Mitchell Community College

2001–2002

Catalog

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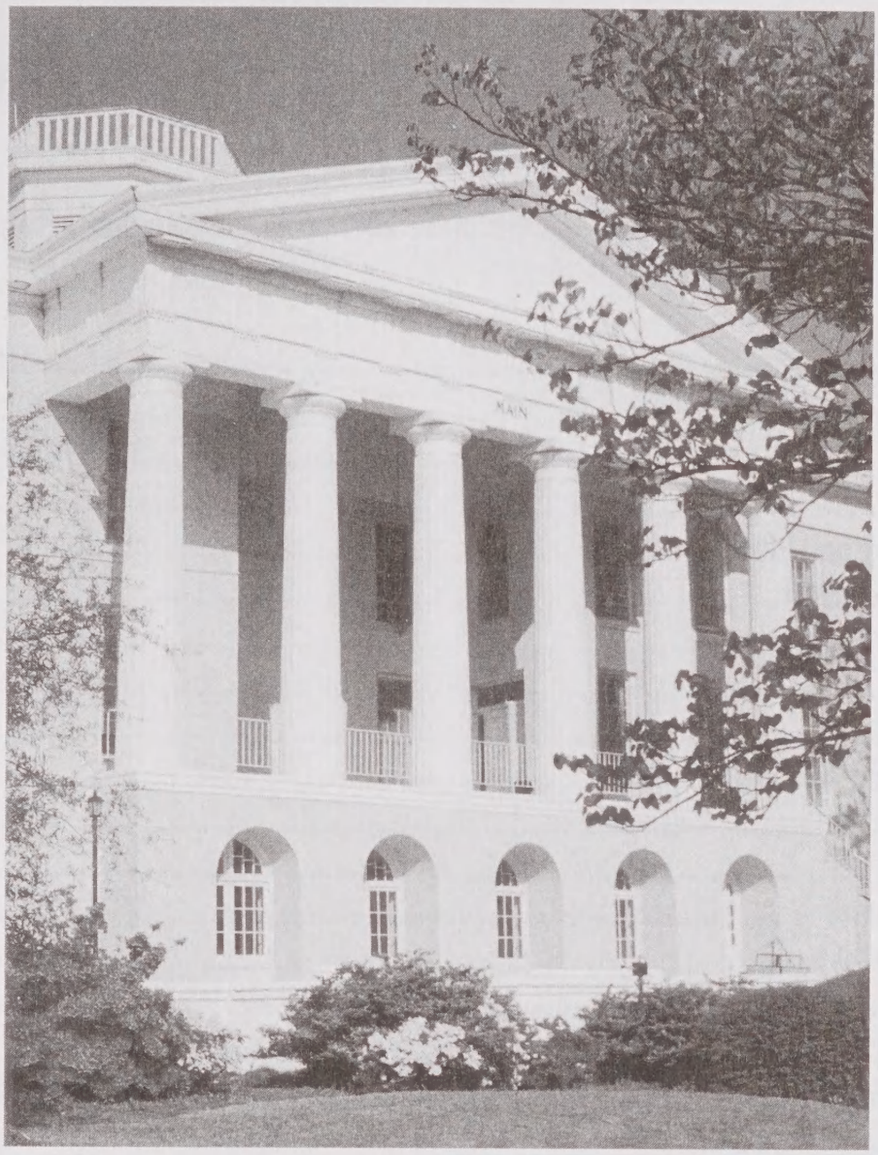


Catalog

2001-2002

This Catalog is published by Mitchell Community College as an announcement of programs and courses. Its purpose is to provide information and does not constitute a contract. The College has the right to make changes in policies and procedures and to either add or withdraw courses as needed. The information contained in the Catalog is accurate as of March 1, 2001. Interested individuals should inquire about updates/ revisions as the admissions process is initiated.

Directory

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

Admissions	878-3246
Admissions/Counselors	878-3364/3280/3288
Basic Skills	878-3222
Bookstore	878-3275
Career Planning and Placement	878-3242
Continuing Education	878-3220
Dean of Student Services	878-3281
Financial Aid	878-3255
Financial Services	878-3212
General Information/Switchboard	878-3200
Library Services	878-327
MIND Center	878-332
Mooresville Center	663-192
Office of Disability Services	878-326
Placement Testing	878-324
President's Office	878-320
Records & Transcripts	878-324
Veteran Services	878-325
Vice-President for Instruction	878-326

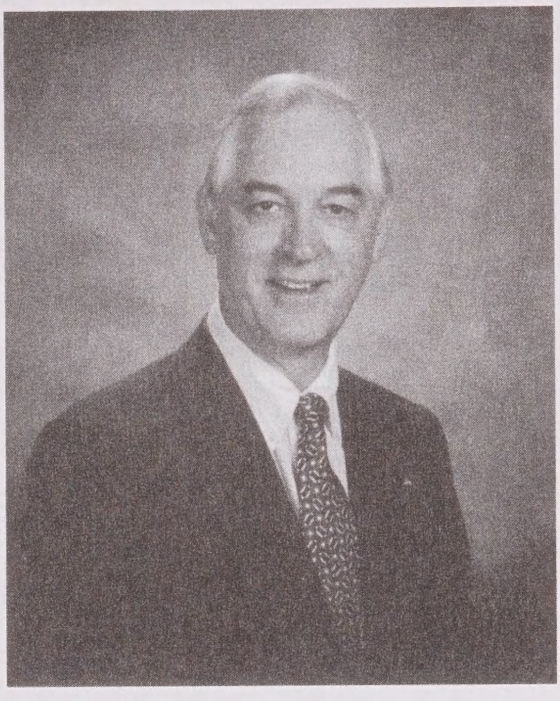
Address correspondence to any office in care of:
Mitchell Community College
500 West Broad Street
Statesville, NC 28677

Visit MCC on the World Wide Web:
http://www.mitchell.cc.nc.us

Correspondence and Phone Directory

500 West Broad Street
Statesville, N.C. 28677
704-878-3200/704-878-0872 fax

ADMINISTRATION	Dr. Douglas Eason 878-3205
ADMISSIONS/COUNSELORS	Mary Wall 878-3364
	Douglas Rhoney 878-3280
	Celeste Foley 878-3288
	Jane Lentz 663-1923
	Bill Jennings 878-3242
ADMISSIONS & RECORDS	Greg Stanley 878-3243
BOOKSTORE	Donna Arnett 878-3275
COOPERATIVE EDUCATION	Randall Willie 878-4263
CURRICULUM PROGRAMS	Dr. Ralph Soney 878-3264
CONTINUING EDUCATION	Carol Johnson 878-3225
FINANCIAL AID	Candace Cooper 878-3256
FINANCIAL SERVICES	Barbara Wheeler 878-3212
GED PROGRAM	Candy Kegarise 878-3236
HUSKINS LIBRARY	Rex Klett 878-3271
MOORESVILLE CENTER	Judy Hamilton 663-1923
STUDENT SERVICES	Billie A. Meeks 878-3281
VETERAN SERVICES	Karen W. Krider 878-3254



Greetings:

Welcome to Mitchell Community College! Our College has a fascinating 140-year history and an exciting future filled with possibilities. We prepare students to continue their studies in a wide range of fields at colleges and universities across the state, and we prepare students to enter vocational and technical fields to meet the demands of a highly competitive workplace. We also offer pre-college programs in adult basic education and literacy, as well as both short- and long-term occupational training in a large number of job-related fields through our Continuing Education Division. We would like to assist you in meeting any education or training needs you or your company may have. We pride ourselves on being very "user friendly" by combining individual attention for each student with high-quality programs of instruction. We understand that **your** success is **our** success.

The publication you have before you is intended to give an overview of the College and the programs of study we offer. We hope you will review the material provided and make good use of the information about our institution. While it is impossible to anticipate every question a person might ask, we have tried to collect the most important information available about Mitchell Community College. If you do not find what you are looking for here, we hope you will visit one of our campuses or call us or check out our Web site (http://www.mitchell.cc.nc.us) so that we can assist you in finding the answers to any questions you may have. Through education and training, we would like to help you make a wise investment in **your** future.

Sincerely yours,

Douglas O. Eason

Douglas O. Eason
President

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Mitchell Community College, Statesville, North Carolina
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Academic Calendar 2001-2002

Summer Semester, 2001

May 14-16, Monday-Wednesday ..... Faculty Vacation
May 17, Thursday ..... Summer Semester Late Registration
May 18, Friday ..... Faculty/Staff Workday
May 21, Monday ..... Classes Begin-Drop/Add
May 22, Tuesday ..... Drop/Add
May 28, Monday ..... Memorial Day Break (No Classes)
May 29, Tuesday ..... Last Day to Receive a 75% Refund
June 25, Monday ..... Last Day of First Five-Week Session
June 26, Tuesday ..... Second Five-Week Session Begins
July 2, Monday ..... Last Day to Drop a Course or Withdraw from School without a Grade of "F"
July 4, Wednesday ..... Independence Day Holiday (College Closed)
July 9, Monday ..... Fall Semester Advising & Registration Begins
July 24, Tuesday ..... Mooresville Center Fall Registration
July 26, Thursday ..... Last Day of Classes
July 27-31, Friday-Tuesday ..... Final Exams and End of Summer Semester
July 31, Tuesday ..... Medical Assisting Pinning
August 1, Wednesday ..... Grades Posted in Computer/Due by 3:00 p.m.
August 6, Monday ..... Grades Mailed to Students

Fall Semester, 2001

August 2-10, Thursday-Friday ..... Faculty Vacation
August 14/16, Tuesday & Thursday ..... Fall Semester Late Registration
August 13/15, Monday & Wednesday ..... Professional Development
August 17, Friday ..... Faculty Workday
August 20, Monday ..... Classes Begin - Drop/Add
August 21 & 22, Tuesday & Wednesday ..... Drop/Add
August 29, Wednesday ..... Last Day to Receive a 75% Refund
September 3, Monday ..... Labor Day Holiday (College Closed)
October 8-9, Monday & Tuesday ..... Fall Break (No Classes)
October 10, Wednesday ..... Classes Resume
October 17, Wednesday ..... First Eight-Week Session Ends
October 18, Thursday ..... Second Eight-Week Session Begins
October 30, Tuesday ..... Last Day To Drop a Course or Withdraw From Sixteen-Week Session without a Grade of "F"
November 7, Wednesday ..... Spring Semester Advising & Registration Begins
November 13, Tuesday ..... Mooresville Center Spring Registration
November 22-24, Thursday, Friday & Saturday ..... Thanksgiving Holiday (College Closed)
November 26, Monday ..... Classes Resume
December 10, Monday ..... Last Day of Classes
December 11-17, Tuesday - Monday ..... Final Exams and End of Fall Semester
December 18, Tuesday ..... Grades Posted in Computer/Due By 3:00 p.m.
December 19, Wednesday.. ..... Grades Mailed to Students
December 24-31... ..... Winter Break

Spring Semester, 2002

January 1, Tuesday ..... New Year's Holiday (College Closed)
January 2, Wednesday ..... Professional Development
January 3, Thursday ..... Spring Semester Late Registration
January 4, Friday ..... Faculty/Staff Workday
January 7, Monday.. ..... Classes Begin—Drop/Add
January 8 & 9, Tuesday & Wednesday ..... Drop/Add
January 17, Thursday ..... Last Day to Receive a 75% Refund
January 21, Monday ..... Dr. Martin Luther King, Jr. Holiday (College Closed)
March 1, Friday ..... First Eight-Week Session Ends
March 4, Monday ..... Second Eight-Week Session Begins
March 11-15, Monday - Friday ..... Spring Break (No Classes)
March 18, Monday ..... Classes Resume
March 22, Friday ..... Last Day to Drop a Course or Withdraw From Sixteen-Week Session without a Grade of "F"
March 29,30 & April 1, Friday-Monday ..... Break (No Classes)
April 8, Monday ..... Summer Semester Advising & Registration Begins
April 23, Tuesday ..... Mooresville Center Summer Registration
May 1, Wednesday ..... Last Day of Classes
May 2-8, Thursday-Wednesday ..... Final Exams and End of Spring Semester
May 9, Thursday ..... Grades Posted in Computer/Due by 3:00 p.m.
May 8, Wednesday ..... Nursing Pinning Ceremony
May 9, Thursday ..... GED Graduation
May 10, Friday ..... Curriculum Graduation
May 14, Tuesday.. ..... Grades Mailed to Students

Summer Semester, 2002

May 13-15, Monday-Wednesday ..... Faculty Vacation
May 16, Thursday ..... Summer Semester Late Registration
May 17, Friday ..... Faculty/Staff Workday
May 20, Monday.. ..... Classes Begin - Drop/Add
May 21, Tuesday.. ..... Drop/Add
May 24, Friday ..... Last Day to Receive a 75% Refund
May 27, Monday ..... Memorial Day Break (No Classes)
June 21, Friday ..... First Five-Week Session Ends
June 24, Monday ..... Second Five-Week Session Begins
July 1, Monday ..... Last Day to Drop a Course or Withdraw from Ten-Week Session without a Grade of "F"
July 4, 5 & 6, Thursday, Friday, Saturday ..... Independence Day Holiday(College Closed)
July 9, Tuesday ..... Fall Semester Advising & Registration Begins
July 23, Tuesday ..... Mooresville Center Fall Registration
July 25, Thursday ..... Last Day of Classes
July 26-30, Friday - Tuesday ..... Final Exams and End of Summer Semester
July 30, Tuesday ..... Medical Assisting Pinning
July 31, Wednesday ..... Grades Posted in Computer/Due by 3:00 p.m.
August 5, Monday ..... Grades Mailed to Students
August 1-9, Thursday – Friday ..... Faculty Vacation

General Information

MITCHELL COMMUNITY COLLEGE

Catalog

2001—2002

Institutional Description

Mitchell Community College, founded in 1852, is a comprehensive, open-admissions community college dedicated to meeting the post-secondary education and training needs of the citizens of Iredell County and surrounding areas. The college provides an array of high quality programs at low cost in an historically rich environment. Mitchell is a student-centered institution where all persons are encouraged to develop their abilities in a community that respects diversity and is supportive of individual achievement. Concerned with the social, civic, cultural, and economic development of the community as a whole, instructional programs are focused on meeting the educational and training needs of all persons over eighteen years of age and persons sixteen years of age and older with special needs.

Location

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Iredell County is approximately 106,000.

Mission

Mitchell Community College, a learning-centered institution, provides affordable, high-quality educational and training programs and services to meet the changing and diverse lifelong learning needs of adults in Iredell County.

Purpose

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

Belief Statements

The faculty, staff and administration of Mitchell Community College are committed to the philosophy of the comprehensive community college. We believe, therefore, *that the student is the focal point of all efforts of the college; that we are a college community that respects diversity and is supportive of individual achievement; that Mitchell Community College has a responsibility to enhance the social, civic, cultural, and economic development of the community; that Mitchell Community College has a responsibility to enhance the quality of life of the community; and that the door of opportunity for learning should be open to all who seek personal and professional development.*

Accreditation

Mitchell Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone (404) 679-4501) to award the Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Applied Science degrees.

Membership

Mitchell Community College is a member of:

Carolinas Association of Collegiate Registrars and Admissions Officers

American Association of Collegiate Registrars and Admissions Officers

National Association of Veteran Program Administrators

North Carolina Association of Coordinators of Veteran Affairs

National Association of Student Financial Aid Administrators

Southern Association of Colleges and Schools

The National Institute for Staff and Organizational Development

American Community College Business Officers

American Association of Community Colleges

National Council on Black American Affairs

American Association of Women in Community Colleges

North Carolina Association of Colleges and Universities

Professional Secretaries International

Charlotte Area Educational Consortium

Mooresville-South Iredell Chamber of Commerce

Greater Statesville Chamber of Commerce

North Carolina Citizens for Business and Industry

Association of Community College Trustees

North Carolina Association of Community College Trustees

Veterans

Persons enrolled in an approved program at Mitchell Community College will be eligible to receive Veteran's educational benefits if they qualify.

Admissions

MITCHELL COMMUNITY COLLEGE

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Admission

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. It should be noted that a high school diploma or GED is required for entry into all post-secondary programs. The GED diploma serves as Mitchell's test of a student's ability to benefit from instruction.

Mitchell Community College is an equal educational opportunity institution; and in keeping with this policy, the college serves students without regard to race, color, sex, religion, creed, handicap, age or national origin.

Admission and Ability to Benefit Requirements

- High school graduate or GED equivalency diploma.
- Minimum age of 18 without a high school diploma or its equivalent qualifies for a "Special Credit Student".
- Minimum age of 16 with identified special needs and written permission from high school principal and/or superintendent of the school system the student would normally attend. This qualifies a student for dual enrollment and Huskins programs.

Admission Process

Completion of the following is required for all curriculum programs:

- Completed application;
- High school and college (if transfer student) transcripts; and
- Placement tests.

Admission—Allied Health Programs

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

1. Completion of the following pre-requisite courses with a grade of "C" or better within the last five years or demonstration of competency through challenge exam:
   - One year of high school chemistry and/or CHM 130 - General, Organic and Biochemistry and CHM 130A Lab or its equivalent.
   - One year of high school biology and/or BIO 111 - General Biology I or its equivalent. (Additional high school advanced sciences are strongly encouraged.)
2. Completion of a Nursing Assistant I course within the last two years prior to enrollment in NUR courses; or if the individual has completed the Nursing Assistant I course more than two years prior to enrollment in NUR courses, employment as a Nursing Assistant I for at least six months within the last two years prior to entering nursing courses will be required.
3. Completion of the College Board Computerized Placement Tests with minimum scores of:

92 - Reading

93 - Sentence Skills (English)

78 - Arithmetic

46 - Algebra

(Test score minimums are subject to review and change)

For a score less than any of those stated above the student is required to retest following satisfactory completion of remedial work and upon presenting written verification of completion of such work.

4. Maintenance of at least a 2.5 grade point average in previous college work or in high school courses taken.
5. Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant, after receipt of conditional acceptance and prior to final admission into the nursing program.
6. Current certification in CPR by time of enrollment into the clinical nursing component.
7. Satisfactory completion of drug screening and criminal record check.

Medical Assisting and Phlebotomy - In addition to the Mitchell Community College admission requirements, the following are also required.

1. High school diploma or GED,
2. Successful completion of College Board Computerized Placement Tests with minimum scores* of:

   75 - Reading

   ** 87 - Sentence Skills (English)

   ** 58 - Arithmetic

   ** 38 - Algebra

   ** Keyboarding - 25 wpm with less than 3 errors

   Students with scores that fall below test score minimum will be required to successfully complete prescribed developmental courses.
3. Validation of satisfactory emotional and physical health and current immunizations prior to the first day of class in the fall semester.
4. Current CPR certification prior to the first day of class. CNA I certification is strongly suggested for Medical Assisting.
5. Satisfactory completion of drug screening and criminal record checks.

   *Minimum test scores subject to change.

   **Required in addition to Reading for Medical Assisting only.

Cosmetology

The cosmetology program at Mitchell Community College is offered through a contractual agreement with Hair Stylist Academy, 113 Water Street, Statesville, North Carolina. Students applying to the program must complete the following steps to become enrolled in the cosmetology program:

1. Complete a Mitchell Community College application for admissions.
2. Have official transcripts from high school, GED, and other colleges attended forwarded to the Admissions Office.
3. Take the college placement tests in reading and English.
4. Pay a $200.00 deposit at Hair Stylist Academy and bring paid receipt to the Admissions Office.

The cosmetology program is a limited enrollment program and students will be admitted on a first to qualify basis. This means preference will be given to students who complete all admission requirements first. If the cosmetology class becomes full, students will be placed on a waiting list to begin the next semester.

The Mitchell Community College cosmetology program is a diploma program and takes three semesters to complete. The cosmetology program is offered only during the day and is a full-time program. In order to receive a diploma, students must complete both an English class and a psychology class which are taught at the main campus of MCC. For additional information, students may contact the Director of Admissions and Records at 878-3243 or the Hair Stylist Academy at 873-8805.

Readmissions

Applications for readmission are required of all students for whom one academic year has elapsed since their last enrollment. Students must submit an application through the Admissions Office and be advised by a curriculum advisor concerning changes in their curriculum since their last date of attendance; any new degree or diploma requirements will be clarified at that time. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Admission—Transfer

Transfer students may enter Mitchell Community College upon completing the process outlined above. Official transcripts of all previous college course work must be submitted. Credit will be granted whenever possible, as stated in the Transfer of Credits Policy.

Admission—Visiting Students

A student who has been accepted by or is enrolled at another institution may enroll at Mitchell Community College as a visiting student. Such students must complete an application and should have the permission of an appropriate official at the home institution. This official should specify the courses to be taken at Mitchell. The student should enroll in only the specified courses and then only if the required prerequisite courses or their equivalents have been completed.

Dual Enrollment Students

Dual enrollment allows high school or home-schooled students to enroll at Mitchell Community College to enrich their education experience and gain college credit while remaining in high school.

In order to meet the requirements of the program, a student must be 16 years of age or older, be attending high school half-time, and must submit a dual enrollment form signed by the appropriate high school or home school official. Dual enrollment students must meet standard pre-requisite requirements for courses and are not eligible for developmental course work. Tuition is not charged, but students must pay fees and buy required texts and materials.

Admission—Continuing Education

Students who are high school graduates or 18 years old or 16 years old with special permission are

eligible to enter a continuing education program. Further information is available in the Continuing Education section of this publication.

Special Credit Students

A special credit student is defined as one who is enrolled in curriculum credit courses but who is not working toward a degree, diploma or certificate. Special credit students will be allowed to register for courses provided that prerequisite requirements are met. Under "special credit" status, a student may elect to take as many courses as he/she wishes.

For admission into a degree, diploma, or certificate granting curriculum program, students classified as "special" must do the following:

1. Complete Mitchell Community College's application for admission.
2. Show proof of high school completion (diploma or GED certificate).
3. Take the College Placement Test and meet the requirements as set by the College.
4. Be assigned an advisor in their area of concentration, if possible.

When a "special credit" student has completed the above requirements, he/she will be reclassified as a "degree seeking" student. When "degree seeking" status has been established, the student is bound by the catalog in effect at the time of the status change, and must satisfy all curriculum requirements outlined in that catalog. The student will work closely with his/her major advisor to plan courses that are applicable to his/her program.

Placement Testing

All students pursuing a degree, diploma or certificate program at Mitchell Community College are required to take the Computerized Placement Test (CPT). The CPT assesses skills in reading, English, math, and keyboarding. Based upon placement test scores, students may be required to enroll in developmental courses. In competitive admission programs such as Nursing, Medical Assisting, and Phlebotomy, competencies in reading, English, math, and keyboarding must be demonstrated. Placement test scores are valid for three years.

Transfer of Credits

Educational work taken at a regionally accredited institution in which a grade of "D" or better was earned and a comparable course is offered at Mitchell Community College may be accepted if transfer is appropriate to the student's program of study, provided the student has an overall "C" average. If the overall average is less than 2.0, only grades of "C" or better will be accepted. Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of *Report of Credits Given by Educational Institutions* published by the AACRAO and similar publications. Credit toward programs may be accepted from other agencies at the discretion of the College.

Final acceptance or rejection of transfer credits lies with the College. A minimum of 20 semester hours credit in the student's program of study must be earned at Mitchell to be eligible for graduation.

International Applicants

Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. Furthermore, the Test of English as a Foreign Language (TOEFL) and the college placement tests are required of all international applicants. Students should contact a university in their native land for information about the

Test of English as a Foreign Language. International applicants should write to the Admissions Office at Mitchell Community College for additional information.

Residency Requirement

Under North Carolina Statute 116-142.1, a person must qualify as a resident for tuition lower than that for nonresidents. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in North Carolina. In particular it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the application, who must show his or her entitlement by the preponderance (the greater part) of the residentiary information. Being classified a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination. Further information and necessary classification forms may be obtained from the Director of Admissions and Records.

Regulations concerning the classification of students by residence are set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. A copy of the manual is available in the Office of the Director of Admissions and Records.

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred according to the requirements of the new program. Only courses completed within the new program will be used to calculate the grade point average for graduation purposes.

College Level Examination Program

Credit may be allowed for up to 20 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

College Board Advanced Placement Program

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

Military Service Experience

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. School Service Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. Credit, not to exceed two semester hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the College.

Drug and Alcohol Policy

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the usage of drugs or alcohol may impair the well-being of employees, students and the public at large; drug and alcohol usage may also result in damage to college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows: Mitchell Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance while in the workplace, on College premises, or as part of any College-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a higher potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and crack. They also include "legal drugs" which are not prescribed by a licensed physician.

If any employee or student is convicted of violating any criminal drug statute while in the workplace, on College premises, or as part of any College sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.

Each employee or student is required to inform the College, in writing, within five work days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on College premises, or as part of any College-sponsored activity. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. Convictions of employees working under federal grants, for violating drug laws in the workplace, on College premises, or as part of any College sponsored activity, shall be reported to the appropriate federal agency. The College must notify the U.S. government agency, with which the grant was made, within ten days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students employed under the Federal Work-Study Program are considered to be employees of the College, if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

Any employee or student who unlawfully possesses, uses, sells or transfers alcoholic beverages to another person while in the workplace, on College premises, or as part of any College-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on College premises, or as part of any College-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved

private or governmental institution as a precondition for continued employment or enrollment at the College. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina.

Communicable Disease Policy

Mitchell Community College places a high priority on the need to prevent the spread of serious communicable diseases on its campuses. The College is committed to educating its staff, students and the community about serious communicable diseases. Specifically, because there is currently no cure or vaccine for Acquired Immune Deficiency Syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the College to promote the health and regular school attendance of its students so that they may attain their maximum potential for learning.

In keeping with the open access policy of Mitchell Community College, students with serious communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student or to other students and/or faculty is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the exclusion of the students from college. Placement decisions will be made by using this standard in conjunction with currently available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made by health care professionals based upon the facts of the particular case. The determination of whether a student with a serious communicable disease may attend college shall be made by the President in accordance with procedures implemented by the College. The President's decision shall be based upon expert medical advice and will include consultation with all interested parties.

The College shall respect the right to privacy of any student who has a serious communicable disease. The student's medical condition shall not be disclosed. If necessary, it is to be discussed only with the President or his designee and only to the extent necessary to minimize the health risks to the student and others on campus. The number of personnel aware of the student's condition will be kept to the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Faculty may offer students the opportunity to reveal medical conditions as a matter of promoting the students' own safety in the event of an unexpected medical crisis while the students are on campus.

Disposal of Medical Waste

All members of the College community must properly dispose of medical waste (treatment and/or testing devices such as needles, diabetic blood or urine testing materials). Each of the three campuses has disposal facilities. For exact locations of approved medical waste disposal containers, contact the receptionist on each campus or the office of the Dean of Student Services.

Continuing Education

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The College provides opportunities for people to further meet their educational goals by offering programs that enable people to pursue vocational, cultural, and civic interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment.

Classes are generally held at the Continuing Education Center located at 701 West Front Street in Statesville. Continuing Education classes are also offered at the Mooresville Center, 219 North Academy Street in Mooresville, and at various other locations throughout Iredell County. Continuing Education Units (CEU's) are awarded in accordance with Southern Association of Colleges and Schools criteria.

Attendance

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

Fees and Supplies

Registration fees are established by the North Carolina State Board of Community Colleges and are subject to change. These fees vary according to instructional time, course content and equipment requirements. The charges for self-supporting classes are based on the cost of course delivery.

Cancellation and Refund Policy

The College reserves the right to cancel a class due to lack of enrollment. In this case, preregistered/prepaid students will be issued a full refund.

Preregistered/prepaid students who withdraw from a course prior to its beginning will be issued a full refund.

Participants who withdraw from a course prior to the 10% point will be issued a 75% refund.

Participants who withdraw from a course after the 10% point are ineligible for a refund.

Community Service

Community Service Programs are designed to appeal to the avocational and special interests of adults in our community. Classes in cake decorating, painting, photography, pottery, sewing, stained glass, and other topics are sponsored through this program. There is a charge for these courses. The community services program also sponsors the artist series, band, community chorus, inspirational choir, and various special events.

Occupational Extension

Programs are delivered through occupational extension which contribute to the economic development of the region. Classes are offered which upgrade the skills of those currently employed and prepare other individuals to enter the work force. Pre-licensing, certification and continuing education course requirements of numerous occupations such as real estate, notary public, building contractors, auto inspections and EPA refrigerants are scheduled on a regular basis. In addition, general and customized training programs are available to business and industry. These programs often address technical skills, computer operations, team development, supervision, and leadership. The registration fee of some occupational extension classes is determined by the cost of the class.

Allied Health

These courses relate to the medical field. Nurse assistant and emergency medical training lead to state certification. Courses for initial certification, recertification and job upgrade are available. For further information, telephone 878-3341.

Fire Science

Mitchell Community College serves as the educational provider for training volunteer fire and rescue personnel in Iredell County. To take classes, persons must be active members of a volunteer fire department or rescue squad. These classes are currently free of charge to volunteer firemen/rescue personnel.

Basic Skills Programs/HRD Programs

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

General Educational Development (GED)—The High School Equivalency Program is designed to test a person's knowledge in five areas: English, math, reading, natural science and social studies. Upon satisfactory completion of tests, the Equivalency Diploma is issued by the North Carolina Community College System. The GED is recognized as the equivalent of a high school diploma. To qualify for this program, you must:

1. Be a legal North Carolina resident;
2. Be at least 18 years old. Special need 16-17 year olds may be served upon completion of

   Minor Release Form that requires notarized parental permission, and release from the public school system. The GED examiner should be contacted for further information. FEE: $7.50 initial testing fee.

English as a Second Language: Teaches reading, writing and speaking English to adults for whom English is not their primary language.

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

HRD is designed to enhance employability skills. Features writing resumes, completing a job application, job interview skills, college preparation, and study skills.

Business and Industry Services

Small Business Center

The purpose of the Small Business Center is to attract, train, counsel, and provide educational services for existing and prospective small business owners and employees. The mission of the Small Business Center is to be active in the economic growth of Iredell County by providing assistance to small businesses in order to increase the number of start-ups, expand existing small businesses, and reduce the number of small business failures.

Seminars, workshops, and courses designed for small business owners and employees are offered each semester. Many of the seminars and workshops are provided at no cost to the participant or for a nominal fee. Expert presenters from all areas of North Carolina are brought to the campus to assist in meeting the training needs of small businesses.

The Small Business Center also provides a wide array of courses in computer technology. A variety of short courses are available providing training on various software packages that include the following: word processing, spreadsheets, databases, desktop publishing, computerized accounting, and presentation programs. Currently the cost for these computer workshops is $60 per session plus textbook.

In addition to educational programming, the center provides networking opportunities for clients with many other resources available to assist the small business owner, particularly the Small Business Technology and Development Center, Winston-Salem State University.

New and Expanding Industry

This program provides for the training needs of industries new to Iredell County and also for existing companies that are undergoing a major expansion which results in the addition of twelve or more new production jobs. The training program is administered by Mitchell Community College and serves the total college service area of Iredell County. The state of North Carolina funds the new and expanding industry program, with the funds being supplemental to the overall college operational budget. Flexible training programs are designed cooperatively with the industry and local college personnel, with customization the primary criterion for meeting the particular needs of each industry.

Focused Industrial Training

The Focused Industrial Training Program was created by the North Carolina Community College System to strengthen the partnership for training between the private industrial community and the local community college in an effort to maintain a trained work force on an on-going basis. This program is able to address changes in new technologies by providing customized training.

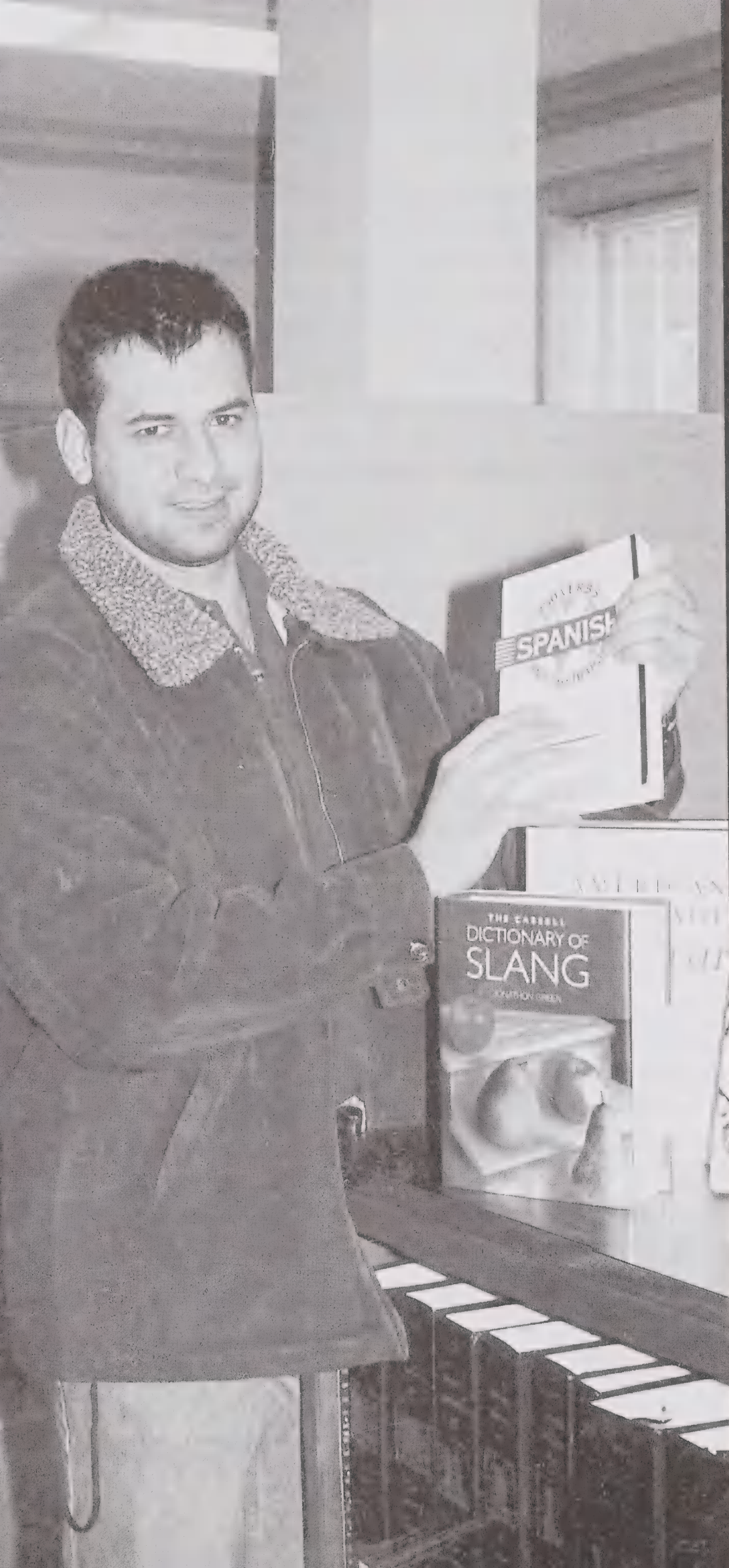
Focused Industrial Training can serve the training needs of an existing industry's skilled and semi-skilled work force through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations. This program fills training needs that are outside the guidelines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

Mooresville Center

The Mooresville Center is located at 219 North Academy Street in Mooresville. The facility includes a learning lab which offers Basic Skills preparation and GED preparation, three computer labs (which include the Matsushita Computer Room, a modern networking lab) and classroom space for curriculum and continuing education classes. Curriculum courses offered at the Mooresville Center throughout the year include: College Transfer, Accounting, Business Administration, Information Systems, Medical Assisting, Motorsports Management, and Phlebotomy.

