and Student Services. Completed applications should be submitted to the Registrar's Office at least one week prior to the student registering. After a student is registered for an independent study class, they must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class. The student's registration form may show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid may not be eligible for independent study for pay purposes except when approved for special study.

INMATE EDUCATION

Montgomery Community College offers educational programs and courses to the residents of Southern Correctional Institution, the local prison facility.

JOB REFERRAL SERVICES

The Workforce Development Center at MCC is a partnership of several agencies that collaborate to bring workforce development and preparedness to individuals in the community at a one-stop-shop location. Partners include Montgomery County Schools, Vocational Rehabilitation, Employment Security Commission, Troy Housing Authority, Richmond County Support Services, Department of Social Services, MCC, and Regional Consolidated Services (Local Area).

ORIENTATION

The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to explain policies and regulations of the College. All new students are encouraged to participate in an online or face-to-face orientation program. Online orientation can be found at <https://www.montgomery.edu/admissions/orientation/>. An orientation materials packet containing information about campus services is also available in Student Services. Topics may include: calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, transitional studies program, SGA, policies and procedures regarding educational records and privacy of those records, and procedural due process.

REGISTRATION

Courses are offered as outlined in each program area. Each individual must officially register for each course they attend. Registration is held at designated times each term as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures. Registration is complete when all tuition and fees are paid or deferred by the Business Office. No person can participate in or attend any course unless they are officially registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences.

RELIGIOUS OBSERVANCE

MCC recognizes the existence of diversity in religious beliefs. Out of respect for individual religious convictions, the College will allow two excused days of absence per academic year. At least two weeks prior to the leave, the student must submit in writing to all of their instructors for the term what day(s) they request as a religious observance. The student will be given the opportunity to make up any class work, clinical/co-op hours, or tests missed during the excused day(s).

SOCIAL SECURITY NUMBERS

Social Security Numbers are used for the purpose of record and file identification only. Applications submitted without a Social Security Number require additional processing and may cause a delay in entry of the application. For some purposes (for example, tuition tax credit documents such as 1098T and federal financial aid), social security numbers are required.

STANDARDS OF PROGRESS and STUDENT LIFE

ACADEMIC STANDARDS OF PROGRESS

Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's term and cumulative GPA are reviewed. Special standards of progress for Associate Degree Nursing, Dental Assisting, Medical Assisting, and Practical Nursing students are published in the respective handbooks for these majors. Special standards are also in place for the Gunsmithing program; the standards are published in the program handbook. Standards for students enrolled in any of these programs supersede standards for students enrolled in other programs at MCC.

GRADE POINT AVERAGE (GPA) TO DETERMINE STANDARDS OF PROGRESS

The GPA is computed by dividing the total quality points earned by the total credit hours attempted. To satisfy graduation requirements, a 2.00 program GPA is required for all degree, diploma, and certificate programs. When a student's term GPA falls below 2.0, the appropriate action(s), as described below, will be taken.

ACADEMIC ALERT

If a student's term GPA falls below 2.0, the student will be placed on academic alert. Academic alert is a non-punitive intervention that serves to alert the student, the counselors, and instructors to potential academic issues. Students on academic alert must discuss their academic status with their faculty advisor or other designated college staff member. If the term GPA improves at the end of the next term, the student returns to a good standing status.

ACADEMIC PROBATION: A student whose term GPA remains below a 2.0 for two consecutive terms will be placed on academic probation. Students on academic probation are required to consult with the Director of Counseling Services or other designated college representative and may be required to reduce their course load, repeat courses, or register for foundational studies classes to strengthen their educational background. Students failing to see a counselor or designated college representative by the end of the term in which they are notified of probationary status will not be allowed to reenroll for the next term. Students may remove themselves from academic probation by reestablishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION: A student whose term GPA remains below a 2.0 for a third consecutive term will be placed on academic suspension for one term. Students on suspension may register for Continuing Education courses, but may not register for curriculum courses during the suspension period unless approved by the MCC Counselor after consultation with the student's program advisor. At the discretion of the Counselor and with concurrence of the advisor, students

may request a waiver of the one-term suspension to continue their studies. The Counselor and advisor will review the reasons for the request and determine if a waiver is justified. Suspended students who request and receive approval to register must adhere to the requirements established by the Counselor.

For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION: Students who wish to appeal the suspension status may do so by submitting a written request to the Vice President of Instruction and Student Services. The appeal should include a realistic plan for working toward achieving good academic standing, recognition of the issues that may have led to the student's academic struggles, and a strategy to resolve those issues. The Vice President and a team of other involved college staff (Counselor, academic advisor, program head, etc.) will review the appeal and notify the student of their decision.

REINSTATEMENT FROM ACADEMIC SUSPENSION: After the suspension period has ended, the student may once again enroll in curriculum courses at the college. The re-admitted student will continue to be on academic probation until his/her cumulative GPA has improved to the required level. Upon their return, students must take the appropriate course work determined by the Counselor and academic advisor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated. Entry into another program of study during a suspension period may be approved only by the MCC Counselor. No student may be reinstated from academic suspension more than twice over any consecutive three-year period in the same program of study.

Students who are suspended for disciplinary reasons must have approval from the Vice President of Instruction and Student Services, depending upon the nature of the disciplinary issue, to re-enroll.

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers, legislative representatives, and other visitors on campus. Therefore, although MCC students may dress informally, they are encouraged to be clean and dress properly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect

the safety, peace, and integrity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. The Student Code is directed toward breeches of the Articles of Student Conduct as set forth in the Student Handbook.

STUDENT GOVERNMENT ASSOCIATION (SGA)

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participation in SGA activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Vice President of Instruction and Student Services, as well as the President's Administrative Cabinet at the College.

SGA Clubs & Organizations. There are various clubs and organizations at MCC for students to join. Each club/organization has a faculty or staff advisor and an elected representative to the Student Government Association. More information on each club is available in the Student Handbook. MCC clubs/organizations are:

Gunsmithing Society	Student Ambassadors	Phi Beta Lambda (PBL)
Criminal Justice Club	Human Services Club	Phi Theta Kappa (PTK)
Dental Assisting Club	Medical Assisting Club	Practical Nursing Club
Forestry Club	Alpha Beta Chi (Early Childhood) Club	

STUDENT LIFE

Students at Montgomery Community College have specific educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed or retired. Many have family and job responsibilities. From this diversity of people, comes one common factor – each is an individual with a desire to learn.

MCC offers a formal education in a relaxed atmosphere. Classrooms and restrooms are designed to be easily accessible to handicapped students. The Student Lounge, located in Blair Hall (Building 100), is a place where students may eat, relax, or enjoy a game of pool or ping pong. Volleyball and basketball courts are located beside the MCC Workforce Development Center.

STUDENT RIGHTS & RESPONSIBILITIES

By entering classes at MCC, students take upon themselves certain responsibilities and obligations that include an honest attempt to academic performance and social behavior consistent with the

lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are present in a democratic and collegiate environment.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Additionally, all students are responsible for the completion of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

TRANSCRIPTS

Montgomery Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Official transcripts are processed electronically through the National Student Clearinghouse's eTranscript service. This service offers the option to have official transcripts sent via Electronic Exchange or Electronic PDF. Requests can be made 24 hours a day, 7 days a week using any major credit card. Students may also request a transcript by completing the transcript form on the MCC website for in person pick up or to be mailed to the student. Please note this process may take up to a week to complete the request. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) the student has an unpaid financial obligation to the College; (2) the student has an overdue library book(s), equipment, or materials belonging to the College; or (3) there is an unresolved disciplinary action against the student.

TRANSFER OPPORTUNITIES

COMPREHENSIVE ARTICULATION AGREEMENT: In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the North Carolina Community College System developed and approved a Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina System. CAA courses are identified in the Course Descriptions section of the College Catalog. Students must earn a grade of C or better for courses to transfer as part of the CAA.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC): The CAA identifies a set of courses which are universally transferable to all UNC institutions as part of the Universal General Education Transfer Component (UGETC). If a student obtains a grade of C or above in a UGETC course, the course is guaranteed to transfer from any community college to any of the UNC institutions for general education credit.

ARTICULATION AGREEMENTS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS: Many private colleges and universities also accept courses for transfer credit and have their own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult the Dean of Arts & Sciences and the Admissions Office at the senior institution for additional information.

TUTORIAL SERVICES

The College provides tutorial services for those students who may be at risk of failing a course. Students interested in receiving or providing tutorial assistance should consult with the MCC Counselor. A student may be referred for tutorial services by an instructor or counselor based on the individual's academic performance in class. A student may also self-refer if they do not have a clear understanding of the course content, based on the results of the instructor's academic assessment.

UNOFFICIAL DROP BY INSTRUCTOR

To receive credit for a course, a student must attend a minimum of 80% of class and 80% of lab hours; some programs have stricter attendance policies. When a student has missed two consecutive classes, the instructor will notify the counseling staff who will conduct follow-up procedures in an attempt to determine the reason for the student's absences. For students who are nearing the maximum number of allowable absences, an instructor must submit an Unofficial Drop Notice by Instructor. A student may also be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may submit an appeal to the Vice President of Instruction and Student Services and request readmission to the class. The Vice President and the appropriate instructor will review the facts of the appeal, such as the reason for the absences and whether or not the student communicated with the instructor. Based on the results of the review, the Vice President will make the final determination concerning readmission. The grade issued for classes from which the student has been unofficially dropped is F; students may remove the grade of F by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete a Registration Change Notice form from Student Services. The effective date of withdrawal is the date that the Registrar's Office receives the form. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to re-enroll, and to transfer credits.

Failure to officially withdraw may result in a grade of F or FA (failure due to attendance issues) for the student on all courses for which they are enrolled. If a student completes the official withdrawal process, the student may be given a grade of W for the course(es). Quality points will not be computed nor credit given. A student who withdraws from a course or the College after the 75% point of the term may be given a grade of F or FA for each affected course. Quality points will be computed unless

the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Vice President of Instructions and Student Services must approve the waiver of the grade of F/FA. No student will be allowed to officially withdraw from any classes after the term has ended.

Financial Aid and Academic Progress Information and Definitions

SATISFACTORY ACADEMIC PROGRESS (SAP)

Title IV regulations require that each student receiving federal aid maintain satisfactory academic progress. Satisfactory progress is measured by both a qualitative and a quantitative standard. The MCC SAP is outlined below and measures all credits included in a student's academic history (all MCC college credits even those taken during high school, transfer credits, & remedial credits), regardless of whether financial aid has been previously received.

*Remedial credit will not be counted in a student's completion rate or 150% calculation, only in G.P.A.

Financial Aid SAP Terms and Conditions

For the purpose of SAP Policies, financial aid includes the Federal Pell Grant, FSEOG, Federal Work-Study, and all grants offered by the State of North Carolina (NCCCG, NCELS and NC Childcare Grant). Our MCC Foundation also follows federal SAP guidelines. Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas. A student's cumulative grade point average (GPA) which must remain at a minimum of a 2.0, the student's PACE or completion rate which must be at least 67%, and the student's academic program must be completed in a maximum timeframe of 150% of the timeframe allowed for the declared program. SAP will be evaluated each semester after official grades have been verified by the registrar. Student SAP status updates will be emailed to the student as well as available to view on the student's Self Service financial aid portal.

(Successfully completed grades: A, B, C, D, P, S, CE –Unsuccessful grades: F, FA, R, RA, I, W, AU, NA)

- (IE – Incomplete Emergency, WE – Withdraw Emergency; Grades used during Covid Pandemic not counted against a student's SAP). Both a Quantitative (cumulative completion rate) and Qualitative (cumulative GPA) standard must be maintained to receive aid. All students receiving aid must successfully meet the required standards for each increment listed below. Failure to meet these standards may impact the student's eligibility for financial aid and the ability to register.

GPA (QUALITATIVE)

Students must maintain a cumulative grade point average of 2.0 or higher in order to be eligible to receive assistance. Financial Aid will follow the College's policy for calculating GPA for all courses except remedial courses. The financial aid GPA/Completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/Completion rate. There are no exceptions. All grades dating back to the student's initial enrollment at the college, including those received while not on financial assistance, are included in the student's cumulative GPA.

PACE (QUALITATIVE)

Students must receive a passing grade in 67% of all coursework attempted. The pace of completion is cumulative and includes all coursework attempted. The cumulative completion rate is calculated by dividing the completed credit hours by the attempted credit hours. Grades of “F”, “FA”, “W”, “R”, “RA”, “I”, “AU”, “NA” are not passing grades and count as hours attempted, but do not count towards successfully completed hours. Incompletes, grades of “I”, are included as attempted but not completed until they are replaced with an accurate grade. For purposes of rounding, students who receive a completion rate of 66.5% or higher are considered to have met the 67% completion rate requirement. Transfer credits accepted are included as both attempted and completed but not included in the GPA.

INCOMPLETE GRADES

A grade of Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not updated by the end of the succeeding term will be changed to a grade of F unless additional time is granted by the instructor. For SAP purposes, a grade of Incomplete will be considered for credit hours attempted only until the grade is changed by the instructor or is reverted to a grade of F due to lack of proper action by the student. At this point the updated grade will also be included in the cumulative GPA.

150 PERCENT RULE

Students are only allowed to attempt a limited number of credit hours under federal financial aid guidelines. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit. This regulation applies to all students, including those that have not previously received aid. For example, if the degree requires 70 hours to complete, the 150% maximum timeframe would be 105 attempted hours. For diploma students, if the diploma requires 40 hours to complete, the maximum timeframe would be 60 attempted semester hours. Up to thirty (30) hours of remedial coursework will not be included in this calculation. Students must make other arrangements to pay their educational costs if their financial aid is terminated. Students pursuing an additional major after graduation may be considered for appeal. REMINDER: All attempted credits count toward the 150% point even if they are not included in your current active curriculum.

LIMITS ON FINANCIAL AID ELIGIBILITY

Students who are enrolled in two concurrent curriculum programs (major/minor) will receive funding for eligible classes in their primary program (major). An exception occurs if the student is completing their primary program and is beginning another curriculum program during the same semester. In that case, the student will receive funding for both curriculum programs for that semester only. Contact the FA Director to request verification for this option.

REMINDER: After receiving financial aid for 12 full time semesters students will no longer be eligible for aid from the federal government.

WITHDRAWAL

All courses attempted are used in calculating the SAP. Withdrawals (“W”) and grades of “F”, “AU”, “FA”, “R”, “RA”, “I” count as hours attempted, but do not count towards successfully completed hours. If a student changes curriculums, all of the courses previously attempted will apply to the current SAP calculation. Grades of “F”, “FA”, “R”, “RA” affect the student’s G.P.A. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

ACADEMIC AMNESTY

Academic progress regulations do not provide for the concept of academic amnesty whereby students apply to have credits attempted or grades earned excluded from the institution’s GPA calculation. All credits attempted and grades earned will be included in the student’s GPA and pace of progression standards. If a student requests Academic Amnesty with the college’s registrar, the student must inform the financial aid office.

TRANSFER CREDITS

In addition to being factored into the completion rate requirement as attempted and completed credits, a student’s maximum time to receive financial aid will also be reduced by the equivalent transfer of credit hours towards his/her degree. Transfer credit is determined by the Registrar. Credits needed for the current curriculum will be added to the transcript at the time of admission to MCC. Each time the curriculum changes the registrar will reevaluate all transcripts on file to determine what new courses could be counted towards graduation. Once transfer credits have been added they will not be removed.

WARNING

A student is placed on warning when Satisfactory Academic Progress (SAP) is not maintained. A student on warning may receive financial aid for their next enrollment term, but must return to satisfactory academic progress within the allowed term or the student will be terminated from financial aid eligibility until minimum requirements are met. Students who are ineligible for aid under the 150% rule do not qualify for a warning period.

WARNING NEAR MAXIMUM TIMEFRAME

Students who have attempted approximately 80% of the maximum allowable credit hours for their program of study will be considered Warning Near Maximum Timeframe. At this point, all credits are reviewed to determine if enough hours have accumulated to complete the degree. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit.

MAXIMUM TIMEFRAME

Students who have attempted the maximum allowable credit hours, 150%, of their program of study will have their financial aid suspended. Students have the right to appeal.

SUSPENSION/REGAINING ELIGIBILITY FOR AID

Students on a warning status who fail to meet the standards outlined above are ineligible for aid. Excepting an approved appeal request, the only manner by which a student may regain eligibility is by completing classes at their own expense and achieving the minimum SAP requirements.

APPEAL

All students are eligible to appeal their financial aid suspension status in writing to the financial aid office. Appeals are granted in cases of serious illness, death of an immediate family member, natural disaster, extenuating circumstance, or other traumatic episode. Appeals are also reviewed for need of additional hours/degrees. To appeal, the student must complete and return the appeal form found on MCC's website or in the financial aid office with the following information. The appeal must include a signed letter describing why you are requesting an appeal. Explain in detail the circumstances of your appeal. Please include what steps you have taken to resolve the problem that prevented you from successfully maintaining MCC academic standards. If you are requesting to be considered for additional time past the 150% max time frame explain in detail the reasons for changing majors or attempting an additional degree and why you are requesting additional time past the 150% maximum time frame. Add Specific Documentation supporting your request. (Example: Death certificate, hospital records). Include a program evaluation (degree audit) from the Registrar on the major you plan on pursuing. Meet with your advisor. With their advisement construct a Plan of Action. List in detail the courses you plan to take each semester until graduation and when, including how many hours you still need to complete and anticipated date of graduation signed by your program advisor for your newest program of study. All supporting documentation must be attached or the appeal will not be accepted. Appeals are presented to the financial aid committee for adjudication. The student will be notified by email of the results of adjudication. All aid remains terminated until the student receives notification that the appeal was approved for the next period of enrollment and the student agrees in writing to the conditions of appeal, also posted on our website. Appeals are granted on case-by-case situations.

PROBATION – CONTINUED ON APPEAL

If a status of Suspension is appealed and approved, a status of Probation-COA is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.5, a term completion rate equal to 100% and to comply with all conditions of appeal. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled for the term. If a student withdraws or fails a course during a term dropping the term completion rate below 100%, does not maintain a term GPA greater than or equal to 2.5, or meet all conditions of appeal agreed upon in writing the appeal is terminated and the student will receive a terminated status. Once a student

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receives a termination status, they are no longer eligible to appeal without regaining eligibility first. For a max time frame approved appeal, a term GPA of 2.25 and a term completion rate of 75% (equivalent to one course) is required.

REMEDIAL CLASSES

Remedial classes count toward the financial aid GPA calculation. Students may receive aid for 30 remedial credit hours only. If one or more modules of a remedial math shell is passed, but the complete shell is failed the student will be charged again for a total shell when they register. The financial aid GPA/Completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/Completion rate. There are no exceptions. *Up to 30 hours of remedial coursework will be excluded from the 150% maximum timeframe calculation.

REPEATING COURSES

Repeating a course is allowed when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP. Please note: A student may repeat a course one time in which they received a passing grade. If a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. Course schedules are verified each term. The tuition for non-eligible repeated classes, or classes not needed for graduation, will become the responsibility of the student.

COURSES OUTSIDE THE CURRICULUM

It is the student's responsibility to register for courses in their primary program of study. Award amounts are based only on courses in a student's primary program of study.

CLOCK HOUR CONVERTED PROGRAMS FOR PAYMENT

Awards will be modified for all diploma programs that do not lead to an associate degree (LPN, Dental Assisting, Taxidermy, BLET, Therapeutic and Diagnostic service).

If a student is in a clock hour converted program and attends courses in both mini-mesters, payment is made for the cumulative total of hours for the semester. Clock hour conversions always round down to the closest whole number and payment is made on that number (ex: $5.1 + 6.4 = 11.5$ is paid 11). Because of this conversion, students should be aware they may not have enough aid to cover their charges and therefore should be prepared to pay any residual charges out-of-pocket.

PAYMENT (INCLUDING MINI-MESTERS)

A student who enrolls at the beginning of the term must register for every class for which they wish to receive financial aid, regardless of the starting date of the class. If a student has registered at the beginning of the term for a mini-mester course, they will be paid for it after attendance has been verified the following month. No additional awards will be made for the term if a class is added after the first applicable census date for students who enroll at the start of the term. Student accounts are frozen on the published FA census date each term for the amount of hours the student is enrolled in, attending, and actively participating. Likewise, students who fail to complete the entire term may be subject to an overpayment.

NOTICE Responsibility for registering for courses in one's program of study, monitoring the progression toward graduation, and avoiding SAP ineligibility lies with the student. When students enroll at MCC, they choose their course of study and have ready access to the course requirements. While MCC provides advisement and counseling to students in an effort to facilitate a student's educational interests and goals, this SAP policy is mandated by the federal government and may not be altered, ignored, or regulated on the grounds of improper or misinterpreted advisement. All notices regarding academic progress for financial aid purposes will be sent to the student's MCC email and Self Service portal. The student is responsible for monitoring this mailbox/portal on a weekly basis.

The Financial Aid Office may adjust the student's award amount, pending changes in eligibility status or the availability of federal/state/institutional funds. If the student registers for classes they must officially drop the class(es) before the first day of class or they may be responsible for all charges incurred. Please note: Not all certificate/diploma programs are eligible for financial aid.

SUMMER SESSION

Credit hours attempted and completed during a summer session are included in the calculation of SAP. State-funded financial aid is not available during the summer session. Award amounts are based on full-time attendance for the fall and spring terms and will be pro-rated according to the number of registered hours. Summer aid is not available for students that attend full-time fall and spring terms unless advertised and/or included on yearly award letter. Students are required to notify the financial aid office if they receive financial assistance such as a scholarship, grant, or loan from an outside source since this may affect their eligibility for financial aid. The student must also notify the financial aid office if they change their name, address, phone number, or email. The College will use the students' financial aid funds to pay for outstanding tuition, fees, books and other charges incurred. The remaining funds will be disbursed during the semester. If the student receives aid they are not entitled to, it will be their responsibility to repay those funds. If a student is taking classes at two different colleges they can only receive aid at one college.

RETURN OF TITLE IV FUNDS POLICY

Financial aid recipients who completely withdraw (officially/unofficial instructor drop/administrative drop) or fail to actively participate in all of their classes on or prior to the sixty percent point of the academic term will be subject to repayment terms (Return of Title IV funds policy) as outlined by the Department of Education. Simply logging in to an online class does not qualify as participation. Assignments must be completed. If disbursement has already been made to the student, it is the student's responsibility to repay all funds due to MCC and/or the Department of Education. Federal regulations require a formula be used based on a number of calendar days in the term and the number of days of active participation by the student before withdrawal to determine how much financial aid was 'earned' by the student. The difference between aid disbursed and aid earned will be used to calculate how much the student must repay. If a student withdrew prior to disbursement of aid, the calculation determines how much the student earned before a total withdraw from the college. The college will receive this amount of aid from the DOE for the term. If your charges are more than the amount we receive, the student will be responsible for the difference.

Federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that you earn if you withdraw or cease enrollment at Montgomery Community College. The Title IV programs that are covered by this law, listed in order in which Title IV program funds must be returned, are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOGs)
- Iraq and Afghanistan Service Grants

DROPS AND WITHDRAWALS

Montgomery Community College is an institution that takes attendance. For students who completely withdraw or cease enrollment (unofficially withdraw), the withdrawal date is the student's last day of attendance of a documented academically related activity. Students can officially or unofficially withdraw from the College, which both lead to a recalculation of the student's aid.

OFFICIAL WITHDRAWAL

When a student initiates the withdrawal process by notifying the Registration Office of his/her intent to cease enrollment by completing an official withdrawal form. The last date of active participation submitted by faculty is used for the R2t4 calculation.

UNOFFICIAL WITHDRAWAL

A student who stops attending classes or ceases enrollment at the College without following MCC's official withdrawal procedure. When a student receives all FA's, W's, or a combination of these grades for a semester, he or she may be defined as 'unofficially withdrawn' for Title IV purposes. The last date of active participation submitted by faculty is used for the R2t4 calculation.