Other classes offered at the center include English as a Second Language (ESL), Occupational Extension courses, New and Expanding Industry Training, Community Service Courses, Small Business seminars and a wide array of Allied Health classes.

The Mooresville Center hours of operation are from 8:00 a.m. to 10:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Weekend classes are scheduled on a regular basis. Please telephone the Center at 663-1923 for further information.



Expenses & Financial Aid

MITCHELL COMMUNITY COLLEGE

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Expenses

Student Charges and Refunds

Mitchell Community College operates on the semester system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice. Tuition and fees for each semester are payable on or before the date of registration. Verification for third party billing must be received by Financial Services before a student will be allowed to register without making payment at the time of registration. A student who has an outstanding balance due to the College is not eligible for re-registration. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of their records, nor will any information concerning their records be forwarded to any other institution or other person so long as the delinquent account is outstanding.

General Guidelines For Student Charges and Refunds

Tuition: Current tuition charges are $27.50 for in-state and $169.75 for out-of-state per semester hour with a maximum charge of $440.00 and $2,716.00 per semester respectively. Tuition and fees are subject to change by action of the North Carolina Legislature.

Exceptions: Students who have paid tuition at one institution and who are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the semester. The institution to which they are transferring will accept the permission letter in lieu of payment. A student may enroll for the same semester at two or more institutions within the North Carolina Community College System. The total amount of tuition paid may not exceed the maximum charge. N.C. resident 65 or over are not required to pay tuition.

Refunds: Mitchell Community College issues tuition refunds according to the North Carolina state policy as published in section 2D.0200 of the North Carolina Administrative Code. That code permits full tuition refunds to be made if a student withdraws prior to the beginning of the first day of classes. A 75 percent refund may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official ten percent point of the semester. Request for refunds will not be considered after the ten percent point. Student activity fees and special course fees are not refunded. Students receive full refunds for classes cancelled by the College. If a student dies during the semester, all tuition and fees for the semester are refunded to the estate of the deceased.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduation Fees: $30.00 for the first degree and $10.00 for each additional degree. These fees are non-refundable.

Audit Fee: Regular tuition charges apply for classes taken for audit.

Student Fee: All students are charged $1.00 per semester hour up to twelve credit hours (full-time). All expenditures from these funds are related directly to student activities.

Exceptions: Persons who are employed as law enforcement officers are not charged a student activity fee. Documentation must be presented at the time of registration.

Transcripts: No transcript is released without the written permission of the student and twenty-four hours notice is required. Transcripts will not be released until all financial obligations to the College have been met.

Books: Cost of books will vary from program to program; however, most students pay an estimated $700 for books for the academic year.

Special Fees: Fees, in addition to tuition, may be charged in some courses to cover the costs of supplies, facility charges, and materials. Students may also be required in certain courses to purchase tools and supplies. Fees are only refundable before the first day of the academic term.

Veteran/Dependent/National Guard/ Reserve Assistance

Eligibility: Persons enrolled in an approved program at Mitchell Community College will be eligible to receive veteran's educational benefits if they qualify.

Exclusions: Audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, courses for which transfer credit has been awarded, repeated courses with a passing grade, or any other courses not counted toward graduation will not be used in calculating hours for payment purposes.

Attendance: Recipients are paid while in class attendance. A student who withdraws from class must notify the Assistant Financial Aid Director immediately to avoid overpayment. The student is responsible for notifying the Assistant Financial Aid Director and the Director of Admissions and Records of any reason for non-attendance. Recipients of veteran's education benefits are mailed attendance sheets at the beginning of each semester to be completed and signed by the instructor. The student is required to return this sheet to the Assistant Financial Aid Director on each reporting date indicated on the form. In addition, each month the Department of Veteran Affairs will mail verification of attendance (VA Form 22-8979) to Chapter 30 Veterans to be completed and returned to the DVA. Students may choose to certify their monthly verification of attendance directly by a toll free call (1-877-823-2378). This information must be reported each month before another check will be mailed to the veteran.

Standards of Progress: Recipients must meet the requirements for academic progress as set forth in the *College Catalog* and the *Student Handbook*. Any recipient failing to meet the Satisfactory Academic Progress standards will be placed on academic probation. If at the end of the probationary semester school standards are again not met, a second semester of probation will be allowed. If at the end of the second probationary semester school standards have not been met, the student's enrollment will be terminated for unsatisfactory progress with the Department of Veteran Affairs and be referred to a Mitchell Community college counselor to set up conditional status guidelines. Counseling notes will be provided to the Assistant Financial Aid Director. When the student has met the conditions as set forth by the counselor, the Assistant Financial Aid Director will be notified, and the recipient will be eligible to be certified with the Department of Veteran Affairs at the beginning of the next semester.

Application Process: Students should apply for admission to Mitchell, contact high school and colleges attended to send official transcripts to Mitchell Community College, provide the Admissions and Records Office with service schools or tests which may be evaluated for credit, contact the Assistant Financial Aid Director for an application for benefits, and provide additional information, if needed, for certification.

Payment Guidelines: Mitchell Community College does not participate in the Advance Payment Program. Veteran students are required to pay all charges at the time of registration. Payments of educational benefits are made directly to the veteran by the Department of Veteran Affairs for the period the veteran is in attendance in an eligible program.

Service Members Opportunity College

Having pledged to abide by the principles and criteria of Service Members Opportunity Colleges (SOC), Mitchell Community College has been designated as a Service Members Opportunity College.

U.S. Army Reserve Officers Training Program

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

Financial Aid Information

The purpose of financial aid is to provide access to students who would be unable to attend college without assistance. To apply for aid, a Free Application for Federal Student Aid (FAFSA) and an Institutional Financial Aid Application must be completed annually.

Application Procedures: Obtain a Free Application for Federal Student Aid (FAFSA) and an Institutional Financial Aid Application from high school counselors or the Mitchell Community College Financial Aid Office. Complete and mail the FAFSA or apply over the Internet at http://www.fafsa.ed.gov. Return the Institutional Financial Aid Application to the Financial Aid Office. Be sure to list Mitchell Community College (Federal Code 002947) in step six on the FAFSA. Students who have completed both the financial aid and admissions application processes will receive an award letter. Contact the Financial Aid Office for more information.

Types of Financial Aid Available: Federal Pell Grant, Federal Work-Study Program (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), North Carolina Student Incentive Grant (NCSIG), North Carolina Community College Grant (NCCCG), Scholarships, and Veteran's Educational Aid (See Veteran's Coordinator). A student may receive several different awards. Grants do not have to be repaid. Federal Work-Study awards must be earned as hourly wages for part-time work on campus. Students taking fewer than twelve credit hours, but at least one credit hour, may receive aid reduced in proportion to their academic course load. Students denied financial aid may request an explanation as to the basis for denial. Appeals due to academic ineligibility must be made in writing to the Financial Aid Director for the Financial Aid Committee to review and notify the students of the committee's decision.

Scholarships: Every student applying for a scholarship is required to complete a FAFSA (Free Application for Federal Student Aid) and the Mitchell Community College Institutional Financial Aid Application. Mitchell Community College will consider all applicants for available scholarships. To be considered for a scholarship, a student must have a 2.00 GPA or higher and be enrolled for nine or more credit hours. Scholarships set up by outside donors will be awarded to students based on donors criteria.

Distribution: Recipients of Federal Pell Grant, FSEOG, and scholarships may charge their tuition, fees, books, and supplies against their financial aid eligibility for the semester for which they are registering. Recipients of financial aid will need to see the Financial Aid Office during the scheduled payment dates and times posted in financial aid and in the curriculum schedule each semester, in order to charge against their financial aid eligibility. If their financial aid is greater than the expenses charged, a check is issued to the student on dates specified in the award letter. Checks issued for the North Carolina Student Incentive Grant, Nurse Scholars Program, and Nurse Education Scholarship/Loan Program may be picked up on the first day of class of each semester, if funds have been received by the college.

Payment for Irregular Sessions within a Semester: Students receiving Pell Grant that are enrolled in second session courses within a regular term will receive any additional, remaining Pell Grant funds for the term, on the next official financial services check write date for that session.

Transfer Student: If a student transfers to Mitchell from another school, a financial aid transcript must be submitted by the school from which the student is transferring. In addition Mitchell Community College (Federal Code 002947) must be listed on the FAFSA in step six.

Satisfactory Academic Progression Standard: Students must meet the U.S. Department of Education's statutory requirements of satisfactory progress in order to receive Title IV financial aid funds. To accurately measure the student's progress in his/her program, the policy must have a quantitative measure of progress. To quantify satisfactory progress, students must complete courses in accordance with the chart below:

- 8 credit hours per semester if registered as full-time (12+ credit hours);
- 6 credit hours per semester if registered as three-quarter-time (9-11 credit hours);
- 4 credit hours per semester if registered as half-time (6-8 credit hours); or
- all credit hours per semester if registered as less than half-time (below 6 credit hours)

The policy also includes a qualitative measure of progress which is evaluated by reviewing a student's grade point average (GPA). Since the minimum GPA required to receive the associate degree, diploma or certificate is 2.00, curriculum students failing to maintain the requirements as set forth in the Satisfactory Academic Progress Standard will be placed on academic probation for up to two consecutive semesters.

1. Attain a 2.00 GPA for the current academic term; and
2. Meet one of the following standards:

0-15 hours attempted	1.25 Overall GPA
16-23 hours attempted	1.50 Overall GPA
24-31 hours attempted	1.75 Overall GPA
32 + hours attempted	2.00 Overall GPA
Graduation	2.00 Overall GPA

The records of Title IV financial aid recipients will be reviewed for satisfactory progress at the end of each term. The Financial Aid Office will notify students by letter of their probationary status. If satisfactory academic progress has not been made by the end of the second probationary period, the student will be notified by letter of termination from financial aid. Financial aid assistance can be reinstated when the student meets the satisfactory academic progress guidelines at Mitchell Community College without receiving Title IV funds or by the appeal process. Appeals due to academic ineligibility must be made in writing no later than fifteen days prior to registration and must be addressed to the Financial Aid Director or his/her designee. The Financial Aid Committee will review the appeal request and notify the students of the committee's decision.

Exclusions: Audited courses, independent student courses, credit by exams and repeated courses will not be paid by financial aid. During any term in which students receive Title IV funds and then decide to audit a class or receive a credit by exam, they may be liable for repayment of those funds.

Maximum Time Frame: The student is allowed to receive federal financial aid for no more than 150% of the total hours required to complete a program. If a student changes majors the total hours continue to accrue until a program is completed.

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

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

Students officially begin the withdrawal process when they notify the Admissions/Records Office. Students are given an official withdrawal form to complete, sign and date. The Financial Aid Office will use the date the student signs the form as the official withdrawal date. Withdrawal dates are also determined when an instructor completes an Instructor Withdrawal Form. If the student does not begin the withdrawal process by notifying the Admissions/Records Office and the instructor does not complete an instructor withdrawal form, the Financial Aid Office can use the date the student otherwise provided official notice of intent to withdraw by contacting the institution.

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

Students that take positive action within the 45-day period are eligible to extend their Title IV eligibility by repaying the overpayment in full to the school or by signing a repayment agreement with the Business Office. If a student goes into repayment, they will have three months to repay the overpayment. The student will be required to repay 10% of the total overpayment (each payment) owed for the first two months with the balance to be paid in full by the third month. The repayment date will be the same each month and will be determined based on the Pell check date for the semester. Students will not be allowed to register until late registration unless the overpayment can be paid in full. Any time the student fails to meet the terms of the repayment agreement, the student's overpayment will be referred to the Department of Education for collections and immediately reported to NSLDS. The student's eligibility for Title IV funds ends.

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

Student Life

MITCHELL COMMUNITY COLLEGE

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Student Life

Mitchell Community College is committed to helping students develop to their fullest potential. With this goal in mind, the College strives to offer a social and cultural activities to build well-rounded persons as well as comprehensive program in academics. Students at Mitchell Community College are expected to conduct themselves in accordance with federal, state, and local statutes. Mitchell Community College will cooperate with the respective law enforcement agencies in their enforcement. The CODE OF STUDENT CONDUCT AND STUDENT APPEALS procedure are detailed in the *Student Handbook*, which is distributed to each student enrolled in a curriculum program or course.

Student Responsibility

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

Student Records and Privacy Rights

Mitchell Community College must maintain accurate and confidential student records and must recognize the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and its revisions effective 1976.

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

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

Release of Student Educational Records

The following "Directory Information" may be made available to the public by the College without the student's written permission unless the student notifies the Office of Student Services in writing by the third week of the semester that such information concerning themselves is not to be made available.

- Student's name, address, telephone number, and social security number.
- Major field of study or program, club and sport activities.
- Dates of attendance, degrees, diplomas, or awards received and the most recent previous educational institution.
- Place of birth, weight, and height.

Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.

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

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

Control of Student Records

Transcripts and other information are released only with the written permission of the student. The only exception is that transcripts may be released by telephone request to another educational institution in which case the student receives written notification of such release.

Students have the right to inspect their own records. Upon inspection, students are entitled to an explanation of any information contained in their record. Students have the right to copies of academic records of credits earned at Mitchell. Copies of transcripts and/or other information from institutions other than Mitchell must be requested from the originating institution.

An official student file shall not be sent outside the Counseling Office, Records Office, Financial Aid Office, Veterans Affairs Office, Advisor's Office, or other custodial offices except in circumstances specifically authorized by the Dean of Student Services. The authorization for such special circumstances must be in writing. College officials responsible for the proper maintenance of education records include the Director of Admissions and Records and the Dean of Student Services. A student who believes that information contained in records is inaccurate or misleading may request that the record(s) be amended. The request must be in writing and directed to the Dean of Student Services.

Services to Individuals With Disabilities

Mitchell Community College and all employees shall operate programs, activities, and services to ensure that no qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as walking, seeing, hearing, speaking, or learning.

It is the student's responsibility to initiate requests for accommodations. Students requiring services should contact the Office of Disability Services in room 103C of the Main Building, telephone (704) 878-3267.

All students with disabilities have the responsibility of meeting each program's essential technical and academic standards. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis. The College shall select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids. The College has a right to deny a request for accommodations if the documentation does not identify a specific disability, the documentation fails to verify the need for the requested services, or if the documentation is not provided in a timely manner.

If a disagreement arises concerning specific accommodation requests, efforts should first be made to resolve the issue in the Office of Disability Services. If a satisfactory agreement cannot be reached, the student, faculty member, or other college employee may file a grievance with the Affirmative Action Officer, whose office is located on the second floor of the Montgomery Student Center, telephone (704) 878-4263. "The College Grievance", as published in the *Student Handbook* is also available to students.

Special Populations

The purpose of the Carl D. Perkins Vocational and Technology Education Act of 1998 (P.L. 105-332) is to develop more fully the academic, vocational, and technical skills of secondary students and post-secondary students who elect to enroll in vocational and technical education programs. Special population students receiving services under this Act are defined as: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. Students may access services by contacting the Office of Special Populations located in room 103C of the Main Building, telephone (704) 878-3267.

Equal Opportunity Policy Statement

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "open door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with federal and state regulations shall be enforced with specific regard to:

(A) Age discrimination in the Employment Act of 1967 (as amended)

(B) Civil Rights Act of 1968;

(C) Civil Rights Acts of 1866 and 1871;

(D) Title VI of Civil Rights Act of 1964;

(E) Executive Order No. 11246 (as amended);

(F) The Rehabilitation Act of 1973 (as amended: Sec. 503; Sec. 504);

(G) Title IX of Educational Amendments of 1972;

(H) Equal Pay Act of 1963 (as amended);

(I) Title VII of Civil Rights Act of 1964 (as amended).

Persons with concerns related to areas falling under federal and state regulations should contact the Affirmative Action Officer, whose office is located in the Montgomery Student Center, telephone (704) 878-4263.

Faculty Advisors

Upon completion of the admissions process, each student is assigned an advisor. In program areas these advisors are the primary instructors. In the areas A.A., A.F.A., A.S., advisors are randomly assigned. Recognizing the advisee-advisor relationships are as important as classroom instruction, advisors are available daily for assistance in needed areas. Specialized assistance is available through the Dean of Student Services.

Job Placement Services

Mitchell Community College offers job placement service to students for part-time or full-time employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers. Graduating students are given counseling and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Further information may be obtained from the Job Placement Office.

Counseling

Counseling and guidance services are provided by the College to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

Intramurals

A number of intramural competitions are organized for students by the Student Government Association and Student Services personnel.

Student Organizations

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community. All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose that includes a statement of open membership without regard to race, color, religion, handicap, sex, creed, or national origin. The name of a faculty advisor must be on file with the Student Government Association.

Student Government Association

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the College, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the College, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Government Association. The Constitution and the Student Code of Conduct are found in the Mitchell Community College *Student Handbook*.

Student Grievance and Appeals

The student grievance and appeals procedure provides a system to channel student complaints and requests to appropriate college officials. The Student Rights, Responsibilities and Judicial Procedures Policy as published in the *Student Handbook* establishes a student's right to inquire about and to propose changes to the policies, regulations and procedures affecting the welfare of students.

Students should refer to the *Student Handbook* for policies governing academic honesty, sexual harassment, ADA grievance procedure, disciplinary procedure, and student rights and code of conduct. Students may also consult with the Dean of Student Services for assistance.

The Learning Resources Center/Huskins Library

The Learning Resources Center, which became the J.P. and Mildred Huskins Library on June 26, 2000, provides resources and services which support and enhance the instructional program at Mitchell. Library services include reference assistance, book selection, group or individual library orientation, interlibrary loans, CD-ROM access to magazines and newspaper articles, Internet access, and a coin-operated copier. Audiovisual services include equipment for viewing and listening, video/audiocassette editing and duplication, and telecourse videotapes. The North Carolina Information Highway, located downstairs, is an interactive digital video classroom through which Mitchell has the ability to teach and receive classes in conjunction with over two hundred other available sites.

Regular library hours: Monday-Thursday, 8:00 a.m. – 9:00 p.m. and Friday 8:00 a.m. – 4:00 p.m.

Health and Wellness

Students at Mitchell Community College are encouraged to notify the College of medical conditions by a statement on the application form. There is also a space on the same form that requests students provide the College with information about whom to contact in case of an emergency. The College has a communicable disease policy and a drug and alcohol policy in the *College Catalog* and the *Student Handbook*. Medical emergencies are managed by the Iredell County EMS, Emergency Care units of Davis Regional Medical Center and Iredell Memorial Hospital. First aid kits are available in all work areas for minor injuries. Health education courses and physical education activity courses are taught by curriculum faculty members in the Physical Education Division.

In addition to formal coursework, the College maintains a busy schedule of health education offerings. There is an annual health fair that provides free health screenings for students. There are educational publications and posters in a variety of campus locations that relate to drug and alcohol issues, as well as other health concerns. There are also educational workshops for students about specific diseases and conditions. Counselors in the Student Services area maintain lists of health professionals and assist students by making appropriate referrals.

Student Rights

All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Information About the College

Information about crime on the college campus is available to students and the general public from the Office of Campus Safety and Security that is located in the Montgomery Student Center. Information about the graduation completion rate for each academic program is available in the Office of Institutional Research in the Main Building. Both the Main Building and the Montgomery Student Center are located on the Statesville campus at 500 West Broad Street. Offices are open during the regular college operating hours.

Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. When, therefore, 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 sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the *Student Handbook.*

A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.

C. Possession of or use of alcoholic beverage or being in a state of intoxication on the college campus or of college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to the Drug and Alcohol Policy)

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.

H. Occupation or seizure of any manner of college property, a college facility or any portion thereof for a purpose inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which

threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.

J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

L. Gambling.

M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.

N. Violations of college regulations regarding the operation and parking of motor vehicles.

O. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.

P. Failure to comply with instructions of college officials acting in performance of their duties.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.

S. Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

Academic Policies

MITCHELL COMMUNITY COLLEGE

Catalog

2001—2002

Academic Policies

Semester System

Mitchell operates on a three semester system. The fall and spring semesters are sixteen weeks in length. The summer semester is ten weeks in length. Semester credit hours are awarded as follows: Credit of one semester hour is awarded for each sixteen hours of class work; credit of one semester hour is awarded for each 32 or 48 hours of laboratory work; and credit of one semester hour is awarded for each 48 hours of clinical practice. Credit of one semester hour is also awarded for 160 hours of work experience such as cooperative education, practicums, and internships.

Registration

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

Change of Schedule

Changes in a class schedule after registration must be made in the office of the Director of Admissions and Records. The last day that courses may be added each semester is stated on the college calendar. Any student wishing to drop a course must complete the drop form which is processed through the Academic Advisor and the Admissions and Records Office.

Student Course Load

Students must register for twelve semester hours to be considered full-time, and the course load must not drop below these hours per semester. These requirements are minimal to receive full VA benefits. The normal course load varies with each program. For A.A., A.S., or A.F.A. degrees, the normal course load is sixteen credit hours per semester while the normal course load for any A.A.S. technical program is eighteen credit hours per semester. Students may not register for more than 21 credit hours without approval of the Dean of Student Services. Approval of an overload will be determined on the basis of past academic achievement of the student. Students who are employed while attending college should consult with their faculty advisor to determine an appropriate course load.

Classification

Students are classified as freshmen from initial enrollment until thirty semester hours credit have been earned, at which time they are classified as sophomores. For student activities purposes, students must have been enrolled for a minimum of two semesters before they are classified as sophomores.

Attendance Policy

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed. Students anticipating an absence should contact their instructors in advance to make necessary arrangements. The instructor is responsible for informing students in writing of the class attendance policy at the beginning of each semester.

The instructor will inform the Admissions and Records Office when a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks. The instructor will assign a grade of "F" at the end of the semester to any student who has not complied with the class attendance policy or has failed to attend for two consecutive weeks. Students will receive a "W" instead of a "F" if they complete the proper withdrawal form in Student Services prior to or on the 60% date of the semester.

Withdrawal Policy

To officially withdraw from a single course, a student must submit a completed drop form, signed by the instructor and the advisor, to Student Services. The last day to withdraw from a class is at the 60% point of the semester. The exact date for each academic term is published in the *Student Handbook* and in the *College Catalog*. To officially withdraw from school, a student must submit a completed withdrawal form to the Admissions and Records Office. A student may withdraw from a course or withdraw from all courses up to and including the published date to withdraw with a grade of "W." A student who fails to withdraw officially will receive a grade of "F" for any course not completed satisfactorily.

NOTE: Failure to attend class or to notify the instructor does not constitute an official withdrawal.

Grading System and Grade Point Average

The 4.00 grade point system is used to calculate student grade point averages. The letter grades used are:

A	Excellent - 4 grade points per semester hour
B	Good - 3 grade points per semester hour
C	Average - 2 grade points per semester hour
D	Passing - 1 grade point per semester hour
F	Failed - No grade points per semester hour
●	Institutional Credit Only
CE	Credit by Examination
I	Incomplete - Work must be completed satisfactorily within the next semester, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.
NC	No Credit - Awarded to students who do not pass credit by examination.
W	Withdrawal - Denotes official withdrawal.
AU	Audit - No grade points.
TR	Transfer Work
NS	No Show - Recorded for students who register for classes, but do not attend at least one class session prior to the 10% point.

The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the last grade earned will be included in calculating the GPA. All courses attempted will be shown on the official transcript. A "C" average is required for graduation. On the 4.00 grade point system, a "C" average is a 2.00 grade point average. A letter grade followed by a [●] is given for developmental courses. Institutional credit only is awarded. Hours are not counted toward graduation and are not figured in the student's grade point average.

Course Examinations

A final exam is required in every course. The examination schedule is published by the Director of Admissions and Records Office and all exams are required to be held during the published hours.

Grade Reports

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished to all students at the end of each scheduled school semester.

Dean's List

The Dean's List is published at the end of each semester. It is published as follows:

Full-Time—Any student enrolled for at least twelve semester hours and earning a grade point average of 3.5 or better with no grade below "C" will be on the Full-Time Dean's List for that semester.

Part-Time—Any student enrolled for at least six semester hours, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C" will be on the Part-Time Dean's List for that semester.

NOTE: Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Graduation Honors

All course requirements must be completed at the time of graduation to qualify for honors.

High Honors—A student who has a cumulative grade point average of 3.75 or greater with no grade below a "C" will receive High Honors at graduation.

Honors—A student who has a cumulative grade point average of 3.50 to 3.74 with no grade below a "C" will receive Honors at graduation.

At least fifty percent of the curriculum requirements must be completed at Mitchell Community College to be eligible for honors at graduation. Certificate programs do not qualify for honors. Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Graduation Marshals

The graduation marshals are those freshmen enrolled in a program of study who have the highest grade point averages, have earned a minimum of twelve semester hours. They will assist in graduation exercises and other college events.

Satisfactory Academic Progress

Mitchell Community College is committed to the success of students. Part of that commitment to success is a process that gives students an early warning of the need to achieve a GPA of 2.00 before graduation. This warning also provides the mechanism to refer students who are experiencing academic difficulty to academic advisors for assistance or referral to the full range of services include free tutoring, remedial and supplemental self-paced computer modules, counseling, financial aid, and placement in part-time employment.

Academic Probation

Since the minimum grade point average (GPA) required to receive the associate degree, diploma, or a certificate is 2.00, curriculum students who fail to meet one of the following retention standards during any semester will be placed on academic probation for the following academic term.

1. Attain a 2.00 GPA for the current academic term, or
2. Meet one of the following retention standards

Up to 15 hours attempted	1.25	Overall	GPA
16-23 hours attempted	1.50	"	"
24-31 hours attempted	1.75	"	"
32 and above	2.00	"	"
Graduation	2.00	"	"

Students failing to maintain the average shown will be placed on academic probation and will remain on probation until the student's cumulative GPA reaches the standards of progress listed. The Director of Admissions and Records will notify students by letter of probationary status and will advise those students to make an appointment with their academic advisor and/or a counselor. Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall cumulative grade point average. This includes both courses passed and failed, unless the course has been repeated. When a course is repeated, the highest grade earned will be included in the calculation of the grade point average. For further information, see the Financial Aid Section of the *College Catalog*. Students receiving Veteran's educational benefits must meet the requirements for academic progress as set forth above. If Veterans do not meet this requirement, they will be placed on academic probation. For detailed information, see the Veterans Section of the *College Catalog*. Students enrolled in the Nursing Program should see the "Nursing Policy and Procedure Manual," PROGRESSION POLICY.

Academic Suspension

A student who fails to maintain the minimum grade point average outlined below will be subject to a period of academic suspension for one academic term. Students may re-enroll after one semester's suspension. They must complete the regular re-admission form and are encouraged to schedule a pre-enrollment appointment with a counselor.

Credit Hours Attempted	Minimum Grade Points
10-20	0.50
21-31	0.75
32 and above	1.00

Academic Re-Instatement

Suspended students seeking immediate readmission must petition the Dean of Student Services prior to the beginning of the semester. This appeal will be directed to a committee composed of a counselor, a faculty member, and the Vice-President for Instruction.

Course Requirements

Mitchell Community College has established prerequisite and corequisite requirements for selected courses. The prerequisite and corequisite requirements are required of all students, including special

students, who enroll in the courses. The purpose of the prerequisite and corequisite preparation is to insure that students have adequate academic experiential preparation to successfully complete the course.

Student Retention

Mitchell Community College makes every effort to assist enrolled students in achieving their academic goals. Academic evaluation and appropriate course placement is the basis of the retention efforts. Additional retention efforts include a comprehensive program of student financial aid, an academic advising system that assigns any program student to an advisor, the availability of professional counselors, a full open lab that provides both tutoring and individualized self-instructional modules and a student success course emphasizing study skills which is required of students that test into two or more developmental courses.

These efforts have resulted in a semester-to-semester student retention rate that is among the highest in the North Carolina Community College System.

Credit by Examination

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

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

- Obtain approval for credit by examination from the Office of the Vice-President for Instruction. The approval form is then taken to the appropriate instructor and the exam is scheduled.
- The student will take the signed approval form to the Admissions and Records Office to register and pay fees.
- Upon presentation of tuition receipt to the instructor, the exam is taken as scheduled and the instructor returns the graded exam and form to the Vice-President for Instruction.
- The Vice-President for Instruction will notify the Admissions and Records Office upon successful completion of the examination.

Advanced Placement for High School Courses

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

Students enrolled in the nursing programs, please see the *Nursing Policy and Procedure Manual*.

Auditing Classes

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

audit an independent study or independent studio course.

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

Course Repeats

When a course is repeated, the highest grade is recorded as the final grade for the course and will be the only grade used in calculating grade point averages or hours towards graduation; however, all courses attempted will be shown on the official transcript. In those cases where a course in which the student received a "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the Vice-President for Instruction for purposes of meeting program requirements. Any exceptions must be approved by the Vice-President for Instruction. Even though Mitchell Community College will count only the highest grade when calculating grade point averages, the sixteen North Carolina university institutions may use both grades to arrive at a grade point average for transfer.

Course Substitutions

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

Transcripts

An official transcript will be sent to the appropriate institution upon written request by the student. No transcript will be released until all financial obligations to the College have been met.

Graduation Requirements

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division:

- Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the associate in arts, associate in fine arts, associate in science, or associate in applied science degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
- Students may graduate under the catalog upon which they enter or any subsequent catalog in effect while they remain in continuous enrollment. Upon changing from one program to another within the College, students must graduate under the catalog in effect at the time they change or any subsequent catalog while they remain in continuous enrollment. Continuous enrollment excludes summer semester.
- Along with the appropriate number of hours earned and the completion of all required courses for their specific program, students must have a 2.0 grade point average in order to graduate and receive a degree, diploma, or certificate.
- Application for graduation and payment of graduation fees must be made during the registration period for the student's last semester.
- Presence at graduation is encouraged. When attendance is impossible, the student should notify, in writing, the Dean of Student Services.
- A minimum of twenty semester hours credit in the student's program of study must be earned at Mitchell Community College in order to be eligible for graduation.

- A maximum of seven semester hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell Community College.
- To be eligible for graduation, the student must fulfill all financial obligations to the College.

Academic Honesty

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

Cooperative Education Program

The Cooperative Education Program is an academic program, which integrates classroom study with practical experience in business, education, industry, public and community agency work situations. Through this experience, students are given the opportunity to practice in a work environment the theories and principles related to their major course of study. The work experience constitutes a regular and essential element in the educational process by allowing students to apply their studies in a real work environment. The Cooperative Education work experience occurs concurrently with academic studies, may be paid or unpaid, and awards academic credit. A maximum of six credit hours may be earned through the Cooperative Education program. One hour equals 160 hours of work experience per semester. Credit is awarded based on evaluations and assignments from the students' supervisor at work, faculty advisor, and the Cooperative Education director. For many MCC students, Cooperative Education provides an extra means of financial support. All curriculums except Nursing, Cosmetology, Human Services, and Medical Assisting may participate in Cooperative Education.

Employers must agree to assist with evaluations with their individual students' progress.

Eligibility:

Students are accepted from various programs of study at MCC and may participate in the Cooperative Education program provided they meet and satisfy the following general criteria:

- Be enrolled in a MCC curriculum or degree in which Cooperative Education is allowed;
- Have a minimum 2.0 GPA;
- Be recommended by the student's faculty advisor;
- Be approved by the Cooperative Education Office;
- Have successfully completed at least nine semester hours of college-level work in their major area of study, including any specific courses required by the program;
- Have completed all required developmental courses.

Currently Employed Students:

Students may qualify to receive Cooperative Education academic credit if they are already employed and meet the following general criteria:

- Students must be acquiring significant new skills or knowledge related to their academic field of study, and/or
- Students must be developing recently-learned skills or applying recently-learned knowledge related to their academic fields of study and/or
- Students must receive increased levels of responsibility related to their academic field of study.