A student who attends and completes at least one course that spans the entire term will have earned the aid for that term (as adjusted for dropped classes or classes not attended).

RECALCULATION OF AID

Though your aid is posted to your account at the start of each term, you earn the funds as you complete the payment period. Financial Aid students who completely withdraw from all courses, officially, by unofficial instructor drop, or by administrative drop, on or prior to the sixty percent (60%) point of the term will be subject to the Return of Title IV Funds Policy. If a student completely withdraws from Montgomery Community College, unearned student aid must be returned.

The amount of assistance that you have earned is determined on a pro-rata basis. For credit hour programs/standard and non-standard terms, Title IV aid is earned in a direct proportion to the length of the time a student is enrolled. The period of time during which a student is enrolled is the percentage of aid earned by the student. The withdrawal date determines the calculation of the percentage of aid earned.

Students wishing to officially withdraw should complete the official withdrawal form in Student Services.

The percentage of Title IV aid earned will be calculated as follows:

$$\frac{\text{Number of active days completed by student}}{\text{Total number of days in term (minus any breaks of 5 days or more, including weekends)}} = \text{Percent of term completed}$$

Students who remain enrolled past the 60% point earn all aid for the term. The unearned percentage of Title IV aid (100% - percent of term completed) must be returned to the U.S. Department of Education by the college and/or the student. See example:

$$\frac{\text{John withdraws on September 18 (33 days completed)}}{\text{(115 days in term – 5 day Fall Break)}} = 30\% \text{ of term completed}$$

For clock-hour programs, scheduled hours to complete in the period are used in determination of percentages. They are divided by the total number of clock hours in the period.

POST WITHDRAWAL DISBURSEMENT

Return of Title IV – Post Withdrawal Disbursement Example:

If a student has ‘earned’ funds, according to the Return of Title IV Funds calculation, that have not yet been disbursed, the student may be due a Post-Withdrawal Disbursement.

Ex: Student was enrolled full-time for courses that spanned the full 16 weeks. The original charges for tuition, fees, and books for the term were \$2,200. The student began attendance in each course, but officially withdrew on the 3rd day and received a 75% refund of tuition charges. The

funds disbursed (credited) to the student account were: \$0 Pell. However, the student could have received \$2960 from the Pell grant should he have continued to be enrolled.

- There are 113 days in the payment period.
- 3 divided by 113 = .0265 or 2.65%.
- Apply the percentage completed (earned), 2.65% to:
 - Title IV (federal) that could have been disbursed: \$2960 times 2.65% = \$78.44 earned aid
 - Total charges for the term: The business office determines if the student has a current balance remaining. If so, the earned aid is subtracted from the amount owed and the student is notified by mail of any balance owed.
 - If not, the student earned more federal financial aid than was disbursed. The post-withdrawal disbursement for Title IV funds will be processed for the student and a refund will be issued within 14 days of being posted to the student's account.

POST-WITHDRAWAL DISBURSEMENT OF GRANT FUNDS

A post-withdrawal disbursement of grant funds will be applied towards outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees).

Any remainder of grant aid will be paid to the student. The student will be notified within 30 days of the date of determination of withdrawal of the post-withdrawal disbursement. A refund will be sent within 45 days of the date that the college determined that the student withdrew, if applicable.

MCC's responsibilities in regard to the return of Title IV funds include:

- Provide students with the Return of Title IV Funds Policy
- Notify students of unearned aid to be returned to Title IV programs (including student and college portions to be returned). Notifications will be sent to the student's home address on file in Student Services
- College portion of unearned aid will be returned by the college within 30 days of notification of student withdrawal to Title IV programs and the student will be billed for repayment
- College will notify the U.S. Department of Education of the student's portion of unearned aid to be returned within 30 days of becoming aware of the student's complete withdrawal

The Student's responsibilities in regard to the return of Title IV funds include:

- Becoming familiar with the Return of Title IV Funds policy
- Returning to the U.S. Department of Education all unearned aid as determined by the Return of Title IV Funds calculation
- Contacting the college if unable to return unearned portion within 45 days of notification. The college will then contact NSLDS and Ed Collections to notify of student's situation. 10 days after the college has contacted NSLDS and Ed Collections, the student may contact Ed Collections to arrange a repayment plan of the student portion of unearned aid satisfactory to the U.S. Department of Education by calling 1-800-621-3115

- Repay MCC any unearned aid portion of Title IV funds returned by the College to the U.S. Department of Education

MODULE/MINI SEMESTER COURSES

To determine whether a student enrolled in a module/mini-mester course has withdrawn and a calculation is needed the following three questions are used.

1. After beginning attendance in the payment period or period of enrollment, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.
2. When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however, other regulatory provisions concerning recalculation may apply. If the answer is no, go to question 3.
3. Did the student confirm attendance in a course in a module beginning later in the period (for non-term and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending)?
4. If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.

Please be advised, the Satisfactory Academic Policy calculation of financial aid students who completely withdraw could be negatively affected. Any student debt owed to MCC will preclude the student from future registration until debt is satisfied. These policies and procedures supersede those previously published and are subject to change according to U.S. Department of Education regulations and MCC policy revision.

STATE AID

When a student withdraws before the end of the term, an institution must determine how much, if any, State grant funds must be returned.

- Student attended more than 35% of term = full grant amount earned.
- Student attended 5% -35% of the term= percentage of grant earned is equal to percentage attended.
- Student attended less than 5% of term = no eligibility.

Curriculum Program of Study

Associate in Applied Science

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training. AAS programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

College Transfer Programs

Associate in Arts (AA)

The Associate in Arts degree (AA) shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in Arts in Teacher Preparation (AATP)

The Associate in Arts in Teacher Preparation degree (AATP) shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in Engineering

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Associate in Fine Arts in Music

The Associate in Fine Arts (AFA) in Music degree shall be granted for a planned program of study consisting of a minimum of 60-61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in fine arts in music programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in Science (AS)

The Associate in Science (AS) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in Science in Teacher Preparation (ASTP)

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina

Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in General Education

The Associate in General Education (AGE) curriculum 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 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.

Certificate and Diploma Programs

Certificate and diploma programs are designed to provide entry-level employment training. A certificate program consists of 12-18 SHC; diploma programs consist of 36-48 SHC. Diploma and/or certificate options are offered in some AAS degree programs, and credits earned from these options may be applied toward the higher level credential. These options are noted in the individual program sections of this catalog.

Foundational Studies

Foundational studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Foundational studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Foundational courses begin with course number of “0” (i.e. ENG-001). Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

Career & College Promise Program

The purpose of Career and College Promise is to offer structured opportunities for qualified NC high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level jobs skills. The program is tuition-free to all NC high school students who meet the established eligibility requirements.

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¹ Foodservice Technology offered only at Southern Correctional Institution.

² CCP available to current NC high school students only.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

A35100

A.A.S. Degree/Diploma/Certificates

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

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

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

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

A35100

A.A.S. Degree/Diploma/Certificates

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
@ #	+ *	AHR 110	Intro to Refrigeration	2	6	5
		+ *	AHR 111	HVACR Electricity	2	3
@ #	+ *	AHR 113	Comfort Cooling	2	4	4
@ #	+ *	AHR 160	Refrigeration Certification	1	0	1
		* AHR 211	Residential System Design	2	2	3
			Total	9	14	16
Spring Semester (First Year)						
@	*	AHR 112	Heating Technology	2	4	4
@ #	*	AHR 114	Heat Pump Technology	P/C	2	4
		+ *	AHR 133	HVAC Servicing	P/C	2
		# *	AHR 151	HVAC Duct Systems I	1	3
			AHR 180	HVACR Customer Relations	1	0
		* AHR 213	HVAC Building Codes	1	2	2
			Total	9	19	17
Summer Session (First Year)						
		MAT 110	Math Measurement & Literacy	3	0	3
		* PSY 150	General Psychology	3	0	3
			Total	6	0	6
Fall Semester (Second Year)						
		AHR 212	Advanced Comfort Systems	P/C	2	6
		CIS 110	Intro to Computers		2	2
		* ENG 111	Writing & Inquiry	P/C	3	0
			Total	7	8	10
Spring Semester (Second Year)						
		AHR 130	HVAC Controls	P/C	2	2
		BUS 280	REAL Small Business		4	0
		ELC 117	Motors & Controls		2	6
		HUM 110	Technology & Society		3	0
		<i>English requirement – Choose one course.</i>		P/C	3	0
		ENG 112	Writing/Research in the Disc	P/C		
		ENG 114	Professional Research & Reporting	P/C		
			Total	14	8	17
Total Semester Hours Required for AC, Heating, & Refrigeration Technology A.A.S. Degree:						
						66
* Total Semester Hours Required for AC, Heating, & Refrigeration Technology Diploma:						
						38
+ Total Semester Hours Required for Air Conditioning Certificate (C35100A):						
						17
# Total Semester Hours Required for Heat Pump Certificate (C35100P):						
						16
@ Total Semester Hours Required for Heating Certificate (C35100W):						
						18

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ASSOCIATE IN ARTS

A10100

A.A. Degree

ASSOCIATE IN ARTS IN TEACHER PREPARATION

A1010T

A.A. Degree

ASSOCIATE IN ENGINEERING

A10500

A.E. Degree

ASSOCIATE IN FINE ARTS IN MUSIC

A10700

A.F.A. Degree

ASSOCIATE IN SCIENCE

A10400

A.S. Degree

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

A1040T

A.A. Degree

The Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Engineering, Associate in Fine Arts in Music, Associate in Science, and Associate in Science in Teacher Preparation degrees shall be granted for planned programs of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses in each degree. Within these degree programs, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

ASSOCIATE IN ARTS

A10100
Associate Degree

An asterisk () indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.
Each course carries 3 semester hours of credit unless otherwise noted in parentheses following the course title.*

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC

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

♦ English Composition – 6 SHC

- * ENG 111 Writing & Inquiry
- * ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 9 SHC

Select **three** courses from at least **two** different disciplines: ART, COM, ENG, MUS, PHI

ART 111 Art Appreciation	* ENG 231 American Literature I	HUM 115 Critical Thinking
ART 114 Art History Survey I	* ENG 232 American Literature II	MUS 110 Music Appreciation
ART 115 Art History Survey II	* ENG 241 British Literature I	* PHI 215 Philosophical Issues
COM 231 Public Speaking	* ENG 242 British Literature II	* PHI 240 Intro to Ethics

♦ Social/Behavioral Sciences – 9 SHC

Select **three** courses from at least **two** different disciplines: ECO, HIS, POL, PSY, SOC

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

♦ Math – 3-4 SHC – Choose from the following courses.

- * MAT 143 Quantitative Literacy
- * MAT 152 Statistical Methods I (4 shc)
- * MAT 171 Precalculus Algebra (4 shc)

♦ Natural Sciences – 4 SHC – Choose from the following courses.

- BIO 110 Principles of Biology
- BIO 111 General Biology I (4 shc)
- * CHM 151 General Chemistry I (4 shc)
- PHY 110 Conceptual Physics (3 shc) + * PHY 110A Conceptual Physics Lab (1 shc)

B. Additional General Education Hours – 13-14 SHC

Take 13-14 additional semester hour credits from the UGETC courses listed above or from the following general education courses. Students should select these courses based on their intended major and transfer university.

* BIO 112 General Biology II (4 shc)	* MAT 172 Precalculus Trigonometry (4 shc)	REL 211 Intro to Old Testament
* CHM 152 General Chemistry II (4 shc)	* MAT 263 Brief Calculus (4 shc)	REL 212 Intro to New Testament
CIS 110 Intro to Computers	* MAT 271 Calculus I (4 shc)	REL 221 Religion in America
* CIS 115 Intro to Prog & Logic	* MAT 272 Calculus II (4 shc)	SOC 213 Sociology of the Family
* ENG 114 Prof Research & Reporting	* PSY 237 Social Psychology	SOC 220 Social Problems
HUM 110 Technology & Society	* PSY 241 Developmental Psychology	SOC 225 Social Diversity
HUM 120 Cultural Studies	* PSY 281 Abnormal Psychology	SOC 240 Social Psychology
HUM 150 American Women's Studies	REL 110 World Religions	SPA 111 Elementary Spanish I
	REL 111 Eastern Religions	* SPA 112 Elementary Spanish II

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

ACC 120	Princ of Financial Accounting (4 shc)	* MAT 263	Brief Calculus (4 shc)
* ACC 121	Princ of Managerial Accounting (4 shc)	* MAT 271	Calculus I (4 shc)
* BIO 165	Anatomy & Physiology I (4 shc)	* MAT 272	Calculus II (4 shc)
* BIO 166	Anatomy & Physiology II (4 shc)	MUS 121	Music Theory I
BIO 275	Microbiology (4 shc)	PED 110	Fit & Well for Life (2 shc)
BUS 110	Intro to Business	PED 117	Weight Training I (1 shc)
BUS 115	Business Law	PED 118	Weight Training II (1 shc)
BUS 137	Principles of Management	PED 122	Yoga I (1 shc)
CJC 111	Intro to Criminal Justice	* PED 123	Yoga II (1 shc)
CJC 121	Law Enforcement Operations	PED 128	Golf, Beginning (1 shc)
COM 110	Intro to Communication	PED 143	Volleyball, Beginning (1 shc)
DRA 111	Theatre Appreciation	PED 145	Basketball, Beginning (1 shc)
EDU 216	Foundations of Education	PED 147	Soccer (1 shc)
HEA 110	Personal Health/Wellness	* PHY 151	College Physics I (4 shc)
* MAT 172	Precalculus Trigonometry (4 shc)	* PHY 152	College Physics II (4 shc)

Total Semester Hours Credit required in program = 60-61 • (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

- One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

* An asterisk indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

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

Total Semester Hours Required for Associate in Arts (AA) Degree:	60-61
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ASSOCIATE IN ARTS IN TEACHER PREPARATION

A1010T
Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC

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

♦ English Composition – 6 SHC

- * ENG 111 Writing & Inquiry
- * ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 9 SHC

Take COM-231 and **two** additional courses from: ART, ENG, MUS, PHI

ART 111	Art Appreciation	* ENG 231	American Literature I	MUS 110	Music Appreciation
ART 114	Art History Survey I	* ENG 232	American Literature II	* PHI 215	Philosophical Issues
ART 115	Art History Survey II	* ENG 241	British Literature I	* PHI 240	Intro to Ethics
COM 231	Public Speaking (required)	* ENG 242	British Literature II		

♦ Social/Behavioral Sciences – 6 SHC

Select **two** courses from **two** different disciplines: ECO, HIS, POL, PSY, SOC

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

♦ Math – 3-4 SHC – Choose from the following courses.

- * MAT 143 Quantitative Literacy
- * MAT 152 Statistical Methods I (4 shc)
- * MAT 171 Precalculus Algebra (4 shc)

♦ Natural Sciences – 4 SHC – Choose from the following courses.

- BIO 110 Principles of Biology (4 shc)
- BIO 111 General Biology I (4 shc)
- * CHM 151 General Chemistry I (4 shc)
- PHY 110 Conceptual Physics (3 shc) + * PHY 110A Conceptual Physics Lab (1 shc)

B. Additional General Education Hours – 17-18 SHC – Take SOC-225 Social Diversity (required)

Take 14 – 15 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

* BIO 112	General Biology II (4 shc)	* MAT 172	Precalculus Trigonometry (4 shc)	REL 211	Intro to Old Testament
* CHM 152	General Chemistry II (4 shc)	* MAT 263	Brief Calculus (4 shc)	REL 212	Intro to New Testament
CIS 110	Intro to Computers	* MAT 271	Calculus I (4 shc)	REL 221	Religion in America
* CIS 115	Intro to Prog & Logic	* MAT 272	Calculus II (4 shc)	SOC 213	Sociology of the Family
* ENG 114	Prof Research & Reporting	* PSY 237	Social Psychology	SOC 220	Social Problems
HUM 110	Technology & Society	* PSY 241	Developmental Psychology	SOC 240	Social Psychology
HUM 120	Cultural Studies	* PSY 281	Abnormal Psychology	SPA 111	Elementary Spanish I
HUM 150	American Women's Studies	REL 110	World Religions	* SPA 112	Elementary Spanish II

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

- EDU 187 Teaching and Learning for All (4 shc)
- EDU 216 Foundations of Education
- * EDU 250 Teacher Licensure Preparation
- EDU 279 Literacy Develop and Instruct (4 shc)

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Total Semester Hours Required for Associate in Arts (AA) Degree: 60-61

- One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

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

ASSOCIATE IN ENGINEERING

A10500

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

A. ♦ Universal General Education Transfer Component (UGETC) = 42 SHC

All UGETC courses will transfer for equivalency credit. Courses which are not classified as UGETC are *italicized*.

♦ English Composition – 6 SHC

* ENG 111 Writing & Inquiry

* ENG 112 Writing/Research in the Disciplines

♦ Humanities – 3 SHC – Select one course.

* ENG 231 American Literature I

* ENG 241 British Literature I

* PHI 215 Philosophical Issues

* ENG 232 American Literature II

* ENG 242 British Literature II

* PHI 240 Intro to Ethics

+ *REL 110 World Religions*

+ *REL 110 will transfer for equivalency credit to the engineering program at all 5 UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.*

♦ Fine Arts and Communication – 3 SHC – Select one course.

ART 111 Art Appreciation

COM 231 Public Speaking

MUS 110 Music Appreciation

♦ Social/Behavioral Sciences – 6 SHC

Required: ECO 251 Principles of Microeconomics

Select one course.

HIS 111 World Civilizations I

HIS 131 American History I

POL 120 American Government

HIS 112 World Civilizations II

HIS 132 American History II

PSY 150 General Psychology

SOC 210 Intro to Sociology

♦ Math – 12 SHC (Each course = 4 SHC)

* MAT 271 Calculus I

* MAT 272 Calculus II

* MAT 273 Calculus III

♦ Natural Sciences – 12 SHC (Each course = 4 SHC)

* CHM 151 General Chemistry I

* PHY 251 General Physics I

* PHY 252 General Physics II

B. Other Required Hours = 18 SHC

Academic Transition – 1 SHC

ACA 122 College Transfer Success – *ACA 122 must be completed within first 30 hours of enrollment.*

Pre-Major Elective – 2 SHC

EGR 150 Introduction to Engineering

Other General Education and Pre-Major Elective Hours – 15 SHC

Take 15 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

BIO 111 General Biology I (4 shc)

* CSC 151 JAVA Programming

HUM 110 Technology and Society

COM 110 Intro to Communication

DFT 170 Engineering Graphics

* MAT 280 Linear Algebra

* CHM 152 General Chemistry II (4 shc)

ECO 252 Principles of Macroeconomics

* MAT 285 Differential Equations

* CSC 134 C++ Programming

PED 110 Fit & Well for Life (2 shc)

Total Semester Hours Required for Associate in Engineering (AE) Degree: 60-61•

- One semester hour of credit may be included in a 61 SHC Associate in Engineering program of study. The transfer of this hour is not guaranteed.

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

ASSOCIATE IN FINE ARTS IN MUSIC

A10700

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

A. ♦ Universal General Education Transfer Component (UGETC) = 22-23 SHC

All UGETC courses will transfer for equivalency credit.

♦ English Composition – 6 SHC

* ENG 111 Writing & Inquiry

* ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communication – 3 SHC

MUS 110 Music Appreciation

♦ Social/Behavioral Sciences – 6 SHC – Select two courses from two different disciplines.

ECO 251 Principles of Microeconomics HIS 112 World Civilizations II

POL 120 American Government

ECO 252 Principles of Macroeconomics HIS 131 American History I

PSY 150 General Psychology

HIS 111 World Civilizations I HIS 132 American History II

SOC 210 Intro to Sociology

♦ Math – 3-4 SHC – Select one course from the following list.

* MAT 143 Quantitative Literacy (3 shc) * MAT 171 Precalculus Algebra (4 shc)

♦ Natural Sciences – 4 SHC – Select one course from the following list.

BIO 111 General Biology I (4 shc) * CHM 151 General Chemistry I (4 shc)

B. Additional General Education Hours – 3 SHC – Select one course from the following list.

All courses listed below are classified as UGETC *with the exception of the SPA course.*

ART 111 Art Appreciation

* ENG 232 American Literature II

* PHI 215 Philosophical Issues

COM 231 Public Speaking

* ENG 241 British Literature I

* PHI 240 Intro to Ethics

* ENG 231 American Literature I

* ENG 242 British Literature II

SPA 111 Elementary Spanish I

C. Other Required Hours = 34-36 SHC

Academic Transition – 1 SHC

ACA 122 College Transfer Success

Music Theory – 8 SHC

MUS 121 Music Theory I

MUS 125 Aural Skills I (1 shc)

* MUS 122 Music Theory II

* MUS 126 Aural Skills II (1 shc)

Applied Music – 4 SHC

MUS 161 Applied Music I (2 shc)

* MUS 162 Applied Music II (2 shc)

Class Music – 2 SHC

MUS 151 Class Music I (1 shc)

* MUS 152 Class Music II (1 shc)

Ensemble – Choose 2-4 SHC from the following courses; each course carries 1 SHC.

MUS 131 Chorus

MUS 137 Orchestra I

MUS 141 Ensemble I

* MUS 132 Chorus II

* MUS 138 Orchestra II

* MUS 142 Ensemble II

* MUS 231 Chorus III

* MUS 237 Orchestra III

* MUS 241 Ensemble III

* MUS 232 Chorus IV

* MUS 238 Orchestra IV

* MUS 242 Ensemble IV

Other General Education and Pre-Major Elective Hours – 15-19 SHC

Take 15-19 additional SHC (depending on selection of math and ensemble courses) ***from the courses listed above or from those listed below.*** Students should select these courses based on their intended major and transfer institution.

* BIO 112 General Biology II (4 shc)

SPA 111 Elementary Spanish I

CIS 110 Intro to Computers

* SPA 112 Elementary Spanish II

* PSY 241 Developmental Psychology

Total Semester Hours Required for Associate in Fine Arts in Music (AFA) Degree: 60-61•

- One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Music program of study. The transfer of this hour is not guaranteed.

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

ASSOCIATE IN SCIENCE

A10400

Associate Degree

An asterisk () indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.
Each course carries 3 semester hours of credit unless otherwise noted in parentheses following the course title.*

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 34 SHC

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

♦ English Composition – 6 SHC

- * ENG 111 Writing & Inquiry
- * ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 6 SHC

Select **two** courses from at least **two** different disciplines: ART, COM, ENG, MUS, PHI

ART 111 Art Appreciation	* ENG 231 American Literature I	HUM 115 Critical Thinking
ART 114 Art History Survey I	* ENG 232 American Literature II	MUS 110 Music Appreciation
ART 115 Art History Survey II	* ENG 241 British Literature II	* PHI 215 Philosophical Issues
COM 231 Public Speaking	* ENG 242 British Literature II	* PHI 240 Intro to Ethics

♦ Social/Behavioral Sciences – 6 SHC

Select **two** courses from at least **two** different disciplines: ECO, HIS, POL, PSY, SOC

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

♦ Math – 8 SHC – Choose two courses from the following list.

- * MAT 171 Precalculus Algebra (4 shc)
- * MAT 263 Brief Calculus (4 shc)
- * MAT 172 Precalculus Trigonometry (4 shc)
- * MAT 271 Calculus I (4 shc)

♦ Natural Sciences – 8 SHC – Choose two courses from the following list.

BIO 111 General Biology I (4 shc)	and	* BIO 112 General Biology II (4 shc)
CHM 151 General Chemistry I (4 shc)	and	* CHM 152 General Chemistry II (4 shc)
PHY 151 College Physics I (4 shc)	and	* PHY 152 College Physics II (4 shc)
PHY 251 General Physics I (4 shc)	and	* PHY 252 General Physics II (4 shc)

B. Additional General Education Hours – 11 SHC

Take 11 additional semester hour credits from the UGETC courses listed above or from the following general education courses. Students should select these courses based on their intended major and transfer university.

BIO 110 Principles of Biology	* MAT 143 Quantitative Literacy	REL 211 Intro to the Old Testament
CIS 110 Intro to Computers	* MAT 152 Statistical Methods I	REL 212 Intro to New Testament
* CIS 115 Intro to Prog & Logic	* MAT 272 Calculus II (4 shc)	REL 221 Religion in America
* ENG 114 Prof Research & Reporting	* PSY 237 Social Psychology	SOC 213 Sociology of the Family
HUM 110 Technology & Society	* PSY 241 Developmental Psychology	SOC 220 Social Problems
HUM 120 Cultural Studies	* PSY 281 Abnormal Psychology	SOC 225 Social Diversity
HUM 150 American Women's Studies	REL 110 World Religions	SOC 240 Social Psychology
	REL 111 Eastern Religions	SPA 111 Elementary Spanish I
		* SPA 112 Elementary Spanish II

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

ACC 120	Princ of Financial Accounting (4 shc)	EDU 216	Foundations of Education
* ACC 121	Princ of Managerial Accounting (4 shc)	HEA 110	Personal Health/Wellness
* BIO 165	Anatomy & Physiology I (4 shc)	MUS 121	Music Theory I
* BIO 166	Anatomy & Physiology II (4 shc)	PED 110	Fit & Well for Life (2 shc)
BIO 275	Microbiology (4 shc)	PED 117	Weight Training I (1 shc)
BUS 110	Intro to Business	PED 118	Weight Training II (1 shc)
BUS 115	Business Law	PED 122	Yoga I (1 shc)
BUS 137	Principles of Management		

Total Semester Hours Credit required in program = 60-61 (A. UGETC + B. Additional Gen Ed Hrs. + C. Other Required Hrs.)

Note: One semester hour of credit may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.

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

Total Semester Hours Required for Associate in Science (AS) Degree: 60-61

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

A1040T Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC

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

♦ English Composition – 6 SHC

- * ENG 111 Writing & Inquiry
- * ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 6 SHC

Take COM-231 and **two** additional courses from: ART, ENG, MUS, PHI

ART 111	Art Appreciation	* ENG 231	American Literature I	MUS 110	Music Appreciation
ART 114	Art History Survey I	* ENG 232	American Literature II	* PHI 215	Philosophical Issues
ART 115	Art History Survey II	* ENG 241	British Literature I	* PHI 240	Intro to Ethics
COM 231	Public Speaking (required)	* ENG 242	British Literature II		

♦ Social/Behavioral Sciences – 3 SHC

Select **one** course:

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

♦ Math – 8 SHC – Choose two courses from the following list.

- * MAT 171 Precalculus Algebra (4 shc)
- * MAT 172 Precalculus Trigonometry (4 shc)
- * MAT 263 Brief Calculus (4 shc)
- * MAT 271 Calculus I (4 shc)
- * MAT 272 Calculus II (4 shc)

♦ Natural Sciences – 8 SHC – Choose two courses from the following list.

BIO 111	General Biology I (4 shc)	and	* BIO 112	General Biology II (4 shc)
CHM 151	General Chemistry I (4 shc)	and	* CHM 152	General Chemistry II (4 shc)
PHY 151	College Physics I (4 shc)	and	* PHY 152	College Physics II (4 shc)
PHY 251	General Physics I (4 shc)	and	* PHY 252	General Physics II (4 shc)

♦ Additional General Education Hours – 14 - 15 SHC - Take SOC-225 Social Diversity (required)

Take 11 additional semester hour credits from the UGETC *courses listed above or from the following general education courses*. Students should select these courses based on their intended major and transfer university.

CHM 131	Intro to Chemistry	HUM 150	American Women's Studies	REL 111	Eastern Religions
* CHM 131A	Intro to Chemistry Lab (1 shc)	* MAT 143	Quantitative Literacy	REL 211	Intro to Old Testament
* CHM 132	Organic & Biochemistry (4 shc)	* MAT 152	Statistical Methods I	REL 212	Intro to New Testament
* CIS 110	Intro to Computers	* MAT 272	Calculus II (4 shc)	REL 221	Religion in America
* CIS 115	Intro to Prog & Logic	* PSY 237	Social Psychology	SOC 213	Sociology of the Family
* ENG 114	Prof Research & Reporting	* PSY 241	Developmental Psychology	SOC 220	Social Problems
HUM 110	Technology & Society	* PSY 281	Abnormal Psychology	SOC 240	Social Psychology
HUM 120	Cultural Studies	REL 110	World Religions	SPA 111	Elementary Spanish I
				* SPA 112	Elementary Spanish II

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

B. Other Required Hours = 15 SHC

Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

Education Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

- EDU 187 Teaching and Learning for All (4 shc)
- EDU 216 Foundations of Education
- * EDU 250 Teacher Licensure Preparation
- EDU 279 Literacy Develop and Instruct (4 shc)

Total Semester Hours Credit required in program = 60-61 • (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

Total Semester Hours Required for Associate in Science (AS) Degree: 60-61

- One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

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

ASSOCIATE DEGREE NURSING

A45110

A.A.S. Degree/Diploma/Certificates

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 (NCLEXRN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
NUR	111	Intro to Health Concepts		4	6	6	8
PSY	150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total		13	9	6	18
Spring Semester (First Year)							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
NUR	112	Health-Illness Concepts (1 st 8 weeks)	P/C	3	0	6	5
NUR	211	Health Care Concepts (2 nd 8 weeks)	P/C	3	0	6	5
PSY	241	Developmental Psychology	P/C	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total		12	3	12	17
Summer Session (First Year)							
NUR	114	Holistic Health Concepts	P/C	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		Total		3	0	6	5
Fall Semester (Second Year)							
ENG	112	Writing/Research in the Disciplines	P/C	3	0	0	3
NUR	113	Family Health Concepts (1 st 8 weeks)	P/C	3	0	6	5
NUR	212	Health Systems Concepts (2 nd 8 weeks)	P/C	3	0	6	5
		<i>Humanities/Fine Arts Elective – Choose one course.</i>		3	0	0	3
		ART 111 Art Appreciation, HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation, PHI 215 Philosophical Issues (P/C), <u>or</u> PHI 240 Intro to Ethics (P/C)					
		Total		12	0	12	16
Spring Semester (Second Year)							
BIO	275	Microbiology	P/C	3	3	0	4
NUR	213	Complex Health Concepts	P/C	<u>4</u>	<u>3</u>	<u>15</u>	<u>10</u>
		Total		7	6	15	14

Total Semester Hours Required for Associate Degree: 70

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ASSOCIATE IN GENERAL EDUCATION

A10300
Associate Degree

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

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.

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English Composition – 6 SHC

Humanities/Fine Arts – 3 SHC

Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC

Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC

Natural Sciences

Students may select courses from the following discipline areas: biology or chemistry.

or

Mathematics

Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49-50 SHC

Other required hours include additional general education and professional courses. A maximum of 7 semester hour credits in health, physical education, college orientation, and/or study skills may be included as other required hours. Students may select courses from the course descriptions in this catalog.

Total Semester Hours Required for Associate in General Education (AGE) Degree: 64/65

ASSOCIATE IN GENERAL EDUCATION - NURSING

A1030N

Associate Degree

Each course carries 3 semester hours of credit unless otherwise noted.

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

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice. It is the student's responsibility to meet the appropriate requirements for articulation.

View additional information about Blocks 4 and 5 (which contain nursing courses) of the Five-Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN. [Uniform Articulation Agreement between the University of North Carolina RN to BSN.](#)

General Education – These courses are contained in the RN to BSN articulation agreement.

English Composition – 6 SHC

Required: * ENG 111 Writing & Inquiry

Select one course:

* ENG 112 Writing/Research in the Disciplines

* ENG 114 Professional Research & Reporting

Humanities – 9 SHC

Select two courses: ART 111 Art Appreciation
* HUM 115 Critical Thinking
MUS 110 Music Appreciation
* PHI 215 Philosophical Issues
* PHI 240 Intro to Ethics

Select one course: * ENG 231 American Literature I
* ENG 232 American Literature II

Social/Behavioral Sciences – 15 SHC

Required: PSY 150 General Psychology
* PSY 241 Developmental Psychology
SOC 210 Intro to Sociology
SOC 213 Sociology of the Family

Select one course: HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II

Natural Sciences – 16 SHC

Required: * BIO 165 Anatomy & Physiology I (4 SHC)
* BIO 166 Anatomy & Physiology II (4 SHC)
* BIO 275 Microbiology (4 SHC)

Select CHM 131/131A or CHM 151
CHM 131/131A Intro to Chemistry & Lab (4 SHC total) or
* CHM 151 General Chemistry I (4 SHC)

Math – 7-8 SHC

Required:
* MAT 152 Statistical Methods I (4 SHC)

Select one course:
* MAT 143 Quantitative Literacy (3 SHC)
* MAT 171 Precalculus Algebra (4 SHC)

Other Required Hours

Academic Transition – 1 SHC

ACA 122 College Transfer Success

Social Behavioral Science – 3 SHC

Select one course:
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
POL 120 American Government

AUTOMOTIVE SYSTEMS TECHNOLOGY

D60160

Diploma/Certificate

Automotive Systems Technology, a program in the Mobile Equipment Maintenance and Repair pathway, prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester							
	ACA	115	Success & Study Skills	0	2	0	1
*	AUT	151	Brake Systems	2	3	0	3
*	AUT	151A	Brake Systems Lab	P/C	0	3	1
	ENG	111	Writing & Inquiry	P/C	3	0	3
	TRN	110	Intro to Transportation	1	2	0	2
*	TRN	120	Basic Transportation Electricity	4	3	0	5
	TRN	170	PC Skills for Transportation	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			Total	11	15	0	17
Spring Semester							
*	AUT	141	Suspension & Steering Systems	2	3	0	3
*	AUT	141A	Suspension & Steering Lab	P/C	0	3	1
	AUT	163	Advanced Auto Electricity	2	3	0	3
*	AUT	181	Engine Performance I	2	3	0	3
*	AUT	181A	Engine Performance I Lab	P/C	0	3	1
	TRN	145	Adv Transport Electronics	P/C	2	3	3
			<i>Humanities/Fine Arts elective – Choose one course.</i>	3	0	0	3
	HUM	110	Technology & Society <u>or</u>				
	HUM	115	Critical Thinking <u>or</u>	P/C			
	PHI	240	Intro to Ethics	P/C			
			<i>Natural Science/Math elective – Choose one course.</i>	2/3	2/0	0	3
	MAT	110	Math Measurement & Literacy <u>or</u>	P/C			
	PHY	110	Conceptual Physics				
			Total	13/14	18/20	0	20
Summer Session							
	AUT	183	Engine Performance II	P/C	2	6	4
	TRN	140	Transportation Climate Control		1	2	2
	TRN	140A	Transportation Climate Control Lab	P/C	1	2	2
			<i>Social/Behavioral Science elective – Choose one course.</i>	3	0	0	3
	ECO	251	Principles of Microeconomics <u>or</u>				
	PSY	150	General Psychology <u>or</u>				
	SOC	210	Intro to Sociology				
			Total	7	10	0	11

Total Semester Hours Required for Automotive Systems Technology Diploma: 48

*** Total Semester Hours Required for Automotive Systems Technology Certificate: 17**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

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 examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

			Class Hours	Lab Hours	Credit Hours
CJC	110	Basic Law Enforcement BLET	10	30	20

Note: Subject to change based on State Board of North Carolina Community College mandates.

Total Semester Hours Required for Basic Law Enforcement Training Certificate: 20

BUSINESS ADMINISTRATION

A25120

A.A.S. Degree/Diploma/Certificates

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.

BUSINESS ADMINISTRATION
A25120
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	*	ACA 115	Success & Study Skills		2	0	1
#	+	* ACC 120	Principles of Financial Accounting		3	2	4
	+	* BUS 110	Intro to Business		3	0	3
	*	Computer Core – Choose one course (CIS 110 required for diploma).					
	+	* CIS 110	Introduction to Computers <u>or</u>		2	2	3
#	+	CIS 111	Basic PC Literacy		1	2	2
	*	ENG 111	Writing & Inquiry	P/C	3	0	3
	*	OST 130	Comprehensive Keyboarding		<u>2</u>	<u>2</u>	<u>3</u>
		Total			14/15	6	16/17
Spring Semester (First Year)							
		ACC 121	Principles of Managerial Accounting	P/C	3	2	4
	+	* BUS 115	Business Law I		3	0	3
	+	* BUS 121	Business Math		2	2	3
		English Composition – Choose one course.					
		ENG 112	Writing/Research in the Disciplines <u>or</u>	P/C			
		ENG 114	Professional Research & Reporting	P/C			
	*	MKT 223	Customer Service		<u>3</u>	<u>0</u>	<u>3</u>
		Total			14	4	16
Summer Session (First Year)							
#	*	BUS 137	Principles of Management		3	0	3
	*	BUS 153	Human Resource Management		<u>3</u>	<u>0</u>	<u>3</u>
		Total			6	0	6
Fall Semester (Second Year)							
	*	BUS 240	Business Ethics		3	0	3
	*	Economics Core – Choose one course.					
					3	0	3
	+	ECO 251	Principles of Microeconomics <u>or</u>				
		ECO 252	Principles of Macroeconomics				
	*	MAT 110	Math Measurement & Literacy	P/C	2	2	3
	*	MKT 120	Principles of Marketing		3	0	3
		Social/Behavioral Science Elective – Choose one course.					
					3	0	3
		POL 120 American Government, PSY 150 General Psychology, <u>or</u> SOC 210 Introduction to Sociology					
		Total			14	2	15
Spring Semester (Second Year)							
		Elective – Choose BUS 280 or OST 137.					
					3	0	3
#		BUS 280	REAL Small Business <u>or</u>		4	0	4
		OST 137	Office Applications I		2	2	3
		BUS 260	Business Communication	P/C	3	0	3
		OST 286	Professional Development		3	0	3
		Humanities/Fine Arts Elective – Choose one course.					
					3	0	3
		ART 111 Art Appreciation, HUM 110 Technology and Society, HUM 115 Critical Thinking, MUS 110 Music Appreciation, REL 211 Intro to Old Testament, <u>or</u> REL 212 Intro to New Testament					
		Total			11/13	0/2	12/13
Total Semester Hours Required for Business Administration A.A.S. Degree:							65-67
* Total Semester Hours Required for Business Administration Diploma:							43/44
+ Total Semester Hours Required for Bus Admin/Basic Business Certificate:							18
# Total Semester Hours Required for Bus Admin/Small Business Administration Certificate:							13

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

COMPUTER-INTEGRATED MACHINING

C50210

Diploma/Certificate

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 hightech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

			Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
MAC	111	Machining Technology I	2	12	0	6
MAC	112	Machining Technology II	2	12	0	6

Total Semester Hours Required for the Computer-Integrated Machining Certificate: 12

Computer-Integrated Machining at MCC is offered through a collaborative agreement with Randolph Community College.

CRIMINAL JUSTICE TECHNOLOGY

A55180

A.A.S. Degree/Diploma/Certificates

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

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

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

To obtain employment as law enforcement officers, students must successfully complete Basic Law Enforcement Training.

CRIMINAL JUSTICE TECHNOLOGY
A55180
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	Success & Study Skills		0	2	1
+ #	* CJC	111	Intro to Criminal Justice		3	0	3
	* CJC	112	Criminology		3	0	3
#	* CJC	221	Investigative Principles		3	2	4
	* ENG	111	Writing & Inquiry	P/C	<u>3</u>	<u>0</u>	<u>3</u>
		Total			12	4	14
Spring Semester (First Year)							
+	CJC	120	Interviews/Interrogations		1	2	2
#	* CJC	121	Law Enforcement Operations		3	0	3
+ #	* CJC	131	Criminal Law		3	0	3
	* CJC	132	Court Procedure & Evidence		3	0	3
			<i>English Composition – Choose one course.</i>		3	0	3
	ENG	112	Writing/Research in the Disciplines <u>or</u>	P/C			
	ENG	114	Professional Research & Reporting	P/C	<u>—</u>	<u>—</u>	<u>—</u>
		Total			13	2	14
Summer Session							
+	CJC	212	Ethics & Community Relations		3	0	3
	CJC	232	Civil Liability		3	0	3
	CJC	215	Organization & Administration		3	0	3
		Total			9	0	9
Fall Semester (Second Year)							
	CIS	110	Intro to Computers		2	2	3
+	* CJC	225	Crisis Intervention		3	0	3
#	* CJC	231	Constitutional Law		3	0	3
+	* CJC	241	Community-Based Corrections		3	0	3
	MAT	110	Math Measurement & Literacy	P/C	<u>2</u>	<u>2</u>	<u>3</u>
		Total			13	4	15
Spring Semester (Second Year)							
*	CJC	113	Juvenile Justice		3	0	3
*	CJC	160	Terrorism: Underlying Issues		3	0	3
*	CJC	214	Victimology		3	0	3
*			Humanities/Fine Arts Elective		3	0	3
			Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
		Total			15	0	15
Total Semester Hours Required for Criminal Justice Technology A.A.S. Degree:							67
* Total Semester Hours Required for Criminal Justice Technology Diploma:							43
+ Total Semester Hours Required for Certificate in Corrections:							17
# Total Semester Hours Required for Law Enforcement Certificate:							16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

CULINARY ARTS

C55150 Certificate

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism.

Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

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

			Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
CUL	110	Sanitation & Safety	2	0	0	2
CUL	140	Culinary Skills I	2	6	0	5
CUL	160	Baking I	1	4	0	3
CUL	170	Garde Manger I	1	4	0	3
CUL	240	Culinary Skills II	1	8	0	5

Total Semester Hours Required for the Culinary Arts Certificate: 18

Culinary Arts at MCC is offered through a collaborative agreement with South Piedmont Community College.

DENTAL ASSISTING

D45240

Diploma

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611.) Graduates are qualified to take the Dental Assisting National Board Exam.

		Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester						
BIO	106	Intro to Anatomy/Physiology/Micro	2	2	0	3
DEN	100	Basic Orofacial Anatomy	2	0	0	2
DEN	101	Preclinical Procedures	4	6	0	7
DEN	102	Dental Materials	2	4	0	4
DEN	111	Infection/Hazard Control	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	Total		12	12	0	18
Spring Semester						
DEN	103	Dental Sciences	2	0	0	2
DEN	104	Dental Health Education	2	2	0	3
DEN	106	Clinical Practicum I	P/C	2	0	6
DEN	112	Dental Radiology	2	3	0	3
ENG	111	Writing & Inquiry	P/C	<u>3</u>	<u>0</u>	<u>3</u>
	Total		11	5	12	17
Summer Session						
DEN	105	Practice Management	2	0	0	2
DEN	107	Clinical Practicum II	P/C	1	0	5
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	Total		6	0	12	10

Total Semester Hours Required for Dental Assisting Diploma: 45

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

EARLY CHILDHOOD EDUCATION

A55220

A.A.S. Degree/Diploma/Certificates

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

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

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

EARLY CHILDHOOD EDUCATION
Childcare/Preschool Career Track
A55220C
A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours	
Fall Semester (First Year)								
	ACA	115	Success & Study Skills		0	2	1	
# + *	EDU	119	Intro to Early Childhood Education		4	0	4	
+ *	EDU	144	Child Development I	P/C	3	0	3	
# + *	EDU	146	Child Guidance	P/C	3	0	3	
	COM	231	Public Speaking		3	0	3	
	Total				13	2	14	
Spring Semester (First Year)								
+ *	EDU	145	Child Development II	P/C	3	0	3	
+ *	EDU	151	Creative Activities	P/C	3	0	3	
# *	EDU	153	Health, Safety, & Nutrition	P/C	3	0	3	
*	ENG	111	Writing & Inquiry	P/C	3	0	3	
	Take one Natural Science/Math course:				P/C	2/3	2/3	3/4
	BIO 111 General Biology; CHM 151 General Chemistry;							
	MAT 110 Math Measurement & Literacy; <u>or</u>							
	MAT 143 Quantitative Literacy							
	Total				14/15	2/3	15/16	
Summer Session (First Year)								
*	EDU	131	Child, Family, & Community	P/C	3	0	3	
*	EDU	221	Children with Exceptionalities	P/C	3	0	3	
	Take one Humanities/Fine Arts course:				3	0	3	
	ART 111 Art Appreciation; MUS 110 Music Appreciation;							
	PHI 215 Philosophical Issues; <u>or</u> PHI 240 Intro to Ethics							
	Total				9	0	9	
Fall Semester (Second Year)								
	EDU	234	Infants, Toddlers, & Twos	P/C	3	0	3	
*	EDU	251	Exploration Activities	P/C	3	0	3	
#	EDU	261	Early Childhood Administration I	P/C	3	0	3	
#	EDU	262	Early Childhood Administration II	P/C	3	0	3	
*	PSY	150	General Psychology		3	0	3	
	Total				15	0	15	
Spring Semester (Second Year)								
	EDU	216	Foundations of Education	P/C	3	0	3	
	EDU	259	Curriculum Planning	P/C	3	0	3	
*	EDU	280	Language & Literacy Experiences	P/C	3	0	3	
	EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4	
	Total				10	9	13	
Total Semester Hours Required for Early Childhood Education A.A.S. Degree – Career Track							66-67	
* Total Semester Hours Required for Early Childhood Diploma:							37	
+ Total Semester Hours Required for Early Childhood Instructional Certificate:							16	
# Total Semester Hours Required for Early Childhood Administration Certificate:							16	

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

**EARLY CHILDHOOD EDUCATION
BK Licensure or Non-Licensure Track
A55220TL or A55220TN
A.A.S. Degree/Certificates**

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
	ACA 122	College Transfer and Success		0	2	1
# +	EDU 119	Early Childhood Education		4	0	4
+	EDU 144	Child Development I	P/C	3	0	3
# +	EDU 146	Child Guidance	P/C	3	0	3
	COM 231	Public Speaking		<u>3</u>	<u>0</u>	<u>3</u>
	Total			13	2	14
Spring Semester (First Year)						
+	EDU 145	Child Development II	P/C	3	0	3
+	EDU 151	Creative Activities	P/C	3	0	3
#	EDU 153	Health, Safety, & Nutrition	P/C	3	0	3
	ENG 111	Writing & Inquiry	P/C	3	0	3
	MAT 143	Quantitative Literacy	P/C	<u>2</u>	<u>2</u>	<u>3</u>
	Total			14	2	15
Summer Session (First Year)						
	EDU 131	Child, Family, & Community	P/C	3	0	3
	EDU 221	Children with Exceptionalities	P/C	3	0	3
	<i>Take one Humanities/Fine Arts course:</i>			3	0	3
	ART 111 Art Appreciation; MUS 110 Music Appreciation; PHI 215 Philosophical Issues; <u>or</u> PHI 240 Intro to Ethics			<u>3</u>	<u>0</u>	<u>3</u>
	Total			9	0	9
Fall Semester (Second Year)						
	BIO 111	General Biology I		3	3	4
	EDU 234	Infants, Toddlers, & Twos	P/C	3	0	3
	ENG 112	Writing/Research in the Disciplines	P/C	3	0	3
	PSY 150	General Psychology		3	0	3
	<i>Take one Social/Behavioral Science course:</i>			3	0	3
	ECO 251 Principles of Microeconomics; ECO 252 Principles of Macroeconomics; HIS 111 World Civilizations I; HIS 112 World Civilizations II; HIS 131 American History I; HIS 132 American History II; POL 120 American Government <u>or</u> SOC 210 Introduction to Sociology			<u>3</u>	<u>0</u>	<u>3</u>
	Total			15	3	16
Spring Semester (Second Year)						
	CHM 151	General Chemistry	P/C	3	3	4
	EDU 280	Language & Literacy Experiences	P/C	3	0	3
	EDU 284	Early Childhood Capstone Practicum	P/C	1	9	4
	BK Licensure (Take Group 1) – A55220TL					
	EDU 216	Foundations of Education	P/C	3	0	3
	EDU 250	Teacher Licensure Preparation	P/C	3	0	3
	BK Non-Licensure (Take Group 2) – A55220TN					
#	EDU 261	Early Childhood Administration I	P/C	3	0	3
#	EDU 262	Early Childhood Administration II	P/C	<u>3</u>	<u>0</u>	<u>3</u>
	Total			13	12	17
Total Semester Hours Required for Early Childhood Education A.A.S. Degree – Transfer Track						71
+ Total Semester Hours Required for Early Childhood Instructional Certificate:						16
# Total Semester Hours Required for Early Childhood Administration Certificate:						16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ELECTRICAL SYSTEMS TECHNOLOGY