For more information on how to participate as a Cooperative Education student or employer, contact the Cooperative Education Office, Montgomery Student Center, (704) 878-4262/4263.

Tech Prep Articulation Credit

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

Developmental Education Program

Founded on the "open door" admissions philosophy of the community college, the Developmental Education Program (DEP) is dedicated to providing quality instruction, advising, and academic support services which promote the skills development of under-prepared students so that they can successfully achieve their academic, personal, and professional goals. In order to address the varying needs of students, the program utilizes placement testing, advising, skills development courses, the College Student Success course, and the MIND Center for Learning and Teaching. The DEP actively promotes the cognitive and affective growth of all developmental students, at all levels of the learning continuum, thereby ensuring educational opportunity for each post-secondary learner. In addition, the DEP supports retention of students and maintains high academic standards by enabling learners to acquire competencies needed for success in mainstream college courses.

The Career Center

The following services/activities are provided by Mitchell Community College's Career Center:

Job Openings:

An up-to-date list of full-and part-time job vacancies is maintained.

Career Assessment:

Assistance is provided in helping individuals identify jobs/careers that match their interests, skills, abilities and personalities.

Job Readiness Training:

Students are taught how to develop a job search plan, complete resumes and conduct successful job interviews.

Career Library:

The following information is available: job descriptions, salaries, education/training requirements, and job outlook.

Computerized Career Decision-Making Information:

With the aid of the computer, individuals are guided through a series of activities that facilitate career decision-making.

College Catalogs:

Catalogs from all North Carolina two-year and four-year colleges and universities are housed in the Career Center. For assistance/information, call (704) 878-3242.

Charlotte Area Educational Consortium

Mitchell Community College is a member of the Charlotte Area Educational Consortium (CAEC), which exists for the purpose of fostering attainment of the highest level of collegiate education for students in the Charlotte metropolitan area. CAEC has as a portion of its purpose:

- to afford students broader educational experiences, both curricular and extracurricular.
- to encourage multi-instructional use of faculty, equipment, and facilities where feasible.
- to act as a forum for sharing information and important events.

Of special interest to Mitchell Community College students is the Consortium Student Exchange program. This program allows, under specific guidelines, students of member institutions to take courses at other member institutions when such courses are not available at the student's home institution. This means full-time Mitchell students may enroll in approved courses for no additional tuition charges at any of the participating institutions. The Director of Admissions and Records at Mitchell will provide specific guidelines and necessary forms for this program.

Participating Institutions are:

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

The MIND Center for Learning and Teaching

The MIND Center for Learning and Teaching is committed to providing quality academic support services that enable students to:

- develop, enhance, and maximize their learning skills;
- improve their understanding, achievement, and enjoyment of course work;
- become proficient in using computer software and equipment; and
- employ successful learning strategies for their personal, academic, and professional pursuits.

Located in rooms 209 and 211 of the Vocational Building, the MIND Center serves students' academic needs with the Tutoring Center and the Computer Center. The Tutoring Center offers free peer tutoring in any course by appointment or on a drop-in basis with additional academic support for writing, mathematics, and other courses with learning skills videos, textbooks, audiotapes, and handouts.

The Computer Center offers students, faculty, and staff access to computer software and equipment for a variety of purposes from tutorials in grammar, writing, reading, and keyboarding skills to data processing, accounting, and word processing.

The MIND Center is staffed by trained personnel who seek to provide a successful and enjoyable working environment for students, faculty, and staff, as well as members of the community. Currently, the MIND Center staff includes a coordinator, program assistants, tutors, and student assistants. General operating

hours for the center are 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. to 3:30 p.m. on Friday. During summer semester and breaks, operating hours may change but will be posted.

Distance Learning

Distance learning at Mitchell Community College provides students with the opportunity to begin or to continue their education using other than traditional instructional methodologies. Distance learning takes place when the student and the instructor are in different settings, and the distance between the two is bridged using some form of technology. Students and instructors may be connected via the Internet, videos, or televised programs. Although not a new concept, distance learning is becoming a more popular alternative to the traditional classroom setting. Distance learning is an appropriate alternative for individuals who are self-motivated but cannot attend a traditional classroom setting because of time constraints or time conflicts brought on by employment, family, social, civic or community commitments. Individuals who have satisfied course prerequisites may participate in distance learning at Mitchell.

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

Our mission at Mitchell Community College is to provide educational opportunities (quality courses, and eventually programs) at a distance to our students, the citizens of Iredell County and beyond. Students are currently able to avail themselves of the following distance education options: Internet-based courses, telecourses, and interactive television courses (North Carolina Information Highway or NCIH). All academic policies as set forth in the College catalog apply to students who take online, telecourses, or Information Highway classes.

Online (Internet) Courses

Students taking online courses receive the same credit, the same course content, and are assessed the same tuition as the traditional student. Students who opt to take classes online are usually self-motivated and possess excellent time management skills. Students receive primary instruction, interact with their instructors and other students, and complete homework assignments from their personal computers, without having to come to the campus. Students receive specific technical and procedural instructions at a required orientation that is held before classes begin. Other than for orientation, students need only come to campus to purchase their textbooks, and to pay their tuition. Instructors of Internet-based courses are available to students when appropriate.

Telecourses

Students taking telecourses receive the same credit, the same course content, and are assessed the same tuition as the traditional student. Telecourses utilize televised programs, textbooks, and other supplemental materials to provide courses at a distance. PBS televises course content at designated times during the semester, and students may view the telecast at the time it is aired, or they may tape the televised sessions to be viewed later. Students also may receive videotapes of the entire course or parts of the course at the beginning of the semester. These tapes are rented for the semester and must be returned before the student receives a grade for the course. Telecourses are designed for individuals who have conflicting schedules and may be taken by anyone satisfying the prerequisites for the course. Students must complete textbook assignments and other requirements and take exams according to the telecourse syllabus generated by the instructor. Students are required to report to campus for orientation and for testing.

North Carolina Information Highway

Students participating in distance education via the North Carolina Information Highway receive the same credit, the same course content, and are assessed the same tuition as the traditional student. The Information Highway network brings together groups of students at distant sites, or students in the information highway room can receive instruction from another site that is equipped with the same technology. This is a traditional class in every respect except that the instructor may be at a distance, or Mitchell Community College may be broadcasting the class to other distant sites. Students interact with other students and with the instructor at a distance using microphones, video cameras, and television monitors. Students register for classes using the information highway room as they would for any other classes.

Mitchell Community College 1999-2000 Outcomes/State Performance Measures

1. Progress of Basic Skills students
   - ●state standard: 75% will make progress;
   - ●MCC outcome: 75% made progress.
2. Licensure and certification
   - ●state standard: 80% aggregate pass rate with no exam pass rate below 70%;
   - ●MCC outcome: 82% pass rate with all exams 70% or above.
3. Goal completion of graduates:
   - ●state standard 90%;
   - ●MCC outcome 76% net goals completely; 24% net goals partially.
4. Employment status of graduates:
   - ●state standard 90% will be employed;
   - ●MCC outcome 90% employed.
5. Performance of transfer students:
   - ●state standard 84% will have GPA of 2.0 or higher (North Carolina University System);
   - ●MCC outcome 74.2%.
6. Client satisfaction with training:
   - ●state standard 85% satisfaction;
   - ●MCC outcome data will be available in 2001.

Curriculum Programs

MITCHELL COMMUNITY COLLEGE

Catalog

2001—2002

Programs Of Study 2001-2002

Program Title	Program Code
Associate in Arts (A.A.)	A10100
Associate in Fine Arts (A.F.A.)	A10200
Associate in Science (A.S.)	A10400
Associate in Applied Science (A.A.S.)	
*Accounting	A25100
Associate Degree Nursing	A45120
*Building Construction Technology	A35140
Business Administration	A25120
Business Administration—Marketing & Retailing (concentration)	A2512F
Business Administration—Operations Management (concentration)	A2512G
Computer Programming	A25130
Criminal Justice Technology	A55180
*Early Childhood Associate	A55220
Early Childhood-Teacher Associate	A5522B
*Electrical/Electronics Technology	A35220
*Electronics Engineering Technology	A40200
Human Services Technology	A45380
*Industrial Maintenance Technology	A50240
Information Systems	A25260
*Internet Technology	A25290
*Machining Technology	A50300
*Manufacturing Engineering Technology	A40300
*Mechanical Drafting Technology	A50340
*Medical Assisting	A45400
*Office Systems Technology	A25360
Diploma	
Air Conditioning, Heating & Refrigeration Technology	D35100
Cosmetology	D55140
General Occupational Technology	D55280
Welding Technology	D50420
Certificate	
Basic Law Enforcement Training	C55120
Nursing Assistant	C45480
Phlebotomy	C45600

Additional programs available through collaboration with neighboring community colleges:

Collaborative Programs (A.A.S.)	
Dental Hygiene	A45260
Electric Lineman Technology	A35210
Healthcare Management Technology	A25200
Motorsports Management Technology	A60270
Speech-Language Pathology Assistant	A45730

**Diplomas and/or certificates are available in these programs. See individual program pages.*

Pre-Major Transfer Programs

Associate in Arts (A10100)	
Pre-Art Education	A1010A
Pre-Business Administration	A1010B
Pre-Business Education and Marketing Education	A1010C
Pre-Criminal Justice	A1010D
Pre-Elementary, Middle, Special Education	A1010P
Pre-English	A1010E
Pre-Health Education	A1010G
Pre-History	A1010H
Pre-Nursing	A1010I
Pre-Physical Education	A1010J
Pre-Political Science	A1010K
Pre-Psychology	A1010L
Pre-Social Science Secondary Education	A1010M
Pre-Sociology	A1010N
Associate in Science (A10400)	
Pre-Biology and Biology Education*	A1040A
Pre-Chemistry and Chemistry Education*	A1040B
Pre-Engineering*	A1040D
Pre-Mathematics	A1040E

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

Associate In Arts (A.A.)

Degree Requirements [A10100]

I. General Education Core — 44 SHC*

English/Communications (6 SHC)

Required:

ENG	111	Expository Writing	3
ENG	113	Literature Based Research	3

Humanities/Fine Arts (12 SHC)

A literature course and COM 231 are required.

Select two additional courses from two additional discipline areas.

ART	111	Art Appreciation	3	FRE	212	Intermediate French II	3
ART	114	Art History Survey I	3	HUM	120	Cultural Studies	3
ART	115	Art History Survey II	3	HUM	150	American Women's Studies	3
COM	231	Public Speaking	3	HUM	160	Introduction to Film	3
ENG	231	American Literature I	3	MUS	110	Music Appreciation	3
ENG	232	American Literature II	3	PHI	215	Philosophical Issues	3
ENG	233	Major American Writers	3	PHI	240	Introduction to Ethics	3
ENG	241	British Literature I	3	REL	110	World Religions	3
ENG	242	British Literature II	3	REL	211	Intro. to Old Testament	3
ENG	251	Western World Literature I	3	REL	212	Intro. to New Testament	3
ENG	252	Western World Literature II	3	SPA	111	Elementary Spanish I	3
FRE	111	Elementary French I	3	SPA	112	Elementary Spanish II	3
FRE	112	Elementary French II	3	SPA	211	Intermediate Spanish I	3
FRE	211	Intermediate French I	3	SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (12 SHC)

Four courses from three discipline areas are required. At least one course must be a history course.

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

Natural Sciences/Mathematics (14 SHC)

A . Natural Sciences (8 SHC): Two courses, including accompanying laboratory work, from the biological or physical science disciplines are required.

BIO	111	General Biology I	4	CHM	251	Organic Chemistry I	4
Second Biology to be selected from the following:				CHM	252	Organic Chemistry II	4
BIO	112	General Biology II	4	PHY	110	Conceptual Physics &	3
BIO	120	Introductory Botany	4	PHY	110A	Conceptual Physics Lab	1
BIO	130	Introductory Zoology	4	PHY	151	College Physics I	4
CHM	151	General Chemistry I	4	PHY	152	College Physics II	4
CHM	152	General Chemistry II	4	PHY	251	General Physics I	4
				PHY	252	General Physics II	4

B. Mathematics (6 SHC): At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. Core transfer credits will not be allowed for both MAT 175 and MAT 161 and/or MAT 162.

Select at least one:

MAT	161	College Algebra	3
MAT	175	Precalculus	4
MAT	271	Calculus I	4

Second Math:

CIS	110	Introduction to Computers	3	MAT	162	College Trigonometry	3
CIS	115	Introduction to Programming & Logic	3	MAT	175	Precalculus	4
MAT	151	Statistics	3	MAT	271	Calculus I	4
MAT	161	College Algebra	3	MAT	272	Calculus II	4

II. Other Required Hours — 20-21 SHC

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience (Cooperative Education) may be included up to 1 SHC for career exploration.

Required: (2-4 SHC)

ACA 111**	College Student Success	1
Two Physical Education Courses to be selected from the following:		**2-3**

PED	110	Fit & Well for Life	2	PED	132	Racquetball - Beginning	1
PED	111	Physical Fitness I	1	PED	133	Racquetball – Intermediate	1
PED	113	Aerobics I	1	PED	137	Badminton	1
PED	114	Aerobics II	1	PED	139	Bowling – Beginning	1
PED	117	Weight Training I	1	PED	142	Lifetime Sports	1
PED	121	Walk, Jog, Run	1	PED	143	Volleyball – Beginning	1
PED	128	Golf - Beginning	1	PED	144	Volleyball – Intermediate	1
PED	129	Golf - Intermediate	1	PED	145	Basketball – Beginning	1
PED	130	Tennis - Beginning	1	PED	146	Basketball – Intermediate	1
PED	131	Tennis - Intermediate	1				

Other Required Hours (17-18 SHC) to be chosen from any of the above lists or from the following:

ACC	120	Prin of Accounting I	4	BUS	116	Business Law II	3
ACC	121	Prin of Accounting II	4	CJC	111	Intro to Criminal Justice	3
ART	121	Design I	3	CJC	121	Law Enforcement Operation	3
ART	122	Design II	3	CJC	141	Corrections	3
ART	131	Drawing I	3	COM	120	Interpersonal Communications	3
ART	132	Drawing II	3	CSC	141	Visual C++ Programming	3
ART	171	Computer Art I	3	DFT	170	Engineering Graphics	3
ART	231	Printmaking I	3	ENG	114	Professional Research & Reporting	3
ART	240	Painting I	3	ENG	125	Creative Writing I	3
ART	241	Painting II	3	HEA	110	Personal Health/Wellness	3
ART	271	Computer Art II	3	HEA	112	First Aid & CPR	2
ART	281	Sculpture I	3	HEA	120	Community Health	3
ART	282	Sculpture II	3	HIS	215	Nineteenth-Century Europe	3
ART	283	Ceramics I	3	HIS	216	Twentieth-Century Europe	3
ART	284	Ceramics II	3	HIS	226	The Civil War	3
BIO	168	Anatomy & Physiology I	4	HIS	231	Recent American History	3
BIO	169	Anatomy & Physiology II	4	HIS	236	North Carolina History	3
BIO	275	Microbiology	4	PHI	230	Introduction to Logic	3
BUS	110	Introduction to Business	3	PSY	246	Adolescent Psychology	3
BUS	115	Business Law I	3	PSY	263	Educational Psychology	3

Total Required Credit Hours in Program: 64-65

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

***Students who test into two or more developmental areas are required to take ACA 111. Others are exempt and are not required to have this hour of credit for graduation.*

Pre-Major Programs

Associate In Arts (A.A.)

Students pursuing one of the following pre-major programs to award the associate in arts (A.A.) degree should follow the basic A.A. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major. It is however, always best if you know to which institution you plan to transfer in order to consider their requirements.

Pre-Art Education

ART 114 and ART 115 are required in the *Humanities/Fine Arts.* ART 121, ART 122, ART 131 are required in *Other Required Hours*. Two additional *art* courses are recommended from ART 132, ART 171, ART 271, ART 231, ART 240, ART 241, ART 281, ART 283, ART 284.

Pre-Business Administration

POL 120, PSY 150 and SOC 210 are recommended in the *Social/Behavioral Sciences*. Either MAT 161 or MAT 175 and either MAT 263 or MAT 271 must be taken in the *mathematics* area. In *Other Required Hours*, ACC 120, ACC 121, CIS 110, ECO 251, ECO 252 and MAT 151 are required.

Pre-Business Education and Marketing Education

In the *Social/Behavioral Sciences* ECO 251 is required with PSY 150 and SOC 210 being recommended. CIS 110 and either MAT 161 or MAT 175 are required in *mathematics*. ACC 120, ECO 252, and either CIS 115 or CSC 134 are required in *Other Required Hours* with three of the following being recommended: ACC 121, Bus 110, BUS 115, or MAT 151.

Pre-Criminal Justice

POL 120, PSY 150, and SOC 210 are required in *Social/Behavioral Sciences*. Either MAT 161 or MAT 175 is required and MAT 151 is recommended for the second *mathematics* course. Under *Other Required Hours* CJC 111, CJC 121, and CJC 141 are required.

Pre-Elementary, Middle Grades, Special Education

In the *Humanities/Fine Arts* the literature must be selected from ENG 231,232, or 233. COM 231 is also required as well as one of these courses: ART 111, ART 114, ART 115 or MUS 110. In the *Social/Behavioral Sciences,* PSY 150 and either SOC 210 or SOC 225 are required. In the *Natural Sciences and mathematics* BIO 111 and either CHM 151, or PHY 110 or PHY 151 are required as well as two of the following: CIS 110, MAT 161 or higher. In the *Other Required Hours* category it is best to consult the requirements for second majors of the institution to which the student plans to transfer. The following may be helpful: *English* - 6 SHC from ENG 231, ENG 232, ENG 241, ENG 242, 261, ENG 262, ENG 272, ENG 273, ENG 274; *Social Science:* ALL History courses, PSY 150, PSY 241, PSY 246, PSY 255, PSY 263 and PSY 281; *Science*: BIO 111, BIO 112, BIO 130, CHM 151, CHM 152; *mathematics:* 12 SHC from MAT 151, MAT 175, MAT 271, MAT 272.

To transfer and be admitted into the major the student must have a minimum of a 2.5 GPA and satisfactory scores on the State Board of Education's PRAXIS tests.

Pre-English

The literature requirement in *Humanities/Fine Arts* should be met with one of the following literature courses: ENG 231, ENG 232, ENG 241, ENG 242. A *foreign language* sequence is recommended: either SPA 111 and SPA 112 or FRE 111 and FRE 112. One *mathematics* course must be MAT 161 or higher with the second being of higher level *mathematics* or a CIS course or MAT 151. In *Other Required Hours* another literature

course from the above list is required with a *history* course from HIS 121, HIS 122, HIS 131 or HIS 132 being recommended and an *intermediate foreign language* sequence: either SPA 211, SPA 212 or FRE 211, FRE 212 being recommended.

Pre-Health Education

PSY 150 is required in the *Social/Behavioral Sciences*. Either CHM 151 and CHM 152 or BIO 111 and BIO 112 are required in the *Natural Sciences*. MAT 161 or higher and CIS 110 are required in *mathematics*. HEA 110, HEA 112, HEA 120, BIO 168, BIO 169, and MAT 151 are required in *Other Required Hours*.

Pre-History

In the *Social/Behavioral Sciences* the HIS 121 and HIS 122 sequence is recommended. In *mathematics* MAT 161 or higher is required and as the second math either MAT 151 or a higher level *mathematics* or a CIS course is required. In *Other Required Hours* the HIS 131, HIS 132 sequence is recommended.

Pre-Nursing

PSY 150, PSY 241 and SOC 210 are required in *Social/Behavioral Sciences*. CHM 151 and CHM 152 are required in Natural Sciences. MAT 161 or higher is the first required *mathematics* with the MAT 151 required as the second *mathematics*. As *Other Required Hours* the student must take PSY 281, SOC 213, BIO 168, BIO 169 and BIO 275.

Pre-Physical Education

PSY 150 is recommended in the *Social/Behavioral Sciences*. BIO 111 and 112 are recommended for the *Natural Science* requirement. MAT 161 or higher and either MAT 151 or CIS 110 are recommended for the *mathematics* requirement. PED 110 and two PED activity courses are required in *Other Required Hours*.

Pre-Political Science

Either SPA 111 and SPA 112 or FRE 111 and FRE 112 are recommended in the *Humanities/Fine Arts*. In *Social/Behavioral Sciences* PSY 150 and either GEO 111, GEO 112, or GEO 113 and either SOC 210, SOC 220 or SOC 225 are recommended. In *mathematics* MAT 161 or higher is required with the second *mathematics* recommended to be CIS 110. Under *Other Required Hours* POL 120 is required with POL 210, POL 220 and either ECO 251 or ECO 252 being recommended.

Pre-Psychology

PSY 150 is required in the *Social/Behavioral Sciences*, with BIO 111required and BIO 112 recommended in the *Natural Sciences*. MAT 161 or higher is required in *mathematics*.

Pre-Social Science Secondary Education

POL 120, SOC 210, and HIS 121, HIS 122 are required at the *Social/Behavioral Sciences*. MAT 161 or higher must be the introductory *mathematics* taken. GEO 111, HIS 131, HIS 132 and ECO 251, ECO 252 are required in *Other Required Hours*.

Pre-Sociology

SOC 210 and either SOC 213, SOC 220 or SOC 225 are required in the *Social/Behavioral Sciences*, MAT 161 or higher is required with MAT 151 being recommended as the second *mathematics*.

Associate in Fine Arts (A.F.A.)

Degree Requirements [A10200]

I. General Education Core — 28 SHC

English/Communications (6 SHC)

Required:

ENG	111	Expository Writing	3
ENG	113	Literature Based Research	3

Humanities/Fine Arts (6 SHC)

Select two courses from the following list in two of these discipline areas: music, foreign language, literature, philosophy, religion. One course must be a literature course.

ENG	231	American Literature I	3	HUM	150	American Women's Studies	3
ENG	232	American Literature II	3	HUM	160	Introduction to Film	3
ENG	233	Major American Writers	3	MUS	110	Music Appreciation	3
ENG	241	British Literature I	3	PHI	215	Philosophical Issues	3
ENG	242	British Literature II	3	PHI	240	Introduction to Ethics	3
ENG	251	Western World Literature I	3	REL	110	World Religion	3
ENG	252	Western World Literature II	3	REL	211	Introduction to Old Testament	3
FRE	111	Elementary French I	3	REL	212	Introduction to New Testament	3
FRE	112	Elementary French II	3	SPA	111	Elementary Spanish I	3
FRE	211	Intermediate French I	3	SPA	112	Elementary Spanish II	3
HUM	120	Cultural Studies	3	SPA	211	Intermediate Spanish I	3

Social/Behavorial Sciences (9 SHC)

Select three courses from the following list in three of these discipline areas: anthropology, economics, geography, history, political science, psychology or sociology. One course must be a history course.

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

Natural Sciences/Mathematics (7 SHC)

From the following list, select one course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses.

BIO	111	General Biology I	4	MAT	175	Precalculus	4
CHM	151	General Chemistry I	4	MAT	271	Calculus I	4
MAT	140	Survey of Mathematics	3	PHY	110	Conceptual Physics &	3
MAT	161	College Algebra	3	PHY	110A	Conceptual Physics Lab	1

II. Other Required Hours — 36-37 SHC

Required: (3-4 SHC)

ACA	111*	College Student Success	1
COM	231	Public Speaking	3

Two Physical Education courses to be selected from the following: (2-3 SHC)

PED	110	Fit & Well for Life	2	PED	132	Racquetball-Beginning	1
PED	111	Physical Fitness I	1	PED	133	Racquetball-Intermediate	1
PED	113	Aerobics I	1	PED	137	Badminton	1
PED	114	Aerobics II	1	PED	139	Bowling-Beginning	1
PED	117	Weight Training I	1	PED	142	Lifetime Sports	1
PED	121	Walk, Jog, Run	1	PED	143	Volleyball-Beginning	1
PED	128	Golf-Beginning	1	PED	144	Volleyball-Intermediate	1
PED	129	Golf-Intermediate	1	PED	145	Basketball-Beginning	1
PED	130	Tennis-Beginning	1	PED	146	Basketball-Intermediate	1
PED	131	Tennis-Intermediate	1				

Art Major Core Required (15 SHC)

ART	114	Art History Survey I	3	ART	122	Design II	3
ART	115	Art History Survey II	3	ART	131	Drawing I	3
ART	121	Design I	3				

Art Elective Credits to be chosen from the following course list: (13 SHC)

ART	132	Drawing II	3	ART	271	Computer Art II	3
ART	171	Computer Art I	3	ART	281	Sculpture I	3
ART	191	Selected Topics in Art	1	ART	282	Sculpture II	3
ART	193	Selected Topics in Art	3	ART	283	Ceramics I	3
ART	231	Printmaking I	3	ART	284	Ceramics II	3
ART	240	Painting I	3	ART	288	Studio	3
ART	241	Painting II	3				

General Electives (3 SHC)

These remaining credits can be chosen from other Art courses or from any other courses listed above that have not been taken for other requirements and which will satisfy the requirements of the senior institution to which the student plans to transfer. These credits may also be taken from the list of other transferable courses found in page 63.

One SHC in Cooperative Education can be chosen for career exploration.

Total Required Credit Hours in Program: 64-65

**Students who test into two or more developmental areas are required to take ACA 111. Others are exempt and are not required to have this hour of credit for graduation.*

Associate in Science (A.S.)

Degree Requirements [A10400]

1. General Education Core — 44 SHC

English/Communications (6 SHC)

Required:

ENG	111	Expository Writing	3
ENG	113	Literature Based Research	3

Humanities/Fine Arts (12 SHC)

A literature course and COM 231 are required. Select two additional courses.

ART	111	Art Appreciation	3	HUM	120	Cultural Studies	3
ART	114	Art History Survey I	3	HUM	150	American Women's Studies	3
COM	231	Public Speaking	3	HUM	160	Introduction to Film	3
ENG	231	American Literature I	3	MUS	110	Music Appreciation	3
ENG	232	American Literature II	3	PHI	215	Philosophical Issues	3
ENG	233	Major American Writers	3	PHI	240	Introduction to Ethics	3
ENG	241	British Literature I	3	REL	110	World Religions	3
ENG	242	British Literature II	3	REL	211	Introduction to Old Testament	3
ENG	251	Western World Literature I	3	REL	212	Introduction to New Testament	3
ENG	252	Western World Literature II	3	SPA	111	Elementary Spanish I	3
FRE	111	Elementary French I	3	SPA	112	Elementary Spanish II	3
FRE	112	Elementary French II	3	SPA	211	Intermediate Spanish I	3
FRE	211	Intermediate French I	3	SPA	212	Intermediate Spanish II	3
FRE	212	Intermediate French II	3				

Social/Behavioral Sciences (12 SHC)

Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

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

Natural Sciences/Mathematics (14 SHC)

A. *Natural Sciences (8 SHC): A two-course sequence in biology, general chemistry, or physics is required.*

BIO	111	General Biology I	4

Second biology to be selected from the following:

BIO	112	General Biology II	4	CHM	252	Organic Chemistry II	4
BIO	120	Introductory Botany	4	PHY	151	College Physics I	4
BIO	130	Introductory Zoology	4	PHY	152	College Physics II	4
CHM	151	General Chemistry I	4	PHY	251	General Physics I	5
CHM	152	General Chemistry II	4	PHY	252	General Physics II	4
CHM	251	Organic Chemistry I	4				

B. *Mathematics (6 SHC): At least one introductory course in mathematics is required; the other course may be a higher level mathematics course such as statistics.*

One introductory course required:

MAT	175	Precalculus	4
MAT	271	Calculus I	4

Second Math to be selected from the following

MAT	151	Statistics I	3
MAT	271	Calculus I	4
MAT	272	Calculus II	4

II. Other Required Hours — 20-21 SHC

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience (Cooperative Education) may be included up to one SHC for career exploration.

Required:

ACA	111**	College Student Success	1

Two Physical Education courses to be selected from the following: (2-3 SHC)

PED	110	Fit & Well for Life	2	PED	132	Racquetball-Beginning	1
PED	111	Physical Fitness I	1	PED	133	Racquetball-Intermediate	1
PED	113	Aerobics I	1	PED	137	Badminton	1
PED	114	Aerobics II	1	PED	139	Bowling-Beginning	1
PED	117	Weight Training I	1	PED	142	Lifetime Sports	1
PED	121	Walk, Jog, Run	1	PED	143	Volleyball-Beginning	1
PED	128	Golf - Beginning	1	PED	144	Volleyball-Intermediate	1
PED	129	Golf - Intermediate	1	PED	145	Basketball-Beginning	1
PED	130	Tennis - Beginning	1	PED	146	Basketball-Intermediate	1
PED	131	Tennis – Intermediate	1				

Other Required Hours (17-18 SHC)

A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, computerscience, and/or other pre-major courses is required. The remaining hours may be selected from elective transfer courses including the courses listed below.

BIO	168	Anatomy and Physiology I	4	HIS	226	The Civil War	3
BIO	169	Anatomy and Physiology II	4	HIS	236	North Carolina History	3
BIO	275	Microbiology	4	MAT	273	Calculus III	4
COM	120	Interpersonal Communication	3	MAT	280	Linear Algebra	3
CSC	141	Visual C++ Programming	3	MAT	285	Differential Equations	3
DFT	170	Engineering Graphics	3	PHY	110	Conceptual Physics	3
ENG	114	Professional Research & Reporting	3	PHY	110A	Conceptual Physics Lab	1
ENG	125	Creative Writing	3	PSY	263	Educational Psychology	3
HEA	112	First Aid & CPR	2				

Total Required Credit Hours in Program: 64-65

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

***Students who test into two or more developmental areas are required to take ACA 111. Others are exempt and are not required to have this hour of credit for graduation.*

Pre-Major Programs

Associate in Science (A.S.)

Students pursuing one of the following pre-major programs to award the Associate in Science (A.S.) degree should follow the basic A.S. program requirements, but with attention to the following specific program requirements or recommendations. Following these requirements or recommendations should facilitate transfer in a specific major. However, it is always best if you know to which institution you plan to transfer in order to consider their requirements.

Pre-Biology and Biology Education

CHM 151 and CHM 152 are required as *Natural Sciences* and MAT 175 or higher is required as the introductory *mathematics*. BIO 111is required. Two of the following courses are also required: BIO 112, BIO 120 and BIO 130. Either the CHM 251, CHM 252, PHY 151, PHY 152 or PHY 251, PHY 252 sequence is recommended.

Pre-Chemistry and Chemistry Education

PSY 150 is recommended as a *Social/Behavioral Science*. PHY 251 and 252 are required as *Natural Sciences*. MAT 271 and MAT 272 are required *mathematics* courses. CHM 151, CHM 152 and CHM 251 and CHM 252 are required with MAT 273 being recommended as *Other Required Hour*s.

Pre-Engineering

The literature requirement must be satisfied from ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 251 or ENG 252. An elementary foreign language sequence SPA 111, 112 or FRE 111, 112 is recommended in the *Humanities/Fine Arts.* Either the HIS 121, HIS 122 or HIS 131, HIS 132 sequence and either ECO 251 or ECO 252 are required in the *Social/Behavioral Sciences*. Use PHY 251 and PHY 252 as the *Natural Science* and MAT 271 and MAT 272 as the *mathematics* requirement. In *Other Required Hours* CHM 151, MAT 273 and MAT 285, CIS 134 and either CHM 152 or DFT 170 are required.

Pre-Mathematics

PHY 251 and PHY 252 are required as *Natural Sciences* and MAT 175 and MAT 271 are required as *mathematics* courses. MAT 272, MAT 273, either MAT 280 or MAT 285 and CIS 134 are required in *Other Required Hours*.

General Occupational Technology

Diploma Program [D55280]

Curriculum Description

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn a diploma by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree 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 (6 SHC)

Select 6 SHC from the following courses:

ART	111	Art Appreciation	3
ENG	102	Applied Communications II or	3
ENG	111	Expository Writing	3
ENG	113	Literature-Based Research or	(3)
ENG	114	Professional Research & Reporting	(3)
COM	120	Interpersonal Communications or	3
COM	231	Public Speaking	(3)
MAT	110	Mathematical Measurement or	3
MAT	115	Mathematical Models or	(3)
MAT	140	Survey of Mathematics or	(3)
MAT	121	Algebra/Trigonometry I or	(3)
MAT	161	College Algebra	(3)
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PSY	118	Interpersonal Psychology	3
REL	110	World Religions	3
SOC	225	Social Diversity	3

Major Area (30 SHC)

Select 30 SHC from the following courses:

ACC	120	Principles of Accounting I	4
BIO	111	General Biology I	4
BIO	168	Anatomy & Physiology I	4
BIO	169	Anatomy & Physiology II	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	121	Business Math	3
BUS	230	Small Business Management	3
BUS	253	Leadership and Management Skills	3
CHM	130	General, Organic, & Biochemistry	3
CIS	110	Introduction to Computers	3
CIS	115	Intro to Programming & Logic	3
CIS	120	Spreadsheet I	3
DFT	111	Technical Drafting I	4
DFT	119	Basic CAD	2
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
HYD	110	Hydraulics/Pneumatics I	3
MAT	122	Algebra/Trigonometry II	3
MAT	162	College Trigonometry	3
MEC	110	Intro to CAD/CAM	2
MEC	180	Engineering Materials	3
OMT	155	Meeting & Presentation Skills	3
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	2
PHY	131	Physics/Mechanics	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
POL	120	American Government	3
POL	130	State & Local Government	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	255	Intro to Exceptionality	3
PSY	265	Behavioral Modifications	3
PSY	281	Abnormal Psychology	3
SOC	213	Sociology of the Family	3
SOC	210	Introduction to Sociology	3
SOC	220	Social Problems	3

Electives (3 SHC)

Elective hours can be chosen from any other college level courses in the college catalog.