A35130

A.A.S. Degree/Diploma/Certificates

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

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

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

**ELECTRICAL SYSTEMS TECHNOLOGY
A35130
A.A.S. Degree/Diploma/Certificates**

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	*	CIS	110	Intro to Computers	2	2	3
#	+ ▲	ELC	131	Circuit Analysis I	3	3	4
#	+ ▲	ELC	131A	Circuit Analysis I Lab	P/C 0	3	1
	*	ENG	111	Writing & Inquiry	P/C 3	0	3
# ■	+	ISC	112	Industrial Safety	2	0	2
		<i>Social/Behavioral Science elective – Choose one course.</i>			3	0	3
		PSY	150	General Psychology <u>or</u>			
		SOC	210	Intro to Sociology			
		Total			13	8	16
Spring Semester (First Year)							
#	+	ELC	115	Industrial Wiring	2	6	4
	+	ELC	117	Motors & Controls	2	6	4
	▲	ELN	131	Analog Electronics I	3	3	4
	*	MAT	171	Precalculus Algebra	P/C <u>3</u>	<u>2</u>	<u>4</u>
		Total			10	17	16
Summer Session (First Year)							
#		ALT	120	Renewable Energy Technology	2	2	3
■	+	ELC	128	Intro to PLC	<u>2</u>	<u>3</u>	<u>3</u>
		Total			4	5	6
Fall Semester (Second Year)							
	*	ELC	135	Electrical Machines	2	2	3
	▲	ELC	213	Instrumentation	3	2	4
	*	ELN	133	Digital Electronics	3	3	4
■	*	ELN	260	Programmable Logic Controllers	3	3	4
		HYD	110	Hydraulics/Pneumatics I	<u>2</u>	<u>3</u>	<u>3</u>
		Total			13	13	18
Spring Semester (Second Year)							
■	▲	ELN	229	Industrial Electronics	3	3	4
		ENG	114	Professional Research & Reporting	P/C 3	0	3
■		PCI	264	Process Control with PLCs	3	3	4
		<i>Project/WBL option – Choose one course.</i>					
		ELC	229	Application Project <u>or</u>	1	3	2
		WBL	111	Work-Based Learning I	0	10	1
		<i>Humanities/Fine Arts elective – Choose one course.</i>			3	0	3
		HUM	110	Technology & Society <u>or</u>			
		HUM	115	Critical Thinking	P/C		
		Total			12/13	9/16	15/16
Total Semester Hours Required for Electrical Systems Technology A.A.S. Degree:						71/72	
* Total Semester Hours Required for Electrical Systems Technology Diploma:						47	
# Total Semester Hours Required for EST/Alternative Energy Certificate (C35130E):						14	
■ Total Semester Hours Required for EST/PLC Technician Certificate (C35130P):						17	
+ Total Semester Hours Required for EST/General Certificate (C35130):						18	
▲ Total Semester Hours Required for EST/Industrial Technician Certificate (C35130I):						17	

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

FACILITY MAINTENANCE TECHNOLOGY

A50190

A.A.S. Degree

This curriculum prepares individuals to repair and maintain electrical and mechanical systems and physical structures of commercial and industrial institutions. Emphasis is on multi-disciplined systems maintenance, troubleshooting, and problem resolution. Course work includes carpentry, interior and exterior finishes, plumbing, electrical, masonry, air conditioning, heating, welding, machining, blueprint reading, building codes, and OSHA regulations, as well as computer applications. Graduates should qualify for positions as general building mechanics or maintenance technician.

**FACILITY MAINTENANCE TECHNOLOGY
A50190
A.A.S. Degree/Certificates**

		Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)						
ACA	115	Success & Study Skills	0	2	0	1
CAR	111	Carpentry I (Part A)	1.5	7.5	0	4
ELC	113	Residential Wiring	2	6	0	4
ENG	111	Writing & Inquiry	P/C	3	0	3
MAS	140	Intro to Masonry	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
	Total		7.5	17.5	0	14
Spring Semester (First Year)						
AHR	112	Heating Technology	2	4	0	4
BPR	130	Print Reading-Construction	3	0	0	3
CAR	111	Carpentry I (Part B)	1.5	7.5	0	4
ENG	115	Oral Communication	P/C	<u>3</u>	<u>0</u>	<u>3</u>
	Total		9.5	11.5	0	14
Summer Session						
AHR	120	HVACR Maintenance	1	3	0	2
ELC	114	Commercial Wiring	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
	Total		3	9	0	6
Fall Semester (Second Year)						
Electives						
<i>Choose from Carpentry, Horticulture, Masonry or Plumbing</i>			2-5	0-7.5	0	3-10
MAT	110	Math Measurement & Literacy	2	2	0	3
MNT	110	Intro to Maintenance Procedures	1	3	0	2
PLU	115	Basic Plumbing	2	6	0	4
<i>Social/Behavioral Science elective</i>						
<i>Choose PSY 150 or SOC 210</i>			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	Total		10-13	11-18.5	0	15-22
Spring Semester (Second Year)						
Electives						
<i>Choose from Carpentry, Horticulture, Masonry or Plumbing</i>			2-5	0-7.5	0	3-10
<i>Humanities/Fine Arts elective</i>						
<i>Choose HUM 110, *HUM-115 or MUS-110</i>			*P/C	<u>3</u>	<u>0</u>	<u>3</u>
	Total		5-8	0-7.5	0	6-13

Total Semester Hours Required for Facility Maintenance Technology A.A.S. Degree: 68

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

FACILITY MAINTENANCE TECHNOLOGY
Certificate Options

**Basic Carpentry Certificate
C50190C**

			<u>Class Hours</u>	<u>Lab Hours</u>	<u>Credit Hours</u>
CAR	111	Carpentry I	3	15	8
CAR	112	Carpentry II	<u>3</u>	<u>15</u>	<u>8</u>
		Total	6	30	16

**Basic Horticulture Certificate
C50190H**

HOR	112	Landscape Design I	2	3	3
HOR	114	Landscape Construction	2	2	3
PME	101	Small Engine Repair I	<u>1</u>	<u>15</u>	<u>6</u>
		Total	5	20	12

**Basic Masonry Certificate
C50190M**

MAS	110	Masonry I	5	15	10
MAS	140	Intro to Masonry	<u>1</u>	<u>2</u>	<u>2</u>
		Total	6	17	12

**Basic Plumbing Certificate
C50190P**

PLU	115	Basic Plumbing	2	6	4
PLU	120	Plumbing Applications	<u>4</u>	<u>15</u>	<u>9</u>
		Total	6	21	13

Total Semester Hours Required for Basic Carpentry Certificate:	16
Total Semester Hours Required for Basic Horticulture Certificate:	12
Total Semester Hours Required for Basic Masonry Certificate:	12
Total Semester Hours Required for Basic Plumbing Certificate:	13

FORESTRY MANAGEMENT TECHNOLOGY

A15200

A.A.S. Degree/Certificates

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success in Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Forestry Management Technology is a program that prepares individuals to manage and produce forest resources. Potential course work includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing operations, and personnel supervision.

**FORESTRY MANAGEMENT TECHNOLOGY
A15200
A.A.S. Degree/Certificates**

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours	
Fall Semester (First Year)									
#	CIS	110	Intro to Computers		2	2	0	3	
	ENG	111	Writing & Inquiry	P/C	3	0	0	3	
	FOR	121	Dendrology		2	6	0	4	
	FOR	131	Forest Measurements		2	3	0	3	
	FOR	171	Intro to Forest Resources		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
			Total		12	11	0	16	
Spring Semester (First Year)									
			English Composition – Choose ENG 112 or ENG 114	P/C	3	0	0	3	
	ENG	112	Writing/Research in the Disciplines <u>or</u>						
	ENG	114	Professional Research & Reporting						
+ ♦	FOR	123	Forest Botany		2	3	0	3	
	FOR	172	Intro to Timber Harvest		2	3	0	3	
	FOR	215	Intro to GIS/GPS		1	4	0	3	
	FOR	232	Forest Mensuration	P/C	2	6	0	4	
	MAT	110	Math Measurement & Literacy	P/C	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
			Total		12	18	0	19	
Summer Session (offered each Summer Session)									
	FOR	173	Soils & Hydrology		2	3	0	3	
			Choose GIS <u>or</u> REC certificate or WBL option.						
#			Geographic Information Systems certificate – courses offered Fall/Spring terms						
♦			Recreation certificate						
			REC 115 Intro to Outdoor Recreation		2	0	0	2	
			REC 126 Outdoor Recreation		1	2	0	2	
			REC 222 Commercial Recreation & Tourism		3	0	0	3	
	WBL	111	Work-Based Learning I		<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>	
			Total		2/8	3/5	0/10	4/10	
Fall Semester (Second Year)									
	FOR	212	Forest Survey & Aerial Interpretation		2	3	0	3	
	FOR	225	Silvics & Silviculture		3	3	0	4	
	FOR	240	Forest Protection		2	3	0	3	
	FOR	285	Logging & Marketing		2	3	0	3	
			Social/Behavioral Science elective – Choose PSY 150 or SOC 210		3	0	0	3	
	PSY	150	General Psychology <u>or</u>						
	SOC	210	Introduction to Sociology						
#	GIS	111	Intro to GIS (GIS certificate course)		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
			Total		12-15	12	0	16-19	
Spring Semester (Second Year)									
+ ♦	FOR	175	Wildlife/Environmental Studies		2	3	0	3	
	FOR	245	Forest Pesticides		2	3	0	3	
	FOR	271	Forest Management	P/C	2	3	0	3	
	FOR	282	Forest Recreation		2	3	0	3	
			Humanities/Fine Arts elective – Choose HUM 110 or HUM 115		3	0	0	3	
	HUM	110	Technology & Society <u>or</u>						
	HUM	115	Critical Thinking	P/C					
#	GIS	121	Georeferencing & Mapping (GIS certificate course)		2	2	0	3	
#	GIS	215	GIS Data Models (GIS certificate course)		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
			Total		11/15	12/16	0	15/21	
Total Semester Hours Required for Forest Management Technology A.A.S. Degree:								70-76	
#	Total Semester Hours Required for FMT Geographic Information Systems Certificate:								12
♦	Total Semester Hours Required for Forest Management Technology Recreation Certificate:								13

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

GENERAL OCCUPATIONAL TECHNOLOGY

A5528

Associate Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree by taking courses suited for individual occupational interests and/or needs. The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College. Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English/Communication – 6 SHC

Humanities/Fine Arts – 3 SHC

Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC

Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC

Natural Sciences

Students may select courses from the following discipline areas: biology or chemistry.

or

Mathematics

Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49 SHC

An individualized planned program of study must be developed and pre-approved by the program advisor based on needs or interests.

Total Semester Hours Required for Associate in Applied Science in General Occupational Technology is 64.

GUNSMITHING

A30200

A.A.S. Degree/Diploma/Certificates

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

GUNSMITHING
A30200
A.A.S. Degree/Diploma/Certificates

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
* GSM	111	Gunsmithing I		2	12	6
* GSM	120	Gunsmithing Tools		2	12	6
<i>Computer requirement – Choose one course.</i>						
CIS	110	Intro to Computers or		2	2	3
DFT	119	Basic CAD		<u>1</u>	<u>2</u>	<u>2</u>
		Total		5/6	26	14/15
Spring Semester (First Year)						
* GSM	125	Barrel Fitting/Alteration		3	9	6
* GSM	127	General Repair		3	9	6
* MAT	110	Math Measurement & Literacy	P/C	<u>2</u>	<u>2</u>	<u>3</u>
		Total		8	20	15
Summer Session (First Year)						
* GSM	235	Current Gunsmithing Techniques		<u>2</u>	<u>12</u>	<u>6</u>
		Total		2	12	6
Fall Semester (Second Year)						
* ENG	111	Writing & Inquiry	P/C	3	0	3
GSM	227	Advanced Repair Technology		2	12	6
GSM	231	Handgun Repair Technology		2	9	5
		Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
		Total		10	21	17
Spring Semester (Second Year)						
* GSM	225	Gunmetal Refinishing		2	12	6
GSM	232	Custom Handgun Technology		2	9	5
		Humanities/Fine Arts Elective		3	0	3
<i>Communication/English Composition – Choose one course.</i>						
COM	231	Public Speaking or		3	0	3
ENG	112	Writing/Research in the Disciplines or	P/C			
ENG	114	Professional Research & Reporting	P/C	<u>3</u>	<u>0</u>	<u>3</u>
		Total		10	21	17
Summer Session (Second Year)						
* GSM	240	Modern Sporting Firearms		<u>2</u>	<u>12</u>	<u>6</u>
		Total		2	12	6

Total Semester Hours Required for Gunsmithing A.A.S. Degree:	75/76
* Total Semester Hours Required for Gunsmithing Diploma:	48
Total Semester Hours Required for Gunsmithing Certificates:	12-18

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

GUNSMITHING
Certificate Options

Basic Gunsmithing Certificate
C30200U

			Class Hours	Lab Hours	Credit Hours
GSM	111	Gunsmithing I	2	12	6
GSM	125	Barrel Fitting/Alterations	3	9	6
GSM	127	General Repair	<u>3</u>	<u>9</u>	<u>6</u>
		Total	8	30	18

Gunsmithing Design and Repair Certificate
C30200R

GSM	227	Advanced Repair Technology	2	12	6
GSM	231	Handgun Repair Technology	2	9	5
GSM	232	Custom Handgun Technology	<u>2</u>	<u>9</u>	<u>5</u>
		Total	6	30	16

Gunsmithing Technology Certificate
C30200G

GSM	120	Gunsmithing Tools	2	12	6
GSM	240	Modern Sporting Firearms	<u>2</u>	<u>12</u>	<u>6</u>
		Total	4	24	12

Gunsmithing Refinishing Certificate
C30200L

GSM	225	Gunmetal Refinishing	2	12	6
GSM	235	Current Gunsmithing Technology	<u>2</u>	<u>12</u>	<u>6</u>
		Total	4	24	12

Weekend Gunsmithing Program

GSM	111	Gunsmithing I	Fall	2	12	6
GSM	125	Barrel Fitting/Alterations	Spring	3	9	6
GSM	225A	Gunmetal Refinishing	Summer	1	6	3
GSM	127	General Repair	Fall	3	9	6
GSM	235	Current Gunsmithing Technology	Spring	2	12	6
GSM	225B	Gunmetal Refinishing	Summer	1	6	3
GSM	120	Gunsmithing Tools	Fall	2	12	6
GSM	240	Modern Sporting Firearms	Spring	2	12	6
GSM	227A	Advanced Repair	Summer	1	6	3
GSM	231	Handgun Repair Technology	Fall	2	9	5
GSM	232	Custom Handgun Technology	Spring	2	9	5
GSM	227B	Advanced Repair	Summer	1	6	3

Evening Gunsmithing Program

Selected Gunsmithing courses may be offered in the evening based on sufficient enrollment/facility availability.

Total Semester Hours Required for Basic Gunsmithing Certificate:	18
Total Semester Hours Required for Gunsmithing Design & Repair Certificate:	17
Total Semester Hours Required for Gunsmithing Technology Certificate:	12
Total Semester Hours Required for Gunsmithing Refinishing Certificate:	12

HUMAN SERVICES TECHNOLOGY

A45380

A.A.S. Degree/Diploma/Certificate

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

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

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

**HUMAN SERVICES TECHNOLOGY
A45380
A.A.S. Degree/Diploma/Certificate**

	Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)					
ACA 115 Success & Study Skills		0	2	0	1
* CIS 110 Intro to Computers		2	2	0	3
* ENG 111 Writing & Inquiry	P/C	3	0	0	3
* HSE 110 Intro to Human Services		2	2	0	3
* PSY 150 General Psychology		3	0	0	3
SWK 110 Intro to Social Work		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		13	6	0	16
Spring Semester (First Year)					
* HSE 112 Group Process I		1	2	0	2
* HSE 123 Interviewing Techniques		2	2	0	3
* PSY 241 Developmental Psychology	P/C	3	0	0	3
* <i>English Composition – Choose one course.</i>	P/C	3	0	0	3
ENG 112 Writing/Research in the Disciplines <u>or</u>					
ENG 114 Professional Research & Reporting					
<i>Math/Natural Science requirement – Choose one course.</i>					
BIO 111 General Biology I <u>or</u>		3	3	0	4
MAT 110 Math Measurement & Literacy <u>or</u>	P/C	2	2	0	3
MAT 152 Statistical Methods I <u>or</u>	P/C	3	2	0	4
MAT 171 Precalculus Algebra	P/C	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
Total		11/12	6/7	0	14/15
Summer Session (First Year)					
+ SAB 110 Substance Abuse Overview		3	0	0	3
HSE 227 Children and Adolescents in Crisis		3	0	0	3
Humanities/Fine Arts elective	P/C	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		9	0	0	9
Fall Semester (Second Year)					
* HSE 125 Counseling		2	2	0	3
HSE 210 Human Services Issues		2	0	0	2
+ HSE 225 Crisis Intervention		3	0	0	3
* SOC 210 Intro to Sociology		3	0	0	3
WBL 111 Work-Based Learning I		0	0	10	1
WBL 115 Work-Based Learning Seminar I	P/C	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total		11	2	10	13
Spring Semester (Second Year)					
HSE 220 Case Management	P/C	2	2	0	3
+ * HSE 255 Health Problems and Prevention		2	2	0	3
+ * SAB 210 Sub Abuse Counseling		2	2	0	3
* <i>Social Behavioral – Choose one course.</i>		3	0	0	3
SOC 213 Sociology of the Family <u>or</u>					
SOC 225 Social Diversity					
WBL 121 Work-Based Learning II		0	0	10	1
WBL 125 Work-Based Learning Seminar II	P/C	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total		10	6	10	14

Total Semester Hours Required for Human Services Technology A.A.S. Degree: 66/67

*** Total Semester Hours Required for Human Services Technology Diploma: 38**

+ Total Semester Hours Required for Substance Abuse Certificate: 12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

HUMAN SERVICES TECHNOLOGY: SOCIAL SERVICES CONCENTRATION

A4538D

A.A.S. Degree/Diploma/Certificate

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation. Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques. Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

HUMAN SERVICES TECHNOLOGY: SOCIAL SERVICES CONCENTRATION
A4538D
A.A.S. Degree/Diploma/Certificate

	Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)					
* ACA 115 Success & Study Skills <u>or</u>		0	2	0	1
ACA 122 College Transfer Success		0	2	0	1
* ENG 111 Writing & Inquiry	P/C	3	0	0	3
+ # * HSE 110 Intro to Human Services		2	2	0	3
+ * PSY 150 General Psychology		3	0	0	3
SOC 210 Intro to Sociology		3	0	0	3
+ # * SWK 110 Intro to Social Work		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		14	4	0	16
Spring Semester (First Year)					
* CIS 110 Intro to Computers		2	2	0	3
* <i>English Composition – Choose one course.</i>	P/C	3	0	0	3
ENG 112 Writing/Research in the Disciplines <u>or</u>					
ENG 114 Professional Research & Reporting					
* HSE 112 Group Process I		1	2	0	2
+ * HSE 123 Interviewing Techniques		2	2	0	3
+ * SWK 113 Working with Diversity		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		11	6	0	14
Summer Session (First Year)					
* SOC 213 Sociology of the Family		3	0	0	3
Humanities/Fine Arts Elective		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		6	0	0	6
Fall Semester (Second Year)					
# HSE 125 Counseling		2	2	0	3
HSE 210 Human Services Issues		2	0	0	2
PSY 241 Developmental Psychology		3	0	0	3
<i>Math/Natural Science requirement – Choose one course.</i>					
BIO 111 General Biology I <u>or</u>		3	3	0	4
MAT 110 Math Measurement & Literacy <u>or</u>	P/C	2	2	0	3
MAT 152 Statistical Methods I <u>or</u>	P/C	3	2	0	4
MAT 171 Precalculus Algebra	P/C	3	2	0	4
* SWK 115 Community Resources		2	2	0	3
WBL 111 Work-Based Learning I		0	0	10	1
WBL 115 Work-Based Learning Seminar I	P/C	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total		12/13	7	10	16/17
Spring Semester (Second Year)					
+ # * HSE 225 Crisis Intervention	P/C	3	0	0	3
* HSE 255 Health Problems and Prevention	P/C	2	2	0	3
SWK 214 Social Work Law	P/C	3	0	0	3
* SWK 220 SWK Issues in Clinical Services		3	0	0	3
WBL 121 Work-Based Learning II		0	0	10	1
WBL 125 Work-Based Learning Seminar II	P/C	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total		12	2	10	14
Total Semester Hours Required for HST: Social Services A.A.S. Degree:					66/67
* Total Semester Hours Required for HST: Social Services Diploma:					42
+ Total Semester Hours Required for HST: Social Services Advanced Certificate:					18
# Total Semester Hours Required for HST: Social Services Basic Certificate:					12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

HUNTING & SHOOTING SPORTS MANAGEMENT

A25600

A.A.S. Degree/Certificate

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Hunting and Shooting Sports Management
A25600
A.A.S. Degree/Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
	ACA	115	College Student Success	0	2	1
	ACC	120	Principles of Financial Accounting	3	2	4
+	BUS	110	Intro to Business	3	0	3
	CIS	110	Intro to Computers	2	2	3
	ENG	111	Writing & Inquiry	3	0	3
	MKT	120	Principles of Marketing	3	0	3
		Total		14	6	17
Spring Semester (First Year)						
	BUS	115	Business Law I	3	0	3
	BUS	121	Business Math	2	2	3
	BUS	280	REAL Small Business	4	0	4
	MKT	223	Customer Service	3	0	3
		<i>English Composition – Choose ENG 112 or ENG 114.</i>	P/C	3	0	3
	ENG	112	Writing/Research in the Disciplines <u>or</u>			
	ENG	114	Professional Research & Reporting			
		Total		15	2	16
Summer Session (First Year)						
	BUS	137	Principles of Management	3	0	3
		<i>Humanities/Fine Arts Elective – Choose one from list below.</i>		3	0	3
	HUM	110	Technology & Society <u>or</u>			
	HUM	115	Critical Thinking <u>or</u>			
	REL	211	Intro to Old Testament <u>or</u>			
	REL	212	Intro to New Testament			
		<i>Social/Behavioral Science Elective – Choose one from list below.</i>		3	0	3
	PSY	150	General Psychology <u>or</u>			
	SOC	210	Introduction to Sociology			
		Total		9	0	9
Fall Semester (Second Year)						
	MAT	110	Math Measurement & Literacy	2	2	3
	MKT	220	Advertising and Sales Promotion	3	0	3
+	SSM	111	Gun Shop Management	3	0	3
		<i>Economics Core – Choose ECO 251 or ECO 252.</i>		3	0	3
	ECO	251	Principles of Microeconomics <u>or</u>			
	ECO	252	Principles of Macroeconomics			
		Total		11	2	12
Spring Semester (Second Year)						
	OST	286	Professional Development	3	0	3
+	SSM	110	Introduction to Shooting Sports	3	3	4
+	SSM	112	Sports Hunting	3	0	3
	SSM	114	Shooting Sports Management	3	6	5
		Total		12	9	15

Total Semester Hours Required for Hunting & Shooting Sports Management A.A.S. Degree	69
+ Total Semester Hours Required for Basic Hunting & Shooting Sports Management Certificate	13

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

INDUSTRIAL SYSTEMS TECHNOLOGY

A50240

A.A.S. Degree/Diploma/Certificates

The Industrial Systems Technology curriculum is designed to prepare or upgrade 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 print 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.