Total Required Credit Hours in Program: 39

Cooperative Education Courses

(to be used in degree programs where COE credits are allowed)

COE	110	World of Work	1
COE	111	Co-Op Work Experience I	1
COE	112	Co-Op Work Experience I	2
COE	115	Work Experience Seminar I	1
COE	121	Co-Op Work Experience II	1
COE	122	Co-Op Work Experience II	2
COE	131	Co-Op Work Experience III	1
COE	132	Co-Op Work Experience III	2

Developmental Education Courses

ENG	080	Writing Foundations	4
ENG	090	Composition Strategies	3
MAT	060	Essential Mathematics	4
MAT	070	Introductory Algebra	4
MAT	080	Intermediate Algebra	4
OST	080	Keyboarding Literacy	2
RED	080	Introduction to College Reading	4
RED	090	Improved College Reading	4

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

Degree Requirements

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3

REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3

Social/Behavioral Science Courses (A.A.S.)

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	193	Selected Topics in History	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	293	Selected Topics in History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Accounting

A.A.S. Degree [A25100]

Diploma Program [D25100]

Certificate Program [C25100]

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

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

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

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
ENG 113	Literature-Based Research or	3	(3	0)
ENG 114	Professional Research & Reporting			
*MAT 140	Survey of Mathematics or	3	(3	0)
*MAT 161	College Algebra			
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science Elective	3	(3	0))
Total General Education Required Hours		**18**	**(18**	**0)**
Major Required Courses				
*ACC 120	Principles of Accounting I	4	(3	2)
*ACC 121	Principles of Accounting II	4	(3	2)
*ACC 131	Federal Income Taxes	3	(2	2)
ACC 140	Payroll Accounting	2	(1	2)
ACC 220	Intermediate Accounting I	4	(3	2)
ACC 221	Intermediate Accounting II	4	(3	2)
ACC 225	Cost Accounting	3	(3	0)
*ACA 111	**College Student Success	1	(1	0)
*BUS 110	Introduction to Business	3	(3	0)
*BUS 115	Business Law I	3	(3	0)
*BUS 121	Business Math	3	(2	2)

*CIS	110	Introduction to Computers	3	(2	2)
*CIS	120	Spreadsheet I	3	(2	2)
ECO	251	Principles of Microeconomics	3	(3	0)
ECO	252	Principles of Macroeconomics	3	(3	0)
*OST	131	Keyboarding	2	(1	2)
-	-	Major Electives *** (Diploma 4-6 Hrs.)	6	(6	0)
Total Major Required Hours			**54**	**(44**	**20)**

*****Approved Major Electives**

ACC	150	Computerized Gen. Ledger	2	BUS	260	Business Communications	3
ACC	269	Auditing	3	BUS	270	Professional Development	3
BUS	116	Business Law II	3	CIS	115	Intro to Prog & Logic	3
BUS	137	Principles of Management	3	CIS	152	Database Concepts & Apps	3
BUS	153	Human Resource Management	3	COE	-	Cooperative Education	1-3
BUS	225	Business Finance	3	MKT	120	Principles of Marketing	3
BUS	230	Small Business Management	3	OMT	110	Intro to Operations Management	3

Total Required Credit Hours in Program 72
***Total Required Credit Hours for Diploma 39-41**
***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Accounting Certificate

ACC	120	Principles of Accounting I	4	(3	2)
ACC	121	Principles of Accounting II	4	(3	2)
OST	131	Keyboarding	2	(1	2)
BUS	121	Business Math	3	(2	2)
*Major Elective			4-5		
Total Hours for Certificate			**17-18**		

***<u>Select Two Courses</u> (Certificate):**

ACC 131	Federal Income Taxes	3	2	2
ACC 140	Payroll Accounting	2	1	2
ACC 150	Computerized General Ledger	2	1	2

<u>Select Two Courses</u> (Diploma):

ACC	140	Payroll Accounting	2	1	2
ACC	150	Computerized General Ledger	2	1	2
BUS	225	Business Finance	3	2	2
BUS	230	Small Business Management	3	3	0
BUS	260	Business Communication	3	3	0
BUS	270	Professional Development	3	3	0

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
ACA 111	1
ACC 120	4
BUS 110	3
BUS 121	3
ENG 111	3
OST 131	2
	16
Spring Semester	
ACC 121	4
CIS 110	3
ENG 113 or ENG 114	
MAT 140 or MAT 161	3
Humanities/Fine Arts	3
	16
Summer Semester	
CIS 120	3
COM 120	3
Major Elective	3
	9

Second Year

	Credit
Fall Semester	
ACC 140	2
ACC 220	4
ACC 225	3
BUS 115	3
ECO 251	3
	15
Spring Semester	
ACC 131	3
ACC 221	4
ECO 252	3
Social/Behavioral Science	3
Major Elective	3
	16

Air Conditioning, Heating & Refrigeration

Diploma Program [D35100]

Certificate Program [C35100]

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the A.A.S. 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. A.A.S. degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Course and Hour Requirements

			Credit	Class	Lab
General Education Required Courses					
ENG	102	Applied Communications II	3	(3	0)
MAT	110	Mathematical Measurement	3	(2	2)
Total General Education Required Hours			**6**	**(5**	**2)**
Major Required Courses					
ACA	111*	College Student Success	1	(1	0)
AHR	110	Introduction to Refrigeration	5	(2	6)
AHR	111	HVACR Electricity	3	(2	2)
AHR	112	Heating Technology	4	(2	4)
AHR	113	Comfort Cooling	4	(2	4)
AHR	114	Heat Pump Technology	4	(2	4)
AHR	133	HVAC Servicing	4	(2	6)
AHR	151	HVAC Duct Systems I	2	(1	3)
AHR	180	HVACR Customer Relations	1	(1	0)
CIS	110	Introduction to Computers	3	(2	2)
		Major Elective**	2	(2	0)
Total Major Required Hours			**33**	**(19**	**31)**

****Approved Major Electives:**

AHR	210	Residential Building Code	2
AHR	211	Residential System Design	3
BPR	111	Blueprint Reading	2
COE	-	Cooperative Education	2

Total Required Credit Hours in Program 39

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
ACA 111	1
AHR 110	5
AHR 111	3
AHR 112	4
	13
Spring Semester	
AHR 113	4
AHR 114	4
AHR 180	1
MAT 110	3
	12
Summer Semester	
AHR 133	4
AHR 151	2
	6

Second Year

	Credit
Fall Semester	
CIS 110	3
ENG 102	3
Major Elective	2
	8

Mooresville Center
Air Conditioning Design Certificate

	Credit
Fall Semester	
AHR 110	5
AHR 210	2
	7
Spring Semester	
AHR 111	3
AHR 211	3
	6

Certificate Options
Air Conditioning, Heating, And Refrigeration Technology

			Credit	Class	Lab
AHR	110	Introduction to Refrigeration	5	(2	6)
AHR	111	HVACR Electricity	3	(2	2)
AHR	113	Comfort Cooling	4	(2	4)
AHR	114	Heat Pump Technology	4	(2	4)
AHR	180	HVACR Customer Relations	1	(1	0)
Total Hours for Certificate			**17**	**(9**	**16)**

Air Conditioning And Heating Design

(*Taught at Mooresville Center Only)

AHR	110	Introduction to Refrigeration	5	(2	6)
AHR	111	HVACR Electricity	3	(2	2)
AHR	210*	Residential Building Code	2	(1	2)
AHR	211*	Residential System Design	3	(2	2)
Total Hours for Certificate			**13**	**(7**	**12)**

Refrigeration And Heating Servicing

AHR	110	Introduction to Refrigeration	5	(2	6)
AHR	111	HVACR Electricity	3	(2	2)
AHR	112	Heating Technology	4	(2	4)
AHR	133	HVAC Servicing	4	(2	6)
AHR	151	HVAC Duct Systems I	2	(1	3)
Total Hours for Certificate			**18**	**(9**	**21)**

Associate Degree Nursing

A.A.S. Degree [A45120]

Curriculum Description:
The Associate Degree Nursing (non-integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry, and community agencies.

Note: *See Admission requirements for the ADN program outlined in the "Admissions, Expenses and* Financial Aid" section beginning on page 14.

Course and Hour Requirements

	Credit	(Class	Lab	Clinical)
General Education Required Courses				
BIO 275 Microbiology	4	(3	3	0)
ENG 111 Expository Writing	3	(3	0	0)
ENG 114 Professional Research & Reporting	3	(3	0	0)
PSY 150 General Psychology	3	(3	0	0)
Humanities/Fine Arts Elective	3	(3	0	0)
Total General Education Required Hours	**16**	**(15**	**3**	**0)**
Major Required Courses				
NUR 115 Fundamentals of Nursing	5	(2	3	6)
NUR 116 Nursing of Older Adults	4	(2	3	3)
NUR 117 Pharmacology	2	(1	3	0)
NUR 125 Maternal/Child Nursing	8	(5	3	6)
NUR 133 Nursing Assessment	3	(2	3	0)
NUR 135 Adult Nursing I	9	(5	3	9)
NUR 185 Mental Health Nursing	5	(3	0	6)
NUR 235 Adult Nursing II	10	(4	3	15)
BIO 168 Anatomy & Physiology I	4	(3	3	0)
BIO 169 Anatomy & Physiology II	4	(3	3	0)
PSY 241 Developmental Psychology	3	(3	0	0)
Total Major Required Hours	**57**	**(33**	**27**	**45)**

Total Required Credit Hours in Program 73

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
BIO 168	4
NUR 115	5
NUR 117	2
PSY 150	3
	14
Spring Semester	
BIO 169	4
NUR 133	3
NUR 135	9
PSY 241	3
	19
Summer Semester	
BIO 275	4
ENG 111	3
NUR 116	4
	11

Second Year

	Credit
Fall Semester	
ENG 114	3
NUR 125	8
Humanities/Fine Arts	3
	14
Spring Semester	
NUR 185	5
NUR 235	10
	15

Basic Law Enforcement Training

Certificate Program [C55120]

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

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

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

Course and Hour Requirements

		Credits	(Class	Lab	Clinical)
Major Required Courses					
CJC 100	Basic Law Enforcement Training	18	(8	0	30)
Total Required Credit Hours in Program		**18**			

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

***Any student who has completed the Basic Law Enforcement Training Program (BLET) can receive 10 Semester Hours Credit in the Criminal Justice Program for the following courses:*

CJC	131	Criminal Law	3
CJC	132	Procedure and Evidence	3
CJC	221	Investigative Principles	4

Building Construction Technology

A.A.S. Degree Program [A35140]

Diploma Program [D35140]

Certificate Program [C35140]

Curriculum Description:
The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
*COM 120	Interpersonal Communication	3	3	0
ENG 111	Expository Writing	3	3	0
*MAT 121	Algebra/Trigonometry I	3	2	2
- -	Humanities/Fine Arts Elective	3	3	0
- -	Social/Behavioral Science Elective	3	3	0
Total General Education Reqired Hours		**15**	**14**	**2**
Major Required Courses				
*ACA 111	***College Student Success	1	1	0
*BPR 130	Blueprint Reading/Construction	2	1	2
*BUS 135	Principles of Supervision	3	3	0
*CAR 110	Introduction to Carpentry	2	2	0
CIS 110	Introduction to Computers	3	2	2
*CST 111	Construction I	4	3	3
*CST 112	Construction II	4	3	3
*CST 131	OSHA/Safety Certification	3	2	2
CST 211	Construction Surveying	3	2	3
CST 221	Statics/Structures	4	3	3
CST 241	Planning Estimating I	3	3	0
DFT 119	Basic CAD	2	1	2
* - -	Major Elective***	16	16	0
Total Major Required Hours		**50**	**42**	**20**

*****Approved Electives:**

AHR	110	Intro to Refrigeration	5
BUS	115	Business Law	3
BUS	121	Business Math	3
CAR	114	Residential Building Code	3
CST	115	Drywall Installation	2
ELC	113	Basic Wiring I	4
ELC	115	Industrial Wiring	4
ELC	119	NEC Calculations	2
MAS	110	Masonry I	10
COE	—	Cooperative Education	3-6
WOL	110	Basic Construction Skills	3

Total Required Credit Hours in Program 65

*** Total Required Credit Hours for Diploma 41**

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
MAT 121	3
CAR 110	2
CIS 110	3
CST 111	4
DFT 119	2
	14
Spring Semester	
BPR 130	2
CST 112	4
CST 131	3
Humanities/Fine Arts	3
	12
Summer Semester	
COM 120	3
Major Elective	6
Social/Behavioral Science	3
	12

Second Year

	Credit
Fall Semester	
CST 211	4
CST 241	3
Major Elective	6
	13
Spring Semester	
BSU 135	3
CST 221	4
ENG 111	3
Major Elective	4
	14

Certificate Options

Carpentry Certificate

BPR	130	Blueprint Reading/Construction	2	1	2
CAR	110	Introduction to Carpentry	2	2	0
CAR	114	Residential Building Codes	3	3	0
CST	111	Construction I	4	3	3
DFT	119	Basic CAD	2	1	2
Total Hours for Certificate			**13**	**(10**	**7)**

Construction Management Certificate

BPR	130	Blueprint Reading/Construction	2	1	2
BUS	115	Business Law	3	3	0
BUS	121	Business Math	3	2	2
BUS	135	Principles of Supervision	3	3	0
CST	111	Construction I	4	3	3
CST	131	OSHA/Safety Certification	3	2	2
Total Hours for Certificate			**18**	**(14**	**9)**

Construction Wiring Certificate

BPR	130	Blueprint Reading/Construction	2	1	2
CST	111	Construction I	4	3	3
ELC	113	Basic Wiring I	4	2	6
ELC	115	Industrial Wiring	4	2	6
ELC	119	NEC Calculations	2	1	2
Total Hours for Certificate			**16**	**(9**	**19)**

General Construction Certificate

BPR	130	Blueprint Reading/Construction	2	1	2
CAR	110	Introduction to Carpentry	2	2	0
CST	111	Construction I	4	3	3
CST	112	Construction II	4	3	3
CST	131	OSHA/Safety Certification	3	2	2
CST	241	Planning Estimating I	3	3	0
Total Hours for Certificate			**18**	**(14**	**10)**

Masonry Certificate

BPR	130	Blueprint Reading/Construction	2	1	2
CST	111	Construction I	4	3	3
MAS	110	Masonry I	10	4	18
Total Hours for Certificate			**16**	**(8**	**23)**

Plumbing Certificate

BPR	130	Blueprint Reading/Construction	2	1	2
CST	111	Construction I	4	3	3
PLU	110	Modern Plumbing	9	4	15
Total Hours for Certificate			**15**	**8**	**20**

Business Administration

A.A.S. Degree [A25120]

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

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

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

Course and Hour Requirements

			Credits	Class	Lab
General Education Required Courses					
COM	120	Interpersonal Communication	3	(3	0)
ENG	111	Expository Writing	3	(3	0)
ENG	113	Literature-Based Research or	3	(3	0)
ENG	114	Professional Research & Reporting			
MAT	140	Survey of Mathematics or	3	(3	0)
MAT	161	College Algebra			
PSY	118	Interpersonal Psychology or	3	(3	0)
PSY	150	General Psychology or			
SOC	210	Introduction to Sociology			
-	-	Humanities/Fine Arts Elective	3	(3	0)
Total General Education Required Hours			**18**	**(18**	**0)**
Major Required Courses					
BUS	110	Introduction to Business	3	(3	0)
BUS	115	Business Law I	3	(3	0)
BUS	116	Business Law II	3	(3	0)
BUS	121	Business Math	3	(2	2)
BUS	137	Principles of Management	3	(3	0)
BUS	225	Business Finance	3	(2	2)
BUS	260	Business Communication	3	(3	0)
ECO	251	Principles of Microeconomics	3	(3	0)
ECO	252	Principles of Macroeconomics	3	(3	0)
MKT	120	Principles of Marketing	3	(3	0)
ACA	111*	College Student Success	1	(1	0)
ACC	120	Principles of Accounting I	4	(3	2)
ACC	121	Principles of Accounting II	4	(3	2)
CIS	110	Introduction to Computers	3	(2	2)

CIS	120	Spreadsheet I	3	(2	2)
OST	131	Keyboarding	2	(1	2)
		Major Electives**	9	(9	0)
Total Major Required Hours			**56**	**(49**	**14)**

****Approved Major Electives**

ACC	140	Payroll Accounting	2
ACC	150	Computerized General Ledger	2
BUS	135	Principles of Supervision	3
BUS	147	Business Insurance	3
BUS	153	Human Resource Mgmt.	3
BUS	230	Small Business Mgmt.	3
BUS	239	Bus Applications Seminar	2
BUS	252	Labor Relations	3
BUS	253	Leadership & Mgmt Skills	3
BUS	270	Professional Development	3
CIS	115	Intro to Programming & Logic	3
COE		Cooperative Education	1-3
MKT	121	Retailing	3
MKT	123	Fundamentals of Selling	3
MKT	220	Advertising & Sales Promotion	3
OMT	110	Intro to Operations Management	3

Total Required Credit Hours in Program 74

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

		Credit
Fall Semester		
BUS	110	3
BUS	121	3
ACA	111	1
ACC	120	4
ENG	111	3
OST	131	2
		16
Spring Semester		
ACC	121	4
CIS	110	3
ENG	113 or	(3)
ENG	114	(3)
MAT	140 or	3
MAT	161	(3)
Humanities/Fine Arts		3
		16

		Credit
Summer Semester		
CIS	120	3
COM	120	3
Major Elective		3
		9

Second Year

Fall Semester		
BUS	115	3
BUS	137	3
BUS	225	3
BUS	260	3
ECO	251	3
MKT	120	3
		18
Spring Semester		
BUS	116	3
ECO	252	3
PSY	118 or	3
PSY	150 or	(3)
SOC	210	(3)
Major Elective		6
		15

Business Administration—Marketing and Retailing

A.A.S. Degree [A2512F]

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

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

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

Course and Hour Requirements

			Credit	Class	Lab
General Education Required Courses					
ENG	111	Expository Writing	3	(3	0)
ENG	114	Professional Research & Reporting	3	(3	0)
COM	120	Interpersonal Communications	3	(3	0)
MAT	140	Survey of Mathematics or	3	(3	0)
MAT	161	College Algebra			
-	-	Social Science Elective	3	(3	0)
-	-	Humanities/Fine Arts Elective	3	(3	0)
Total General Education Required Hours			**18**	**18**	**0**
Major Required Courses					
ACA	111*	College Student Success	1	(1	0)
MKT	120	Principles of Marketing	3	(3	0)
MKT	121	Retailing	3	(3	0)
MKT	122	Visual Merchandising	3	(3	0)
MKT	123	Fundamentals of Selling	3	(3	0)
MKT	125	Buying and Merchandising	3	(3	0)
MKT	220	Advertising & Sales Promotion	3	(3	0)
MKT	225	Marketing Research	3	(3	0)
MKT	226	Retail Applications	3	(3	0)
ACC	120	Principles of Accounting I	4	(3	2)
BUS	110	Introduction to Business	3	(3	0)
BUS	115	Business Law I	3	(3	0)
BUS	121	Business Math	3	(3	0)
BUS	137	Principles of Management	3	(3	0)
BUS	260	Business Communications	3	(3	0)
CIS	110	Introduction to Computers	3	(3	0)
COE	111	Cooperative Education Work Experience I	1	(1	0)
COE	115	Work Experience Seminar	1	(1	0)

ECO	251	Microeconomics	3	(3	0)
-	-	Major Electives**	6	(6	0)
Total Major Required Hours			**58**	**57**	**2**

****Approved Major Electives:**

ACC	121	Principles of Accounting II	4
ACC	140	Payroll Accounting	2
BUS	153	Human Resources Management	3
BUS	225	Business Finance	3
BUS	231	Computerized Inventory	3
BUS	253	Leadership & Management Skills	3
COE	112-131	Cooperative Education	1-3
ECO	252	Macroeconomics	3
ISC	121	Environmental Health & Safety	3
MKT	227	Marketing Applications	3
OST	137	Office Software Applications	2

Total Required Credit Hours in Program 76

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum by Semesters

First Year

Fall Semester

		Credit
ACA	111	1
ACC	120	4
BUS	110	3
BUS	121	3
ENG	111	3
MKT	120	3
		17

Spring Semester

CIS	110	3
COM	120	3
ENG	114	3
MKT	121	3
MKT	123	3
		15

Summer Semester

MKT 123	3
Major Elective	3
Social Science Elective	3
	9

Second Year

Fall Semester

		Credit
BUS	115	3
BUS	137	3
BUS	260	3
ECO	251	3
MKT	125	3
MKT	220	3
		18

Spring Semester

COE	111	1
COE	115	1
MAT	140 Or	3
MAT	161	
MKT	225	3
MKT	226	3
Major Elective		3
Humanities/Fine Arts Elective		3
		17

Business Administration—Operations Management Technology

A.A.S. Degree [A2512G]

Curriculum Description:
Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

Course and Hour Requirements

			Credit	Class	Lab
General Education Required Courses					
COM	120	Interpersonal Communication	3	(3	0)
ECO	251	Principles of Microeconomics	3	(3	0)
ENG	111	Expository Writing	3	(3	0)
ENG	114	Professional Research & Reporting	3	(3	0)
MAT	140	Survey of Mathematics	3	(3	0)
-	-	Humanities/Fine Arts Elective	3	(3	0)
Total General Education Required Hours			**18**	**(18**	**0)**
Major Required Courses					
OMT	110	Intro to Operations Management	3	(3	0)
OMT	112	Material Management	3	(3	0)
OMT	143	Just-In-Time	2	(2	0)
OMT	260	Issues in Operations Management	3	(3	0)
ISC	121	Environmental Health & Safety	3	(3	0)
ISC	131	Quality Management	3	(3	0)
ISC	210	Operations & Production Planning	3	(3	0)
BUS	110	Introduction to Business	3	(3	0)
BUS	115	Business Law I	3	(3	0)
BUS	121	Business Math	3	(2	2)
BUS	135	Principles of Supervision	3	(3	0)
BUS	137	Principles of Management	3	(3	0)
ECO	252	Principles of Macroeconomics	3	(3	0)
MKT	120	Principles of Marketing	3	(3	0)
ACA	111*	College Student Success	1	(1	0)

ACC	120	Principles of Accounting I	4	(3	2)
CIS	110	Introduction to Computers	3	(2	2)
CIS	120	Spreadsheet I	3	(2	2)
-	-	Major Elective**	3	(3	0)
Total Major Required Hours			**55**	**(51**	**8)**

****Approved Major Electives:**

ACC	121	Principles of Accounting II	4
ACC	140	Payroll Accounting	2
ACC	150	Computerized General Ledger	2
BUS	153	Human Resource Management	3
BUS	231	Computerized Inventory	3
BUS	239	Business Application Seminar	2
BUS	252	Labor Relations	3
BUS	253	Leadership & Management Skills	3
COE	-	Cooperative Education	1-3
MKT	121	Retailing	3
MKT	123	Fundamentals of Selling	3
MKT	125	Buying and Merchandising	3
MKT	220	Advertising and Sales Promotion	3
OMT	155	Meeting and Presentation Skills	3

Total Required Credit Hours in Program 73

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester

		Credit
ACA	111	1
ACC	120	4
BUS	110	3
BUS	115	3
BUS	121	3
OMT	110	3
		17

Spring Semester

ISC	121	3
CIS	110	3
ENG	111	3
MAT	140	3
OMT	112	3
		15

Summer Semester

CIS	120	3
ENG	114	3
Major Elective		3
		9

Second Year

Fall Semester

		Credit
ISC	210	3
BUS	137	3
COM	120	3
ECO	251	3
MKT	120	3
		15

Spring Semester

ISC	131	3
OMT	143	2
OMT	260	3
BUS	135	3
ECO	252	3
Humanities/Fine Arts		3
		17

Computer Programming

A.A.S. Degree [A25130]

Curriculum Description:
The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course and Hour Requirements

			Credit	Class	Lab
General Education Courses					
COM	120	Interpersonal Communication	3	(3	0)
ENG	111	Expository Writing	3	(3	0)
ENG	113	Literature Based Research or			
ENG	114	Professional Research & Reporting	3	(3	0)
MAT	140	Survey of Mathematics or	3	(3	0)
MAT	161	College Algebra			
-	-	Humanities/Fine Arts Elective	3	(3	0)
-	-	Social/ Behavioral Science Elective	3	(3	0)
Total General Education Required Hours			**18**	**(18**	**0)**
Major Required Courses					
CIS	110	Introduction to Computers	3	(2	2)
CIS	115	Intro to Programming & Logic	3	(2	2)
CIS	120	Spreadsheet I	3	(2	2)
CIS	130	Survey of Operating Systems	3	(2	3)
CIS	152	Database Concepts & Applications	3	(2	2)
CSC	135	COBOL Programming	3	(2	3)
CSC	139	Visual BASIC Programming	3	(2	3)
CSC	141	Visual C++ Programming	3	(2	3)
CSC	143	Object Oriented Programming	3	(2	3)
CSC	235	Advanced COBOL	3	(2	3)
CSC	239	Advanced Visual BASIC	3	(2	3)
NET	110	Data Communications/Networking	3	(2	2)
ACA	111*	College Student Success	1	(1	0)
ACC	120	Principles of Accounting I	4	(3	2)

ACC	121	Principles of Accounting II	4	(3	2)
-	-	Major Elective **	9	(6	9)
Total Major Required Hours			**54**	**(37**	**44)**

****Approved Major Electives:**

Select 9 SHC from the following:

BUS	110	Introduction to Business	3
BUS	260	Business Communications	3
BUS	270	Professional Development	3
CIS	164	DTP Layout and Design	3
CSC	241	Advanced Visual C++	3
ECO	251	Principles of Microeconomics	3
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	4
OST	136	Word Processing	2
COE		Cooperative Education	1-3

Total Required Credit Hours in Program 72

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum Semesters

First Year

Fall Semester

		Credit
ACA	111	1
CIS	110	3
CIS	115	3
CSC	139	3
ENG	111	3
MAT	140 or	3
MAT	161	
		16

Spring Semester

CIS	120	3
CIS	130	3
CSC	135	3
CSC	239	3
ENG	113 or	3
ENG	114	
		15

Summer Semester

CSC 235	3
NET 110	3
Major Elective	3
	9

Second Year

Fall Semester

		Credit
ACC	120	4
CSC	141	3
COM	120	3
Major Elective		6
		16

Spring Semester

ACC	121	4
CIS	152	3
CSC	143	3
Humanities/Fine Arts		3
Social/Behavioral Science		3
		16

Cosmetology

Diploma Program [D551401]

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

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

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

Course and Hour Requirements

		Credits	(Class	Lab	Clinical)
General Education Required Courses					
ENG 102	Applied Communication II	3	(3	0	0)
PSY 118	Interpersonal Psychology	3	(3	0	0)
Total General Education Required Hours		**6**	**(6**	**0**	**0)**
Major Required Courses					
COS 111	Cosmetology Concepts I	4	(4	0	0)
COS 112	Salon I	8	(0	0	24)
COS 113	Cosmetology Concepts II	4	(4	0	0)
COS 114	Salon II	8	(0	0	24)
COS 115	Cosmetology Concepts III	4	(4	0	0)
COS 116	Salon III	4	(0	0	12)
COS 119	Esthetics Concepts I	2	(0	2	0)
COS 123	Advanced Haircoloring	2	(1	3	0)
COS 124	Trichology & Chemistry	2	(1	3	0)
COS 140	Contemporary Design	2	(1	3	0)
COS 160	Design Applications	2	(1	3	0)
Total Major Required Hours		**42**	**(16**	**14**	**60)**
Total Required Credit Hours in Program		**48**			

Suggested Curriculum By Semester

Fall Semester		**Credit**
COS	111	4
COS	112	8
COS	120	2
COS	124	2
PSY	118	3
		19

Spring Semester		**Credit**
COS	113	4
COS	114	8
COS	123	2
COS	140	2
ENG	102	2
		19

Summer Semester

COS	115	4
COS	116	4
COS	160	2
		10

The Cosmetology Program is taught on a contract basis by and at the Hair Stylist Academy at 113 Water Street.

Criminal Justice Technology

A.A.S. Degree [A55180]

Curriculum Description:
The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice systems role within society will be explored. Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

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

Course and Hour Requirements

			Credit	Class	Lab
General Education Required Courses					
COM	120	Interpersonal Communication	3	(3	0)
ENG	111	Expository Writing	3	(3	0)
ENG	114	Professional Research & Reporting	3	(3	0)
MAT	115	Mathematical Models or	3	(3	0)
MAT	140	Survey of Mathematics or			
MAT	161	College Algebra			
POL	130	State and Local Government	3	(3	0)
-	-	Humanities/Fine Arts Elective	3	(3	0)
Total General Education Required Hours			**18**	**(18**	**0)**
Major Required Courses					
ACA	111*	College Student Success	1	(1	0)
CIS	110	Introduction to Computers	3	(3	0)
CJC	111	Introduction to Criminal Justice	3	(3	0)
CJC	112	Criminology	3	(3	0)
CJC	113	Juvenile Justice	3	(3	0)
CJC	121	Law Enforcement Operations***	3	(3	0)
CJC	122	Community Policing	3	(3	0)
CJC	131	Criminal Law**	3	(3	0)
CJC	132	Procedure and Evidence**	3	(3	0)
CJC	141	Corrections	3	(3	0)
CJC	151	Intro to Loss Prevention	3	(3	0)
CJC	212	Ethics and Community Relations	3	(3	0)
CJC	215	Organization & Administration	3	(3	0)
CJC	221	Investigative Principles**	4	(3	2)
CJC	222	Criminalistics	3	(3	0)
CJC	231	Constitutional Law	3	(3	0)
CJC	241	Comm-Based Corrections	3	(3	0)

PSY	150	General Psychology	3	(3	0)
SOC	210	Introduction to Sociology	3	(3	0)
-	-	Major Elective**	2	(2	0)
Total Major Required Hours			**58**	**(57**	**2)**

****Approved Major Electives**

BIO	111	General Biology	4
COE	-	Cooperative Education	1-2
HEA	112	First Aid & CPR	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	143	Volleyball-Beginning	1
PED	144	Volleyball-Intermediate	1
PED	146	Basketball-Intermediate	1
SOC	220	Social Problems	3
SOC	225	Social Diversity	3
SPA	111	Elementary Spanish I	3

Total Required Credit Hours in Program 76

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*
***Any student who has completed the Basic Law Enforcement Training Program (BLET) can receive 10 SHC in the Criminal Justice Program through the courses designated.*
****BLET graduates may receive an additional 3 SHC through credit by exam for CJC 121.*

Suggested Curriculum By Semesters

First Year		**Credit**
Fall Semester		
ACA	111	1
CJC	111	3
CJC	112	3
CJC	131	3
ENG	111	3
MAT	115 or 140 or 161	3
		16
Spring Semester		
CIS	110	3
CJC	113	3
CJC	122	3
CJC	215	3
ENG	114	3
POL	130	3
		18

Summer Semester		**Credit**
CJC	121	3
CJC	141	3
CJC	151	3
		9
Second Year		
Fall Semester		
CJC	212	3
CJC	221	4
CJC	132	3
PSY	150	3
SOC	210	3
		16
Spring Semester		
CJC	222	3
CJC	231	3
CJC	241	3
COM	120	3
Major Elective		2
Humanities/Fine Arts		3
		17

Dental Hygiene

A.A.S. Degree [A45260]

Curriculum Description:
The Dental Hygiene curriculum prepares individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Mitchell Community College is offering the Dental Hygiene program in collaboration with four other community colleges in the Northwest Allied Health Project. This is a limited enrollment program with only the first year, being offered by MCC. The second year of the program must be completed at Catawba Valley Community College in Hickory, North Carolina. See the Director of Health Care programs or an admissions counselor for admissions information.

Course and Hour Requirements
PHASE I

		Credit	(Class	Lab	Clinical)
General Education Required Courses					
CHM 130	General, Organic & Biochemistry	3	(3	0	0)
CHM 130A	General, Organic & Biochemistry Lab	1	(0	2	0)
COM 120	Interpersonal Communication	3	(3	0	0)
ENG 111	Expository Writing	3	(3	0	0)
ENG 114	Professional Research & Reporting	3	(3	0	0)
PSY 150	General Psychology	3	(3	0	0)
SOC 210	Intro to Sociology	3	(3	0	0)
Total General Education Required Hours		**19**	**(18**	**2**	**0)**
Major Required Courses					
BIO 163	Basic Anatomy & Physiology	5	(4	2	0)
BIO 175	Microbiology or BIO 275	3	(2	2	0)
CIS 110	Intro To Computers	3	(2	2	0)
Total Major Required Hours		**11**	**(8**	**6**	**0)**

PHASE II
Phase I must be completed with a grade of "C" or better on all courses in order to continue with Phase II.

Major Required Courses					
DEN 110	Orofacial Anatomy	3	(2	2	0)
DEN 111	Infection/Hazard Control	2	(2	0	0)
DEN 112	Dental Radiography	3	(2	3	0)
DEN 120	Dental Hygiene Preclinic Lecture	2	(2	0	0)
DEN 121	Dental Hygiene Preclinic Laboratory	2	(0	6	0)
DEN 123	Nutrition/Dental Health	2	(2	0	0)

DEN 124	Periodontology	2	(2	0	0)
DEN 130	Dental Hygiene Theory I	2	(2	0	0)
DEN 131	Dental Hygiene Clinic I	3	(0	0	9)
DEN 140	Dental Hygiene Theory II	1	(1	0	0)
DEN 141	Dental Hygiene Clinic II	2	(0	0	6)
DEN 220	Dental Hygiene Theory III	2	(2	0	0)
DEN 221	Dental Hygiene Clinic III	4	(0	0	12)
DEN 222	General & Oral Pathology	2	(2	0	0)
DEN 223	Dental & Oral Pathology	2	(2	0	0)
DEN 224	Material and Procedures	2	(1	3	0)
DEN 230	Dental Hygiene Theory IV	1	(1	0	0)
DEN 231	Dental Hygiene Clinic IV	4	(0	0	12)
DEN 232	Community Dental Health	3	(2	0	0)
DEN 233	Professional Development	2	(2	0	0)
Total Major Required Courses		**46**	**(27**	**14**	**39)**

Total Required Credit Hours in Program 76

Suggested Curriculum By Semesters

First Year	**Credit**
Summer Semester (MCC)	
BIO 175 or BIO 275	3
ENG 111	3
CHM 130	3
CHM 130A	1
SOC 210	3
	13
Fall Semester (MCC)	
BIO 163	5
CIS 110	3
COM 120	3
ENG 114	3
PSY 150	3
	17
Spring Semester (CVCC)	
DEN 110	3
DEN 111	2
DEN 112	3
DEN 120	2
DEN 121	2
	12

Second Year	**Credit**
Summer Semester (CVCC)	
DEN 130	2
DEN 131	3
DEN 124	2
DEN 123	2
	9
Fall Semester (CVCC)	
DEN 140	1
DEN 141	2
DEN 222	2
DEN 223	2
DEN 224	2
	12
Spring Semester (CVCC)	
DEN 220	2
DEN 221	4
DEN 230	1
DEN 231	4
DEN 233	2
	13

Early Childhood Associate

A.A.S. Degree [A55220]

Diploma Program [D55220]

Curriculum Description:
The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
*COM120	Interpersonal Communication	3	(3	0)
* ENG111	Expository Writing	3	(3	0)
ENG 114	Professional Research & Reporting	3	(3	0)
PSY 150	General Psychology	3	(3	0)
MAT 140	Survey of Mathematics	3	(3	0)
- -	Humanities/Fine Arts Elective	3	(3	0)
Total General Education Required Hours		**18**	**(18**	**0)**
Major Required Courses				
*ACA 111	**College Student Success	1	(1	0)
*COE 111	Cooperative Education Work Experience I	1	(0	10)
*EDU 131	Children, Family & Community	3	(3	0)
*EDU 146	Child Guidance	3	(3	0)
*EDU 221	Children with Special Needs	3	(3	0)
*EDU 111	Early Childhood Credential I	2	(2	0)
*EDU 112	Early Childhood Credential II or	2	(2	0)
*EDU 113	Family Childcare Credential	2	(2	0)
*EDU 144	Child Development I	3	(3	0)
*EDU 145	Child Development II	3	(3	0)
CIS 110	Introduction to Computers	3	(2	2)
COE 115	Work Experience Seminar I	1	(1	0)
COE 122	Cooperative Education Work Experience II	2	(0	20)
*EDU 151	Creative Activities	3	(3	0)
*EDU 151A	Creative Activities Lab	1	(0	2)
EDU 152	Music, Movement & Language	3	(3	0)
EDU 152A	Music, Movement & Language Lab	1	(0	2)
*EDU 153	Health, Safety & Nutrition	3	(3	0)
*EDU 153A	Health, Safety & Nutrition Lab	1	(0	2)

*EDU	252	Math and Science Activities	3	(3	0)
*EDU	252A	Math and Science Activities Lab	1	(0	2)
EDU	259	Curriculum Planning	3	(3	0)
*EDU	282	Early Childhood Literature	3	(3	0)
SOC	213	Sociology of the Family	3	(3	0)
-	-	Major Electives***	4	(4	0)
Total Major Required Hours			**56**	**(48**	**40)**

*****Approved Major Electives:**

BUS	230	Small Business Management	3
EDU	234	Infants, Toddlers & Twos	3
EDU	235	School-Age Development & Program	2
EDU	261	Early Childhood Administration I	2
EDU	262	Early Childhood Administration II	3
EDU	288	Advanced Issues in Early Childhood	2

Total Required Credit Hours in Program 74
***Total Required Credit Hours for Diploma 42**

***Students who test into two or more developmental areas are required to take ACA 111. Others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester

		Credit
ACA	111	1
EDU	111	2
EDU	144	3
EDU	153	3
EDU	153A	1
ENG	111	3
MAT	140	3
		16

Spring Semester

		Credit
CIS	110	3
COE	111	1
COE	115	1
EDU	112 or EDU 113	2
EDU	145	3
EDU	146	3
ENG	114	3
		16

Summer Semester

		Credit
COM	120	3
EDU	131	3
SOC	213	3
		9

Second Year

Fall Semester

		Credit
EDU	151	3
EDU	151A	1
EDU	152	3
EDU	152A	1
EDU	221	3
PSY	150	3
Major Elective		2
		16

Spring Semester

		Credit
COE	122	2
EDU	252	3
EDU	252A	1
EDU	259	3
EDU	282	3
Humanities/Fine Arts		3
Major Elective		2
		17

Early Childhood—Teacher Associate

A.A.S. Degree [A5522B]

Curriculum Description:
Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

Course and Hour Requirements

			Credit	Class	Lab	Clinical
General Education Required Courses						
ENG	111	Expository Writing	3	(3	0	0)
MAT	140	Survey of Mathematics or	3	(3	0	0)
BIO	111	General Biology I	4	(3	3	0)
COM	120	Interpersonal Communications	3	(3	0	0)
PSY	150	General Psychology	3	(3	0	0)
-	-	Humanities/Fine Arts Elective	3	(3	0	0)
Total General Education Required Hours			**15-16**	**(15**	**0-3**	**0)**
Major Required Courses:						
ACA	111*	College Student Success	1	(1	0	0)
CIS	110	Introduction to Computers	3	(2	2	0)
COE	111	Cooperative Education Work Experience I	1	(0	0	10)
COE	121	Cooperative Education Work Experience II	1	(0	0	10)
EDU	111	Early Childhood Credential I	2	(2	0	0)
EDU	112	Early Childhood Credential II or	2	(2	0	0)
EDU	113	Family Childcare Credential	2	(2	0	0)
EDU	118	Teacher Assoc Princ & Practices	3	(3	0	0)
EDU	131	Children, Family, and Community	3	(3	0	0)
EDU	144	Child Development I	3	(3	0	0)
EDU	145	Child Development II	3	(3	0	0)
EDU	146	Child Guidance	3	(3	0	0)
EDU	153	Health, Safety & Nutrition	3	(3	0	0)
EDU	153A	Health, Safety & Nutrition Lab	1	(0	2	0)
EDU	186	Reading & Writing Methods	3	(3	0	0)
EDU	221	Children with Special Needs	3	(3	0	0)
EDU	235	School Age Development & Programs	2	(2	0	0)

EDU	254	Music and Movement for Children	2	(1	2	0)
EDU	259	Curriculum Planning	3	(3	0	0)
EDU	275	Effective Teacher Training	2	(2	0	0)
EDU	282	Early Childhood Literature	3	(3	0	0)
EDU	285	Internship Experience-School Age	1	(1	0	0)
-	-	Major Electives**	6	(6	0	0)
Total Major Required Hours			**54**	**49**	**6**	**20**

****Approved Major Electives:**

EDU	151	Creative Activities	3
EDU	151A	Creative Activities Lab	1
EDU	172	Education Tools	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3
PED	110	Fit and Well for Life	2

Total Required Credit Hours in Program 69-70

**Students who test into two or more developmental areas are required to take ACA 111. Others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester

		Credit
ACA	111	1
EDU	111	2
EDU	144	3
EDU	153	3
EDU	153A	1
ENG	111	3
MAT	140 or	3
BIO	111	4
		16-17

Spring Semester

		Credit
CIS	110	3
COE	111	1
EDU	112 or EDU 113	2
EDU	145	3
EDU	146	3
COM	120	3
		15

Summer Semester

		Credit
PSY	150	3
EDU	131	3
EDU	118	3
		9

Second Year

Fall Semester

		Credit
EDU	254	2
EDU	186	3
EDU	221	3
COE	121	1
Major Elective		3
Humanities/Fine Arts		3
		15

Spring Semester

		Credit
EDU	275	2
EDU	259	3
EDU	282	3
EDU	285	1
EDU	235	2
Major Elective		3
		14

Electric Lineman Technology

A.A.S. Degree [A35210]

Curriculum Description:
The Electric Lineman Technology curriculum prepares individuals to work as lineman in the preparation and repair of rural electrical utility service. Students will combine electrical theory with laboratory and practical applications in the course of study.

Students will be expected to master competencies such as those included in elements of electricity; overhead pole and electrical line construction, safety codes and applications, electric power system, transformer and meter installations, and exploration of underground electrical distribution.

Upon successful completion of the program, individuals will receive the associate in applied science degree and will possess the necessary skills for employment in the dynamic electrical utility field.

Entrance into the program is restricted to those individuals approved by the Department of Labor Apprenticeship Program. Students may enroll in the required general education or non-apprentice courses while awaiting entrance approval.

This program is offered in collaboration with Nash Community College in Rocky Mount, North Carolina, with the degree for completion being awarded by Nash. The following list will give which courses can be taken at Mitchell Community College and which must be taken at Nash Community College.

Course and Hour Requirements

			Credit	(Class	Lab	Exp.)
General Education Required Courses						
ENG	111	Expository Writing	3	(3	0	0)
MAT	121	Algebra & Trigonometry I	3	(2	2	0)
COM	120	Interpersonal Communication	3	(3	0	0)
HUM	115	Critical Thinking	3	(3	0	0)
PSY	118	Interpersonal Psychology	3	(3	0	0)
Total General Education Required Hours			**15**	**14**	**2**	**0**
Major Required Courses						
*ACA	111**	College Student Success	1	(1	0	0)
CIS	110	Intro to Computers	3	(2	2	0)
*COE	114	Cooperative Education Work Experience I	4	(0	0	40)
*COE	124	Cooperative Education Work Experience II	4	(0	0	40)
ELC	111	Intro to Electricity	3	(2	2	0)
*ELC	126	Electrical Computations	3	(2	2	0)
*ELC	229	Applications Project	2	(1	3	0)
ELC	231	Electric Power Systems	4	(3	2	0)
ELC	233	Energy Management	3	(2	2	0)
*ELC	234	Electrical System Design	2	(1	3	0)
*ELT	111	Intro to Electric Lineman	2	(2	0	0)
ELT	112	National Electrical Safety Code	3	(2	2	0)

*ELT	114	Overhead Line Construction I	2	(1	2	0)
*ELT	115	Overhead Line Construction II	2	(2	0	0)
*ELT	116	Overhead Line Construction III	2	(2	0	0)
*ELT	117	Overhead Line Construction IV	2	(2	0	0)
*ELT	211	Underground Line Construction I	2	(2	0	0)
*ELT	212	Underground Line Construction II	2	(2	0	0)
*ELT	221	Advanced Line Construction	2	(2	0	0)
HEA	112	First Aid & CPR	2	(1	2	0)
Total Major Required Hours			**50**	**32**	**22**	**80**

Total Required Credit Hours in Program 65

** These courses will be taught at Nash Community College*

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semester

Phase I
(Mitchell Community College)

		Credit
Fall Semester		
ACA	111	1
ENG	111	3
ELC	111	3
MAT	121	3
PSY	118	3
		13
Spring Semester		
COM	120	3
ELC	231	4
ELT	112	3
HEA	112	2
HUM	115	3
		15
Summer Semester		
ELC	233	3
CIS	110	3
		6

Phase II
(Nash Community College)

		Credit
COE	114	4
COE	124	4
ELC	126	3
ELC	229	2
ELC	234	2
ELT	111	2
ELT	114	2
ELT	115	2
ELT	116	2
ELT	117	2
ELT	211	2
ELT	212	2
ELT	221	2
		31

Electrical/Electronics Technology

A.A.S. Degree [A35220]

Diploma Program [D35220]

Certificate Program [C35220]

Curriculum Description:

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

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

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

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
*MAT 121	Algebra/Trigonometry I	3	(2	2)
MAT 122	Algebra/Trigonometry II	3	(2	2)
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours		**18**	**(16**	**4)**
Major Required Courses				
*ACA 111**	College Student Success	1	(1	0)
CIS 110	Introduction to Computers	3	(2	2)
*ELC 112	DC/AC Electricity	5	(3	6)
*ELC 113	Basic Wiring I	4	(2	6)
*ELC 115	Industrial Wiring	4	(2	6)
*ELC 117	Motors and Controls	4	(2	6)
*ELC 119	NEC Calculations	2	(1	2)
*ELC 128	Introduction to PLC	3	(2	3)
*ELC 228	PLC Applications	4	(2	6)
*ELC 229	Application Project	2	(1	3)
*ELN 131	Electronic Devices	4	(3	3)
ELN 133	Digital Electronics	4	(3	3)
PHY 131	Physics—Mechanics	4	(3	2)
- -	Major Elective***	6	(6	0)
Total Major Required Hours		**50**	**(33**	**48)**

***Approved Major Electives:**

BPR	111	Blueprint Reading	2	ELN	232	Intro to Microprocessors	4
BPR	121	Blueprint Reading: Mechanical	2	HYD	110	Hydraulics/Pneumatics	3
DFT	151	CAD I	3	ISC	121	Environmental Health & Safety	3
ELN	152	Fabrication Technology	2	COE		Cooperative Education	1-3

Total Required Credit Hours in Program 68
***Total Required Credit Hours for Diploma 39**

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester			Credit
ACA	111		1
ELC	112		5
ELC	117		4
Social/Behavioral Science			3
			13

Spring Semester			Credit
CIS	110		3
ELC	113		4
ELC	128		3
ELN	131		4
			14

Summer Semester			Credit
ELC	228		4
PHY	131		4
Major Elective			3
			11

Fall Semester			Credit
ELC	115		4
ENG	111		3
MAT	121		3
Humanities/Fine Arts			3
Major Elective			3
			16

Spring Semester			Credit
COM	120		3
ELC	119		2
ELC	229		2
ELN	133		4
MAT	122		3
			14

Certificate Options

Electrical Wiring Certificate			Credit	Class	Lab
ELC	112	DC/AC Electricity	5	(3	6)
ELC	113	Basic Wiring I	4	(2	6)
ELC	115	Industrial Wiring	4	(2	6)
ELC	119	NEC Calculations	2	(1	2)
Total Hours for Certificate			**15**	**(8**	**20)**
Industrial Devices Certificate					
ELC	112	DC/AC Electricity	5	(3	6)
ELC	117	Motors and Controls	4	(2	6)
ELC	131	Electronic Devices	4	(3	3)
ELN	133	Digital Electronics	4	(3	3)
Total Hours for Certificate			**17**	**(11**	**18)**
Programmable Logic Controller Certificate					
CIS	110	Introduction to Computers	3	(2	2)
ELC	117	Motors and Controls	4	(2	6)
ELC	128	Introduction to PLC	3	(2	3)
ELC	228	PLC Applications	4	(2	6)
Total Hours for Certificate			**14**	**(8**	**17)**

Electronics Engineering Technology

A.A.S. Degree [A40200]

Diploma Program [D40200]

Certificate Program [C40200]

Curriculum Description:
The Electronic Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
*MAT 121	Algebra/Trigonometry I	3	(2	2)
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science	3	(3	0)
Total General Education Required Hours		**15**	**14**	**2)**
Major Required Courses				
*ACA 111**	College Student Success	1	(1	0)
CET 111	Computer Upgrade/Repair I	3	(2	3)
CET 211	Computer Upgrade/Repair II	3	(2	3)
*CIS 110	Introduction to Computers	3	(2	2)
ELC 117	Motors & Controls	4	(2	6)
ELC 128	Introduction to PLC	3	(2	3)
*ELC 131	DC/AC Circuit Analysis	5	(4	3)
*ELN 131	Electronic Devices	4	(3	3)
*ELN 132	Linear IC Applications	4	(3	3)
*ELN 133	Digital Electronics	4	(3	3)
*ELN 152	Fabrication Techniques	2	(1	3)
ELN 229	Industrial Electronics	4	(2	4)
*ELN 232	Introduction to Microprocessors	4	(3	3)
ELN 234	Communication Systems	4	(3	3)

*ELN	275	Troubleshooting	2	(1	2)
MAT	122	Algebra/Trigonometry II	3	(2	2)
PHY	131	Physics-Mechanics	4	(3	2)
-	-	*Major Elective***	3	(3	0)
Total Major Required Hours			**60**	**42**	**48**

*****Approved Major Electives:**

CIS	130	Survey of Operating Systems	3
COE		Cooperative Education	1-3
DFT	151	CAD I	3
ELC	113	Basic Wiring I	4
ELC	228	PLC Applications	4
HYD	110	Hydraulics/Pneumatics	3
ISC	121	Environmental Health & Safety	3
MEC	161	Manufacturing Processes I	3
NET	110	Data Comm/Networking	3

Total Required Credit Hours in Program 75
***Total Required Credit Hours for Diploma 38**

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester

		Credit
ACA	111	1
CIS	110	3
ELC	131	5
ELN	152	2
MAT	121	3
		14

Spring Semester

ELN	131	4
ELN	133	4
ENG	111	3
MAT	122	3
Humanities/Fine Arts		3
		17

Summer Semester

ELN	229	4
ELN	234	4
PHY	131	4
		12

Second Year

Fall Semester

		Credit
CET	111	3
ELC	117	4
ELN	132	4
ELN	232	4
		15

Spring Semester

CET	211	3
COM	120	3
ELC	128	3
ELN	275	2
Social/Behavioral Science		3
Major Elective		3
		17

Certificate Options

Electronic Devices Certificate

CIS	110	Introduction to Computers	3	(2	2)
ELC	131	DC/AC Circuit Analysis	5	(4	3)
ELN	131	Electronic Devices	4	(3	3)
ELN	132	Linear IC Application	4	(3	3)
Total Hours for Certificate			**16**	**(12**	**11)**

Digital Microprocessors Certificate

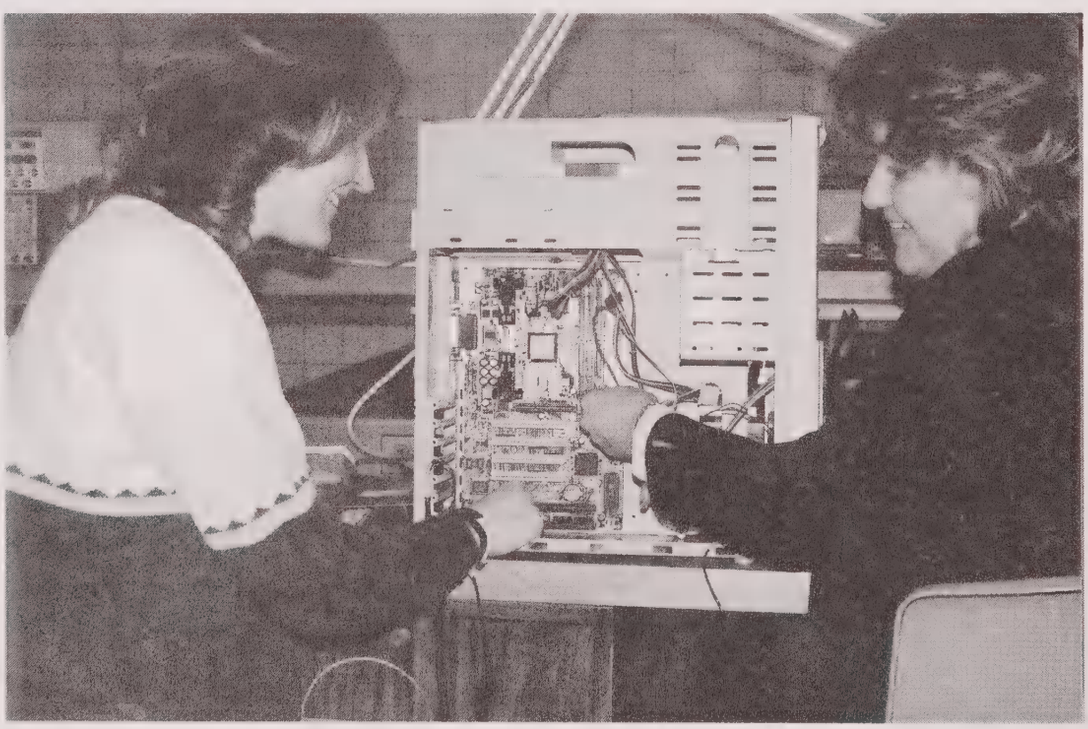
CIS	110	Introduction to Computers	3	(2	2)
ELC	131	DC/AC Circuit Analysis	5	(4	3)
ELN	133	Digital Electronics	4	(3	3)
ELN	232	Intro to Microprocessors	4	(3	3)
Total Hours for Certificate			**16**	**(12**	**11)**

Communication Certificate

ELC	131	DC/AC Circuit Analysis	5	(4	3)
ELN	131	Electronic Devices	4	(3	3)
ELN	132	Linear IC Application	4	(3	3)
ELN	234	Communication Systems	4	(3	3)
Total Hours for Certificate			**17**	**(13**	**12)**

Computer Upgrade/Repair Certificate

CET	111	Computer Upgrade/Repair I	3	(2	3)
CET	211	Computer Upgrade/Repair II	3	(2	3)
CIS	110	Introduction to Computers	3	(2	2)
CIS	130	Survey of Operating Systems	3	(2	3)
Total Hours for Certificate			**12**	**(8**	**11)**



Healthcare Management Technology

A.A.S. Degree [A25200]

Curriculum Description:
The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (COAM) and the Certified Manager of Patient Accounts (CMPA).

The Healthcare Management Technology program is a cooperative educational program offered by Catawba Valley Community College and Mitchell Community College. All courses required in the program are available on each local campus. All HMT and MED prefix courses will be taught by CVCC and delivered by interactive distance learning on our Statesville campus utilizing the Information Highway classroom.

Course and Hour Requirements

			Credit	(Class	Lab	Clinical)
General Education Required Courses						
COM	120	Interpersonal Communication	3	(3	0	0)
ENG	111	Expository Writing	3	(3	0	0)
ENG	114	Prof. Research & Reporting	3	(3	0	0)
MAT	115	Mathematical Models Or	3	(3	0	0)
MAT	140	Survey of Mathematics				
-	-	Social Behavioral Science Elective	3	(3	0	0)
Total General Education Required Hours			**15**	**(15**	**0**	**0)**
Major Required Courses						
ACA	111*	College Student Success	1	(1	0	0)
ACC	120	Principles of Accounting I	4	(3	2	0)
ACC	121	Principles of Accounting II	4	(3	2	0)
ACC	225	Cost Accounting	3	(3	0	0)
BUS	110	Introduction to Business	3	(3	0	0)
BUS	135	Principles of Supervision	3	(3	0	0)
BUS	137	Principles of Management	3	(3	0	0)
BUS	260	Business Communications	3	(3	0	0)
CIS	110	Introduction to Computers	3	(2	2	0)
COE	112	Co-Op Work Experience	2	(0	0	20)
HMT	110	Intro to Healthcare Management	3	(3	0	0)
HMT	210	Medical Insurance	3	(3	0	0)
HMT	211	Long-Term Care Administration	3	(3	0	0)

HMT 212	Mgmt. of Healthcare Organizations	2	(2	0	0)
HMT 220	Healthcare Financial Management	4	(4	0	0)
MED 118	Medical Law & Ethics	2	(2	0	0)
MED 121	Medical Terminology I	3	(3	0	0)
MED 122	Medical Terminology II	3	(3	0	0)
MKT 120	Principles of Marketing	3	(3	0	0)
- -	Elective	3	(3	0	0)
Total Major Required Hours		**58**	**(53**	**6**	**20)**

Total Required Credit Hours in Program 73

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
ACA 111	1
BUS 110	3
BUS 137	3
CIS 110	3
ENG 111	3
MAT 140 or 110	3
*MED 118	2
	18
Spring Semester	
ACC 120	4
ENG 114	3
*HMT 110	3
*MED 121	3
*MED 122	3
	16
Summer Semester	
ACC 121	4
COM 120	3
Elective	3
	10

Second Year

	Credit
Fall Semester	
ACC 225	3
BUS 260	3
*HMT 210	3
*HMT 211	3
*MKT 120	3
	15
Spring Semester	
BUS 135	3
COE 112	2
*HMT 212	2
*HMT 220	4
Social/Behavioral Science	3
	14

**These courses are offered by CVCC at MCC over the NCIH. CVCC will award the degree.*

Human Services Technology

A.A.S. Degree [A45380]

Curriculum Description:
The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses 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, childcare, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

			Credit	(Class	Lab	Clinical)
General Education Required Courses						
COM	120	Interpersonal Communication	3	(3	0	0)
ENG	111	Expository Writing	3	(3	0	0)
ENG	114	Professional Research & Reporting	3	(3	0	0)
BIO	111	General Biology I or	4	(3	3	0)
MAT	140	Survey of Mathematics or	3	(3	0	0)
MAT	161	College Algebra				
PSY	241	Developmental Psychology	3	(3	0	0)
-	-	Humanities/Fine Arts Elective	3	(3	0	0)
Total General Education Required Hours			**18-19**	**(18**	**3**	**0)**
Major Required Courses						
ACA	111*	College Student Success	1	(1	0	0)
CIS	110	Introduction to Computers	3	(2	2	0)
DDT	110	Developmental Disabilities	3	(3	0	0)
GRO	120	Gerontology	3	(3	0	0)
HSE	110	Introduction to Human Services	3	(2	2	0)
HSE	112	Group Process I	2	(1	2	0)
HSE	123	Interviewing Techniques	3	(2	2	0)
HSE	125	Counseling	3	(2	2	0)
HSE	160	HSE Clinical Supervision I	1	(1	0	0)
HSE	163	HSE Clinical Experience I	3	(0	0	9)
HSE	210	Human Services Issues	2	(2	0	0)
HSE	212	Group Process II	2	(1	2	0)
HSE	215	Health Care	5	(3	2	3)
HSE	225	Crisis Intervention	3	(3	0	0)
HSE	260	HSE Clinical Supervision II	1	(1	0	0)
HSE	264	HSE Clinical Experience II	4	(0	0	12)

PSY	150	General Psychology	3	(3	0	0)
PSY	281	Abnormal Psychology	3	(3	0	0)
SAB	130	Addictive Behaviors	3	(3	0	0)
SOC	213	Sociology of the Family	3	(3	0	0)
SOC	220	Social Problems	3	(3	0	0)
Total Major Required Hours			**57**	**(42**	**14**	**24)**

Total Required Credit Hours in Program 75-76

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester			Credit
ACA	111		1
COM	120		3
ENG	111		3
HSE	110		3
HSE	112		2
PSY	150		3
			15

Spring Semester			
BIO	111	or	4
MAT	140	or	(3)
MAT	161		(3)
HSE	125		3
HSE	212		2
HSE	225		3
PSY	241		3
SOC	220		3
			17/18

Summer Semester		
CIS	110	3
HSE	215	5
PSY	281	3
		11

Second Year

Fall Semester		Credit
DDT	110	3
ENG	114	3
GRO	120	3
HSE	123	3
HSE	160	1
HSE	163	3
		16

Spring Semester		
HSE	210	2
HSE	260	1
HSE	264	4
Humanities/Fine Arts		3
SAB	130	3
SOC	213	3
		16

Industrial Maintenance Technology

A.A.S. Degree [A50240]

Diploma Program [D50240]

Certificate Program [C50240]

Curriculum Description:

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
ENG 114	Professional Research and Reporting	3	(3	0)
*MAT 121	Algebra/Trigonometry I	3	(2	2)
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours		**18**	**(17**	**2)**
Major Required Courses				
*ACA 111**	College Student Success	1	(1	0)
*AHR 120	HVACR Maintenance	2	(1	3)
*BPR 111	Blueprint Reading	2	(1	2)
*CIS 110	Introduction to Computers	3	(2	2)
*ELC 112	DC/AC Electricity	5	(3	6)
*ELC 117	Motors & Controls	4	(2	6)
*ELC 128	Intro to PLC	3	(2	3)
*HYD 110	Hydraulics/Pneumatics	3	(2	3)
*ISC 121	Environmental Health & Safety	3	(3	0)
*MEC 110	Intro to CAD/CAM	2	(1	2)
*MEC 111	Machine Processes I	3	(2	3)
*MEC 160	Mechanical Industrial Systems	2	(1	3)
MEC 240	Mechanical Installation I	3	(1	6)

*MNT 110	Introduction to Maintenance Procedures	2	(1	3)
MNT 111	Maintenance Practices	2	(1	3)
MNT 150	Basic Building Maintenance	2	(1	3)
MNT 230	Pumps and Piping Systems	2	(1	3)
*MNT 240	Industrial Equipment Troubleshooting	2	(1	3)
*WLD 112	Basic Welding Processes	2	(1	3)
	**Elective	5	(5	0)
Total Major Required Hours		**53**	**(33**	**57)**

****Approved Major Electives:**

BPR 121	Blueprint Reading: Mechanical	2
DFT 151	CAD I	3
ELC 228	PLC Applications	4
MAC 121	Introduction to CNC	2
MEC 180	Engineering Materials	3
MEC 210	Material Stress Analysis	3
COE	Cooperative Ed. Work Experience	2

Total Required Credit Hours in Program 71
***Total Required Credit Hours for Diploma 45**

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*
****Cooperative Education Option: Qualified student may elect to take up to threecredit hours of Cooperative Education as the three hours of elective credit.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
ACA 111	1
BPR 111	2
ENG 111	3
MAT 121	3
MEC 111	3
Social/Behavioral Science	3
	15
Spring Semester	
CIS 110	3
ENG 114	3
ISC 121	3
MEC 160	2
MNT 150	2
Major Elective	3
	16
Summer Semester	
MEC 110	2
MEC 240	3
MNT 110	2
WLD 112	2
	9

Second Year

	Credit
Fall Semester	
AHR 120	2
COM 120	3
ELC 112	5
ELC 117	4
MNT 230	2
	16
Spring Semester	
ELC 128	3
HYD 110	3
MNT 111	2
MNT 240	2
Major Elective	2
Humanities/Fine Arts	3
	15

Certificate Options

Maintenance Mechanic Certificate			Credit	Class	Lab
BPR	111	Blueprint Reading	2	(1	2)
HYD	110	Hydraulics/Pneumatics	3	(2	3)
ISC	121	Environmental, Health and Safety	3	(3	0)
MEC	111	Machine Process I	3	(2	3)
MNT	110	Introduction to Maintenance Procedures	2	(1	3)
MNT	111	Maintenance Practices	2	(1	3)
WLD	112	Basic Welding Process	1	(1	3)
Total Hours for Certificate			**17**	**(11**	**17)**

Electrical Maintenance Certificate					
ELC	112	DC/AC Electricity	5	(3	6)
ELC	117	Motors and Controls	4	(2	6)
ELC	128	Introduction to PLC	3	(2	3)
ELC	228	PLC Applications	4	(2	6)
Total Hours for Certificate			**16**	**(9**	**21)**

Facility Maintenance Certificate					
AHR	120	HVAC Maintenance	2	(1	3)
BPR	111	Blueprint Reading	2	(1	2)
ISC	121	Environmental, Health and Safety	3	(3	0)
MNT	150	Basic Building Maintenance	2	(1	3)
MNT	230	Pumps and Piping Systems	2	(1	3)
WLD	112	Basic Welding Process	2	(1	3)
Total Hours for Certificate			**13**	**(8**	**14)**

Maintenance Superintendent Certificate					
BPR	111	Blueprint Reading	2	(1	2)
CIS	110	Introduction to Computers	3	(2	2)
DFT	151	CAD I	3	(2	3)
ISC	121	Environmental, Health and Safety	3	(3	0)
MEC	160	Mechanical Industrial Systems	2	(1	3)
MNT	111	Maintenance Practices	2	(1	3)
Total Hours for Certificate			**15**	**(10**	**13)**

Information Systems

A.A.S. Degree [A25260]

Curriculum Description:
The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course and Hour Requirements

			Credits	Class	Lab
General Education Required Courses					
COM	120	Interpersonal Communication	3	(3	0)
ENG	111	Expository Writing	3	(3	0)
ENG	113	Literature Based Research or	3	(3	0)
ENG	114	Professional Research & Reporting			
MAT	140	Survey of Mathematics or	3	(3	0)
MAT	161	College Algebra			
-	-	Humanities/Fine Arts Elective	3	(3	0)
-	-	Social/ Behavioral Science Elective	3	(3	0)
Total General Education Required Hours			**18**	**18**	**0**
Major Required Courses					
CIS	110	Introduction to Computers	3	(2	2)
CIS	115	Introduction to Programming & Logic	3	(2	2)
CIS	120	Spreadsheet I	3	(2	2)
CIS	130	Survey of Operating Systems	3	(2	3)
CIS	152	Database Concepts & Applications	3	(2	2)
CIS	164	DTP Layout and Design	3	(2	2)
NET	110	Data Communications/Networking	3	(2	2)
ACA	111*	College Student Success	1	(1	0)
ACC	120	Principles of Accounting I	4	(3	2)
BUS	260	Business Communications	3	(3	0)
BUS	270	Professional Development	3	(3	0)
OST	131	Keyboarding	2	(1	2)
-	-	Major Electives**	12	(12	0)

Select two of the following three languages

CSC	139	Visual BASIC Programming	3	(2	3)
CSC	135	COBOL Programming	3	(2	3)
CSC	141	Visual C++ Programming	3	(2	3)
Total Major Required Hours			**52**	**(41**	**25)**

****Approved Major Electives:**

Select 12 SHC from the following:

ACC	121	Principles of Accounting II	4
ACC	140	Payroll Accounting	2
ACC	225	Cost Accounting	4
BUS	110	Intro. to Business	3
BUS	121	Business Math	3
BUS	152	Human Relations	3
BUS	253	Leadership & Mgmt Skills	3
COE	-	Cooperative Education	1-3
ECO	251	Prin. of Microeconomics	3
OST	134	Text Entry & Formatting	4

Total Required Credit Hours in Program 70

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semester

First Year

		Credit
Fall Semester		
CIS	110	3
CIS	115	3
*CSC	139	3
ACA	111	1
ENG	111	3
MAT	140 or 161	3
OST	131	2
		15 (18)
Spring Semester		
CIS	130	3
*CSC	135	(3)
ACC	120	4
ENG	113 or 114	3
COM	120	3
		13 (16)
Summer Semester		
CIS	120	3
CIS	164	3
NET	110	3
		9

Second Year

		Credit
Fall Semester		
BUS	260	3
*CSC	141	(3)
Humanities/Fine Arts		3
Major Elective		3
Social/Behavioral Science		3
		12 (15)
Spring Semester		
BUS	270	3
CIS	152	3
Major Elective		9
		15

**Select two of three languages*

Internet Technologies

A.A.S. Degree [A25290]

Certificate Program [C25290]

Curriculum Description:
The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems, database and data communications/networking, and related topics. Studies will provide opportunities for students to implement, support, and customize industry-standard Internet technologies.