INDUSTRIAL SYSTEMS TECHNOLOGY
A50240
A.A.S. Degree/Diploma/Certificates

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
*	CIS	110	Intro to Computers	2	2	3
# + *	ELC	131	Circuit Analysis I	3	3	4
# + *	ELC	131A	Circuit Analysis I Lab	P/C 0	3	1
*	ENG	111	Writing & Inquiry	P/C 3	0	3
# *	ISC	112	Industrial Safety	2	0	2
	<i>Social/Behavioral Science elective – Choose one course.</i>			3	0	3
	ECO	251	Principles of Microeconomics <u>or</u>			
	PSY	150	General Psychology <u>or</u>			
	SOC	210	Intro to Sociology			
	Total			13	8	16
Spring Semester (First Year)						
+ *	BPR	111	Print Reading	1	2	2
# + *	ELC	117	Motors & Controls	2	6	4
+	MEC	111	Machine Processes I	1	4	3
*	<i>Math requirement – Choose one course.</i>			P/C		
	MAT	110	Math Measurement & Literacy <u>or</u>	2	2	3
	MAT	171	Precalculus Algebra	<u>3</u>	<u>2</u>	<u>4</u>
	Total			6/7	14	12/13
Summer Session (First Year)						
*	ELC	128	Intro to PLC	2	3	3
# *	MNT	110	Intro to Maintenance Procedures	<u>1</u>	<u>3</u>	<u>2</u>
	Total			3	6	5
Fall Semester (Second Year)						
*	ELC	115	Industrial Wiring	2	6	4
	ELN	260	Programmable Logic Controllers	3	3	4
# *	HYD	110	Hydraulics/Pneumatics I	2	3	3
*	MEC	130	Mechanisms	2	2	3
# *	WLD	112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>2</u>
	Total			10	17	16
Spring Semester (Second Year)						
*	ELN	229	Industrial Electronics	3	3	4
	ENG	114	Professional Research & Reporting	P/C 3	0	3
	HYD	180	Fluid Power in Automation	2	3	3
	PCI	264	Process Control with PLCs	3	3	4
	<i>Humanities/Fine Arts elective – choose one</i>			3	0	3
	HUM	110	Technology & Society <u>or</u>			
	HUM	115	Critical Thinking	P/C		
	Total			14	9	17

Total Semester Hours Required for Industrial Systems Technology A.A.S. Degree: 66/67

*** Total Semester Hours Required for Industrial Systems Technology Diploma: 43/44**

+ Total Semester Hours Required for IST Certificate: 14

Total Semester Hours Required for IST Fundamentals Certificate: 18

Courses in Industrial Systems Technology may be offered during evening hours based on sufficient student demand.
Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

INFORMATION TECHNOLOGY

C25590

Certificate

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
CET	111	Computer Upgrade/Repair I		2	3	3
CTI	110	Web, Pgm, & Db Foundation		2	2	3
CTI	120	Network and Sec Foundation		<u>2</u>	<u>2</u>	<u>3</u>
		Total		6	7	9
Spring Semester						
CET	211	Computer Upgrade/Repair II		<u>2</u>	<u>3</u>	<u>3</u>
		Total		2	3	3

Total Semester Hours Required for IT Support & Services Certificate: 12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

MECHATRONICS ENGINEERING TECHNOLOGY

The Mechatronics Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

**MECHATRONICS ENGINEERING TECHNOLOGY
C40350
Certificate**

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
ELC	131	Circuit Analysis I		3	3	4
ELC	131A	Circuit Analysis I Lab		0	3	1
		Total		5	9	8
Spring Semester						
ATR	112	Intro to Automation		2	3	3
ATR	115	Introduction to Mechatronics	P/C	3	3	4
		Total		3	3	4

Total Semester Hours Required for IT Support & Services Certificate: 12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

MEDICAL ASSISTING

A45400

A.A.S. Degree/Certificates

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

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

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

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note: Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

The Montgomery Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Education Programs
35 East Wacker Drive, Suite 1970
Chicago IL 60601-2008
312-553-9355

**MEDICAL ASSISTING
A45400
A.A.S. Degree/Certificates**

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	ACA	115	Success & Study Skills		0	2	0	1
*	BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
#	MED	110	Orientation to Medical Assisting		1	0	0	1
#	MED	118	Medical Law & Ethics		2	0	0	2
#	* MED	121	Medical Terminology I		3	0	0	3
#	MED	130	Administrative Office Procedures I		1	2	0	2
Total					10	7	0	13
Spring Semester (First Year)								
*	BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
#	CIS	110	Intro to Computers		2	2	0	3
	ENG	111	Writing & Inquiry	P/C	3	0	0	3
#	* MED	122	Medical Terminology II	P/C	3	0	0	3
#	MED	131	Administrative Office Procedures II		1	2	0	2
	MED	140	Exam Room Procedures I		3	4	0	5
Total					15	11	0	20
Summer Session (First Year)								
English Composition – Choose one course from ENG 112 or ENG 114.					3	0	0	3
	ENG	112	Writing/Research in the Disciplines <u>or</u>	P/C				
	ENG	114	Professional Research & Reporting	P/C				
	MED	240	Exam Room Procedures II	P/C	3	4	0	5
Total					6	4	0	8
Fall Semester (Second Year)								
	MED	150	Laboratory Procedures I	P/C	3	4	0	5
	MED	270	Symptomatology		2	2	0	3
	MED	272	Drug Therapy		3	0	0	3
	PSY	150	General Psychology		3	0	0	3
Total					11	6	0	14
Spring Semester (Second Year)								
	MAT	110	Math Measurement & Literacy		2	2	0	3
	MED	260	MED Clinical Practicum		0	0	15	5
	MED	264	Medical Assisting Overview		2	0	0	2
	Humanities/Fine Arts Elective				3	0	0	3
Total					7	2	15	13

Total Semester Hours Required for Medical Assisting A.A.S. Degree: 68

*** Total Semester Hours Required for Medical Assisting Basics Certificate: 14**

Total Semester Hours Required for Medical Assisting Certificate: 16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

MEDICAL OFFICE ADMINISTRATION

A25310

A.A.S. Degree/Diploma/Certificates

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

**MEDICAL OFFICE ADMINISTRATION
A25310
A.A.S. Degree/Diploma/Certificates**

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
+	ACA	115	Success & Study Skills	0	2	1
	ACC	120	Principles of Financial Accounting	3	2	4
◆ # +	MED	118	Medical Law & Ethics	2	0	2
◆ # +	MED	121	Medical Terminology I	3	0	3
+	MED	130	Administrative Office Procedures I	1	2	2
◆ +	OST	130	Comprehensive Keyboarding	<u>2</u>	<u>2</u>	<u>3</u>
		Total		11	8	15
Spring Semester (First Year)						
◆ +	CIS	110	Introduction to Computers	2	2	3
+	ENG	111	Writing & Inquiry	P/C 3	0	3
◆ # +	MED	122	Medical Terminology II	P/C 3	0	3
	MED	131	Administrative Office Procedures II	1	2	2
	OST	134	Text Entry & Formatting	P/C <u>2</u>	<u>2</u>	<u>3</u>
		Total		11	6	14
Summer Session (First Year)						
+	<i>English Composition – Choose ENG 112 or ENG 114.</i>			P/C 3	0	3
	ENG	112	Writing/Research in the Disciplines <u>or</u>			
	ENG	114	Professional Research & Reporting			
	<i>Social/Behavioral Science elective – Choose one.</i>			3	0	3
	POL 120 American Government, PSY 150 General Psychology, <u>or</u> SOC 210 Intro to Sociology					
		Total		6	0	6
Fall Semester (Second Year)						
◆ # +	OST	148	Medical Insurance & Billing	3	0	3
+	OST	164	Office Editing	3	0	3
+	OST	184	Records Management	2	2	3
# +	OST	248	Diagnostic Coding	P/C 2	2	3
	<i>Humanities/Fine Arts elective – Choose one.</i>			3	0	3
	ART 110 Art Appreciation, HUM 110 Technology & Society, HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation, REL 211 Intro to Old Testament, <u>or</u> REL 212 Intro to New Testament					
		Total		13	4	15
Spring Semester (Second Year)						
	BUS	260	Business Communication	3	0	3
	MAT	110	Math Measurement & Literacy	P/C 2	2	3
+	MKT	223	Customer Service	3	0	3
# +	OST	247	Procedure Coding	P/C 2	2	3
	OST	286	Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
		Total		13	4	15

Total Semester Hours Required for Medical Office Administration A.A.S. Degree:	65
+ Total Semester Hours Required for Medical Office Administration Diploma:	41
◆ Total Semester Hours Required for MOA Basics Certificate:	17
# Total Semester Hours Required for Medical Billing & Coding Certificate:	17

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

METAL ENGRAVING

C30240

Certificates

The Metal Engraving curriculum is designed to train students in eye-hand coordination, artistic vision, and the technology necessary in occupations involving the embellishment of metals.

Course work will include embellishments utilizing the hammer and chisel, power engraving devices, acid etching, the inlaying of precious metals and jewels into a metal base, bas-relief graving, and the sinking of scenes into the medium.

Graduates should be able to apply the acquired skills in occupations requiring sound bench work skills. Such occupations might include gold and/or silversmithing, gunsmithing, the tool and die trades, printing plates, and jewelry.

Basic Metal Engraving Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
+	MEG	110	Tools and Procedures	2	6	4
+	MEG	111A	Scroll Cutting and Design	<u>1</u>	<u>3</u>	<u>2</u>
			Total	3	9	6
Spring Semester						
+	MEG	111B	Scroll Cutting and Design	1	6	3
+	MEG	115	Lettering and Calligraphy	<u>2</u>	<u>3</u>	<u>3</u>
			Total	3	9	6

Advanced Metal Engraving Certificate

Fall Semester						
*	MEG	114	Bolino	2	6	4
*	MEG	116	Flush and Raised Inlay	<u>1</u>	<u>3</u>	<u>2</u>
			Total	3	9	6
Spring Semester						
*	MEG	117	Metal Engraving Applications	2	6	4
*	MEG	118	Advanced Scroll Drawing	<u>1</u>	<u>3</u>	<u>2</u>
			Total	3	9	6

+ Total Semester Hours Required for Basic Metal Engraving Certificate: 12

* Total Semester Hours Required for Advanced Metal Engraving Certificate: 12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

NURSE AIDE

HEALTH SCIENCE: THERAPEUTIC & DIAGNOSTIC SERVICES

D45970

Diploma/Certificate

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
* BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
CHM	131	Intro to Chemistry		3	0	0	3
CHM	131A	Intro to Chemistry Lab	P/C	0	3	0	1
ENG	111	Writing & Inquiry	P/C	3	0	0	3
HSC	120	CPR		0	2	0	1
MED	121	Medical Terminology I		3	0	0	3
* NAS	101	Nurse Aide I		<u>3</u>	<u>4</u>	<u>3</u>	<u>6</u>
Total				15	12	3	21
Spring Semester (First Year)							
* BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
ENG	112	Writing/Research in the Disciplines	P/C	3	0	0	3
MED	122	Medical Terminology II	P/C	3	0	0	3
NAS	102	Nurse Aide II	P/C	3	2	6	6
PSY	150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total				15	5	6	19
Summer Session (First Year)							
BIO	275	Microbiology	P/C	3	3	0	4
PSY	241	Developmental Psychology	P/C	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total				6	3	0	7

Total Semester Hours Required for Nurse Aide/Health Science: Therapeutic & Diagnostic Services Diploma: 47

*** Total Semester Hours Required for Nurse Aide/Health Science: Therapeutic & Diagnostic Services Certificate: 14**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

NURSE AIDE

C45840

Certificate

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
ACA	115	Success & Study Skills		0	2	0	1
NAS	101	Nurse Aide I		3	4	3	6
NAS	102	Nurse Aide II	P/C	3	2	6	6
PSY	150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total				9	8	9	16

Total Semester Hours Required for Nurse Aide Certificate: 16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

OFFICE ADMINISTRATION

A25370

A.A.S. Degree/Diploma/Certificates

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

**OFFICE ADMINISTRATION
A25370
A.A.S. Degree/Diploma/Certificate**

				Special Note	Class Hours	Lab Hours	Credit Hours	
Fall Semester (First Year)								
	*	ACA 115	Success & Study Skills		0	2	1	
		BUS 110	Intro to Business		3	0	3	
#	*	CIS 110	Introduction to Computers		2	2	3	
	*	ENG 111	Writing & Inquiry	P/C	3	0	3	
# +	*	OST 130	Comprehensive Keyboarding		2	2	3	
# +	*	OST 136	Word Processing		<u>2</u>	<u>2</u>	<u>3</u>	
		Total			12	8	16	
Spring Semester (First Year)								
		Advanced Computer Skills – Choose one course.			2	2	3	
#		CTS 125	Presentation Graphics <u>or</u>					
# +		OST 236	Advanced Word/Info Processing	P/C				
#	*	CTS 130	Spreadsheet		2	2	3	
+ *		OST 134	Text Entry & Formatting	P/C	2	2	3	
		OST 137	Office Applications I		2	2	3	
		English Composition – Choose one course.			P/C	3	0	3
	*	ENG 112	Writing/Research in the Disciplines <u>or</u>					
	*	ENG 114	Professional Research & Reporting					
		Total			11	8	15	
Summer Session (First Year)								
		BUS 153	Human Resource Management		3	0	3	
		Social/Behavioral Science elective – Choose one course.			3	0	3	
		POL 120 American Government, PSY 150 General Psychology, <u>or</u> SOC 210 Intro to Sociology						
		Total			6	0	6	
Fall Semester (Second Year)								
	*	ACC 120	Principles of Financial Accounting		3	2	4	
	*	BUS 240	Business Ethics		3	0	3	
		MAT 110	Math Measurement & Literacy	P/C	2	2	3	
+ *		OST 164	Office Editing		3	0	3	
*		OST 184	Records Management		<u>2</u>	<u>2</u>	<u>3</u>	
		Total			13	6	16	
Spring Semester (Second Year)								
		ACC 140	Payroll Accounting	P/C	1	2	2	
*		MKT 223	Customer Service		3	0	3	
*		OST 286	Professional Development		3	0	3	
+ *		OST 289	Administrative Office Management	P/C	2	2	3	
		Humanities/Fine Arts elective – Choose one.			3	0	3	
		ART 111 Art Appreciation, HUM 110 Technology and Society, HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation, REL 211 Intro to Old Testament, <u>or</u> REL 212 Intro to New Testament						
		Total			12	4	14	
Total Semester Hours Required for Office Administration A.A.S. Degree:							66	
* Total Semester Hours Required for Office Administration Diploma:							44	
+ Total Semester Hours Required for Office Administration Certificate:							18	
# Total Semester Hours Required for OA: Microsoft Applications Certificate:							15	

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PHLEBOTOMY

HEALTH SCIENCE: THERAPEUTIC & DIAGNOSTIC SERVICES

D45950

Diploma/Certificate

A program that prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
HSC	120	CPR		0	2	0	1
* MED	121	Medical Terminology I		3	0	0	3
MED	122	Medical Terminology II	P/C	3	0	0	3
* PSY	150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total				15	5	0	17
Spring Semester (First Year)							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
ENG	112	Writing/Research in the Disciplines	P/C	3	0	0	3
* PBT	100	Phlebotomy Technology		5	2	0	6
* PBT	101	Phlebotomy Practicum	P/C	0	0	9	3
PSY	241	Developmental Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total				14	5	9	19
Summer Session (First Year)							
BIO	275	Microbiology	P/C	3	3	0	4
CIS	110	Intro to Computers		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
Total				5	5	0	7

Total Semester Hours Required for Phlebotomy Diploma: 43

*** Total Semester Hours Required for Phlebotomy Certificate: 15**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

**PHLEBOTOMY
C45600
Certificate**

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)							
PSY	101	Applied Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total		3	0	0	3
Spring Semester (First Year)							
PBT	100	Phlebotomy Technology		5	2	0	6
PBT	101	Phlebotomy Practicum	P/C	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total		8	2	0	9

Total Semester Hours Required for Phlebotomy Certificate: 12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PRACTICAL NURSING

D45660

Diploma

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual 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 safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Specific Admission Information: The application and testing deadline is October 15 for the upcoming Fall Semester Program.

Note: Clinical experiences in the Practical Nursing Program are supervised by an instructor and/or an on-site resource person. Students do not receive monetary compensation for their clinical experience.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester							
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
ENG	111	Writing & Inquiry	P/C	3	0	0	3
NUR	101	Practical Nursing I (1 st 12 weeks)	P/C	7	6	6	11
NUR	102AB	Practical Nursing II (last 4 weeks)	P/C	<u>3</u>	<u>0</u>	<u>4</u>	<u>4</u>
		Total		16	9	10	22
Spring Semester							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
NUR	102BB	Practical Nursing II (1 st 8 weeks)	P/C	4	0	5	6
NUR	103	Practical Nursing III (2 nd 8 weeks)	P/C	6	0	9	9
PSY	150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total		16	3	14	22

Total Semester Hours Required for Practical Nursing Diploma: 44

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PUBLIC SAFETY ADMINISTRATION

A55480

A.A.S. Degree/Diploma/Certificates

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

PUBLIC SAFETY ADMINISTRATION

A55480

A.A.S. Degree/Diploma/Certificates

	Special Note	Class	Lab	Clinical	Credit
Fall Semester (First Year)					
ACA 115 Success & Study Skills <u>or</u>		0	2	0	1
ACA 122 College Transfer Success					
ENG 111 Writing & Inquiry	P/C	3	0	0	3
Core elective – Choose one course.		3	0	0	3
EPT 124 EM Services Law & Ethics,					
FIP 152 Fire Protection Law <u>or</u> PAD 152 Ethics in Govt.					
PAD 151 Intro to Public Administration		3	0	0	3
PAD 252 Public Policy Analysis		3	0	0	3
PAD 254 Grant Writing		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		15	2	0	16
Spring Semester (First Year)					
Core elective – Choose one course.		3	0	0	3
FIP 228 Local Govt. Finance <u>or</u>					
PAD 251 Public Finance & Budgeting					
Core elective – Choose one course.		3	0	0	3
CJC 170 Critical Incident Mgmt. Public Safety <u>or</u>					
EPT 150 Incident Management					
Core elective – Choose one course.		2/3	0	0	2/3
CJC 240 Law Enforcement Mgmt. & Supervision,					
EMS 235 EMS Management, <u>or</u> FIP 276 Managing Fire Services					
<i>English Composition – Choose one course.</i>	P/C	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
COM 231 Public Speaking <u>or</u>					
ENG 114 Professional Research & Reporting					
Total		11/12	0	0	11/12
Summer Session (First Year)0					
<i>Humanities/Fine Arts elective – Choose one course.</i>	P/C	3	0	0	3
ENG 231 American Lit I, ENG 232 American Lit II					
HUM 110 Technology and Society,					
HUM 115 Critical Thinking (P/C), <u>or</u> PHI 240 Intro to Ethics					
<i>Social/Behavioral Science elective – Choose one course.</i>	P/C	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
POL 120 American Government,					
<u>or</u> PSY 150 General Psychology					
Total		6	0	0	6
Fall Semester (Second Year)					
Choose a path below:					
Correction Services		<u>9/12</u>	<u>4</u>	<u>0</u>	<u>11/14</u>
PST 120 NCDPS Correction Officer Training <u>or</u>					
Choose 3 credits from List 1 Below <u>and</u>					
CJC 141 Corrections, CJC 225 Crisis Intervention <u>and</u>					
CJC 232 Civil Liability <u>or</u> CJC 233 Correctional Law					
Total Corrections		9/12	4	0	11/14
Emergency & Fire Mgmt. Choose 1 group:					
Group 1: Choose 4 courses		12	0	0	12
EPT 120 Sociology of Disaster, EPT 124 EM Services					
Law & Ethics, EPT 130 Mitigation & Preparedness					
EPT 140 Emergency Mgmt., EPT 150 Incident Mgmt.					
EPT 210 Response & Recovery, EPT 230 Emergency Planning <u>or</u>					
EPT-275 Emergency Ops Center Mgmt.					

(Emergency & Fire Mgmt. Cont.)**Group 2: Choose 4 courses**

FIP 120 Intro to Fire Protection, FIP 124 Fire Prevention & Public Education, FIP 140 Industrial Fire Protection, FIP 228 Local Govt. Finance, FIP 240 Fire Service Supervision, FIP 248 Fire Service Personnel Administration, FIP 256 Municipal Public Relations or FIP 276 Managing Fire Services

Group 3: Take all

EMS 110 EMT, EMS 235 EMS Management

Total Emergency & Fire Mgmt.

12 0 0 12

8 6 3 11

8/12 0/6 0/3 11/12

Law Enforcement Path – Take 1 group.**Group 1. Take CJC 110 Basic Law Enforcement BLET****Group 2. Choose 4 courses**

CJC 111 Intro to Criminal Justice, CJC 170 Critical Incident Mgmt. & Public Safety, CJC 212 Ethics & Comm Relations, CJC 215 Organization & Administration, or CJC 240 Law Enforcement Management & Supervision

Total Law Enforcement

10 30 0 20

12 0 0 12

10/12 0/30 0 12/20

Spring Semester (Second Year)

Correction Services students choose a minimum of 16 credits from List 1 below (students must have 64 SHC to graduate)

Emergency & Fire Mgmt. students choose a minimum of 18 credits from List 2 below (students must have 64 SHC to graduate)

Law Enforcement students choose a minimum of 10 credits from List 1 below (students must have 64 SHC to graduate)

List 1**List 2**

CJC 110 Basic Law Enforcement BLET (20)

CJC 111 Intro to Criminal Justice (3)

CJC 112 Criminology (3)

CJC 113 Juvenile Justice (3)

CJC 120 Interviews/Interrogations (2)

CJC-141 Corrections

CJC 170 Critical Incident Mgmt. Public Safety (3)

CJC 212 Ethics & Comm Relations (3)

EMS 110 EMT (9)

EMS 235 EMS Management (2)

EPT 120 Sociology of Disaster (3)

EPT 124 EM Services Law & Ethics (3)

EPT 130 Mitigation & Preparedness (3)

EPT 140 Emergency Management (3)

EPT 150 Incident Management (3)

EPT 210 Response & Recovery (3)

Total Semester Hours Required for Public Safety Administration Degree:

64

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

SUSTAINABLE AGRICULTURE

A15410

A.A.S. Degree

The Sustainable Agriculture curriculum focuses on agricultural principles and practices that, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. Potential course work includes instruction in principles of agroecology, crop and soil sciences, entomology, horticulture, animal science, weed science and management, soil fertility and nutrient cycling, applied ecology, agricultural economics, and rangeland ecology and watershed management.