Graduates should qualify for career opportunities as Webmasters, Internet and Intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in the curriculum.

General Education Courses

			Credits	Class	Lab
COM	120	Interpersonal Communications or	3	(3	0)
COM	231	Public Speaking			
ENG	111	Expository Writing	3	(3	0)
ENG	113	Literature Based Research or	3	(3	0)
ENG	114	Professional Research and Recording			
MAT	140	Survey or Mathematics or	3	(3	0)
MAT	161	College Algebra			
-	-	Humanities/Fine Arts Elective	3	(3	0)
-	-	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours			**18**	**(18**	**0)**

Major Required Courses:

ACA	111*	College Student Success	1	(1	0)
ITN	140	Web Development Tools	3	(2	2)
ITN	150	Internet Protocols	3	(2	2)
ITN	160	Principles of Web Design	3	(2	2)
ITN	170	Introduction to Internet Databases	3	(2	2)
ITN	180	Active Server Programming	3	(2	2)
ITN	260	Introduction to e-Commerce	3	(2	2)
CIS	110	Introduction to Computers	3	(2	2)
CIS	115	Introduction to Programming & Logic	3	(2	2)
CIS	152	Database Concepts & Applications	3	(2	2)
CIS	172	Introduction to the Internet	3	(2	3)
CIS	245	Operating Systems-Multi-User	3	(2	3)
COE	112	Cooperative Education Work Experience II	2	(0	20)

CSC	148	JAVA Programming	3	(2	3)
CSC	160	Introduction to Internet Programming	3	(2	2)
NET	110	Data Communications Networking	3	(2	2)
NET	260	Internet Development & Support	3	(3	0)
-	-	Major Electives**	6	(6	0)
Total Major Required Hours			**54**	**(38**	**51)**

****Approved Major Electives:**

ACC	120	Principles of Accounting I	4	ECO	251	Principles of Microeconomics	3
BUS	260	Business Communications	3	ITN	110	Introduction to Web Graphics	3
CIS	120	Spreadsheet I	3	ITN	240	Internet Security	3
CSC	139	Visual BASIC Programming	3	MKT	120	Principles of Marketing	3
CSC	239	Advanced Visual BASIC	3	OST	131	Keyboarding	2

Total Required Credit Hours in Program: 72

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum by Semesters

First Year

Fall Semester	**Credit**
ACA 111	1
CIS 110	3
CIS 172	3
ENG 111	3
CIS 115	3
MAT 140 or MAT 161	3
	16

Spring Semester	
ENG 113 or ENG 114	3
CSC 148	3
CSC 160	3
ITN 140	3
ITN 150	3
	15

Summer Semester

CIS 245	3
COM 120 or COM 231	3
NET 110	3
	9

Second Year

Fall Semester	**Credit**
ITN 160	3
ITN 170	3
NET 260	3
Social/Behavioral Science Elective	3
Major Elective	3
	15

Spring Semester

ITN 180	3
ITN 260	3
CIS 152	3
COE 112	2
Humanities/Fine Arts Elective	3
Major Elective	3
	17

Certificate Option

Web Design		**Credit**	**Class**	**Lab**
CIS 110	Introduction to Computers	3	(2	2)
CSC 160	Introduction to Internet Programming	3	(2	2)
CSC 148	JAVA Programming	3	(2	3)
ITN 110	Introduction to Web Graphics	3	(2	2)
ITN 150	Internet Protocols	3	(2	2)
ITN 160	Principles of Web Design	3	(2	2)
Total Hours for Certificate		**18**	**(12**	**13)**

Machining Technology

A.A.S. Degree [A50300]

Diploma Program [D50300]

Certificate Program [C50300]

Curriculum Description

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
ENG 114	Professional Research & Reporting	3	(3	0)
*PHY 121	Applied Physics I	4	(3	2)
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours		**19**	**(18**	**2)**
Major Required Courses				
*ACA**111	College Student Success	1	(1	0)
*BPR 111	Blueprint Reading	2	(2	1)
*BPR 121	Blueprint Reading – Mechanical	2	(2	1)
CIS 110	Intro to Computers	3	(2	2)
*DFT 151	CAD I	3	(2	3)
ISC 121	Environmental Health & Safety	3	(3	0)
*MAC 111	Machining Technology I	6	(2	12)
*MAC 112	Machining Technology II	6	(2	12)
*MAC 113	Machining Technology III	6	(2	12)
*MAC 121	Intro to CNC	2	(2	0)
*MAC 122	CNC Turning	2	(1	3)
*MAC 124	CNC Milling	2	(1	3)
*MAC 152	Advanced Machining Calculations	2	(1	2)
*MEC 110	Intro to CAC/CAM	2	(1	2)
MEC 180	Engineering Materials	3	(2	3)
- -	Major Elective***	6	(6	0)
Total Major Required Hours		**51**	**(32**	**56)**

*****Approved Major Electives:**

MAC	222	Advanced CNC Turning	2	MAC	248	Production Procedures	2
MAC	224	Advanced CNC Milling	2	ISC	132	Manufacturing Quality Control	3
MAC	226	CNC-EDM Machining	2	COE	-	Cooperative Education	1-2
MAC	247	Production Tooling	2				

Total Required Credit Hours in Program 70

*** Total Required Credit Hours for Diploma 43**

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester			**Credit**
ACA	111		1
BPR	111		2
ENG	111		3
MAC	111		6
MAC	152		2
			14

Spring Semester		
BPR	121	2
COM	120	3
ENG	114	3
MAC	112	6
MAC	121	2
		16

Summer Semester	
MAC 122	2
MEC 110	2
Major Elective	3
	7

Second Year

Fall Semester			**Credit**
DFT	151		3
MAC	124		2
PHY	121		4
Humanities/Fine Arts			3
Social/Behavioral Science			3
Major Elective			3
			18

Spring Semester		
CIS	110	3
ISC	121	3
MAC	113	6
MEC	180	3
		15

Basic Machining Certificate			**Credit**	**Class**	**Lab**
BPR	111	Blueprint Reading	2	(1	2)
MAC	111	Machining Technology I	6	(2	12)
MAC	121	Intro to CNC	2	(2	0)
MAC	122	CNC Turning	2	(1	3)
MAC	124	CNC Milling	2	(1	3)
MAC	152	Advanced Machining Calculations	2	(1	2)
MEC	110	Intro to CAD/CAM	2	(1	2)
Total Hours for Certificate			**18**	**(9**	**24)**

Advanced Machining Certificate			Credit	Class	Lab
BPR	121	Blueprint Reading - Mechanical	2	(1	2)
DFT	151	CAD I	3	(2	3)
MAC	112	Machining Technology II	6	(2	12)
MAC	222	Advanced CNC Turning	2	(1	3)
MAC	224	Advanced CNC Milling	2	(1	3)
MEC	180	Engineering Materials	3	(2	3)
Total Hours for Certificate			**18**	**(9**	**26)**

Manufacturing Engineering Technology

A.A.S. Degree [A40300]

Diploma Program [D40300]

Certificate Program [C40300]

Curriculum Description:
The Manufacturing Engineering Technology curriculum prepares individuals for employment in the fields of manufacturing technology. The curriculum emphasizes the theory and training required to effectively augment manufacturing engineers in industry.

Courses include a background in mechanical and related theory and the use of manufacturing and analytical equipment. Industrial standards such as EPA, OSHA, GD & T, and ISO are discussed. Computer usage for process control and effective communication skills is emphasized.

Graduates of this curriculum qualify for positions as engineering technicians. Some of the responsibilities include drafting, process specification, tooling selection, automation programming, project facilitation, and supervision. Certification is available through organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

		Credit	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
ENG 114	Professional Research and Reporting	3	(3	0)
*MAT 121	Algebra/Trigonometry I or	3	(2	2)
MAT 161	College Algebra &	3	(3	0)
MAT 162	College Trigonometry	3	(3	0)
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours		**18-21**	**(17-20**	**2)**
Major Required Courses				
*ACA 111	**College Student Success	1	(1	0)
*CIS 110	Introduction to Computers	3	(2	2)
*DFT 111	Technical Drafting I	2	(1	3)
*DFT 111A	Technical Drafting I Lab	1	(0	3)
*DFT 151	CAD I	3	(2	3)
*DFT 153	CAD III	3	(2	3)
*ELC 131	DC/AC Circuit Analysis	5	(4	3)
*HYD 110	Hydraulics/Pneumatics	3	(2	3)
*ISC 121	Environmental Health & Safety	3	(3	0)
*ISC 131	Quality Management	3	(3	0)
*MEC 110	Introduction to CAD/CAM	2	(1	2)
*MEC 111	Machine Processes I	3	(2	3)

*MEC 161	Manufacturing Processes I		3	(3	0)
*MEC 180	Engineering Materials		3	(2	3)
MEC 250	Statics & Strength of Materials		5	(4	3)
PHY 131	Physics - Mechanics or		4	(3	2)
PHY 151	College Physics I				
	*Major Electives***	*(Diploma - (3))	6	(6	0)
Total Major Required Hours			**53**	**(41**	**33)**

****Approved Major Electives:**

CET	111	Computer Upgrade/Repair I	2	ELC	128	Intro to PLC	3
CSC	132	BASIC Programming	3	ELC	228	PLC Applications	4
COE	-	Cooperative Education	1-6	ELN	133	Digital Electronics	4
DFT	112	Technical Drafting II	2	MAT	175	Precalculus	4
DFT	112A	Technical Drafting II Lab	1	MAT	271	Calculus I	4
DFT	121	Intro to GD & T	2	OMT	112	Materials Mgmt	3
DFT	152	CAD II	3	OMT	143	Just-In-Time	2
DFT	231	Jig & Fixture Design	2	PHY	152	Physics II	4

Total Required Credit Hours in Program 71-74
***Total Required Credit Hours for Diploma 47**

***Students who test into two or more developmental areas are required to take ACA 111, other are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year	**Credit**
Fall Semester	
ACA 111	1
DFT 111	2
DFT 111A	1
ENG 111	3
MAT 121 or	3
MAT 161	
MEC 111	3
	13
Spring Semester	
DFT 151	3
ENG 114	3
ISC 121	3
MAT 162	3
(if completed MAT 161)	
MEC 180	3
Social/Behavioral Science	3
	15-18
Summer Semester	
DFT 153	3
MEC 110	2
PHY 131 or	4
PHY 151	
	9

Second Year	**Credit**
Fall Semester	
CIS 110	3
COM 120	3
ELC 131	5
Humanities/Fine Arts	3
Major Elective	3
	17
Spring Semester	
HYD 110	3
ISC 131	3
MEC 161	3
MEC 250	5
Major Elective	3
	17

Manufacturing Engineering Technology Certificate Program

			Credit	Class	Lab
DFT	111	Technical Drafting I	4	(2	6)
DFT	151	CAD I	3	(2	3)
HYD	110	Hydraulics/Pneumatics I	3	(2	3)
MEC	110	Introduction to CAD/CAM	2	(1	2)
MEC	111	Machine Processes I	3	(2	3)
MEC	161	Manufacturing Processes I	3	(3	0)
Total Hours for Certificate			**18**	**(12**	**17)**

Mechanical Drafting Technology

A.A.S. Degree [A50340]

Diploma Program [D50340]

Certificate Program [C50340]

Curriculum Description:
The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

Course and Hour Requirements

		Credits	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
*ENG 111	Expository Writing	3	(3	0)
ENG 114	Professional Research and Reporting	3	(3	0)
*MAT 121	Algebra/Trigonometry I or	3	(2	2)
MAT 161	College Algebra &	3	(3	0)
MAT 162	College Trigonometry	3	(3	0)
- -	Humanities/Fine Arts Elective	3	(3	0)
- -	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours		**18-21**	**(17-20**	**2)**
Major Required Courses				
*ACA**111	College Student Success	1	(1	0)
*CIS 110	Introduction to Computers	3	(2	2)
CIS 120	Spreadsheet I	3	(2	2)
*DDF211	Design Drafting I	4	(2	6)
*DDF 252	Solid Models and Rendering	4	(3	2)
*DFT 111	Technical Drafting I	2	(1	3)
*DFT 111A	Technical Drafting I Lab	1	(0	3)
*DFT 112	Technical Drafting II	2	(1	3)
*DFT 112A	Technical Drafting Lab	1	(0	3)
*DFT 121	Introduction to GD & T	2	(1	2)
*DFT 151	CAD I	3	(2	3)
*DFT 152	CAD II	3	(2	3)
*DFT 153	CAD III	3	(2	3)

DFT	211	Gears, Cams & Pulleys	2	(1	3)
DFT	214	Descriptive Geometry	2	(1	2)
DFT	231	Jig & Fixture Design	2	(1	2)
HYD	110	Hydraulics/Pneumatics	3	(2	3)
*MEC	110	Introduction to CAD/CAM	2	(1	2)
*MEC	111	Machine Processes I	3	(2	3)
*MEC	180	Engineering Materials	3	(2	3)
MEC	210	Materials - Stress & Analysis	2	(1	2)
*	-	Major Electives** *	3	(3	0)
Total Major Required Hours			**54**	**(33**	**55)**

*****Approved Major Electives:**

CET	111	Computer Upgrade/Repair	2	MAT	175	Pre-calculus	4
CSC	132	BASIC Programming	3	MAT	271	Calculus I	4
ELN	133	Digital Electronics	4	OMT	112	Materials Management	3
ISC	121	Environment Health & Safety	3	OMT	143	Just-In-Time	2
ISC	131	Quality Management	3	PHY	151	College Physics I	4
COE	-	Cooperative Education	1-6	PHY	152	College Physics II	4

Total Required Credit Hours in Programs 72-75
***Total Required Credit Hours forDiploma 46**

***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester

		Credit
ACA	111	1
CIS	110	3
DFT	111	2
DFT	111A	1
DFT	151	3
ENG	111	3
MAT	121 or MAT 161	3
		16

Spring Semester

CIS	120	3
DFT	112	2
DFT	112A	1
DFT	152	3
ENG	114	3
Humanities/Fine Arts		3
MAT 162 (if MAT 161 was taken)		3
		15-18

Summer Semester

DFT	153	3
DFT	214	2
MEC	110	2
		7

Second Year

Fall Semester

		Credit
DDF	252	4
DFT	121	2
MEC	111	3
MEC	210	2
Social/Behavioral Science		3
Major Elective		3
		17

Spring Semester

COM	120	3
DDF	211	4
DFT	211	2
DFT	231	2
HYD	110	3
MEC	180	3
		17

Certificate Options

Cad Drafting Certificate			Credit	Class	Lab
DDF	252	Solid Models and Rendering	4	(3	2)
DFT	151	CAD I	3	(2	3)
DFT	152	CAD II	3	(2	3)
DFT	153	CAD III	3	(2	3)
MEC	110	Introduction to CAD/CAM	2	(1	2)
Total Hours for Certificate			**15**	**(10**	**13)**

Mechanical Drafting Certificate					
DFT	111	Technical Drafting I	2	(1	3)
DFT	111A	Technical Drafting I Lab	1	(0	3)
DFT	112	Technical Drafting II	2	(1	3)
DFT	112A	Technical Drafting II Lab	1	(0	3)
DFT	121	Introduction to GD & T	2	(1	2)
DFT	151	CAD I	3	(2	3)
DFT	152	CAD II	3	(2	3)
Total Hours for Certificate			**14**	**(5**	**16)**

Medical Assisting

A.A.S. Degree [A45400]

Diploma Program [D45400]

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

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

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

Course and Hour Requirements

		Credits	(Class	Lab	Clinical)
General Education Required Courses					
*ENG 111	Expository Writing	3	(3	0	0)
COM 120	Interpersonal Communication	3	(3	0	0)
MAT 110	Mathematical Measurements	3	(2	2	0)
*PSY 118	Interpersonal Psychology or	3	(3	0	0)
PSY 150	General Psychology				
- -	Humanities/Fine Arts Elective	3	(3	0	0)
Total General Education Required Hours		**15**	**(14**	**2**	**0)**
Major Required Courses					
*ACA 111**	College Student Success	1	(1	0	0)
BUS 153	Human Resource Management or	3	(3	0	0)
BUS 135	Principles of Supervision or				
BUS 137	Principles of Management				
*MED 110	Orientation to Medical Assisting	1	(1	0	0)
*MED 116	Introduction to Anatomy & Physiology or	4	(3	2	0)
*BIO 163	Basic Anatomy & Physiology	5	(4	2	0)
*MED 118	Medical Law & Ethics	2	(2	0	0)
*MED 121	Medical Terminology I	3	(3	0	0)
*MED 122	Medical Terminology II	3	(3	0	0)
*MED 130	Administrative Office Procedures I	2	(1	2	0)
*MED 131	Administrative Office Procedures II	2	(1	2	0)
*MED 134	Medical Transcription I	3	(2	2	0)
*MED 140	Exam Room Procedures I	5	(3	4	0)
*MED 150	Laboratory Procedures I	5	(3	4	0)

MED 232	Medical Insurance Coding	2	(1	3	0)
*MED 260	MED Clinical Externship	5	(0	0	15)
MED 270	Symptomatology	3	(2	2	0)
MED 272	Drug Therapy	3	(3	0	0)
MED 274	Diet Therapy/Nutrition	3	(3	0	0)
MED 276	Patient Education	2	(1	2	0)
*OST 131	Keyboarding	2	(1	2	0)
*OST 134	Text Entry & Formatting	3	(2	2	0)
Total Major Required Hours		**57-58**	**(39-40**	**27**	**15)**

Total Required Credit Hours in Program 72-73
***Total Required Credit Hours for Diploma 47-48**
***Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
ACA 111	1
ENG 111	3
MED 110	1
MED 116 or	4
BIO 163	5
MED 118	2
MED 121	3
MED 130	2
OST 131	2
	18-19
Spring Semester	
MED 122	3
MED 131	2
MED 140	5
MED 150	5
OST 134	3
	18
Summer Semester	
MED 134	3
MED 260	5
PSY 118	3
	11

Second Year

	Credit
Fall Semester	
COM 120	3
MAT 110	3
MED 276	2
MED 274	3
	11
Spring Semester	
BUS 135 Or	3
BUS 137 Or	
BUS 153	
MED 270	3
MED 272	3
MED 232	2
Humanities/Fine Arts	3
	14

Motorsports Management Technology

A.A.S. Degree [A60270]

Curriculum Description:
The Motorsports Management Technology curriculum is designed to provide students with the knowledge and skills necessary to perform mid-management level functions in motorsports related companies.

Course work includes instruction in general studies, motorsports fundamentals, principles of management, computer applications, accounting, business mathematics, marketing, advertising and sales promotion, and human relations.

Graduates should qualify for employment/advancement in jobs related to management of motorsports teams/events/activities, as well as production and distribution of motorsports products and services.

Mitchell Community College is offering the Motorsports Management Technology program in collaboration with Rowan-Cabarrus Community College. All MSM courses will be taught by RCCC at their South Campus in Concord. The degree will be conferred by both MCC and RCCC and awarded at MCC graduation.

This is a limited enrollment program with students being accepted according to a "first to qualify" basis. Please see an admission counselor for criteria used for admission into the program.

Course and Hour Requirements

			Credit	(Class	Lab)
General Education Required Courses					
ENG	111	Expository Writing	3	(3	0)
ENG	114	Professional Research & Reporting	3	(3	0)
-	-	Humanities/Fine Arts Elective	3	(3	0)
-	-	Math/Natural Science Elective	3	(3	0)
-	-	Social/Behavioral Science Elective	3	(3	0)
Total General Education Required Hours			**15**	**(15**	**0)**
Major Required Courses					
*MSM	110	Intro to Motorsports Management	3	(3	0)
*MSM	112	Engine/Drivetrain Fundamentals	3	(2	2)
*MSM	114	Tire Fundamentals	2	(2	0)
*MSM	210	Motorsports Marketing	3	(3	0)
*MSM	212	Chassis/Handling Fundamentals	2	(1	2)
*MSM	214	Fabrication Fundamentals	2	(1	2)
*MSM	216	Organization Mobility	2	(2	0)
*MSM	218	Safety/Environment	2	(2	0)
ACC	120	Principles of Accounting I	4	(3	2)
BUS	121	Business Math	3	(2	2)
BUS	137	Principles of Management	3	(3	0)
BUS	230	Small Business Management	3	(3	0)
BUS	253	Leadership & Management Skills	3	(3	0)
CIS	110	Introduction to Computers	3	(2	2)

CIS 120	Spreadsheet I	3	(2	2)
COE** 112	Cooperative Education or	2	(0	20)
*MSM*** 190	Selected Topics in Motorsports	2	(0	4)
MKT 220	Advertising and Sales Promotion	3	(3	0)
OMT 155	Meeting & Presentation Skills	3	(3	0)
Total Major Required Hours		**49**	**(40**	**34)**

Total Required Credit Hours in Program 64

**These courses will be taught at Rowan-Cabarrus Community College in Concord.*

*** Students wishing to Cooperative Education should have completed at least nine credits in their major required courses, two of which must be MSM 110 and BUS 137*

****Students wishing to take MSM 190, should have completed at least eight semester hours of MSM prefix coursework, have received special permission, and have had significant Motorsports experience.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
BUS 137	3
CIS 110	3
ENG 111	3
MSM 110	3
MSM 112	3
	15
Spring Semester	
BUS 121	3
CIS 120	3
ENG 114	3
MSM 114	2
MSM 216	2
Math/Natural Science	3
	16
Summer Semester	
** COE 112 or	2
***MSM 190	
	2

Second Year

	Credit
Fall Semester	
ACC 120	4
BUS 230	3
MSM 210	3
MSM 212	2
Social/Behavioral Science	3
	15
Spring Semester	
BUS 253	3
MKT 220	3
MSM 214	2
MSM 218	2
OMT 155	3
Humanities/Fine Arts	3
	16

Nursing Assistant

Certificate Program [C45480]

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

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

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

Course and Hour Requirements

		Credit	(Class	Lab	Clinical)
General Education Required Courses					
None					
Major Required Courses					
NAS 101	Nursing Assistant I	5	(3	2	3)
NAS 102	Nursing Assistant II	6	(3	2	6)
NAS 103	Home Health Care	2	(2	0	0)
NAS 104	Home Health Clinical	1	(0	0	3)
Total Required Credit Hours in Program		**14**	**8**	**4**	**12**

Office Systems Technology

A.A.S. Degree [A25360]

Certificate Program [C25360]

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

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

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

Course and Hour Requirements

			Credit	Class	Lab
General Education Required Courses					
ENG	111	Expository Writing	3	(3	0)
ENG	114	Professional Research and Reporting	3	(3	0)
COM	120	Interpersonal Communication	3	(3	0)
MAT	140	Survey of Mathematics	3	(3	0)
PSY	118	Interpersonal Psychology	3	(3	0)
-	-	Humanities/Fine Arts Elective	3	(3	0)
Total General Education Required Hours			**18**	**(18**	**0)**
Major Required Courses					
OST	131	Keyboarding	2	(1	2)
OST	134	Text Entry and Formatting	3	(2	2)
OST	136	Word Processing	2	(1	2)
OST	164	Text Editing Applications	3	(3	0)
OST	181	Introduction to Office Systems	3	(2	2)
OST	184	Records Management	2	(1	2)
OST	223	Machine Transcription I	2	(1	2)
OST	236	Advanced Word/Information Processing	3	(2	2)
OST	289	Office Systems Management	3	(2	2)
ACA	111*	College Student Success	1	(1	0)
ACC	120	Principles of Accounting I or	4	(3	2)
ACC	115	College Accounting	4	(3	2)
ACC	140	Payroll Accounting	2	(1	2)
BUS	110	Introduction to Business	3	(3	0)
BUS	115	Business Law I	3	(3	0)
BUS	121	Business Math	3	(2	2)
BUS	260	Business Communication	3	(3	0)
BUS	270	Professional Development	3	(3	0)

CIS	110	Introduction to Computers	3	(2	2)
CIS	120	Spreadsheet I	3	(2	2)
CIS	152	Database Concepts & Apps	3	(2	2)
-	-	Major Elective**	3	(3	0)
Total Major Required Hours			**57**	**(43**	**28)**

****Approved Major Electives:**

BUS	253	Leadership & Management Skills	3
ECO	251	Principles of Microeconomics	3
COE		Cooperative Education	1-3
MKT	220	Advertising & Sales Promotion	3
OMT	155	Meeting & Presentation Skills	3
NET	110	Data Com/Networking	3

Total Required Credit Hours in Program 75

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

Fall Semester

		Credit
OST	131	2
OST	164	3
OST	184	2
ACA	111*	1
ENG	111	3
MAT	140	3
		14

Spring Semester

		Credit
OST	134	3
BUS	110	3
BUS	121	3
CIS	110	3
ENG	114	3
		15

Summer Semester

		Credit
ACC	120 or	4
ACC	115	
BUS	260	3
CIS	120	3
COM	120	3
		13

Second Year

Fall Semester

		Credit
OST	136	2
OST	181	3
ACC	140	2
BUS	115	3
BUS	270	3
Major Elective		3
		16

Spring Semester

		Credit
OST	223	2
OST	236	3
OST	289	3
CIS	152	3
PSY	118	3
Humanities/Fine Arts Elective		3
		17

Certificate Program

			Credit	Class	Lab
OST	131*	Keyboarding	2	(1	2)
OST	134	Text Entry & Formatting	3	(2	2)
OST	164	Text Editing Applications	3	(3	0)
OST	181	Intro to Office Systems	3	(2	2)
OST	184	Records Management	2	(1	2)
CIS	110	Intro to Computers	3	(2	2)
Total Hours for Certificate			**16**	**(11**	**10)**

**Prerequisite for OST majors: OST 080 Keyboarding Literacy or satisfactory placement test score with a minimum of 25 words per minute with three errors or less on a three-minute timed writing.*

CPS Certification Credit

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

ACC	120	Principles of Accounting I	(4)
OST	131	Keyboarding	(2)
OST	134	Text Entry and Formatting	(3)
OST	136	Word Processing	(2)
OST	164	Text Editing Applications	(3)
OST	181	Intro to Office	(3)
OST	184	Records Management	(2)
PSY	118	Interpersonal Psychology	(3)
Total Credit Hours Allowed			**22**

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

Phlebotomy

Certificate Program [C456001]

Curriculum Description:
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's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Course and Hour Requirements

			Credit	(Class	Lab	Clinical)
General Education Required Courses						
None						
Major Required Courses						
PBT	100	Phlebotomy Technology	6	(5	2	0)
PBT	101	Phlebotomy Practicum	3	(0	0	9)
PSY	118	Interpersonal Psychology	3	(3	0	0)
Total Required Credit Hours in Program			**12**	**(8**	**2**	**9)**

Suggested Curriculum By Semesters

Evening Program

		Credit
Fall Semester		
PBT	100	6
PBT	101*	3
PSY	118	3
		12

*Day Class

Speech-Language Pathology Assistant

A.A.S. Degree [A45730I]

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

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

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

Mitchell Community College is offering the Speech-Language Pathology Assistant program in collaboration with four other community colleges in the Northwest Allied Health Project. This is a limited enrollment program with only the first year, Phase I, being offered by MCC. Phase II, the second year, of the program must be completed at Caldwell Community College and Technical Institute at Hudson, North Carolina. See the Director of Health Care programs or an admissions counselor for admissions information.

Course and Hour Requirements
Phase I

			Credits	(Class	Lab	Clinical)
General Education Required Courses						
ENG	111	Expository Writing	3	(3	0	0)
ENG	113	Literature Based Research or	3	(3	0	0)
ENG	114	Professional Research & Reporting				
BIO	168	Anatomy & Physiology I	4	(3	3	0)
PSY	150	General Psychology	3	(3	0	0)
-	-	Humanities/Fine Arts Elective	3	(3	0	0)
Total General Education Required Hours			**16**	**(15**	**3**	**0)**
Major Required Courses						
ACA	111	College Student Success	1	(1	0	0)
BIO	169	Anatomy & Physiology II	4	(3	3	0)
COM	120	Interpersonal Communication	3	(3	0	0)
OST	131	Keyboarding	2	(1	2	0)
PSY	241	Developmental Psychology	3	(3	0	0)
PSY	265	Behavior Modification	3	(3	0	0)
-	-	Free Elective	3	(3	0	0)
Total Major Required Hours			**19**	**(17**	**5**	**0)**

Phase IL

Phase I must be completed with a grade of C or better on all courses in order to continue with Phase II.

Major Required Courses

			Credit	(Class	Lab	Clinical)
SLP	111	Intro to Speech-Language Pathology	3	(3	0	0)
SLP	112	SLP Pathophysiology	3	(3	0	0)
SLP	120	SLP Administrative Office Procedures	3	(2	0	0)
SLP	130	Phonetics/Speech Patterns	3	(2	2	0)
SLP	140	Normal Communications	3	(3	0	0)
SLP	211	Disorders and Treatment I	4	(3	2	0)
SLP	212	Disorders and Treatment I	4	(3	2	0)
SLP	220	Assistive Technology	2	(1	2	0)
SLP	230	SLP Fieldwork*	4	(0	0	12)
SLP	231	Fieldwork Seminar	3	(3	0	0)
Total Major Required Hours			**32**	**(23**	**8**	**12)**

Total Required Credit Hours in Program 67

**Clinical hours will be arranged locally if possible.*

Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.

Suggested Curriculum By Semesters

First Year
PHASE I

		Credit
Fall Semester (MCC)		
ACA	111	1
BIO	168	4
ENG	111	3
OST	131	2
PSY	150	3
Humanities/Fine Arts		3
Elective		3
		19
Spring Semester (MCC)		
BIO	169	4
COM	120	3
ENG	113 or ENG 114	3
PSY	241	3
PSY	265	3
		16

Second Year
Phase II

		Credit
Summer Semester (CCC & TI)		
SLP	111	3
SLP	112	3
SLP	130	3
		9
Fall Semester (CCC & TI)		
SLP	120	2
SLP	140	3
SLP	211	4
SLP	220	2
		11
Spring Semester (CCC & TI)		
SLP	212	5
SLP	230	4
SLP	231	3
		12

Welding Technology

Diploma Program [D50420]

Certificate Program [C50420]

Curriculum Description:

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course and Hour Requirements

			Credit	Class	Lab
General Education Required Courses					
ENG	102	Applied Communications I	3	(3	0)
MAT	110	Mathematical Measurement	3	(2	2)
Total General Education Required Hours			**6**	**(5**	**2)**
Major Required Courses					
ACA	111*	College Student Success	1	(1	0)
BPR	111	Blueprint Reading	2	(1	2)
CIS	110	Introduction to Computers	3	(2	2)
DFT	151	CAD I	3	(2	3)
ISC	112	Industrial Safety	2	(2	0)
WLD	110	Cutting Processes	2	(1	3)
WLD	115	SMAW (Stick) Plate	5	(2	9)
WLD	121	GMAW (MIG) FCAW/Plate	4	(2	6)
WLD	131	GTAW (TIG) Plate	4	(2	6)
WLD	141	Symbols & Specifications	3	(2	2)
WLD	143	Welding Metallurgy	2	(1	2)
WLD	261	Certification Practices	2	(1	3)
WLD	262	Inspection & Testing	3	(2	2)
		Major Elective**	3	(3	0)
Total Major Required Hours			**39**	**(24**	**40)**

**Approved Major Electives:

CSC	132	BASIC Programming	3
DFT	152	CAD II	3
ELC	112	DC/AC Electricity	3
COE		Cooperative Education	1-3

Total Required Credit Hours in Program 45

**Students who test into two or more developmental areas are required to take ACA 111, others are exempt and are not required to have this hour of credit for graduation.*

Suggested Curriculum By Semesters

First Year

	Credit
Fall Semester	
ACA 111	1
BPR 111	2
MAT 110	3
WLD 110	2
	8
Spring Semester	
WLD 121	4
WLD 131	4
Major Elective	3
	11
Summer Semester	
WLD 141*	3
WLD 261*	2
WLD 262*	3
	8

Second Year

	Credit
Fall Semester	
DFT 151	3
WLD 115	5
WLD 143	2
	10
Spring Semester	
CIS 110	3
ENG 102	3
ISC 112	2
	8

Certificate Options

MIG Welding Certificate		Credit	Class	Lab
WLD 110	Cutting Processes	2	(1	3)
WLD 121	GMAW (MIG) FCA w/Plate	4	(2	6)
WLD 141	Symbols & Specifications	3	(2	2)
WLD 143	Welding Metallurgy	2	(1	2)
WLD 262	Inspection & Testing	3	(3	0)
Total Hours for Certificate		**14**	**(9**	**13)**

TIG Welding Certificate				
WLD 110	Cutting Processes	2	(1	3)
WLD 131	GTAW (TIG) Plate	4	(2	6)
WLD 141	Symbols & Specifications	3	(2	2)
WLD 143	Welding Metallurgy	2	(1	2)
WLD 262	Inspection & Testing	3	(3	0)
Total Hours for Certificate		**14**	**(9**	**13)**

Stick Welding Certificate				
WLD 110	Cutting Processes	2	(1	3)
WLD 115	SMAW (Stick) Plate	5	(2	9)
WLD 141	Symbols & Specifications	3	(2	2)
WLD 143	Welding Metallurgy	2	(1	2)
WLD 262	Inspection & Testing	3	(3	0)
Total Hours for Certificate		**15**	**(9**	**16)**

Curriculum Course Descriptions

MITCHELL COMMUNITY COLLEGE

Catalog

2001—2002

Curriculum Course Descriptions

Academic Related

		Clinical	Class	Lab	Credit
ACA 111	**College Student Success**		**1**	**0**	**1**
Prerequisites:					
Corequisites:	None				

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

Accounting

ACC 110	**Ten-Key Calculator**	**0**	**2**	**1**
Prerequisites:				
Corequisites:	None			

This course is designed to enable mastery of the "touch system" on the ten-key calculator. Emphasis is placed on the "touch system" on the ten-key calculator. Upon completion, students should be able to use the "touch system" on the ten-key calculator in making computations necessary in accounting.

ACC 115	**College Accounting**	**3**	**2**	**4**
Prerequisites:				
Corequisites:	None			

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

ACC 120	**Principles of Accounting I**	**3**	**2**	**4**
Prerequisites:	Satisfactory reading placement test score or completion of RED 090; Satisfactory math placement test score or completion of MAT 070.			
Corequisites:				

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting.

ACC 121	**Principles of Accounting II**	**3**	**2**	**4**
Prerequisites:	ACC 120			
Corequisites:	None			

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

		Clinical	Class	Lab	Credit
ACC 131	**Federal Income Taxes**		2	2	3
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 140	**Payroll Accounting**		1	2	2
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				

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

ACC 150	**Computerized General Ledger**		1	2	2
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				

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

ACC 220	**Intermediate Accounting I**		3	2	4
Prerequisites:	ACC 121				
Corequisites:	None				

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

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

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

ACC 225	**Cost Accounting**		3	0	3
Prerequisites:	ACC 121				
Corequisites:	None				

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

		Clinical	Class	Lab	Credit
ACC 269	**Auditing**		3	0	3
Prerequisites:	ACC 220				
Corequisites:	None				

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

Air Conditioning, Heating, and Refrigeration

AHR 110	**Introduction to Refrigeration**	**2**	**6**	**5**
Prerequisites:				
Corequisites:	None			

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

AHR 111	**HVACR Electricity**	**2**	**2**	**3**
Prerequisites:				
Corequisites:	None			

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

AHR 112	**Heating Technology**	**2**	**4**	**4**
Prerequisites:				
Corequisites:	None			

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

AHR 113	**Comfort Cooling**	**2**	**4**	**4**
Prerequisites:	AHR 110			
Corequisites:	None			

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

		Clinical	Class	Lab	Credit
AHR 114	**Heat Pump Technology**		2	4	4
Prerequisites:	AHR 110 or AHR 113				
Corequisites:	None				

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115	**Refrigeration Systems**	1	3	2
Prerequisites:	AHR 110			
Corequisites:	None			

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120	**HVACR Maintenance**	1	3	2
Prerequisites:				
Corequisites:	None			

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 125	**HVAC Electronics**	1	3	2
Prerequisites:				
Corequisites:	AHR 111 or ELC 111			

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 130	**HVAC Controls**	2	2	3
Prerequisites:	AHR 111 or ELC 111			
Corequisites:	None			

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analyis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133	**HVAC Servicing**	2	6	4
Prerequisites:				
Corequisites:	AHR 112 or AHR 113			

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

		Clinical	Class	Lab	Credit
AHR 135	**Transport Refrigeration**		2	6	4
Prerequisites:	AHR 110				
Corequisites:	None				

This course introduces the equipment and components commonly found in commercial transport refrigeration systems. Topics include compressors, evaporators, metering devices, accessories, and related electrical components. Upon completion, students should be able to safely maintain, troubleshoot, and repair transport refrigeration components.

AHR 140	**All-Weather Systems**	1	3	2
Prerequisites:	AHR 112 or AHR 113			
Corequisites:	None			

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

AHR 151	**HVAC Duct Systems I**	1	3	2
Prerequisites:				
Corequisites:	None			

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.

AHR 152	**HVAC Duct Systems II**	1	3	2
Prerequisites:	AHR 151			
Corequisites:	None			

This course introduces the techniques used to lay out and fabricate more advanced types of duct work found in HVAC systems. Emphasis is placed on the skills required to work with complex rectangular and round fittings and transitions. Upon completion, students should be able to lay out and fabricate complex rectangular and round fittings.

AHR 160	**Refrigerant Certification**	1	0	1
Prerequisites:				
Corequisites:	None			

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180	**HVACR Customer Relations**	1	0	1
Prerequisites:				
Corequisites:	None			

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

		Clinical	Class	Lab	Credit
AHR 210	**Residential Building Code**		1	2	2

Prerequisites:
Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211	**Residential System Design**		2	2	3

Prerequisites:
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Anthropology

ANT 210	**General Anthropology**		3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Art

ART 111	**Art Appreciation**		3	0	3

Prerequisites:
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114	**Art History Survey I**		3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
ART 115	**Art History Survey II**		3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121	**Design I**		0	6	3

Prerequisites:
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART 122	**Design II**		0	6	3

Prerequisites: ART 121
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

ART 131	**Drawing I**		0	6	3

Prerequisites:
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 132	**Drawing II**		0	6	3

Prerequisites: ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

ART 171	**Computer Art I**		1	4	3

Prerequisites: ART 121
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

		Clinical	Class	Lab	Credit
ART 191	**Selected Topics in Art**		0-1	0-3	1
Prerequisites:	Enrollment in the program				
Corequisites:	None				

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

ART 193	**Selected Topics in Art**		1-3	0-6	3
Prerequisites:	Enrollment in the program				
Corequisites:	None				

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

ART 231	**Printmaking I**		0	6	3
Prerequisites:					
Corequisites:	None				

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 240	**Painting I**		0	6	3
Prerequisites:					
Corequisites:	None				

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 241	**Painting II**		0	6	3
Prerequisites:	ART 240				
Corequisites:	None				

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 271	**Computer Art II**		1	4	3
Prerequisites:	ART 171				
Corequisites:	None				

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

		Clinical	Class	Lab	Credit
ART 281	**Sculpture I**		0	6	3
Prerequisites:	ART 122				
Corequisites:	None				

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 282	**Sculpture II**		0	6	3
Prerequisites:	ART 281				
Corequisites:	None				

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 283	**Ceramics I**		0	6	3
Prerequisites:					
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 284	**Ceramics II**		0	6	3
Prerequisites:	ART 283				
Corequisites:	None				

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course for associate in arts and associate in science degrees.*

ART 288	**Studio**		0	6	3
Prerequisites:	Limited to those who have completed a sequence of art courses in the proposed area of study.				
Corequisites:	None				

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.

		Clinical	Class	Lab	Credit
ART 293	**Selected Topics in Art**		1-3	0-6	3
Prerequisites:	Enrollment in the program				
Corequisites:	None				

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Biology

BIO 111	**General Biology I**		3	3	4
Prerequisites:	RED 090 or satisfactory scores on the college placement tests.				
Corequisites:	None				

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

BIO 112	**General Biology II**		3	3	4
Prerequisites:	BIO 111				
Corequisites:	None				

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

BIO 120	**Introductory Botany**		3	3	4
Prerequisites:	BIO 111				
Corequisites:	None				

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 130	**Introductory Zoology**		3	3	4
Prerequisites:	BIO 111				
Corequisites:	None				

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development comparative systems, and survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Clinical	Class	Lab	Credit
BIO 140	**Environmental Biology**		3	0	3
Prerequisites:					
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A	**Environmental Biology Lab**		0	3	1
Prerequisites:					
Corequisites:	BIO 140				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 163	**Basic Anatomy & Physiology**	4	2	5	
Prerequisites:					
Corequisites:	None				

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 168	**Anatomy and Physiology I**		3	3	4
Prerequisites:	RED 090 or satisfactory scores on the college placement tests.				
Corequisites:	None				

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 169	**Anatomy and Physiology II**		3	3	4
Prerequisites:	BIO 168				
Corequisites:	None				

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 170	**Introductory Microbiology**	**3**	**3**	**4**

Prerequisites:
Corequisites: None

This course introduces fundamental concepts of microbiology with emphasis on the relationships of microorganisms to humans. Topics include common groups of microorganisms and their relationships to human disease, including means of transmission, body defenses, prevention, control, and treatment. Upon completion, students should be able to practice and recognize the value of aseptic technique in microbial control.

		Clinical	Class	Lab	Credit
BIO 275	**Microbiology**		**3**	**3**	**4**

Prerequisites: BIO 111, BIO 112, BIO 163, or BIO 168
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

Blueprint Reading

BPR 111	**Blueprint Reading**	**1**	**2**	**2**

Prerequisites:
Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121	**Blueprint Reading: Mechanical**	**1**	**2**	**2**

Prerequisites: BPR 111
Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130	**Blueprint Reading/Construction**	**1**	**2**	**2**

Prerequisites:
Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BPR 135	**Schematics & Diagrams**	**2**	**0**	**2**

Prerequisites:
Corequisites: None

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

Business

		Clinical	Class	Lab	Credit
BUS 110	**Introduction to Business**		3	0	3
Prerequisites:					
Corequisites:	None				

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

BUS 115	**Business Law I**		3	0	3
Prerequisites:					
Corequisites:	None				

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 116	**Business Law II**		3	0	3
Prerequisites:	BUS 115				
Corequisites:	None				

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	**Business Math**		2	2	3
Prerequisites:					
Corequisites:	None				

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

BUS 135	**Principles of Supervision**		3	0	3
Prerequisites:					
Corequisites:	None				

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137	**Principles of Management**		3	0	3
Prerequisites:					
Corequisites:	None				

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

		Clinical	Class	Lab	Credit
BUS 147	**Business Insurance**		3	0	3
Prerequisites:					
Corequisites:	None				

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 152	**Human Relations**	3	0	3
Prerequisites:				
Corequisites:	None			

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

BUS 153	**Human Resource Management**	3	0	3
Prerequisites:				
Corequisites:	None			

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

BUS 225	**Business Finance**	2	2	3
Prerequisites:	ACC 120			
Corequisites:	None			

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230	**Small Business Management**	3	0	3
Prerequisites:				
Corequisites:	None			

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 231	**Computerized Inventory**	2	2	3
Prerequisites:	ACC 120 and CIS 110			
Corequisites:	None			

This course provides an overview of inventory procedures as related to management decisions. Emphasis is placed on general terms, methods, techniques, and computer applications. Upon completion, students should be able to apply inventory principles and processes in the workplace.

		Clinical	Class	Lab	Credit
BUS 235	**Performance Management**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

BUS 239	**Business Applications Seminar**	**1**	**2**	**2**
Prerequisites:	ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 251 or 252			
Corequisites:	None			

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

BUS 252	**Labor Relations**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

BUS 253	**Leadership and Management Skills**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

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

BUS 260	**Business Communication**	**3**	**0**	**3**
Prerequisites:	ENG 111 and OST 131			
Corequisites:	None			

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

BUS 270	**Professional Development**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

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

Carpentry

		Clinical	Class	Lab	Credit
CAR 110	**Introduction to Carpentry**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 114	**Residential Building Codes**	**3**	**0**	**3**

Prerequisites:
Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

Computer Engineering Technology

CET 111	**Computer Upgrade/Repair I**	**2**	**3**	**3**

Prerequisites:
Corequisites: None

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, 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 specification.

CET 211	**Computer Upgrade/Repair II**	**2**	**3**	**3**

Prerequisites: CET 111
Corequisites: None

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics 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.

Chemistry

CHM 130	**General, Organic, & Biochemistry**	**3**	**0**	**3**

Prerequisites: MAT 070
Corequisites: None

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

		Clinical	Class	Lab	Credit
CHM 130A	**General, Organic, & Biochemistry Lab**		**0**	**2**	**1**
Prerequisites:	MAT 070				
Corequisites:	CHM 130				

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.

CHM 151	**General Chemistry I**	**3**	**3**	**4**
Prerequisites:	MAT 070			
Corequisites:	None			

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

CHM 152	**General Chemistry II**	**3**	**3**	**4**
Prerequisites:	CHM 151			
Corequisites:	None			

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

CHM 251	**Organic Chemistry I**	**3**	**3**	**4**
Prerequisites:	CHM 152			
Corequisites:	None			

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl-halides, alcohols, and ethers: further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in Chemistry 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

CHM 252	**Organic Chemistry II**	**3**	**3**	**4**
Prerequisites:	CHM 251			
Corequisites:	None			

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Information Systems

		Clinical	Class	Lab	Credit
CIS 110	**Introduction to Computers**		2	2	3
Prerequisites:	RED 080, MAT 060, OST 080 or satisfactory scores on placement tests				
Corequisites:	None				

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

CIS 115	**Introduction to Programming & Logic**		2	2	3
Prerequisites:	MAT 070, RED 080, OST 080 or satisfactory scores on placement tests				
Corequisites:	None				

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 120	**Spreadsheet I**		2	2	3
Prerequisites:	CIS 110, OST 080 or satisfactory scores on placement tests, MAT 070				
Corequisites:	None				

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130	**Survey of Operating Systems**		2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on placement tests				
Corequisites:	None				

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 147	**Operating System - Windows™**		2	2	3
Prerequisites:					
Corequisites:	CIS 130				

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

		Clinical	Class	Lab	Credit
CIS 152	**Database Concepts & Applications**		**2**	**2**	**3**
Prerequisites:	CIS 110 or CIS 115, OST 080 or satisfactory scores on placement tests				
Corequisites:	None				

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 164	**DTP Layout & Design**		**2**	**2**	**3**
Prerequisites:	OST 134, CIS 110, OST 080 or satisfactory scores on placement tests				
Corequisites:	None				

This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be able to create projects that visually enhance communication.

CIS 172	**Introduction to the Internet**		**2**	**3**	**3**
Prerequisites:	RED 080, MAT 060, OST 080, or satisfactory scores on placement tests				
Corequisites:	None				

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other realted topics. Upon completion, students should be able to use Internet resources, retrieve-decompress files, and use e-mail, FTP, and other Internet tools.

CIS 245	**Operating System- Multi-User**		**2**	**3**	**3**
Prerequisites:					
Corequisites:	None				

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

Criminal Justice

CJC 100	**Basic Law Enforcement Training**		**9**	**27**	**18**
Prerequisites:					
Corequisites:	None				

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

		Clinical	Class	Lab	Credit
CJC 111	**Introduction to Criminal Justice**		3	0	3

Prerequisites:
Corequisites: None

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.

CJC 112	**Criminology**	3	0	3

Prerequisites:
Corequisites: None

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

CJC 113	**Juvenile Justice**	3	0	3

Prerequisites:
Corequisites: None

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

CJC 121	**Law Enforcement Operations**	3	0	3

Prerequisites:
Corequisites: None

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.

CJC 122	**Community Policing**	3	0	3

Prerequisites:
Corequisites: None

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

CJC 131	**Criminal Law**	3	0	3

Prerequisites:
Corequisites: None

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

		Clinical	Class	Lab	Credit
CJC 132	**Court Procedure & Evidence**		3	0	3

Prerequisites:
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141	**Corrections**		3	0	3

Prerequisites:
Corequisites: None

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.

CJC 151	**Introduction to Loss Prevention**		3	0	3

Prerequisites:
Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 212	**Ethics & Community Relations**		3	0	3

Prerequisites:
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215	**Organization & Administration**		3	0	3

Prerequisites:
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

		Clinical	Class	Lab	Credit
CJC 221	**Investigative Principles**		3	2	4

Prerequisites:
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222	**Criminalistics**		3	0	3

Prerequisites:
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231	**Constitutional Law**		3	0	3

Prerequisites:
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 241	**Community-Based Corrections**		3	0	3

Prerequisites:
Corequisites: None

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.

Cooperative Education

COE 110	**World of Work**	0	1	0	1

Prerequisites:
Corequisites:

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

		Clinical	Class	Lab	Credit
COE 111	**Co-op Work Experience I**	**10**	**0**	**0**	**1**

Prerequisites:
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112	**Co-op Work Experience I**	**20**	**0**	**0**	**2**

Prerequisites:
Corequisites:

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115	**Work Experience Seminar I**	**0**	**1**	**0**	**1**

Prerequisites:
Corequisites: COE 111 or COE 112

This course provides procedures necessary for the Co-op student to receive maximum benefit from his/her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

COE 121	**Co-op Work Experience II**	**10**	**0**	**0**	**1**

Prerequisites: COE 111
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122	**Co-op Work Experience II**	**20**	**0**	**0**	**2**

Prerequisites: COE 112
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 131	**Co-op Work Experience III**	**10**	**0**	**0**	**1**

Prerequisites: COE 111 and 121
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

		Clinical	Class	Lab	Credit
COE 132	**Co-op Work Experience III**	**20**	**0**	**0**	**2**

Prerequisites: COE 112 and 122
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Communication

COM 120	**Interpersonal Communication**	**3**	**0**	**3**

Prerequisites:
Corequisites: None

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. The course will include the preparation and delivery of well-organized speeches. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 231	**Public Speaking**	**3**	**0**	**3**

Prerequisites:
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. T*his course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

Cosmetology

COS 111	**Cosmetology Concepts I**	**4**	**0**	**4**

Prerequisites:
Corequisites: COS 112

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

		Clinical	Class	Lab	Credit
COS 112	**Salon I**		**0**	**24**	**8**
Prerequisites:					
Corequisites:	COS 111				

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

COS 113	**Cosmetology Concepts II**	**4**	**0**	**4**
Prerequisites:	COS 111 and COS 112			
Corequisites:	COS 114			

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

COS 114	**Salon II**	**0**	**24**	**8**
Prerequisites:	COS 112			
Corequisites:	COS 113			

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

COS 115	**Cosmetology Concepts III**	**4**	**0**	**4**
Prerequisites:	COS 111 and COS 112			
Corequisites:	COS 116			

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

COS 116	**Salon III**	**0**	**12**	**4**
Prerequisites:				
Corequisites:	COS 115			

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

COS 119	**Esthetics Concepts I**	**0**	**2**	**2**
Prerequisites:	None			
Corequisites:	None			

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

		Clinical	Class	Lab	Credit
COS 123	**Contemporary Hair Coloring**		1	3	2
Prerequisites:	COS 111 and COS 112				
Corequisites:	None				

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 124	**Trichology & Chemistry**		1	3	2
Prerequisites:					
Corequisites:	None				

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 140	**Contemporary Design**		1	3	2
Prerequisites:	COS 111 and COS 112				
Corequisites:	None				

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 160	**Design Applications**		1	3	2
Prerequisites:					
Corequisites:	None				

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

Computer Science

CSC 135	**COBOL Programming**		2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on placement tests				
Corequisites:	CIS 115				

This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.

CSC 148	**JAVA Programming**		2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on placement tests, CIS 115, CSC 135				
Corequisites:	None				

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, and debug JAVA language programs.

		Clinical	Class	Lab	Credit
CSC 160	**Introduction to Internet Programming**		2	3	3
Prerequisites:	CIS 172				
Corequisites:	None				

This course introduces client-side internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site and navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

CSC 139	**Visual BASIC Programming**	2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on placement tests			
Corequisites:	None			

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 141	**Visual C++ Programming**	2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on placement tests, CIS 115, CSC 135 or CSC 139			
Corequisites:	None			

This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

CSC 143	**Object Oriented Programming**	2	3	3
Prerequisite	RED 080, MAT 070, OST 080 or satisfactory scores on placement tests, CIS 115, CSC 135 or CSC 139			
Corequisite: None				

This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment. This course is a unique concentration requirement of the Programming Concentration in the Information Systems program.

CSC 235	**Advanced COBOL**	2	3	3
Prerequisites:	CSC 135			
Corequisites:	None			

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. This course is a unique concentration requirement in the Programming concentration in the Information Systems program.

		Clinical	Class	Lab	Credit
CSC 239	**Advanced Visual BASIC**		2	3	3
Prerequisites:	CSC 139				
Corequisites:	None				

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 241	**Advanced Visual C++**		2	3	3
Prerequisites:	CSC 141				
Corequisites:	None				

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, subprograms, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

Construction

CST 110	**Introduction to Construction**	1	2	0	2
Prerequisites:					
Corequisites:	None				

This course introduces construction terminology, materials, and practices found at a construction worksite. Emphasis is placed on common and innovative practices, methods, materials, and other related topics of the construction industry. Upon completion, students should be able to successfully identify various practices, methods, and materials used in the construction industry.

CST 111	**Construction I**	3	3	0	4
Prerequisites:					
Corequisites:	None				

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST 112	**Construction II**	3	3	0	4
Prerequisites:	CST III				
Corequisites:	None				

This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

		Clinical	Class	Lab	Credit
CST 115	**Drywall Installation**	**1**	**3**	**0**	**2**
Prerequisites:					
Corequisites:	None				

This course introduces theory and construction methods associated with drywall installation and finish. Topics include safety, tool use, measurement and layout, and materials and procedures used to install and finish drywall products. Upon completion, students should be able to properly lay out, cut, install, and finish drywall products with supervision.

CST 131	**OSHA/Safety/Certification**	**2**	**2**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 211	**Construction Surveying**	**2**	**3**	**0**	**3**
Prerequisites:	MAT 120 or MAT 121				
Corequisites:	None				

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveying. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 221	**Statics/Structures**	**3**	**3**	**0**	**4**
Prerequisites:	MAT 120 or MAT 121 and CST 112 or CAR 111				
Corequisites:	None				

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241	**Planning/Estimating I**	**3**	**0**	**0**	**3**
Prerequisites:	BPR 130 or MAT 120 or MAT 121				
Corequisites:	None				

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

Design Drafting

		Clinical	Class	Lab	Credit
DDF 211	**Design Drafting I**	**0**	**2**	**6**	**4**
Prerequisites:	DFT 112				
Corequisites:	None				

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for finished product.

DDF 252	**Solid Models and Rendering**	**0**	**3**	**2**	**4**
Prerequisites:	DFT 153				
Corequisites:	None				

This course introduces three-dimensional solid modeling and design software. Topics include parametric design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create three-dimensional solid models using parametric design, generate two-dimensional views, and render three-dimensional models.

Developmental Disabilities

DDT 110	**Developmental Disabilities**	**3**	**0**	**0**	**3**
Prerequisites:					
Corequisites:	None				

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

Drafting

DFT 111	**Technical Drafting I**		**1**	**3**	**2**
Prerequisites:					
Corequisites:	None				

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 111A	**Technical Drafting I Lab**		**0**	**3**	**1**
Prerequisites:					
Corequisites:	DFT 111				

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

		Clinical	Class	Lab	Credit
DFT 112	**Technical Drafting II**		1	3	2
Prerequisites:	DFT 111				
Corequisites:	None				

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. All drawings will be produced by computer using CAD software.

DFT 112A	**Technical Drafting II Lab**		0	3	1
Prerequisites:					
Corequisites:	DFT 112				

This course provides a laboratory setting to enhance advanced drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

DFT 119	**Basic CAD**		1	2	2
Prerequisites:					
Corequisites:	None				

This course introduces computer-aided 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.

DFT 121	**Introduction to GD & T**		1	2	2
Prerequisites:	DFT 111				
Corequisites:	None				

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings. All drawings will be produced by computer using CAD software.

DFT 151	**CAD I**		2	3	3
Prerequisites:					
Corequisites:	None				

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

DFT 152	**CAD II**		2	3	3
Prerequisites:	DFT 151				
Corequisites:	None				

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

		Clinical	Class	Lab	Credit
DFT 153	**CAD III**		2	3	3
Prerequisites:	DFT 111 and DFT 151				
Corequisites:	None				

This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.

DFT 170	**Engineering Graphics**		2	2	3
Prerequisites:					
Corequisites:	None				

This course introduces basic engineering graphics skills, equipment, and applications (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.

DFT 211	**Gears, Cams, & Pulleys**		1	3	2
Prerequisites:	DFT 111 and MAT 121				
Corequisites:	None				

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios. All drawings will be produced by computer using CAD software.

DFT 214	**Descriptive Geometry**		1	2	2
Prerequisites:	DFT 111				
Corequisites:	None				

This course includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques. All drawings will be produced by computer using CAD software.

DFT 231	**Jig & Fixture Design**		1	2	2
Prerequisites:	DFT 112 and MEC 210, MEC 250 or MEC 252				
Corequisites:	None				

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture. All drawings will be produced by computer using CAD software.

Economics

		Clinical	Class	Lab	Credit
ECO 251	**Principles of Microeconomics**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252	**Principles of Macroeconomics**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Education

EDU 111	**Early Childhood Credential I**	**2**	**0**	**2**
Prerequisites:				
Corequisites:	None			

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112	**Early Childhood Credential II**	**2**	**0**	**2**
Prerequisites:				
Corequisites:	None			

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

		Clinical	Class	Lab	Credit
EDU 113	**Family Childcare Credential**		2	0	2
Prerequisites:					
Corequisites:	None				

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family childcare home.

EDU 118	**Teacher Associate Principles and Practice**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy.

EDU 131	**Children, Family, & Community**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144	**Child Development I**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145	**Child Development II**	3	0	3
Prerequisites:	EDU 144			
Corequisites:	None			

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

		Clinical	Class	Lab	Credit
EDU 146	**Child Guidance**		3	0	3
Prerequisites:					
Corequisites:	None				

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151	**Creative Activities**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 151A	**Creative Activities Lab**	0	2	1
Prerequisites:				
Corequisites:	EDU 151			

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 152	**Music, Movement, & Language**	3	0	3
Prerequisites:				
Corequisites:	None			

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

EDU 152A	**Music, Movement, & Language Lab**	0	2	1
Prerequisites:				
Corequisites:	EDU 152			

This course provides a laboratory component to complement EDU 152. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate music, movement, and language activities.

		Clinical	Class	Lab	Credit
EDU 153	**Health, Safety, & Nutrition**		3	0	3
Prerequisites:					
Corequisites:	None				

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 153A	**Health, Safety, & Nutrition Lab**		0	2	1
Prerequisites:					
Corequisites:	EDU 153				

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 172	**Education Tools**		2	2	3
Prerequisites:					
Corequisites:	None				

This course covers practical applications of technology in educational settings. Topics include software selection for classroom usage, record keeping, and adaptive technology for children with special needs. Upon completion, students should be able to demonstrate appropriate computer skills for the educational environment.

EDU 221	**Children with Special Needs**		3	0	3
Prerequisites:	EDU 144 and EDU 145 or PSY 244 and PSY 245				
Corequisites:	None				

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234	**Infants, Toddlers, & Twos**		3	0	3
Prerequisites:					
Corequisites:	None				

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235	**School-Age Development & Program**		2	0	2
Prerequisites:					
Corequisites:	None				

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

		Clinical	Class	Lab	Credit
EDU 252	**Math & Science Activities**		3	0	3
Prerequisites:					
Corequisites:	None				

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 252A	**Math & Science Activity Lab**	0	2	1
Prerequisites:				
Corequisites:	EDU 252			

This course provides a laboratory component to complement EDU 252. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate math and science activities.

EDU 254	**Music & Movement for Children**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

EDU 259	**Curriculum Planning**	3	0	3
Prerequisites:	EDU 112, EDU 113, or EDU 119			
Corequisites:	None			

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261	**Early Childhood Admininstration I**	2	0	2
Prerequisites:				
Corequisites:	None			

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262	**Early Childhood Admininstration II**	3	0	3
Prerequisites:	EDU 261			
Corequisites:	None			

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

		Clinical	Class	Lab	Credit
EDU 275	**Effective Teacher Training**		2	0	2
Prerequisites:	None				
Corequisites:	None				

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 282	**Early Childhood Literature**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285	**Internship Exp-School Age**	1	0	1
Prerequisites:	ENG 111 and completion of curriculum core requirements			
Corequisites:	COE 121 or COE 122			

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education.

EDU 288	**Advanced Issues/Early Child Education**	2	0	2
Prerequisites:				
Corequisites:	None			

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

Electric Lineman Technology

ELT 112	**National Electrical Safety Code**	2	2	3
Prerequisites:				
Corequisites:	None			

This course covers the use of the current National Electrical Safety Code. Topics will include NESC history, electrical terms, electrical power systems, construction of overhead and underground distribution, transmission lines, materials used, and maintenance procedures. The course will also cover an overview of the meter side of the NEC. Upon completion, students would be able to effectively use the NESC.

Electricity

		Clinical	Class	Lab	Credit
ELC 111	**Introduction to Electricity**		2	2	3
Prerequisites:					
Corequisites:	None				

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/ electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); poser; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112	**DC/AC Electricity**		3	6	5
Prerequisites:					
Corequisites:	None				

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113	**Basic Wiring I**		2	6	4
Prerequisites:					
Corequisites:	None				

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114	**Basic Wiring II**		2	6	4
Prerequisites:	ELC 113				
Corequisites:	None				

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with 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 electrical installations.

ELC 115	**Industrial Wiring**		2	6	4
Prerequisites:	ELC 113				
Corequisites:	None				

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

		Clinical	Class	Lab	Credit
ELC 117	**Motors and Controls**		2	6	4
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118	**National Electrical Code**	1	2	2
Prerequisites:				
Corequisites:	None			

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119	**NEC Calculations**	1	2	2
Prerequisites:				
Corequisites:	None			

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 121	**Electrical Estimating**	1	2	2
Prerequisites:	ELC 113			
Corequisites:	None			

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 125	**Diagrams and Schematics**	1	2	2
Prerequisites:				
Corequisites:	None			

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 126	**Electrical Computations**	2	2	3
Prerequisites:				
Corequisites:	None			

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

		Clinical	Class	Lab	Credit
ELC 127	**Software for Technicians**		1	2	2
Prerequisites:					
Corequisites:	None				

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics- related applications.

ELC 128	**Introduction to PLC**		2	3	3
Prerequisites:	ELC 117				
Corequisites:	None				

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131	**DC/AC Circuit Analysis**		4	3	5
Prerequisites:					
Corequisites:	MAT 121				

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 software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132	**Electrical Drawings**		1	3	2
Prerequisites:					
Corequisites:	None				

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 133	**Advanced Circuit Analysis**		2	3	3
Prerequisites:	ELC 131				
Corequisites:	None				

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques for electrical/electronics majors. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 135	**Electrical Machines I**		2	2	3
Prerequisites:	ELC 112, ELC 131, or ELC 140				
Corequisites:	None				

This course covers magnetic circuits, transformers, DC/AC generators, and a review of the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and generator regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC single- and three-phase transformer and generator circuits.

		Clinical	Class	Lab	Credit
ELC 215	**Electrical Maintenance**		2	3	3
Prerequisites:	ELC 117				
Corequisites:	None				

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228	**PLC Applications**		2	6	4
Prerequisites:	ELC 128				
Corequisites:	None				

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

ELC 229	**Applications Project**		1	3	2
Prerequisites:	ELC 112, ELC 113 or ELC 140				
Corequisites:	None				

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.

Electronics

ELN 131	**Electronic Devices**		3	3	4
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132	**Linear IC Applications**		3	3	4
Prerequisites:	ELN 131				
Corequisites:	None				

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

		Clinical	Class	Lab	Credit
ELN 133	**Digital Electronics**		3	3	4
Prerequisites:	ELC 131, ELC 112, or ELN 131				
Corequisites:	None				

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 135	**Electronic Circuits**		2	3	3
Prerequisites:	ELN 131				
Corequisites:	None				

This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, PLLs, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on service information.

ELN 143	**Television Servicing**		4	6	6
Prerequisites:	ELN 140				
Corequisites:	None				

This course provides a detailed study of the operation and repair of television receiver systems. Topics include operation, alignment, and repair of television receiver systems. Upon completion, students should be able to troubleshoot, maintain, and repair television receiver systems.

ELN 152	**Fabrication Techniques**		1	3	2
Prerequisites:					
Corequisites:	None				

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 229	**Industrial Electronics**		2	4	4
Prerequisites:	ELC 112 or ELC 131, ELN 131				
Corequisites:	None				

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 231	**Industrial Controls**		2	3	3
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

		Clinical	Class	Lab	Credit
ELN 232	**Introduction to Microprocessors**		3	3	4
Prerequisites:	ELN 133				
Corequisites:	None				

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

ELN 234	**Communication Systems**		3	3	4
Prerequisites:	ELN 132				
Corequisites:	None				

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 236	**Fiber Optics and Lasers**		3	2	4
Prerequisites:	ELN 234				
Corequisites:	None				

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

ELN 244	**Computer Repair**		3	6	5
Prerequisites:	ELN 133				
Corequisites:	None				

This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.