SUSTAINABLE AGRICULTURE

A15410

A.A.S. Degree/Certificate

	Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours	Fall
Semester (First Year)						
ACA 115 Success & Study Skills		0	2	0	1	
*@# AGR 139 Intro to Sustainable Ag		3	0	0	3	
# AGR 140 Agricultural Chemicals		2	2	0	3	
# ANS 110 Animal Science (Part 1)		1.5	0	0	1.5	
ENG 111 Writing and Inquiry	P/C	3	0	0	3	
<i>Social/Behavioral Science elective – Choose one course.</i>		3	0	0	3	
PSY 150 General Psychology <u>or</u> SOC 210 Intro to Sociology			3	0	0	
		3				
Total		15.5	2	0	17.5	
Spring Semester (First Year)						
+*#@# AGR 160 Plant Science		2	2	0	3	
+*#@# AGR 170 Soil Science		2	2	0	3	
# ANS 110 Animal Science (Part 2)		1.5	0	0	1.5	
<i>Communication – Choose one course.</i>		3	0	0	3	
COM 231 Public Speaking	P/C					
ENG 112 Writing/Research in the Disciplines <u>or</u>						
ENG 115 Oral Communication						
* HOR 142 Fruit & Vegetable Production		1	2	0	2	
MAT 110 Math Measurement & Literacy		2	2	0	3	
Total		11.5	8	0	15.5	
Summer Session						
WBL 111 Work-Based Learning I		0	0	10	1	
Fall Semester (Second Year)						
AGR 111 Basic Farm Maintenance		1	3	0	2	
AGR 112 Agriculture Records & Accounting		2	2	0	3	
AGR 214 Agriculture Marketing		3	0	0	3	
AGR 266 Organic Crop Prod: Fall		2	2	0	3	
<i>(may substitute AGR 265 Organic Crop Prod: Spring)</i>						
@ HOR 134 Greenhouse Operations		2	2	0	3	
<i>Humanities/Fine Arts elective – Choose one.</i>		3	0	0	3	
ART 111 Art Appreciation, HUM 110 Technology and Society, HUM 115 Critical Thinking (P/C), MUS 110 Music Appreciation						
Total		10/13	7/9	0	14/17	
Spring Semester (Second Year)						
AGR 212 Farm Business Management		1	2	0	2	
AGR 220 Ag Mechanization		3	0	0	3	
AGR 266 Organic Crop Prod: Fall		2	2	0	3	
<i>(may substitute AGR 266 Organic Crop Prod: Spring)</i>						
ANS 111 Sustainable Livestock Management		3	0	0	3	
ANS 115 Animal Feeds & Nutrition		2	2	0	3	
+ *@ HOR 162 Applied Plant Science		2	2	0	3	
WLD 112 Basic Welding Processes		1	3	0	2	
Total		12/14	9/11	0	16/19	
Total Semester Hours Required for Sustainable Agriculture A.A.S. Degree:		65				
# Total Semester Hours Required for Landscape Technology Certificate:		15				
+ Total Semester Hours Required for a Basic Horticulture Certificate:		12				
@ Total Semester Hours Required for a Greenhouse Operations Certificate:		15				
* Total Semester Hours Required for a Fruit & Vegetable Production Certificate:		14				

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

TAXIDERMY

D30380

Diploma/Certificates

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection and preparation. Students will learn basic mounting procedures, finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

		Special Note	Class Hours	Lab Hours	Credit Hours
Bird Certificate					
Fall Semester					
ENG 111	Writing & Inquiry		3	0	3
+ TXY 110	Bird Preparation		2	6	5
+ TXY 112AB	Bird Quality Control & Mounting – Part A		1	3	2.5
+ TXY 112BB	Bird Quality Control & Mounting – Part B		1	3	2.5
+ TXY 114	Bird Finishing		<u>2</u>	<u>6</u>	<u>5</u>
	Total		6	18	18
Mammal Certificate					
Spring Semester					
# TXY 121	Mammal Preparation		2	6	5
# TXY 122AB	Mammal Quality Control & Mounting – Part A		1	3	2.5
# TXY 122BB	Mammal Quality Control & Mounting – Part B		1	3	2.5
# TXY 123	Mammal Finishing		<u>2</u>	<u>6</u>	<u>5</u>
	Total		6	18	15
Fish Certificate					
Summer Semester					
* TXY 131	Fish Preparation		2	6	5
* MAT 110	Math Measurement & Literacy	P/C	2	2	3
* TXY 133	Fish Finishing		<u>2</u>	<u>6</u>	<u>5</u>
	Total		6	14	13

Taxidermy Diploma

To complete requirements for a Taxidermy diploma, students must complete all of the TXY courses listed above as well as ENG-111 Writing & Inquiry and MAT 110 Math Measurement & Literacy.

Depending on sufficient enrollment, the English and math courses may be available during evening hours, but will most frequently be offered as day and/or online courses.

- P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Taxidermy Diploma:	46
+ Total Semester Hours Required for Bird Certificate:	15
# Total Semester Hours Required for Mammal Certificate:	15
* Total Semester Hours Required for Fish Certificate:	13

WELDING TECHNOLOGY

D50420

Diploma/Certificates

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application. Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

WELDING TECHNOLOGY

D50420

Diploma/Certificates

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
	ENG 111	Writing & Inquiry	P/C	3	0	3
	* WLD 110	Cutting Processes		1	3	2
	* WLD 112	Basic Welding Processes		1	3	2
	# * WLD 115	SMAW (Stick) Plate		<u>2</u>	<u>9</u>	<u>5</u>
		Total		7	15	12
Spring Semester (First Year)						
	MAT 110	Math Measurement & Literacy	P/C	2	2	3
	# * WLD 121	GMAW (MIG) FCAW/Plate		2	6	4
	# WLD 131	GTAW (TIG) Plate		2	6	4
	* WLD 141	Symbols & Specifications		<u>2</u>	<u>2</u>	<u>3</u>
		Total		8	16	14
Summer Session (First Year)						
	WLD 132	GTAW (TIG) Plate/Pipe	P/C	<u>1</u>	<u>6</u>	<u>3</u>
		Total		1	6	3
Fall Semester (Second Year)						
	WLD 116	SMAW (Stick) Plate/Pipe	P/C	1	9	4
	WLD 122	GMAW (MIG) Plate/Pipe	P/C	1	6	3
	# WLD 151	Fabrication I	P/C	2	6	4
	WLD 261	Certification Practices	P/C	<u>1</u>	<u>3</u>	<u>2</u>
		Total		5	24	13

Total Semester Hours Required for Welding Diploma: 42

*** Total Semester Hours Required for Welding Technology Basic Certificate: 16**

Total Semester Hours Required for Welding Technology Intermediate Certificate: 17

Program offered only at Southern Correctional Institution

FOODSERVICE TECHNOLOGY

C55250 Certificate

This curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions in industrial, institutional or commercial production foodservice operations.

Courses include sanitation, basic and intermediate foodservice production skills, baking, menus, purchasing and basic cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in production foodservice settings or entry-level kitchen management in an institutional foodservice setting.

			Special Note	Class Hours	Lab Hours	Credit Hours
CIS	113	Computer Basics		0	2	1
FST	100	Intro to Foodservice		3	0	3
FST	101	Intro to Baking	P/C	1	4	3
FST	102	Basic Foodservice Skills	P/C	4	8	8
FST	103	Safety and Sanitation		<u>2</u>	<u>0</u>	<u>2</u>
		Total		10	14	17

Total Semester Hours Required for Foodservice Technology Certificate: 17

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

CCP pathways are available to eligible current NC high school students only.

CAREER & COLLEGE PROMISE PATHWAYS

Montgomery Community College offers the following Career & College Promise pathways.

College Transfer pathways leading to:

- Associate in Arts (AA)
- Associate in Engineering
- Associate in Fine Arts in Music
- Associate in Science (AS)

Career Technical Education certificate pathways:

- Air Conditioning, Heating, & Refrigeration Technology
- Automotive Systems Technology
- Business Administration
- Computer-Integrated Machining
- Criminal Justice Technology
- Culinary Arts
- Early Childhood Education
- Electrical Systems Technology
- Facility Maintenance Technology/Carpentry
- Facility Maintenance Technology/Horticulture
- Facility Maintenance Technology/Masonry
- Facility Maintenance Technology/Plumbing
- Forest Management Technology
- Human Services Technology
- Human Services Technology/Social Services
- Hunting & Shooting Sports Management
- Industrial Systems Technology
- Information Technology
- Mechatronics Engineering Technology
- Medical Assisting
- Medical Office Administration
- Nurse Aide
- Office Administration
- Office Administration: Microsoft Office Applications
- Phlebotomy
- Sustainable Agriculture
- Taxidermy: Birds
- Taxidermy: Fish
- Taxidermy: Mammals
- Basic Welding
- Intermediate Welding

Detailed information about Career & College Promise (CCP) guidelines, eligibility requirements, and pathways is found in the [CCP Information Booklet](#) posted on the Montgomery Community College website (www.montgomery.edu).

COURSE DESCRIPTIONS

ACA-115 Success & Study Skills (1.00 cr.)
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. Lab/Shop Hours (2.00).

ACA-122 College Transfer Success (1.00 cr.)
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

ACC-120 Prin of Financial Accounting (4.00 cr.)
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (2.00).

ACC-121 Prin of Managerial Accounting (4.00 cr.)
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take ACC-120 (Required, Previous).

ACC-129 Individual Income Taxes (3.00 cr.)
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 income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ACC-140 Payroll Accounting (2.00 cr.)
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. Classroom Hours (1.00), Lab/Shop Hours (3.00)
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous)

ACC-150 Accounting Software Applications (2.00 cr.)
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. Classroom Hours (1.00), Lab/Shop Hours (3.00).
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous)

ACC-220 Intermediate Accounting I (4.00 cr.)
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon
MCC 2022/2023

completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. Classroom Hours (3.00), Lab/Shop Hours (2.00)

Requisite courses: Take ACC-120 (Required, Previous)

ACC-225 Cost Accounting (3.00 cr.)

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. Classroom Hours (3.00).

Requisite courses: Take ACC-121 (Required, Previous)

AGR-111 Basic Farm Maintenance (2.00 cr.)

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment. Classroom Hours (1.00), Lab/Shop Hours (3.00).

AGR-112 Agri Records & Accounting (3.00 cr.)

This course covers principles involved in establishing, maintaining, and analyzing livestock and farm records. Topics include computerized livestock and farm records, net worth statements, and income and cash flow statements. Upon completion, students should be able to develop a production record keeping system, calculate performance efficiencies, and establish production goals. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AGR-139 Intro to Sustainable Ag (3.00 cr.)

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. Classroom Hours (3.00).

AGR-140 Agricultural Chemicals (3.00 cr.)

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AGR-160 Plant Science (3.00 cr.)

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AGR-170 Soil Science (3.00 cr.)

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AGR-212 Farm Business Management (3.00 cr.)

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. Classroom Hours (3.00).

AGR-214 Agricultural Marketing (3.00 cr.)

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. Classroom Hours (3.00).

AGR-220 Ag Mechanization (3.00 cr.)
This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AGR-265 Organic Crop Prod: Spring (3.00 cr.)
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AGR-266 Organic Crop Prod: Fall (3.00 cr.)
This course includes a study of fall organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students should be able to demonstrate a knowledge of organic crop production appropriate for the fall season. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AHR-110 Intro to Refrigeration (5.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (6.00).

AHR-111 HVACR Electricity (3.00 cr.)
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AHR-112 Heating Technology (4.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (4.00).

AHR-113 Comfort Cooling (4.00 cr.)
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation. Classroom Hours (2.00), Lab/Shop Hours (4.00).

AHR-114 Heat Pump Technology (4.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (4.00).
Requisite courses: Take One: AHR-110 or AHR-113 (Required, Previous).

AHR-120 HVACR Maintenance (2.00 cr.)
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. Classroom Hours (1.00), Lab/Shop Hours (3.00).

AHR-130 HVAC Controls (3.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: Take One: AHR-111, ELC-111, or ELC-112 (Required, Previous).

AHR-133 HVAC Servicing (4.00 cr.)

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00).

Requisite courses:

Take One: AHR-112 OR AHR-113 (Required, Previous or concurrent).

AHR-151 HVAC Duct Systems I (2.00 cr.)

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. Classroom Hours (1.00), Lab/Shop Hours (3.00).

AHR-160 Refrigerant Certification (1.00 cr.)

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. Classroom Hours (1.00).

AHR-180 HVACR Customer Relations (1.00 cr.)

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. Classroom Hours (1.00).

AHR-211 Residential System Design (3.00 cr.)

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AHR-212 Advanced Comfort Systems (4.00 cr.)

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. Classroom Hours (2.00), Lab/Shop Hours (6.00).

Requisite courses: Take AHR-114 (Required, Previous).

AHR-213 HVACR Building Code (2.00 cr.)

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon complete on, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade. Classroom Hours (1.00), Lab/Shop Hours (2.00).

ALT-120 Renewable Energy Tech (3.00 cr.)

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydroelectric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ANS-110 Animal Science (3.00 cr.)

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. Classroom Hours (3.00).

ANS-111 Sustainable Livestock Mgt (3.00 cr.)

This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small scale livestock production. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ANS-115 Animal Feeds & Nutrition (3.00 cr.)

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ANT-210 General Anthropology (3.00 cr.)

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ANT-220 Cultural Anthropology (3.00 cr.)

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ANT-240 Archaeology (3.00 cr.)

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Class Hours (3.00).

ART-111 Art Appreciation (3.00 cr.)

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-114 Art History Survey I (3.00 cr.)

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-115 Art History Survey II (3.00 cr.)

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-283 Ceramics I (3.00 cr.)

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (6.00).

AST-111 Descriptive Astronomy (3.00 cr.)

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00).

AST-111A Descriptive Astronomy Lab (1.00 cr.)

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Lab/Shop Hours (2.00)

AST-151 General Astronomy I (3.00 cr.)

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00).

AST-151A General Astronomy I Lab (1.00 cr.)

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Lab/Shop Hours (2.00)

ATR-112 Intro to Automation (3.00 cr.)

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. Classroom Hours (2.00), Lab/Shop Hours (3.00).

ATR-115 Introduction to Mechatronics (4.00 cr.)

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Topics include automation, advanced manufacturing, sensors, actuators, process control, circuits, robotics, electromechanical equipment, hydraulics, pneumatics, electrical drives, motors, and programmable logic controllers. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system. Classroom Hours (3.00), Lab/Shop Hours (3.00)

AUT-141 Suspension & Steering Systems (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (3.00)

AUT-141A Suspension & Steering Lab (1.00 cr.)

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. Lab/Shop Hours (3.00)

Requisite courses:

Take AUT-141 (Required, Previous or concurrent).

AUT-151 Brake Systems (3.00 cr.)

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. Classroom Hours (2.00), Lab Hours (3.00)

AUT-151A Brake Systems Lab (1.00 cr.)

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. Lab/Shop Hours (3.00)

Requisite courses:

Take AUT-151 (Required, Previous or concurrent).

AUT-163 Adv Auto Electricity (3.00 cr.)

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.

Classroom Hours (2.00), Lab/Shop Hours (3.00)

Requisite courses: Take TRN-120 (Required, Previous).

AUT-181 Engine Performance 1 (3.00 cr.)

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 drivability problems using appropriate test equipment/service information. Classroom Hours (2.00), Lab/Shop Hours (3.00)

AUT-181A Engine Performance 1 Lab (1.00 cr.)

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 drivability problems using appropriate test equipment/service information. Lab/Shop Hours (3.00)

Requisite courses:

Take AUT-181 (Required, Previous or concurrent).

AUT-183 Engine Performance 2 (4.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (6.00)

Requisite courses: Take AUT-181 (Required, Previous).

BIO-106 Intro to Anat/Phys/Micro (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

BIO-110 Principles of Biology (4.00 cr.)

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00) Shop/Lab Hours (3.00).

BIO-111 General Biology I (4.00 cr.)

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

BIO-112 General Biology II (4.00 cr.)

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses: Take BIO-111 (Required, Previous).

BIO-140 Environmental Biology (3.00 cr.)

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00).

BIO-140A Environmental Biology Lab (1.00 cr.)

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Lab/Shop Hours (3.00)

Requisite courses: Take BIO-140 (Required, Previous or concurrent).

BIO-155 Nutrition (3.00 cr.)

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Class Hours (3.00).

BIO-165 Anatomy and Physiology I (4.00 cr.)

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 for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).

BIO-166 Anatomy and Physiology II (4.00 cr.)

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 for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses: Take BIO-165 (Required, Previous).

BIO-275 Microbiology (4.00 cr.)

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses: Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168 (Required, Previous).

BPR-111 Blueprint Reading (2.00 cr.)

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 or systems.

Classroom Hours (1.00), Lab/Shop Hours (2.00).

BPR-130 Print Reading – Construction (3.00 cr.)

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. Classroom Hours (3.00).

BUS-110 Introduction to Business (3.00 cr.)

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-115 Business Law I (3.00 cr.)

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-121 Business Math (3.00 cr.)

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. Classroom Hours (2.00), Lab/Shop Hours (2.00).

BUS-137 Principles of Management (3.00 cr.)

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-153 Human Resource Management (3.00 cr.)
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. Classroom Hours (3.00).

BUS-225 Business Finance (3.00 cr.)
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. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take ACC-120 (Required, Previous)

BUS-240 Business Ethics (3.00 cr.)
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. Classroom Hours (3.00).

BUS-260 Business Communication (3.00 cr.)
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. Classroom Hours (3.00).
Requisite courses: Take One: ENG-110 or ENG-111 (Required, Previous).

BUS-280 REAL Small Business (4.00 cr.)
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. Classroom Hours (4.00).

CAR-111 Carpentry I (8.00 cr.)
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. Classroom Hours (3.00), Lab/Shop Hours (15.00).

CAR-112 Carpentry II (8.00 cr.)
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. Classroom Hours (3.00), Lab/Shop Hours (15.00).
Requisite courses: Take CAR-111 (Required, Previous).

CAR-113 Carpentry III (6.00 cr.)
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. Classroom Hours (3.00), Lab/Shop Hours (9.00).
Requisite courses: Take CAR-111 (Required, Previous).

CAR-114 Residential Building Codes (3.00 cr.)
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. Classroom Hours (3.00).

CAR-115 Residential Planning/Estimating (3.00 cr.)
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. Classroom Hours (3.00).
Requisite courses: Take BPR-130 (Required, Previous).

CAR-120 Commercial Carpentry I (6.00 cr.)
This course introduces the theory and construction methods associated with general construction, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, blueprints, rigging, construction framing, windows, exterior doors, and other related topics. Upon completion, students should be able to safely demonstrate basic general carpentry skills with supervision. Classroom Hours (2.00), Lab/Shop Hours (12.00).

CAR-125 Commercial Carpentry II (6.00 cr.)
This course covers the advanced theory and construction methods associated with the building industry including concrete framing, reinforcing, and placement. Topics include safety, hand/power tool use, blueprints, concrete construction methods, light equipment operation, and other related topics. Upon completion, students should be able to safely demonstrate concrete construction skills with supervision. Classroom Hours (2.00), Lab/Shop Hours (12.00).
Requisite courses: Take CAR-120 (Required, Previous).

CCT-121 Computer Crime Investigation (4.00 cr.)
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cybercrime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. Classroom Hours (3.00), Lab/Shop Hours (2.00).

CCT-231 Technology Crimes & Law (3.00 cr.)
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws. Classroom Hours (3.00).

CET-111 Computer Upgrade/Repair I (3.00 cr.)
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CET-150 Computer Forensics I (3.00 cr.)
This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CET-211 Computer Upgrade/Repair II (3.00 cr.)
This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CHI-111 Elementary Chinese (3.00cr.)
This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

CHI-112 Elementary Chinese II (3.00cr.)

This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take CHI-111 (Required, Previous)

CHI-211 Intermediate Chinese (3.00cr.)

This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expressions in modern standard Chinese. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take CHI-112 (Required, Previous)

CHI-212 Intermediate Chinese II (3.00cr.)

This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take CHI-211 (Required, Previous)

CHM-131 Intro to Chemistry (3.00 cr.)

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00)

CHM-131A Intro to Chemistry Lab (1.00 cr.)

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Lab/Shop Hours (3.00)

Requisite courses: CHM-131 (Required, Previous or concurrent)

CHM-132 Organic and Biochemistry (4.00 cr.)

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses: Take One: CHM-131 and CHM-131A or CHM-151 (Required, Previous).

CHM-151 General Chemistry I (4.00 cr.)

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.

This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

CHM-152 General Chemistry II (4.00 cr.)

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses: Take CHM-151 (Required, Previous).

CIS-110 Introduction to Computers (3.00 cr.)

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (2.00).

CIS-111 Basic PC Literacy (2.00 cr.)

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. Classroom Hours (1.00), Lab/Shop Hours (2.00).

CIS-113 Computer Basics (1.00 cr.)

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. Lab/Shop Hours (2.00).

CIS-115 Intro to Programming & Logic (3.00 cr.)

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (3.00).

Requisite courses:

Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040; Set 2: DMA-025 and DMA-040; Set 3: MAT-121; Set 4: MAT-171; Set 5: MAT-003; Set 6: BSP-4003 (Required, Previous).

CJC-110 Basic Law Enforcement BLET (20.00 cr.)

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. Classroom Hours (10.00), Lab/Shop Hours (30.00).

CJC-111 Intro to Criminal Justice (3.00 cr.)

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-112 Criminology (3.00 cr.)

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. Classroom Hours (3.00).

CJC-113 Juvenile Justice (3.00 cr.)

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-120 Interviews/Interrogations (2.00 cr.)

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. Classroom Hours (1.00), Lab/Shop hours (2.00).

CJC-121 Law Enforcement Operations (3.00 cr.)

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-131 Criminal Law (3.00 cr.)

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. Classroom Hours (3.00).

CJC-132 Court Procedure & Evidence (3.00 cr.)

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. Classroom Hours (3.00).

CJC-141 Corrections (3.00 cr.)

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-160 Terrorism: Underlying Issues (3.00 cr.)

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. Classroom Hours (3.00).

CJC-170 Critical Incident Mgmt. Public Safety (3.00 cr.)

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place

violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents. Classroom Hours (3.00).

CJC-212 Ethics & Community Relations (3.00 cr.)

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. Classroom Hours (3.00).

CJC-214 Victimology (3.00 cr.)

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. Classroom Hours (3.00).

CJC-215 Organization & Administration (3.00 cr.)

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. Classroom Hours (3.00).

CJC-221 Investigative Principles (4.00 cr.)

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. Classroom Hours (3.00), Lab/Shop Hours (2.00).

CJC-225 Crisis Intervention (3.00 cr.)

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. Classroom Hours (3.00).

CJC-231 Constitutional Law (3.00 cr.)

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. Classroom Hours (3.00).

CJC-232 Civil Liability (3.00 cr.)

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. Classroom Hours (3.00).

CJC-233 Correctional Law (3.00 cr.)

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel. Classroom Hours (3.00).

CJC-240 Law Enforcement Mgmt & Supervision (3.00 cr.)

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century. Classroom Hours (3.00).

CJC-241 Community-Based Corrections (3.00 cr.)

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community. Classroom Hours (3.00).

COM-110 Introduction to Communication (3.00 cr.)

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. Classroom Hours (3.00).

COM-120 Intro to Interpersonal Communication (3.00cr.)

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. Classroom Hours (3.00)

COM-140 Intro to Intercultural Communication (3.00cr.)

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. Classroom Hours (3.00)

COM-231 Public Speaking (3.00 cr.)

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. Classroom Hours (3.00).

CSC-134 C++ Programming (3.00 cr.)

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CSC-151 JAVA Programming (3.00 cr.)

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CTI-110 Web, Programming, & Database (3.00 cr.)
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTI-120 Network & Sec Foundation (3.00 cr.)
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTI-140 Virtualization Concepts (3.00 cr.)
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines. Classroom Hours (1.00), Lab/Shop Hours (4.00).

CTS-115 Information Systems Business Concepts (3.00 cr.)
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CTS-125 Presentation Graphics (3.00 cr.)
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTS-130 Spreadsheet (3.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTS-155 Tech Support Functions (3.00 cr.)
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CUL-110 Sanitation & Safety (2.00 cr.)
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. Classroom Hours (2.00).

CUL-140 Culinary Skills I (5.00 cr.)
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. Classroom Hours (2.00), Lab/Shop Hours (6.00).

Requisite courses:

Take CUL-110 (Required, Previous or concurrent).

CUL-160 Baking I (3.00 cr.)

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. Classroom Hours (1.00), Lab/Shop Hours (4.00).

Requisite courses:

Take CUL-110 (Required, Previous or concurrent).

CUL-170 Garde Manger I (3.00 cr.)

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. Classroom Hours (1.00), Lab/Shop Hours (4.00).

Requisite courses:

Take CUL-110 (Required, Previous or concurrent).

CUL-240 Culinary Skills II (5.00 cr.)

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. Classroom Hours (1.00), Lab/Shop Hours (8.00).

Requisite courses:

Take one set:

Set 1: CUL-110 and CUL-140 Set 2: CUL-110, CUL-142, and CUL-170 (Required, Previous).

DBA-110 Database Concepts (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (3.00)

DBA-115 Database Applications (3.00 cr.)

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: Take DBA-110 (Required, Previous)

DDT-110 Developmental Disabilities (3.00 cr.)

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Classroom Hours (3.00).

DDT-120 Teaching Developmental Disable (3.00 cr.)

This course covers teaching modalities which enhance learning among people with developmental disabilities. Topics include assessment, support strategies, writing behavioral strategies, teaching methods, and documentation. Upon completion, students should be able to demonstrate competence in individual program plan development and implementation. Classroom Hours (3.00).

Requisite courses: Take DDT-110 (Required, Previous).

DDT-210 DDT Health Issues (3.00 cr.)

This course introduces the health and medical aspects of assisting people with developmental disabilities. Topics include universal precautions, medication, wellness, nutrition, human sexuality, and accessing medical services. Upon completion, students should be able to identify and implement strategies to promote wellness and manage chronic health conditions. Classroom Hours (3.00).

Requisite courses: Take DDT-110 (Required, Previous).

DDT-220 Program Planning Process (3.00 cr.)

This course covers the individual program planning process used in services for people with developmental disabilities. Topics include basic components and benefits of the process, the effect of values on outcomes, and group problem-solving methods. Upon completion, students should be able to demonstrate an understanding of effective group process in program planning and the individual roles of team members. Classroom Hours (3.00).

DEN-100 Basic Orofacial Anatomy (2.00 cr.)

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Classroom Hours (2.00).

DEN-101 Preclinical Procedures (7.00 cr.)

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. Classroom Hours (4.00), Lab/Shop Hours (6.00).

DEN-102 Dental Materials (4.00 cr.)

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Classroom Hours (2.00), Lab/Shop Hours (4.00).

DEN-103 Dental Sciences (2.00 cr.)

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. Classroom Hours (2.00).

DEN-104 Dental Health Education (3.00 cr.)

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DEN-105 Practice Management (2.00 cr.)

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Classroom Hours (2.00).

DEN-106 Clinical Practice I (6.00 cr.)

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. Classroom Hours (2.00), Clinical Hours (12.00).

Requisite courses: Take DEN-101 (Required, Previous).

DEN-107 Clinical Practice II (5.00 cr.)

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. Classroom Hours (1.00), Clinical Hours (12.00).

Requisite courses: Take DEN-106 (Required, Previous).

DEN-111 Infection/Hazard Control (2.00 cr.)

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. Classroom Hours (2.00).

DEN-112 Dental Radiography (3.00 cr.)

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Classroom Hours (2.00), Lab/Shop Hours (3.00).

DFT-119 Basic CAD (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (2.00).

DFT-170 Engineering Graphics (3.00 cr.)

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DRA-111 Theatre Appreciation (3.00 cr.)

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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ECO-251 Principles of Microeconomics (3.00 cr.)

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ECO-252 Principles of Macroeconomics (3.00 cr.)

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

EDU-119 Intro to Early Child Education (4.00 cr.)

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. Classroom Hours (4.00).

EDU-131 Child, Family, & Community (3.00 cr.)

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing supporting and respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or course requirement. Classroom Hours (3.00).

EDU-144 Child Development I (3.00 cr.)

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

EDU-145 Child Development II (3.00 cr.)

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

EDU-146 Child Guidance (3.00 cr.)

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. Classroom Hours (3.00).

EDU-151 Creative Activities (3.00 cr.)

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. Classroom Hours (3.00).

EDU-153 Health, Safety & Nutrition (3.00 cr.)

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. Classroom Hours (3.00).

EDU-187 Teaching and Learning for All (4.00 cr.)

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. Universal Ed Agreement; Universal Ed Agreement (Independent). Classroom Hours (3.00) Shop/Lab Hours (3.00).

EDU-216 Foundations of Education (3.00 cr.)

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

EDU-221 Children with Exceptionalities (3.00 cr.)

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

Requisite courses: Take one set: Set 1: EDU-144, EDU-145 Set 2: PSY-244 PSY-245 (Required, Previous).

EDU-234 Infants, Toddlers, & Twos (3.00 cr.)

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. Classroom Hours (3.00).

Requisite courses:

Take EDU-119 (Required, Previous).

EDU-250 Teacher Licensure Preparation (3.00 cr.)

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. Universal Ed Agreement; Universal Ed Agreement (Independent). Classroom Hours (3.00).

Requisite courses: Take One Set: Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3: ENG-111 and MAT-171 (Required, Previous or concurrent).

EDU-251 Exploration Activities (3.00 cr.)

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able

to understand major concepts in each content area and implement appropriate experiences for young children. Classroom Hours (3.00).

EDU-259 Curriculum Planning (3.00 cr.)

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. Classroom Hours (3.00).

Requisite courses:

Take EDU-119 (Required, Previous).

EDU-261 Early Childhood Admin I (3.00 cr.)

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. Classroom Hours (3.00).

Requisite courses: Take EDU-119 (Required, Previous or concurrent).

EDU-262 Early Childhood Admin II (3.00 cr.)

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. Classroom Hours (3.00).

Requisite courses: Take EDU-119 and EDU-261 (Required, Previous).

EDU-279 Literacy Development and Instruction (4.00 cr.)

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. Universal Ed Agreement; Universal Ed Agreement (Independent). Classroom Hours (3.00) Shop/Lab Hours (3.00).

EDU-280 Language/Literacy Experiences (3.00 cr.)

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. Classroom Hours (3.00).

EDU-284 Early Childhood Capstone Practicum (4.00 cr.)

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. Classroom Hours (1.00), Lab/Shop Hours (9.00).

Requisite courses:

Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151 Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151 Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151 (Required, Previous).

EGR-150 Intro to Engineering (2.00 cr.)

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00) Shop/Lab Hours (2.00).

ELC-113 Residential Wiring (4.00 cr.)

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-114 Commercial Wiring (4.00 cr.)

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-115 Industrial Wiring (4.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-117 Motors and Controls (4.00 cr.)

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-128 Intro to PLC (3.00 cr.)

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 understand basic PLC systems and create simple programs. Classroom Hours (2.00), Lab/Shop Hours (3.00).

ELC-131 Circuit Analysis I (4.00 cr.)

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELC-131A Circuit Analysis I Lab
(1.00 cr.)

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment. Lab/Shop Hours (3.00).

Requisite courses: Take ELC-131 (Required, Previous or concurrent).

ELC-135 Electrical Machines (3.00 cr.)

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ELC-213 Instrumentation (4.00 cr.)

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. Classroom Hours (3.00), Lab/Shop Hours (2.00).

ELC-215 Electrical Maintenance (3.00 cr.)

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. Classroom Hours (2.00), Lab/Shop Hours (3.00).

ELC-229 Applications Project (2.00 cr.)

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. Classroom Hours (1.00), Lab/Shop Hours (3.00).

ELN-131 Analog Electronics I (4.00 cr.)

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-133 Digital Electronics (4.00 cr.)

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-229 Industrial Electronics (4.00 cr.)

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-260 Prog Logic Controllers (4.00 cr.)

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. Classroom Hours (3.00), Lab/Shop Hours (3.00).

EMS-110 EMT (9.00 cr.)

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification. Classroom Hours (6.00), Lab/Shop Hours (6.00)

EMS-235 EMS Management (2.00 cr.)

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. Classroom Hours (2.00).

ENG-001 English Skills Support (1.00 cr.)

This course is designed to supplement the skills introduced in ENG-111 with emphasis placed on the editing and revision components of the writing process. Topics include concepts, skills, writing in a variety of genres and formats using a recursive process, and effective use of rhetorical strategies, with emphasis placed on the editing and revision components of the writing process. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Lab/Shop Hours (2.00).

ENG-002 Transition English (3.00 cr.)

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Lab/Shop Hours (6.00).

ENG-011 Writing and Inquiry Support (2.00 cr.)

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English. Classroom Hours (1.00), Lab/Shop Hours (2.00).

ENG-111 Writing and Inquiry (3.00 cr.)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

Requisite courses: Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 (Required, Previous). Take ENG-011 (Required, Previous or concurrent).

ENG-112 Writing/Research in the Disc (3.00 cr.)

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

Requisite courses: Take ENG-111 (Required, Previous).

ENG-114 Prof Research & Reporting (3.00 cr.)

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

Requisite courses: Take ENG-111 (Required, Previous).

ENG-115 Oral Communication (3.00 cr.)

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings. Classroom Hours (3.00).

ENG-131 Introduction to Literature (3.00cr.)

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved

for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses Take ENG-111 (Required, Previous)

Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous or concurrent)

ENG-231 American Literature I (3.00 cr.)

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take One: ENG-112, ENG 113, or ENG 114 (Required, Previous).

ENG-232 American Literature II (3.00 cr.)

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-233 Major American Writers (3.00 cr.)

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous)

ENG-241 British Literature I (3.00 cr.)

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-242 British Literature II (3.00 cr.)

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-243 Major British Writers (3.00 cr.)

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-261 World Literature I (3.00 cr.)

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-262 World Literature II (3.00 cr.)

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

EPT-120 Sociology of Disaster (3.00 cr.)

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior. Classroom Hours (3.00).

EPT-124 EM Services Law & Ethics (3.00 cr.)

This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations. Classroom Hours (3.00).

EPT-130 Mitigation & Preparedness (3.00 cr.)

This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan. Classroom Hours (3.00)

EPT-140 Emergency Management (3.00 cr.)

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system. Classroom Hours (3.00).

EPT-150 Incident Management (3.00 cr.)

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System. Classroom Hours (3.00).

EPT-210 Response & Recovery (3.00 cr.)

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster. Classroom Hours (3.00).

EPT-230 Emergency Planning (3.00 cr.)

This course covers the rationale for and methods related to a comprehensive approach to emergency planning. Topics include the emergency planning process, command arrangement, coordination, budgetary issues, environmental contamination issues, and public policy concerns. Upon completion, students should be able to develop an emergency plan for a community. Classroom Hours (3.00).

EPT-275 Emergency Operations Center Management (3.00 cr.)

This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel,

and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center. Classroom Hours (3.00).

FIP-120 Intro to Fire Protection (3.00 cr.)

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. Classroom Hours (3.00)

FIP-124 Fire Prevention & Public Education (3.00 cr.)

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group. Classroom Hours (3.00).

FIP-140 Industrial Fire Protection (3.00 cr.)

This course covers fire protection systems in industrial facilities referenced in NFPA standard 1. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan and evaluation an industrial facility's fire protection program. Classroom Hours (3.00).

FIP-152 Fire Protection Law (3.00 cr.)

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. Classroom Hours (3.00).

FIP-228 Local Government Finance (3.00 cr.)

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department. Classroom Hours (3.00).

FIP-240 Fire Service Supervision (3.00 cr.)

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021. Classroom Hours (3.00).

FIP-248 Fire Service Personnel Admin (3.00 cr.)

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection. Classroom Hours (3.00).

FIP-256 Municipal Public Relations (3.00 cr.)

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II. Classroom Hours (3.00).

FIP-276 Managing Fire Services (3.00 cr.)

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles. Classroom Hours (3.00).

FOR-121 Dendrology (4.00 cr.)

This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses. Classroom Hours (2.00), Lab/Shop Hours (6.00).

FOR-123 Forest Botany (3.00 cr.)

This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-131 Forest Measurements (3.00 cr.)

This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-171 Intro to Forest Resources (3.00 cr.)

This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind. Classroom Hours (3.00).

FOR-172 Intro to Timber Harvest (3.00 cr.)

This course introduces the history, economic impact, and trends in the timber harvesting industry. Emphasis is placed on safety and environmental orientation, the process of logging and physical conditioning. Upon completion, students should be able to explain the economic and environmental impact, and physical demands of the logging industry. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-173 Soils & Hydrology (3.00 cr.)

This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-175 Wildlife/Environ Studies (3.00 cr.)

This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-212 Forest Surveying & Aerial Interpretation (3.00 cr.)

This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-215 Intro to GIS/GPS (3.00 cr.)

This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications. Classroom Hours (1.00), Lab/Shop Hours (4.00).

FOR-225 Silvics & Silviculture (4.00 cr.)

This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques. Classroom Hours (3.00), Lab/Shop Hours (3.00).

FOR-232 Forest Mensuration (4.00 cr.)

This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands. Classroom Hours (2.00), Lab/Shop Hours (6.00).

Requisite courses: Take FOR-131 (Required, Previous).

FOR-240 Forest Protection (3.00 cr.)

This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-245 Forest Pesticides (3.00 cr.)

This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-271 Forest Management (3.00 cr.)

This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships. Classroom Hours (2.00), Lab/Shop Hours (3.00).

Requisite courses: Take All: FOR-225 and FOR-232 (Required, Previous).

FOR-282 Forest Recreation (3.00 cr.)

This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-285 Logging & Marketing (3.00 cr.)

This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FRE-111 Elementary French I (3.00 cr.)

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

FRE-112 Elementary French II (3.00 cr.)

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take FRE-111 (Required, Previous)

FRE-181 French Lab I (1.00 cr.)

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

FRE-182 French Lab II (1.00 cr.)

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take FRE-181 (Required, Previous)

FRE-211 Intermediate French I (3.00 cr.)

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take FRE-112 (Required, Previous)

FRE-212 Intermediate French II (3.00 cr.)

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take FRE-211 (Required, Previous)

FST-100 Intro to Foodservice (3.00 cr.)

This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. Classroom Hours (3.00).

FST-101 Quantity Baking I (3.00 cr.)

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. Classroom Hours (1.00), Lab/Shop Hours (4.00).

Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent).

FST-102 Foodservice Skills I (8.00 cr.)

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations. Classroom Hours (4.00), Lab/Shop Hours (8.00).

Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent).

FST-103 Foodservice Sanitation (2.00 cr.)

This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. Classroom Hours (2.00).

FWL-212 Wildlife Policy & Law (2.00 cr.)

This course covers natural resource policies and laws developed by various governmental agencies. Topics include current political issues involved in resource management and the principles, techniques, and jurisdictional boundaries in the field of wildlife law enforcement. Upon completion, students should be able to identify, describe, and assess the influences of policies and laws on natural resource management. Classroom Hours (2.00).

FWL-254 Habitat Manipulation (3.00 cr.)

This course is a study and application of management practices beneficial to wildlife. Emphasis is placed on methods for increasing food production, developing water sources, increasing cover requirements, and improving wetlands. Upon completion, students should be able to demonstrate an understanding of techniques and methods to manipulate wildlife habitats. Classroom Hours (2.00), Lab/Shop Hours (3.00).

GEL-111 Geology (4.00 cr.)

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (2.00).

GEO-111 World Regional Geography (3.00 cr.)

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00)

GEO-130 General Physical Geography (3.00 cr.)

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00)

GIS-111 Introduction to GIS (3.00 cr.)

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GIS-121 Georeferencing & Mapping (3.00 cr.)

This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GIS-215 GIS Data Models (3.00 cr.)

This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GSM-111 Gunsmithing I (6.00 cr.)

This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-120 Gunsmithing Tools (6.00 cr.)

This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-125 Barrel Fitting/Alteration (6.00 cr.)

This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes. Classroom Hours (3.00), Lab/Shop Hours (9.00).

GSM-127 General Repair (6.00 cr.)

This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills. Classroom Hours (3.00), Lab/Shop Hours (9.00).

GSM-225 Gunmetal Refinishing (6.00 cr.)

This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-227 Advanced Repair Technology (6.00 cr.)

This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-231 Handgun Repair Technology (5.00 cr.)

This course introduces students to the repair of handguns. Emphasis is placed on malfunction diagnosis and performing necessary repairs based on an understanding of design and function principles. Upon completion, students should be able to diagnose and make common repairs to handguns. Classroom Hours (2.00), Lab/Shop Hours (9.00).

GSM-232 Custom Handgun Technology (5.00 cr.)

This course introduces students to purpose-built custom handguns. Emphasis is placed on learning and performing custom modifications that are commonly performed on handguns. Upon completion, students should be able to perform a range of customizations and alteration tasks that relate to handguns used in sporting and competition events. Classroom Hours (2.00), Lab/Shop Hours (9.00).

GSM-235 Current Gunsmithing Techniques (6.00 cr.)

This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-240 Modern Sporting Firearms (6.00 cr.)

This course covers current custom gunsmithing applications as related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to modern firearms used in sporting and competition events. Classroom Hours (2.00), Lab/Shop Hours (12.00).

HEA-110 Personal Health/Wellness (3.00 cr.)

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

HIS-111 World Civilizations I (3.00 cr.)

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-112 World Civilizations II (3.00 cr.)

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-121 Western Civilization I (3.00 cr.)

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-122 Western Civilization II (3.00 cr.)

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-131 American History I (3.00 cr.)

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-132 American History II (3.00 cr.)

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-231 Recent American History (3.00 cr.)

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00)

HIS-236 North Carolina History (3.00 cr.)

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved

for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00)

HOR-112 Landscape Design I (3.00 cr.)

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 (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices. Classroom Hours (2.00), Lab/Shop Hours (3.00).

HOR-114 Landscape Construction (3.00 cr.)

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HOR-116 Landscape Management I (3.00 cr.)

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HOR-134 Greenhouse Operations (3.00 cr.)

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HOR-142 Fruit & Vegetable Prod (2.00 cr.)

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables. Classroom Hours (1.00), Lab/Shop Hours (2.00).

HOR-162 Applied Plant Science (3.00 cr.)

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSC-120 CPR (1.00 cr.)

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions. Lab/Shop Hours (2.00).

HSE-110 Intro to Human Services (3.00 cr.)

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-112 Group Process I (2.00 cr.)

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. Classroom Hours (1.00), Lab/Shop Hours (2.00).

HSE-123 Interviewing Techniques (3.00 cr.)

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-125 Counseling (3.00 cr.)

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-210 Human Services Issues (2.00 cr.)

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. Classroom Hours (2.00).

HSE-220 Case Management (3.00 cr.)

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: Take HSE-110 (Required, Previous).

HSE-225 Crisis Intervention (3.00 cr.)

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. Classroom Hours (3.00).

HSE-227 Children & Adolescents in Crisis (3.00 cr.)

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE-255 Health Problems and Prevention (3.00 cr.)

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HUM-110 Technology and Society (3.00 cr.)

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-115 Critical Thinking (3.00 cr.)

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take one set: Set 1: DRE-098 Set 2: ENG-002 Set 3: BSP-4002 Set 4: ENG-111 (Required, Previous).

HUM-120 Cultural Studies (3.00 cr.)

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-150 American Women's Studies (3.00 cr.)

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-160 Introduction to Film (3.00 cr.)

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HYD-110 Hydraulics/Pneumatics I (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (3.00).

HYD-180 Fluid Power in Automation (3.00 cr.)

This course introduces the basic components and functions of hydraulic and pneumatic systems and their application to automated machinery. Topics include standard symbols, compressors, control valves, control circuits, actuators, maintenance procedures, switching and control devices as applied to automated machinery. Upon completion, students should be able to demonstrate an understanding of the operation of hydraulic fluid and compressed air and vacuum systems including design, troubleshooting, and applications. Classroom Hours (2.00), Lab/Shop Hours (3.00).

ISC-112 Industrial Safety (2.00 cr.)

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment. Classroom Hours (2.00).

JPN-111 Elementary Japanese I (3.00 cr.)

This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

JPN-112 Elementary Japanese II (3.00 cr.)

This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses: Take JPN-111 (Required, Previous)

JPN-211 Intermediate Japanese I (3.00 cr.)

This course includes communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses: Take JPN-112 (Required, Previous)

JPN-212 Intermediate Japanese II (3.00 cr.)

This course provides continuation of communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take JPN-211 (Required, Previous)

MAC-111 Machining Technology I (6.00 cr.)

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. Classroom Hours (2.00) Lab/Shop Hours (12.00)

MAC-112 Machining Technology II (6.00 cr.)

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. Classroom Hours (2.00) Lab/Shop Hours (12.00)

MAC-124 CNC Milling (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MAC-131 Blueprint Reading/Mach I (2.00 cr.)

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAC-151 Machining Calculations (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAC-152 Advanced Machining Calculations (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAC-171 Measure/Material & Safety (1.00 cr.)

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. Lab/Shop Hours (2.00).

MAS-110 Masonry I (10.00 cr.)

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units. Classroom Hours (5.00), Lab/Shop Hours (15.00).

MAS-120 Masonry II (10.00 cr.)

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes. Classroom Hours (5.00), Lab/Shop Hours (15.00).

MAS-140 Intro to Masonry (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAT-001 Math Skills Support (1.00 cr.)

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course. Lab/Shop Hours (2.00).

Requisite courses:

Take One Course: MAT-110 MAT-121 MAT-143 MAT-152 or MAT-171 (Required, Previous or concurrent).

MAT-003 Transition Math (3.00 cr.)

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Lab/Shop Hours (6.00).

MAT-010 Math Measurement & Literacy Support (1.00 cr.)

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Lab/Shop Hours (2.00).

MAT-021 Algebra/Trigonometry I Support (2.00 cr.)

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAT-043 Quantitative Literacy Support (2.00 cr.)

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAT-052 Statistical Methods I Support (2.00 cr.)

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MAT-071 Precalculus Algebra Support (2.00 cr.)

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. Lab/Shop Hours (4.00).

MAT-110 Math Measurement & Literacy (3.00 cr.)

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: Take One Set: Set 1: Take DMA-010 DMA-020 and DMA-030; Set 2: Take DMA-025; Set 3: MAT-003; Set 4: BSP-4003. (Required, Previous)

Requisite course: Take MAT-010 (Required, Previous or Concurrent)

MAT-143 Quantitative Literacy (3.00 cr.)

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses:

Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 4: DMA-025, ~~DMA-045~~, and DRE-098; Set 5: DMA-025, and ENG-002; Set 6: DMA-025, and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP 4003 and BSP-4002 (Required, Previous).

Take MAT-043 (Required, Previous or concurrent).

[Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043]

MAT-152 Statistical Methods I (4.00 cr.)

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses:

Take ~~All~~ One Set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 4: DMA-025, and DRE-098; Set 5: DMA-025, and ENG-002; Set 6: DMA-025, and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP 4003 and BSP-4002 (Required, Previous).

Take MAT-052 (Required, Previous or concurrent).

[Successful completion of MAT-143 permits a student to register for MAT-152 without the coreq MAT-052]

MAT-171 Precalculus Algebra

(4.00 cr.)

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses:

Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050; Set 2: DMA-010, DMA-020, DMA-030, DMA-045; Set 3: DMA-025, DMA-045; Set 4: DMA-025, DMA-040, DMA-050; Set 5: MAT 121; Set 6: MAT-003; Set 7: BSP-4003 (Required, Previous).

Take MAT-071 (Required, Previous or concurrent).

[Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071.]

MAT-172 Precalculus Trigonometry

(4.00 cr.)

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses: Take MAT-171 (Required, Previous).

MAT-263 Brief Calculus

(4.00 cr.)

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses: Take MAT-171 (Required, Previous).

MAT-271 Calculus I

(4.00 cr.)

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses: Take: MAT-172 (Required, Previous).

[The following criteria were approved by the Senior Vice President - Chief Academic Officer on June 16, 2020: A student may place directly into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years: A score of 2 or higher on the AP Calculus AB Exam. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2. Local diagnostic exam or challenge exam which demonstrates proficiency in PreCalculus course(s) competencies. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state]

MAT-272 Calculus II (4.00 cr.)

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses: Take MAT-271 (Required, Previous).

MAT-280 Linear Algebra (3.00 cr.)

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or course requirement. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: Take MAT-271 (Required, Previous).

MAT-285 Differential Equations (3.00 cr.)

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or course requirement. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: Take MAT-272 (Required, Previous).

MEC-110 Intro to CAD/CAM (2.00 cr.)

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MEC-111 Machine Processes I (3.00 cr.)

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 manufacture simple parts to specified tolerance. Classroom Hours (1.00), Lab/Shop (4.00).

MEC-130 Mechanisms (3.00 cr.)

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

MED-110 Orientation to Med Assist (1.00 cr.)

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. Classroom Hours (1.00).

MED-118 Medical Law and Ethics (2.00 cr.)

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. Classroom Hours (2.00).

MED-121 Medical Terminology I (3.00 cr.)

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. Classroom Hours (3.00).

MED-122 Medical Terminology II (3.00 cr.)

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. Classroom Hours (3.00).

Requisite courses: Take MED-121 (Required, Previous).

MED-130 Admin Office Procedures I (2.00 cr.)

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MED-131 Admin Office Procedures II (2.00 cr.)

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MED-140 Exam Room Procedures I (5.00 cr.)

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. Classroom Hours (3.00), Lab/Shop Hours (4.00).

MED-150 Laboratory Procedures I (5.00 cr.)

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. Classroom Hours (3.00), Lab/Shop Hours (4.00).

Requisite courses: Take MED-140 and MED-240 (Required, Previous)

MED-232 Medical Insurance Coding (2.00 cr.)

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MED-240 Exam Room Procedures II (5.00 cr.)

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. Classroom Hours (3.00), Lab/Shop Hours (4.00).

Requisite courses: Take MED-140 (Required, Previous).

MED-260 MED Clinical Practicum (5.00 cr.)

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Clinical Hours (15.00).

MED-262 Clinical Perspectives (1.00 cr.)

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students

should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. Classroom Hours (1.00).

MED-264 Medical Assisting Overview (2.00 cr.)

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. Classroom Hours (2.00).

MED-270 Symptomatology (3.00 cr.)

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. Classroom Hours (2.00), Lab/Shop Hours (2.00).

MED-272 Drug Therapy (3.00 cr.)

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. Classroom Hours (3.00).

MEG-110 Tools, Term, & Procedures (4.00 cr.)

This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals. Classroom Hours (2.00), Lab/Shop Hours (6.00).

MEG-111 Scroll Cutting & Design (5.00 cr.)

This course introduces the techniques of drawing and engraving basic scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace. Classroom Hours (2.00), Lab/Shop Hours (9.00).

MEG-114 Bolino (4.00 cr.)

This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals. Classroom Hours (2.00), Lab/Shop Hours (6.00).

MEG-115 Lettering & Calligraphy (3.00 cr.)

This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles. Classroom Hours (2.00), Lab/Shop Hours (3.00).

MEG-116 Flush & Raised Inlay (2.00 cr.)

This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermax engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MEG-117 Engraving Applications (4.00 cr.)

This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace. Classroom Hours (2.00), Lab/Shop Hours (6.00).

MEG-118 Scroll Drawing (2.00 cr.)

This course provides the opportunity to develop personal application of the elements of design into scroll drawings. Emphasis is placed on design elements, creativity, advanced scroll anatomy, and developing personal styles. Upon completion, students

should be able to incorporate their own unique style of scroll drawings into complex geometric shapes. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MKT-120 Principles of Marketing (3.00 cr.)

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. Classroom Hours (3.00).

MKT-220 Advertising and Sales Promotion (3.00 cr.)

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. Classroom Hours (3.00).

MKT-223 Customer Service (3.00 cr.)

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. Classroom Hours (3.00).

MNT-110 Intro to Maintenance Procedures (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop (3.00).

MNT-111 Maintenance Practices (3.00 cr.)

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, 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. Classroom Hours (2.00), Lab/Shop (2.00).

MNT-130 Control Systems (4.00 cr.)

This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems. Classroom Hours (2.00), Lab/Shop (4.00).

MNT-131 Metalworking Processes (3.00 cr.)

This course introduces the standard practices that are found in the metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment. Classroom Hours (2.00), Lab/Shop (3.00).

MNT-165 Mechanical Industrial Systems (2.00 cr.)

This course covers mechanical components used in industrial machine operations. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MNT-220 Rigging and Moving (2.00 cr.)

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MNT-222 Industrial Systems Schematics (2.00 cr.)

This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MNT-263 Electro-Pneumatic Components (4.00 cr.)

This course introduces principles and practical applications of electrical/pneumatic control systems and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems. Classroom Hours (2.00), Lab/Shop Hours (4.00).

MUS-110 Music Appreciation 3.00 cr.)

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

MUS-111 Fundamentals of Music (3.00 cr.)

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

MUS-112 Introduction to Jazz (3.00 cr.)

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

MUS-121 Music Theory I (3.00 cr.)

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

MUS-122 Music Theory II (3.00 cr.)

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

Requisite courses: Take MUS-121 (Required, Previous).

MUS-125 Aural Skills I (1.00 cr.)

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

MUS-126 Aural Skills II (1.00 cr.)

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-125 (Required, Previous).

MUS-131 Chorus I (1.00 cr.)

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

MUS-132 Chorus II (1.00 cr.)

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-131 (Required, Previous).

MUS-137 Orchestra I (1.00 cr.)

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

MUS-138 Orchestra II (1.00 cr.)

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-137 (Required, Previous).

MUS-141 Ensemble I (1.00 cr.)

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

MUS-142 Ensemble II (1.00 cr.)

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-141 (Required, Previous).

MUS-151 Class Music I (1.00 cr.)

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

MUS-152 Class Music II (1.00 cr.)

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-151 (Required, Previous).

MUS-161 Applied Music I (2.00 cr.)

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MUS-162 Applied Music II (2.00 cr.)

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab/Shop Hours (2.00).

Requisite courses: Take MUS-161 (Required, Previous).

MUS-210 History of Rock Music (3.00 cr.)

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. Classroom Hours (3.00).

MUS-231 Chorus III (1.00 cr.)

This course provides a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-132 (Required, Previous).

MUS-232 Chorus IV (1.00 cr.)

This course provides a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-231 (Required, Previous).

MUS-237 Orchestra III (1.00 cr.)

This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-138 (Required, Previous).

MUS-238 Orchestra IV (1.00 cr.)

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-237 (Required, Previous).

MUS-241 Ensemble III (1.00 cr.)

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-142 (Required, Previous).

MUS-242 Ensemble IV (1.00 cr.)

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take MUS-241 (Required, Previous).

NAS-101 Nurse Aide I (6.00 cr.)

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. Classroom Hours (3.00), Lab/Shop Hours (4.00), Clinical Hours (3.00)

NAS-102 Nurse Aide II (6.00 cr.)

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry Classroom Hours (3.00), Lab/Shop Hours (2.00), Clinical Hours (6.00)

Requisite course: Take NAS-101 (Required, Previous)

NET-110 Networking Concepts (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NOS-120 Linux/UNIX Single User (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NOS-130 Windows Single User (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NOS-230 Windows Administration I (3.00 cr.)

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NUR-101 Practical Nursing I (11.00 cr.)

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 assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Classroom Hours (7.00), Lab/Shop Hours (6.00), Clinical Hours (6.00).

NUR-102 Practical Nursing II (10.00 cr.)

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Classroom Hours (7.00), Clinical Hours (9.00).

Requisite courses: Take NUR-101 (Required, Previous).

NUR-103 Practical Nursing III (9.00 cr.)

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. Classroom Hours (6.00), Clinical Hours (9.00).

NUR-111 Intro to Health Concepts (8.00 cr.)

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. Classroom Hours (4.00), Lab/Shop Hours (6.00), Clinical Hours (6.00).

NUR-112 Health-Illness Concepts (5.00 cr.)

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. Classroom Hours (3.00), Clinical Hours (6.00).

Requisite courses: Take NUR-111 (Required, Previous).

NUR-113 Family Health Concepts (5.00 cr.)

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. Classroom Hours (3.00), Clinical Hours (6.00).

Requisite courses: Take NUR-111 (Required, Previous).

NUR-114 Holistic Health Concepts (5.00 cr.)

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. Classroom Hours (3.00), Clinical Hours (6.00).

Requisite courses: Take NUR-111 (Required, Previous).

NUR-211 Health Care Concepts (5.00 cr.)

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. Classroom Hours (3.00), Clinical Hours (6.00).

Requisite courses: Take NUR-111 (Required, Previous)

NUR-212 Health System Concepts (5.00 cr.)

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. Classroom Hours (3.00), Clinical Hours (6.00).

Requisite courses: Take NUR-111 (Required, Previous).

NUR-213 Complex Health Concepts (10.00 cr.)

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. Classroom Hours (4.00), Lab/Shop Hours (3.00), Clinical Hours (15.00).

Requisite courses: Take NUR-111 (Required, Previous).

Take NUR-112, NUR-113, NUR-114, NUR-211 and NUR-212 (Required, Previous or concurrent).

OST-130 Comprehensive Keyboarding (3.00 cr.)

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-134 Text Entry & Formatting (3.00 cr.)

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Requisite courses: OST-130 or OST-131 (Required, Previous).

OST-136 Word Processing (3.00 cr.)

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-137 Office Applications I (3.00 cr.)

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-148 Medical Insurance & Billing (3.00 cr.)

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. Classroom Hours (3.00).

OST-164 Office Editing (3.00 cr.)
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. Classroom Hours (3.00).

OST-184 Records Management (3.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-236 Advanced Word Processing (3.00 cr.)
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take OST-136 (Required, Previous).

OST-247 Procedure Coding (3.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take one: MED-121 or OST-141 (Required, Previous).

OST-248 Diagnostic Coding (3.00 cr.)
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. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take one: MED-121 or OST-141 (Required, Previous).

OST-286 Professional Development (3.00 cr.)
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. Classroom Hours (3.00).

OST-289 Office Administration Capstone (3.00 cr.)
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164 (Required, Previous).

PAD-151 Intro to Public Admin (3.00 cr.)
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. Classroom Hours (3.00).

PAD-152 Ethics in Government (3.00 cr.)
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. Classroom Hours (3.00).

PAD-251 Public Finance & Budgeting (3.00 cr.)

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. Classroom Hours (3.00).

PAD-252 Public Policy Analysis (3.00 cr.)

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. Classroom Hours (3.00).

PAD-254 Grant Writing (3.00 cr.)

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process. Classroom Hours (3.00).

PBT-100 Phlebotomy Technology (6.00 cr.)

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. Classroom Hours (5.00), Lab/Shop Hours (2.00).

PBT-101 Phlebotomy Practicum (3.00 cr.)

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. Clinical Hours (9.00).

Requisite courses: Take PBT-100 (Required, Previous or concurrent).

PCI-264 Process Control with PLCs (4.00 cr.)

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. Classroom Hours (3.00), Lab/Shop Hours (3.00).

PED-110 Fit and Well for Life (2.00 cr.)

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab/Shop Hours (2.00).

PED-111 Physical Fitness I (1.00 cr.)

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00)

PED-113 Aerobics I (1.00 cr.)

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved for transfer under the CAA as

a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-117 Weight Training I (1.00 cr.)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-118 Weight Training II (1.00 cr.)

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

Requisite courses: Take PED-117 (Required, Previous).

PED-119 Circuit Training (1.00 cr.)

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00)

PED-121 Walk, Jog, Run (1.00 cr.)

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00)

PED-122 Yoga I (1.00 cr.)

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-123 Yoga II (1.00 cr.)

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Requisite courses: Take PED-122 (Required, Previous).

PED-125 Self-Defense: Beginning (1.00 cr.)

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-128 Golf-Beginning (1.00 cr.)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for transfer under the CAA as a

premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-130 Tennis-Beginning (1.00 cr.)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-143 Volleyball-Beginning (1.00 cr.)

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-145 Basketball-Beginning (1.00 cr.)

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-147 Soccer (1.00 cr.)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-170 Backpacking (1.00 cr.)

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-171 Nature Hiking (1.00 cr.)

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-186 Dancing for Fitness (1.00 cr.)

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-187 Social Dance – Beginning (1.00 cr.)

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PED-219 Disc Golf (2.00 cr.)

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00)

PHI-210 History of Philosophy (3.00 cr.)

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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses: Take ENG-111 (Required, Previous)

PHI-215 Philosophical Issues (3.00 cr.)

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take ENG-111 (Required, Previous).

PHI-240 Introduction to Ethics (3.00 cr.)

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take ENG-111 (Required, Previous).

PHY-110 Conceptual Physics (3.00 cr.)

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00).

PHY-110A Conceptual Physics Lab (1.00 cr.)

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Shop/Lab Hours (2.00).

Requisite course: PHY-110 (Required, Concurrent)

PHY-151 College Physics I (4.00 cr.)

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses:

Take One: MAT-171 or MAT-271 (Required, Previous)

PHY-152 College Physics II (4.00 cr.)

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (2.00).

Requisite courses: Take One: PHY-151 (Required, Previous).

PHY 251 General Physics I (4.00 cr.)

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses:

Take One: MAT-271 (Required, Previous); MAT-272 (Required, Previous or concurrent).

PHY-252 General Physics II (4.00cr)

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Requisite courses: Take All: MAT-272 and PHY-251 (Required, Previous)

PLU-115 Basic Plumbing (4.00 cr.)

This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices. Classroom Hours (2.00), Lab/Shop Hours (6.00).

PLU-120 Plumbing Applications (9.00 cr.)

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes. Classroom Hours (4.00), Lab/Shop Hours (15.00).

PLU-130 Plumbing Systems (6.00 cr.)

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system. Classroom Hours (3.00), Lab/Shop Hours (9.00).

PLU-145 Plumbing Measure/Calculations (2.00 cr.)

This course is designed to contextualize installation and layout measurements, conversions, and pipe slope calculations, that are common to the plumbing industry. Topics include measurement, calculating and converting fractions and whole numbers, transferring print measurements to the worksite, and calculating pipe slopes for various industry layout requirements. Upon completion, students should be able to demonstrate an understanding of plumbing measurements, calculations, and pipe slope determination, unique to the plumbing industry. Classroom Hours (1.00), Lab/Shop Hours (2.00).

PLU-160 Plumbing Estimates (2.00 cr.)

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system. Classroom Hours (1.00), Lab/Shop Hours (2.00).

PME-101 Small Engine Repair I (6.00 cr.)

This course covers the rebuilding of small, air-cooled, single-cylinder engines under fifteen cubic inch displacement. Emphasis is placed on complete engine rebuilding, including all internal engine components, following safe shop procedures. Upon completion, students should be able to safely disassemble, repair, and reassemble small engines according to industry standards. Classroom Hours (1.00), Lab/Shop Hours (15.00).

POL-120 American Government (3.00 cr.)

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

POL-130 State & Local Government (3.00 cr.)

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00)

PST-120 NCDPS Correctional Officer Training (8.00 cr.)

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 160-hour Basic Correctional Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required. Classroom Hours (6.00), Lab/Shop Hours (4.00).

PSY-101 Applied Psychology (3.00 cr.)

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. Classroom Hours (3.00)

PSY-150 General Psychology (3.00 cr.)

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

PSY-237 Social Psychology (3.00 cr.)

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Requisite courses: Take One: PSY-150 or SOC-210 (Required, Previous)

PSY-241 Developmental Psychology (3.00 cr.)

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Requisite courses: Take PSY-150 (Required, Previous).

PSY-281 Abnormal Psychology (3.00 cr.)

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Requisite courses: Take PSY-150 (Required, Previous).

REC-115 Intro to Outdoor Recreation (2.00 cr.)

This course introduces the history of natural resource agencies in the United States. Emphasis is placed on principles and problems involved in the use of our natural resources for recreational purposes and the role of outdoor recreation in local, state, and federal agencies. Upon completion, students should be able to summarize the historic development of natural resource agencies. Classroom Hours (2.00).

REC-126 Outdoor Recreation (2.00 cr.)

This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment. Classroom Hours (1.00), Lab/Shop Hours (2.00).

REC-222 Commercial Recreation & Tourism (3.00 cr.)

This course covers job opportunities in the tourism industry. Emphasis is placed on the economic impact of tourism in communities and the job opportunities available through commercial activities. Upon completion, students should be able to describe the economic impact and commercial recreation endeavors within the state. Classroom Hours (3.00).

REL-110 World Religions (3.00 cr.)

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-111 Eastern Religions (3.00 cr.)

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-211 Intro to Old Testament (3.00 cr.)

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-212 Intro to New Testament (3.00 cr.)

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-221 Religion in America (3.00 cr.)

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved for transfer under

the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

SAB-110 Substance Abuse Overview (3.00 cr.)

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. Classroom Hours (3.00).

SAB-210 Substance Abuse Counseling (3.00 cr.)

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. Classroom Hours (2.00), Lab/Shop Hours (2.00).

SEC-110 Security Concepts (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (2.00).

SOC-210 Introduction to Sociology (3.00 cr.)

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-213 Sociology of the Family (3.00 cr.)

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-220 Social Problems (3.00 cr.)

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-225 Social Diversity (3.00 cr.)

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-240 Social Psychology (3.00 cr.)

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA as a general education

course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SPA-111 Elementary Spanish I (3.00 cr.)

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

SPA-112 Elementary Spanish II (3.00 cr.)

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Requisite courses: Take SPA-111 (Required, Previous).

SPA-211 Intermediate Spanish I (3.00 cr.)

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses: Take SPA-112 (Required, Previous)

SPA-212 Intermediate Spanish II (3.00 cr.)

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00)

Requisite courses: Take SPA-211 (Required, Previous)

SSM-110 Intro to Shooting Sports (4.00 cr.)

This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain and demonstrate the rules, regulations and equipment used in various shooting sports currently in the United States. Classroom Hours (3.00), Lab/Shop Hours (3.00).

SSM-111 Gun Shop Management (3.00 cr.)

This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter. Classroom Hours (3.00).

SSM-112 Sports Hunting (3.00 cr.)

This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world. Classroom Hours (3.00).

SSM-114 Shooting Sports Management (5.00 cr.)

This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work. Classroom Hours (3.00), Lab/Shop Hours (6.00).

SWK-110 Intro to Social Work (3.00 cr.)

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional. Classroom Hours (3.00).

SWK-113 Working with Diversity (3.00 cr.)

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. Classroom Hours (3.00).

SWK-115 Community Resources (3.00 cr.)

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs. Classroom Hours (2.00), Lab/Shop Hours (2.00).

SWK-214 Social Work Law (3.00 cr.)

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice. Classroom Hours (3.00).

Requisite courses: Take SWK-110 (Required, Previous)

SWK-220 SWK Issues in Client Services (3.00 cr.)

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues. Classroom Hours (3.00).

TRN-110 Intro to Transport Tech (2.00 cr.)

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. Classroom Hours (1.00), Lab/Shop Hours (2.00).

TRN-120 Basic Transport Electricity (5.00 cr.)

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. Classroom Hours (4.00), Lab/Shop Hours (3.00).

TRN-140 Transport Climate Control (2.00 cr.)

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and 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 diagnose and repair vehicle climate control systems. Classroom Hours (1.00), Lab/Shop Hours (2.00).

TRN-140A Transport Climate Control Lab (2.00 cr.)

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. Classroom Hours (1.00), Lab/Shop Hours (2.00).

Requisite courses: Take TRN-140 (Recommended, Previous or concurrent).

TRN-145 Adv Transport Electronics (3.00 cr.)

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems. Classroom Hours (2.00), Lab/Shop Hours (3.00).

Requisite courses: Take TRN-120 (Required, Previous).

TRN-170 PC Skills for Transport (2.00 cr.)

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. Classroom Hours (1.00), Lab/Shop Hours (2.00).

TXY-110 Bird Preparation (5.00 cr.)

This course introduces skills related to bird taxidermy. Topics include the proper assessment of damage, measuring and skinning of birds. Upon completion, students should be able to properly prepare a bird for mounting. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-112 Bird Quality Control & Mounting (5.00 cr.)

This course is designed to provide skills related to the control methods required for quality bird taxidermy. Topics include the precise measurement, assessment, and mounting of birds. Upon completion, students should be able to provide a realistic, quality bird mount. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-114 Bird Finishing (5.00 cr.)

This course is designed to provide skills related to the creation of bird mounts in an authentic natural setting. Topics include anatomy, feather alignment, balancing and alignment of mounts. Upon completion, students should be able to properly mount birds that depict realistic natural settings. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-121 Mammal Preparation (5.00 cr.)

This course introduces skills related to mammal taxidermy. Topics include the proper assessment of damage, measuring and skinning of mammals for mounting. Upon completion, students should be able to properly prepare mammals for mounting. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-122 Mammal Quality Control & Mounting (5.00 cr.)

This course is designed to cover skills related to the quality control required for realistic mammal taxidermy. Topics include the precise measurement, assessment, and mounting of mammals. Upon completion, students should be able to properly mount mammals in a quality manner. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-123 Mammal Finishing (5.00 cr.)

This course is designed to cover the advanced skills needed to prepare quality mammal mounts. Topics include anatomy, cape alignment, pose alignment utilized to finish mammal mounts. Upon completion, students should be able to properly mount mammals that depict realistic natural settings. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-131 Fish Preparation (5.00 cr.)

This course introduces skills related to fish taxidermy. Topics include the proper assessment of damage, measuring and skinning of fish. Upon completion, students should be able to properly prepare a fish for mounting. Classroom Hours (2.00), Lab/Shop Hours (6.00).

TXY-133 Fish Finishing (5.00 cr.)

This course is designed to provide skills related to the control methods required for quality, realistic fish taxidermy. Topics include anatomy, skin alignment, fin positioning and alignment of mounts to mimic natural poses. Upon completion, students should be able to properly mount fish that depict realistic natural settings. Classroom Hours (2.00), Lab/Shop Hours (6.00).

WBL-111 Work-Based Learning I (1.00 cr.)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students

should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Work Experience (10.00).

WBL-115 Work-Based Learning Seminar I (1.00 cr.)

This seminar course provides a means of monitoring and assessing the student in terms of achievement of work experience objectives. Students will be provided guidance to achieve successful student work-based learning outcomes. Upon completion, students will be able to make better career decisions and choices. Classroom Hours (1.00).

Requisite courses: Take One: WBL-111, WBL-112, WBL-113 or WBL-114 (Required, Previous or concurrent).

WBL-121 Work-Based Learning II (1.00 cr.)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Work Experience (10.00).

WBL-125 Work-Based Learning Seminar II (1.00 cr.)

This seminar course provides a means of monitoring and assessing the student in terms of achievement of work experience objectives. Students will be provided guidance to achieve successful student work-based learning outcomes. Upon completion, students will be able to make better career decisions and choices. Classroom Hours (1.00).

Requisite courses: Take One: WBL-121, WBL-122, WBL-123 or WBL-124 (Required, Previous or concurrent).

WLD-110 Cutting Processes (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (3.00)

WLD-112 Basic Welding Processes (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (3.00)

WLD-115 SMAW (Stick) Plate (5.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (9.00)

WLD-116 SMAW (Stick) Plate/Pipe (4.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (9.00)

WLD-121 GMAW (MIG) FCAW/Plate (4.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (6.00)

WLD-122 GMAW (MIG) Plate/Pipe (3.00 cr.)

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. Classroom Hours (1.00), Lab/Shop Hours (6.00)

Requisite courses: Take WLD-121 (Required, Previous)

WLD-131 GTAW (TIG) Plate (4.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (6.00)

WLD-132 GTAW (TIG) Plate/Pipe (3.00 cr.)

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. Classroom Hours (1.00), Lab/Shop Hours (6.00)

Requisite courses: Take WLD-131 (Required, Previous)

WLD-141 Symbols & Specifications (3.00 cr.)

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. Classroom Hours (2.00), Lab/Shop Hours (2.00)

WLD-151 Fabrication I (4.00 cr.)

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00)

WLD-261 Certification Practices (2.00 cr.)

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. Classroom Hours (1.00), Lab/Shop Hours (3.00)

Requisite courses: Take All: WLD-115, WLD-121 and WLD-131

NOTICE OF COLLEGE REGULATIONS

Regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

2022-2023 Catalog

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1011 Page Street ♦ Troy, NC 27371 ♦ Phone 910.898.9600 ♦ Fax 910.576.2176