ELN 260	**Progammable Logic Controllers**		3	3	4
Prerequisites:					
Corequisites:	None				

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

		Clinical	Class	Lab	Credit
ELN 275	**Troubleshooting**		1	2	2
Prerequisites:					
Corequisites:	ELN 133				

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

English

ENG 080	**Writing Foundations**	3	2	4
Prerequisites:	ENG 070 or Satisfactory Placement Test Score			
Corequisites:	None			

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 090	**Composition Strategies**	3	0	3
Prerequisites:	ENG 080			
Corequisites:	None			

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111.*

ENG 102	**Applied Communications II**	3	0	3
Prerequisites:	Satisfactory placement test score or ENG 080			
Corequisites:	None			

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 111	**Expository Writing**	3	0	3
Prerequisites:	ENG 090, RED 090, and OST 080 or Satisfactory Placement Test scores			
Corequisites:	None			

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students should also be able to demonstrate an understanding of the fundamentals of research and documentation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

		Clinical	Class	Lab	Credit
ENG 113	**Literature-Based Research**		3	0	3
Prerequisites:	ENG 111				
Corequisites:	None				

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114	**Professional Research & Reporting**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 125	**Creative Writing I**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	ENG 112, ENG 113, or ENG 114			

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

ENG 135	**Introduction to Short Fiction**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	ENG 113			

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction.

ENG 231	**American Literature I**	3	0	3
Prerequisites:	ENG 113			
Corequisites:	None			

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical, and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
ENG 232	**American Literature II**		3	0	3
Prerequisites:	ENG 113				
Corequisites:	None				

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233	**Major American Writers**		3	0	3
Prerequisites:	ENG 113				
Corequisites:	None				

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241	**British Literature I**		3	0	3
Prerequisites:	ENG 113				
Corequisites:	None				

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242	**British Literature II**		3	0	3
Prerequisites:	ENG 113				
Corequisites:	None				

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 251	**Western World Literature I**		3	0	3
Prerequisites:	ENG 113				
Corequisites:	None				

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
ENG 252	**Western World Literature II**		3	0	3
Prerequisites:	ENG 113				
Corequisites:	None				

This course provides a survey of selected European works from the Neoclassical 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 selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

French

FRE 111	**Elementary French I**		3	0	3
Prerequisites:					
Corequisites:	None				

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112	**Elementary French II**		3	0	3
Prerequisites:	FRE 111				
Corequisites:	None				

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211	**Intermediate French I**		3	0	3
Prerequisites:	FRE 112				
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212	**Intermediate French II**		3	0	3
Prerequisites:	FRE 211				
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Geography

		Clinical	Class	Lab	Credit
GEO 111	**World Regional Geography**		3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 112	**Cultural Geography**		3	0	3

Prerequisites:
Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 113	**Economic Geography**		3	0	3

Prerequisites:
Corequisites: None

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 130	**General Physical Geography**		3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 131	**Physical Geography I**		3	2	4

Prerequisites:
Corequisites: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact.

Gerontology

		Clinical	Class	Lab	Credit
GRO 120	**Gerontology**	**0**	**3**	**0**	**3**
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

Health

HEA 110	**Personal Health/Wellness**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

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.

HEA 112	**First Aid & CPR**	**1**	**2**	**2**
Prerequisites:				
Corequisites:	None			

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HEA 120	**Community Health**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.

History

HIS 121	**Western Civilization I**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Clinical	Class	Lab	Credit
HIS 122	**Western Civilization II**		3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131	**American History I**		3	0	3

Prerequisites:
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132	**American History II**		3	0	3

Prerequisites:
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 215	**Nineteenth-Century Europe**		3	0	3

Prerequisites:
Corequisites: None

This course provides an in-depth survey of European history from 1815 to 1914. Topics include the development of nationalism, liberalism, socialism, imperialism, and the origins of World War I. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in nineteenth-century Europe.

HIS 216	**Twentieth-Century Europe**		3	0	3

Prerequisites:
Corequisites: None

This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe.

		Clinical	Class	Lab	Credit
HIS 226	**The Civil War**		3	0	3

Prerequisites:
Corequisites: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War.

HIS 231	**Recent American History**		3	0	3

Prerequisites:
Corequisites: None

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. The background to these events is reviewed from 1900 and the diplomatic impact of events is stressed as the United States moves into world leadership.

HIS 236	**North Carolina History**		3	0	3

Prerequisites:
Corequisites: None

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.

HIS 293	**Selected Topics in History**		1-3	0-6	3

Prerequisites: Enrollment in the program
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Human Services

HSE 110	**Intro to Human Services**	2	2	0	3

Prerequisites:
Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

		Clinical	Class	Lab	Credit
HSE 112	**Group Process I**	**1**	**2**	**0**	**2**
Prerequisites:	Enrollment in the HSE program				
Corequisites:	None				

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123	**Interviewing Techniques**	**2**	**2**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125	**Counseling**	**2**	**2**	**0**	**3**
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 160	**HSE Clinical Supervision I**	**0**	**1**	**0**	**1**
Prerequisites:	HSE 215, HSE 110, and 12 SHC in the HSE program				
Corequisites:	HSE 163				

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 163	**HSE Clinical Experience I**	**9**	**0**	**0**	**3**
Prerequisites:	HSE 215, HSE 110, and 12 SHC in the HSE program				
Corequisites:	HSE 160				

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210	**Human Services Issues**	**0**	**2**	**0**	**2**
Prerequisites:	Successful completion of 12 SHC in the HSE program				
Corequisites:	None				

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

		Clinical	Class	Lab	Credit
HSE 212	**Group Process II**	**0**	**1**	**2**	**2**
Prerequisites:	HSE 112				
Corequisites:	None				

This course is a continuation of the study of 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 demonstrate their ability to communicate with others and facilitate communications between others.

HSE 215	**Health Care**	**3**	**3**	**2**	**5**
Prerequisites:					
Corequisites:	None				

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.

HSE 225	**Crisis Intervention**	**0**	**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

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

HSE 260	**HSE Clinical Supervision II**	**0**	**1**	**0**	**1**
Prerequisites:	HSE 110, HSE 215, and successful completion of 12 SHC in the HSE program				
Corequisites:	HSE 264				

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 264	**HSE Clinical Experience II**	**12**	**0**	**0**	**4**
Prerequisites:	HSE 110, HSE 215, and successful completion of 12 SHC in the HSE program				
Corequisites:	HSE 260				

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

Humanities

		Clinical	Class	Lab	Credit
HUM 115	**Critical Thinking**		3	0	3
Prerequisites:	ENG 111				
Corequisites:	None				

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 may meet the SACS humanities requirement for AAS degree programs.*

HUM 120	**Cultural Studies: Harlem Renaissance**	3	0	3
Prerequisites:				
Corequisites:	None			

This course introduces the distinctive features of a particular culture. Topics include art, history, music. literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150	**American Women's Studies**	3	0	3
Prerequisites:				
Corequisites:	None			

This course provides an intro-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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160	**Introduction to Film**	3	0	3
Prerequisites:				
Corequisites:	None			

This course introduces the fundamental elements of film artistry and production. Topics includes 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Hydraulics

HYD 110	**Hydraulics/Pneumatics I**	2	3	3
Prerequisites:				
Corequisites:	None			

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

Industrial Science

		Clinical	Class	Lab	Credit
ISC 110	**Workplace Safety**		1	0	1
Prerequisites:					
Corequisites:	None				

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 121	**Environmental Health & Safety**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

ISC 130	**Introduction to Quality Control**	3	0	3
Prerequisites:				
Corequisites:	None			

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

ISC 131	**Quality Management**	3	0	3
Prerequisites:				
Corequisites:	None			

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 132	**Manufacturing Quality Control**	2	3	3
Prerequisites:				
Corequisites:	None			

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

		Clinical	Class	Lab	Credit
ISC 140	**Material & Capacity Planning**		3	0	3
Prerequisites:					
Corequisites:	None				

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

ISC 141	**Production Activity Control**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

ISC 142	**Inventory Management**	3	0	3
Prerequisites:				
Corequisites:	ISC 140			

This course covers the principles, concepts, and techniques of managing inventory. Emphasis is placed on determining what to order, quantities to order, when items are needed, when to order, and how and where to store. Upon completion, students should be able to demonstrate an understanding of the process of inventory management and be prepared for the APICS CPIM examination.

ISC 210	**Operations & Production Planning**	3	0	3
Prerequisites:	OMT 110			
Corequisites:	None			

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.

ISC 221	**Statistical Quality Control**	3	0	3
Prerequisites:	BUS 121, OMT 110			
Corequisites:	None			

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

Internet

		Clinical	Class	Lab	Credit
ITN 110	**Introduction to Web Graphics**		2	2	3
Prerequisites:					
Corequisites:	None				

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics, file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for web pages.

ITN 140	**Web Development Tools**	2	2	3
Prerequisites:				
Corequisites:	None			

This course provides an introduction to web development software suites. Topics includes the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

ITN 150	**Internet Protocols**	2	2	3
Prerequisites:	CIS 172			
Corequisites:	None			

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet as well as setup and maintain these protocols.

ITN 160	**Principles of Web Design**	2	2	3
Prerequisites:				
Corequisites:	None			

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

ITN 170	**Introduction to Internet Databases**	2	2	3
Prerequisites:				
Corequisites:	None			

This is the first of two courses introducing the use of databases to store, retrieve, and query data through HTML forms. Topics include database design for Internet database, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

ITN 180	**Active Server Programming**	2	2	3
Prerequisites:				
Corequisites:	None			

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

		Clinical	Class	Lab	Credit
ITN 240	**Internet Security**		2	2	3
Prerequisites:					
Corequisites:	None				

This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

ITN 260	**Intro to e-Commerce**		2	2	3
Prerequisites:					
Corequisites:	None				

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, security transactions, used and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working e-commerce Internet web-site.

Machining

MAC 111	**Machining Technology I**		2	12	6
Prerequisites:					
Corequisites:	None				

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112	**Machining Technology II**		2	12	6
Prerequisites:	MAC 111				
Corequisites:	None				

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113	**Machining Technology III**		2	12	6
Prerequisites:	MAC 112				
Corequisites:	None				

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 121	**Introduction to CNC**		2	0	2
Prerequisites:					
Corequisites:	None				

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

		Clinical	Class	Lab	Credit
MAC 122	**CNC Turning**		1	3	2
Prerequisites:					
Corequisites:	None				

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124	**CNC Milling**		1	3	2
Prerequisites:					
Corequisites:	None				

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 152	**Advanced Machining Calculations**		1	2	2
Prerequisites:					
Corequisites:	None				

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 222	**Advanced CNC Turning**		1	3	2
Prerequisites:	MAC 122				
Corequisites:	None				

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224	**Advanced CNC Milling**		1	3	2
Prerequisites:	MAC 124				
Corequisites:	None				

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 226	**CNC EDM Machining**		1	3	2
Prerequisites:					
Corequisites:	None				

This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

		Clinical	Class	Lab	Credit
MAC 247	**Production Tooling**		2	0	2
Prerequisites:	MAC 111				
Corequisites:	None				

This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool .

MAC 248	**Production Procedures**		1	2	2
Prerequisites:					
Corequisites:	None				

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

Masonry

MAS 110	**Masonry I**		4	18	10
Prerequisites:					
Corequisites:	None				

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.

MAS 120	**Masonry II**		4	18	10
Prerequisites:					
Corequisites:	None				

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.

MAS 140	**Introduction to Masonry**		1	2	2
Prerequisites:					
Corequisites:	None				

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

Mathematics

		Clinical	Class	Lab	Credit
MAT 060	**Essential Mathematics**		3	2	4
Prerequisites:	Satisfactory Placement Test Scores				
Corequisites:	None				

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070	**Introductory Algebra**	3	2	4
Prerequisites:	MAT 060			
Corequisites:	RED 080			

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080	**Intermediate Algebra**	3	2	4
Prerequisites:	MAT 070			
Corequisites:	RED 080			

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 110	**Mathematical Measurement**	2	2	3
Prerequisites:	MAT 070			
Corequisites:	None			

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115	**Mathematical Models**	2	2	3
Prerequisites:	MAT 070			
Corequisites:	None			

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

		Clinical	Class	Lab	Credit
MAT 121	**Algebra/Trigonometry I**		**2**	**2**	**3**
Prerequisites:	MAT 070				
Corequisites:	None				

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122	**Algebra/Trigonometry II**		**2**	**2**	**3**
Prerequisites:	MAT 121				
Corequisites:	None				

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140	**Survey of Mathematics**		**3**	**0**	**3**
Prerequisites:	MAT 070				
Corequisites:	None				

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151	**Statistics I**		**3**	**0**	**3**
Prerequisites:	MAT 161 or MAT 080 and MAT 161				
Corequisites:	None				

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161	**College Algebra**		**3**	**0**	**3**
Prerequisites:	MAT 080				
Corequisites:	None				

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Core credit will not be given for MAT 161 and MAT 175. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Clinical	Class	Lab	Credit
MAT 162	**College Trigonometry**		3	0	3
Prerequisites:	MAT 161				
Corequisites:	None				

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. Core credit will not be given for both MAT 162 and MAT 175. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175	**Precalculus**		4	0	4
Prerequisites:	High School Algebra III/Trigonometry or satisfactory placement test score				
Corequisites:	None				

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Core credit will not be given for both MAT 175 and MAT 161 (or MAT 162). *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263	**Brief Calculus**		3	0	3
Prerequisites:	MAT 161				
Corequisites:	None				

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271	**Calculus I**		3	2	4
Prerequisites:	MAT 175				
Corequisites:	None				

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Clinical	Class	Lab	Credit
MAT 272	**Calculus II**		3	2	4
Prerequisites:	MAT 271				
Corequisites:	None				

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273	**Calculus III**	3	2	4
Prerequisites:	MAT 272			
Corequisites:	None			

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 280	**Linear Algebra**	3	0	3
Prerequisites:	MAT 271			
Corequisites:	None			

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimennsions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.

MAT 285	**Differential Equations**	3	0	3
Prerequisites:	MAT 272			
Corequisites:	None			

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

Mechanical

MEC 110	**Introduction to CAD/CAM**	1	2	2
Prerequisites:				
Corequisites:	None			

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

		Clinical	Class	Lab	Credit
MEC 111	**Machine Processes I**		2	3	3
Prerequisites:					
Corequisites:	None				

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 112	**Machine Processes II**	2	3	3
Prerequisites:	MEC 111			
Corequisites:	None			

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 160	**Mechanical Industrial Systems**	1	3	2
Prerequisites:				
Corequisites:	None			

This course covers mechanical components used in industrial machine operation. 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

MEC 161	**Manufacturing Processes I**	3	0	3
Prerequisites:				
Corequisites:	None			

This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and non-traditional processing for metals and non-metals.

MEC 180	**Engineering Materials**	2	3	3
Prerequisites:				
Corequisites:	None			

This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.

MEC 210	**Materials-Stress Analysis**	1	2	2
Prerequisites:	MAT 121			
Corequisites:	None			

This course is a study of the principles and analysis of stress within machines and structural elements. Emphasis is placed on various types of loads including static, impact, varying, and dynamic loads. Upon completion, students should be able to demonstrate proficiency in analyzing stress in mechanical joints, welds, beams, and columns.

		Clinical	Class	Lab	Credit
MEC 240	**Mechanical Installation I**		**1**	**6**	**3**
Prerequisites:	MEC 111				
Corequisites:	None				

This course covers the assembling, setting, leveling, and aligning of non-precision equipment, including belt and chain drives, conveyors, shafts, presses, and hoists. Topics include site preparation, grouting, vibration control, safety guarding, lubrication, drawing interpretation, and use of basic millwright tools.
Upon completion, students should be able to properly install mechanical systems consisting of basic drive train components. This class will also include coverage of rigging and moving as it pertains to the current industry needs.

MEC 250	**Statics & Strength of Materials**		**4**	**3**	**5**
Prerequisites:	PHY 131 or PHY 151				
Corequisites:	None				

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

Medical Assisting

MED 110	**Orientation to Medical Assisting**	**0**	**1**	**0**	**1**
Prerequisites:					
Corequisites:	None				

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 116	**Introduction to Anatomy & Physiology**	**0**	**3**	**2**	**4**
Prerequisites:	Enrollment in the Medical Assisting program				
Corequisites:	None				

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118	**Medical Law and Ethics**	**0**	**2**	**0**	**2**
Prerequisites:					
Corequisites:	None				

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

		Clinical	Class	Lab	Credit
MED 121	**Medical Terminology I**	**0**	**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

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

MED 122	**Medical Terminology II**	**0**	**3**	**0**	**3**
Prerequisites:	MED 121, MED 116 or BIO 163				
Corequisites:	None				

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

MED 130	**Administrative Office Procedures I**	**0**	**1**	**2**	**2**
Prerequisites:	Enrollment in the Medical Assisting program				
Corequisites:	MED 121				

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131	**Administrative Office Procedures II**	**0**	**1**	**2**	**2**
Prerequisites:	MED 121, MED 130				
Corequisites:	MED 122, OST 134				

This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134	**Medical Transcription**	**0**	**2**	**2**	**3**
Prerequisites:	MED 122, ENG 111 and OST 134				
Corequisites:					

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140	**Exam Room Procedures I**	**0**	**3**	**4**	**5**
Prerequisites:	Enrollment in the Medical Assisting program, MED 116 or BIO 163, MED 121				
Corequisites:	MED 122, MED 150				

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

		Clinical	Class	Lab	Credit
MED 150	**Laboratory Procedures I**	0	3	4	5
Prerequisites:	Enrollment in the Medical Assisting program, MED 166 or BIO 163, MED 121				
Corequisites:	MED 122, MED 140				

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232	**Medical Insurance Coding**	0	1	3	2
Prerequisites:	MED 122, MED 131				
Corequisites:	None				

This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260	**MED Clinical Externship**	15	0	0	5
Prerequisites:	Enrollment in the Medical Assisting program. OST 134, ENG 111 and successful completion of MED 100 level courses except MED 134.				
Corequisites:	MED 134, PSY 118				

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 270	**Symptomatology**	0	2	2	3
Prerequisites:	Enrollment in the Medical Assisting program, MED 116 or BIO 163				
Corequisites:	None				

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272	**Drug Therapy**	0	3	0	3
Prerequisites:	Enrollment in the Medical Assisting program and, MED 116 or BIO 163, MAT 110				
Corequisites:	None				

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 274	**Diet Therapy/Nutrition**	0	3	0	3
Prerequisites:					
Corequisites:					

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

		Clinical	Class	Lab	Credit
MED 276	**Patient Education**	**0**	**1**	**2**	**2**
Prerequisites:	Enrollment in the Medical Assisting program, MED 150, MED 240				
Corequisites:	None				

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

Marketing and Retailing

MKT 120	**Principles of Marketing**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121	**Retailing**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122	**Visual Merchandising**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

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

MKT 123	**Fundamentals of Selling**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

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

		Clinical	Class	Lab	Credit
MKT 125	**Buying and Merchandising**		3	0	3
Prerequisites:					
Corequisites:	None				

This course includes an analysis of the organization for buying—what, when and how to buy—and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220	**Advertising and Sales Promotion**	3	0	3
Prerequisites:				
Corequisites:	None			

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225	**Marketing Research**	3	0	3
Prerequisites:	MKT 120			
Corequisites:	None			

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

MKT 226	**Retail Applications**	3	0	3
Prerequisites:				
Corequisites:	None			

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completing, students should be able to demonstrate an understanding of concepts covered through application.

MKT 227	**Marketing Applications**	3	0	3
Prerequisites:				
Corequisites:	None			

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

Maintenance

MNT 110	**Introduction to Maintenance Procedures**	1	3	2
Prerequisites:				
Corequisites:	None			

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

		Clinical	Class	Lab	Credit
MNT 111	**Maintenance Practices**		1	3	2
Prerequisites:	MNT 110				
Corequisites:	None				

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT150	**Basic Building Maintenance**		1	3	2
Prerequisites:					
Corequisites:	None				

This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, students should be able to perform basic carpentry and masonry skills in a maintenance setting.

MNT230	**Pumps and Piping System**		1	3	2
Prerequisites:					
Corequisites:	None				

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated values, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MNT240	**Industrial Equipment Troubleshooting**		1	3	2
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				

This course covers the various service procedures, tools, instruments, and other equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

Music

MUS 110	**Music Appreciation**		3	0	3
Prerequisites:					
Corequisites:	None				

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Nursing Assistant

		Clinical	Class	Lab	Credit
NAS 101	**Nursing Assistant I**	**3**	**3**	**2**	**5**
Prerequisites:	High school diploma or GED				
Corequisites:	None				

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

NAS 102	**Nursing Assistant II**	**6**	**3**	**2**	**6**
Prerequisites:	High school diploma or GED and currently listed as NA I with State of North Carolina				
Corequisites:	None				

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course.*

NAS 103	**Home Health Care**	**2**	**0**	**0**	**2**
Prerequisites:	High school diploma or GED				
Corequisites:	None				

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and the use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

NAS 104	**Home Health Clinical**	**0**	**0**	**3**	**1**
Prerequisites:					
Corequisites:	None				

This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. *This is a certificate-level course.*

Networking Technology

NET 110	**Data Communication/Networking**		**2**	**2**	**3**
Prerequisites:	CIS 110, CIS 130				
Corequisites:	None				

This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

		Clinical	Class	Lab	Credit
NET 260	**Internet Development and Support**		3	0	3
Prerequisites:	NET 110 or NET 115 or CIS 282				
Corequisites:	None				

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multi-media, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

Nursing

NUR 115	**Fundamentals of Nursing**	6	2	3	5
Prerequisites:	CNA I Certification; Admission to the Associate Degree Nursing Program				
Corequisites:	BIO 168, NUR 117				

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 116	**Nursing of Older Adults**	3	2	3	4
Prerequisites:	NUR 115, NUR 117, NUR 133				
Corequisites:	None				

This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

NUR 117	**Pharmacology**	0	1	3	2
Prerequisites:	Enrollment in ADN program				
Corequisites:	NUR 115				

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125	**Maternal-Child Nursing**	6	5	3	8
Prerequisites:	NUR 115, NUR 133, BIO 275, PSY 241				
Corequisites:	None				

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

		Clinical	Class	Lab	Credit
NUR 133	**Nursing Assessment**	**0**	**2**	**3**	**3**
Prerequisites:	BIO 168, NUR 115				
Corequisites:	BIO 169				

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135	**Adult Nursing I**	**9**	**5**	**3**	**9**
Prerequisites:	NUR 115, NUR 117, BIO 168, PSY 150				
Corequisites:	BIO 169, NUR 133				

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185	**Mental Health Nursing**	**6**	**3**	**0**	**5**
Prerequisites:	NUR 115, NUR 117				
Corequisites:	None				

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/ mental health needs.

NUR 235	**Adult Nursing II**	**15**	**4**	**3**	**10**
Prerequisites:	NUR 135, BIO 275				
Corequisites:	None				

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. Emphasis will also be placed on introduction of leadership and management principles within course content, for application in the clinical setting.

Operations Management

OMT 110	**Introduction to Operations Management**		**3**	**0**	**3**
Prerequisites:					
Corequisites:	None				

This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.

		Clinical	Class	Lab	Credit
OMT 112	**Materials Management**		3	0	3
Prerequisites:					
Corequisites:	None				

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

OMT 143	**Just-In-Time**	2	0	2
Prerequisites:				
Corequisites:	None			

This course is a study of the quality philosophy and Just-in-Time techniques designed to improve the ability to economically respond to change. Topics include production to demand with perfect quality, no unnecessary lead times, elimination of waste, developing productivity of people, and the quest for continuous improvement. Upon completion, students should be able to demonstrate an understanding of Just-in-Time methods and be prepared for the APICS CPIM examination.

OMT 155	**Meeting & Presentation Skills**	3	0	3
Prerequisites:				
Corequisites:	None			

This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results.

OMT 245	**Master Planning**	3	0	3
Prerequisites:	ISC 140			
Corequisites:	None			

This course includes demand management, production planning, master production scheduling, and final assembly scheduling. Topics include forecasting, budgeting, aggregate output level, and order entry. Upon completion, students should be able to demonstrate an understanding of master planning and be prepared for the APICS CPIM examination.

OMT 246	**Systems and Technology**	2	0	2
Prerequisites:				
Corequisites:	None			

This course includes the planning and design of production systems and the selection of appropriate technology. Emphasis is placed on investigation into computerized production technology and appropriate systems to implement the technology. Upon completion, students should be able to demonstrate an understanding of production systems and technology and be prepared for the APICS CPIM examination.

		Clinical	Class	Lab	Credit
OMT 260	**Issues in Operations Management**		3	0	3
Prerequisites:	ISC 121, ISC 210, OMT 112, and ISC 130, ISC 131, ISC 132, or ISC 221				
Corequisites:	None				

This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

Office Systems Technology

OST 080	**Keyboarding Literacy**	**1**	**2**	**2**
Prerequisites:				
Corequisites:	None			

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131	**Keyboarding**	**1**	**2**	**2**
Prerequisites:	OST 080 or satisfactory score on placement test			
Corequisites:	None			

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Basic word processing functions and document formatting are introduced.

OST 134	**Text Entry & Formatting**	**2**	**2**	**3**
Prerequisites:	OST 131			
Corequisites:	None			

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 136	**Word Processing**	**1**	**2**	**2**
Prerequisites:	OST 131, OST 134			
Corequisites:	None			

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Students will learn to copy and organize diskettes and files, as well as compose, key, and complete a job under time pressure.

OST 137	**Office Software Application**	**1**	**2**	**2**
Prerequisites:				
Corequisites: None				

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.

		Clinical	Class	Lab	Credit
OST 164	**Text Editing Applications**		3	0	3
Prerequisites:	ENG 090, RED 090 or Satisfactory Placement Test Score				
Corequisites:	OST 131				

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. Edited documents will be formatted properly using a computerized word processing program.

OST 181	**Introduction to Office Systems**		3	0	3
Prerequisites:	OST 131				
Corequisites:	None				

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. In addition, telephone techniques, mail services, making travel arrangements, and meeting/conference planning are introduced.

OST 184	**Records Management**		1	2	2
Prerequisites:	None				
Corequisites:	OST 131				

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223	**Machine Transcription I**		1	2	2
Prerequisites:	OST 134, OST 136, and OST 164				
Corequisites:	None				

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 236	**Advanced Word/Information Processing**		2	2	3
Prerequisites:	OST 136				
Corequisites:	None				

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. Students will learn desktop publishing and presentation techniques and terminology such as composition, layout, customization, and graphic design using a number of software programs.

		Clinical	Class	Lab	Credit
OST 289	**Office Systems Management**		2	2	3
Prerequisites:	OST 134, OST 136, OST 164 and 181				
Corequisites:	None				

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. A simulation packet is used to show mastery of table, graph, and correspondence preparation, filing, prioritization, communication skills and use of reference materials.

Phlebotomy

PBT 100	**Phlebotomy Technology**	0	5	2	6
Prerequisites:	Enrollment in the Phlebotomy Technology program				
Corequisites:	PBT 101				

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. *This is a certificate-level course.*

PBT 101	**Phlebotomy Practicum**	9	0	0	3
Prerequisites:	Enrollment in the Phlebotomy Technology program				
Corequisites:	PBT 100				

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. *This is a certificate-level course.*

Physical Education

PED 110	**Fit and Well for Life**		1	2	2
Prerequisites:					
Corequisites:	None				

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 111	**Physical Fitness I**		0	3	1
Prerequisites:					
Corequisites:	None				

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

		Clinical	Class	Lab	Credit
PED 113	**Aerobics I**		0	3	1
Prerequisites:					
Corequisites:	None				

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PED 114	**Aerobics II**	0	3	1
Prerequisites:	PED 113			
Corequisites:	None			

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine.

PED 117	**Weight Training I**	0	3	1
Prerequisites:				
Corequisites:	None			

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.

PED 121	**Walk, Jog, Run**	0	3	1
Prerequisites:				
Corequisites:	None			

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.

PED 128	**Golf—Beginning**	0	2	1
Prerequisites:				
Corequisites:	None			

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 129	**Golf—Intermediate**	0	2	1
Prerequisites:	PED 128			
Corequisites:	None			

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf.

		Clinical	Class	Lab	Credit
PED 130	**Tennis—Beginning**		**0**	**2**	**1**
Prerequisites:					
Corequisites:	None				

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 131	**Tennis—Intermediate**	**0**	**2**	**1**
Prerequisites:	PED 130			
Corequisites:	None			

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 132	**Racquetball—Beginning**	**0**	**2**	**1**
Prerequisites:				
Corequisites:	None			

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball.

PED 133	**Racquetball—Intermediate**	**0**	**2**	**1**
Prerequisites:	PED 132			
Corequisites:	None			

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball.

PED 137	**Badminton**	**0**	**2**	**1**
Prerequisites:				
Corequisites:	None			

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

PED 139	**Bowling—Beginning**	**0**	**2**	**1**
Prerequisites:				
Corequisites:	None			

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

PED 142	**Lifetime Sports**	**0**	**2**	**1**
Prerequisites:				
Corequisites:	None			

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities.

		Clinical	Class	Lab	Credit
PED 143	**Volleyball—Beginning**		0	2	1
Prerequisites:					
Corequisites:	None				

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.

PED 144	**Volleyball—Intermediate**	0	2	1
Prerequisites:	PED 143			
Corequisites:	None			

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

PED 145	**Basketball—Beginning**	0	2	1
Prerequisites:				
Corequisites:	None			

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.

PED 146	**Basketball—Intermediate**	0	2	1
Prerequisites:	PED 145			
Corequisites:	None			

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

Philosophy

PHI 215	**Philosophical Issues**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
PHI 230	**Introduction to Logic**		3	0	3
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning.

PHI 240	**Introduction to Ethics**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Physics

PHY 110	**Conceptual Physics**	3	0	3
Prerequisites:	MAT 070 or Satisfactory Placement Test Score			
Corequisites:	PHY 110A			

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 for the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.*

PHY 110A	**Conceptual Physics Lab**	0	2	1
Prerequisites:	MAT 070 or Satisfactory Placement Test Score			
Corequisites:	PHY 110			

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

PHY 121	**Applied Physics I**	3	2	4
Prerequisites:				
Corequisites:	None			

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion , students should be able to demonstrate an understanding of the principles studies as applied in industrial and service fields.

		Clinical	Class	Lab	Credit
PHY 131	**Physics—Mechanics**		3	2	4
Prerequisites:	MAT 121 or MAT 161				
Corequisites:	None				

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151	**College Physics I**		3	2	4
Prerequisites:	MAT 161 or MAT 175				
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152	**College Physics II**		3	2	4
Prerequisites:	PHY 151				
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251	**General Physics I**		4	3	5
Prerequisites:	MAT 271				
Corequisites:	MAT 272				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Clinical	Class	Lab	Credit
PHY 252	**General Physics II**		3	3	4
Prerequisites:	MAT 272 and PHY 251				
Corequisites:	None				

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Plumbing

PLU 110	**Modern Plumbing**	4	15	9
Prerequisites:				
Corequisites:	None			

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

Political Science

POL 120	**American Government**	3	0	3
Prerequisites:				
Corequisites:	None			

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130	**State & Local Government**	3	0	3
Prerequisites:				
Corequisites:	None			

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

		Clinical	Class	Lab	Credit
POL 210	**Comparative Government**		3	0	3

Prerequisites:
Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220	**International Relations**		3	0	3

Prerequisites:
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 240	**The American Presidency**		3	0	3

Prerequisites:
Corequisites: None

This course provides an in-depth examination of the American presidency as the pivotal institution in American government and history. Emphasis is placed on the creation of the office, its constitutional powers and limitations, elections, and the leadership of selected presidents. Upon completion, students should be able to identify and explain the evolution of presidential powers and the reasons for successful and failed presidential leadership.

Psychology

PSY 118	**Interpersonal Psychology**		3	0	3

Prerequisites:
Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

		Clinical	Class	Lab	Credit
PSY 150	**General Psychology**		3	0	3
Prerequisites:					
Corequisites:	None				

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241	**Developmental Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 246	**Adolescent Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents.

PSY 263	**Educational Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

PSY 265	**Behavioral Modification**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

		Clinical	Class	Lab	Credit
PSY 281	**Abnormal Psychology**		3	0	3
Prerequisites:	PSY 150				
Corequisites:	None				

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Reading

RED 080	**Introduction to College Reading**		3	2	4
Prerequisites:	Satisfactory Placement Test Scores				
Corequisites:	None				

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 090	**Improved College Reading**		3	2	4
Prerequisites:	RED 080 or satisfactory placement tests scores				
Corequisites:	None				

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

Religion

REL 110	**World Religions**		3	0	3
Prerequisites:					
Corequisites:	None				

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
REL 211	**Introduction to Old Testament**		3	0	3

Prerequisites:
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212	**Introduction to New Testament**		3	0	3

Prerequisites:
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Substance Abuse

SAB 130	**Addictive Behaviors**	0	3	0	3

Prerequisites:
Corequisites: None

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

Sociology

SOC 210	**Introduction to Sociology**		3	0	3

Prerequisites:
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Clinical	Class	Lab	Credit
SOC 213	**Sociology of the Family**		3	0	3

Prerequisites:
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220	**Social Problems**	3	0	3

Prerequisites:
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225	**Social Diversity**	3	0	3

Prerequisites:
Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Spanish

SPA 111	**Elementary Spanish I**	3	0	3

Prerequisites:
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
SPA 112	**Elementary Spanish II**		3	0	3
Prerequisites:	SPA 111				
Corequisites:	None				

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 211	**Intermediate Spanish I**	3	0	3
Prerequisites:	SPA 112			
Corequisites:	None			

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212	**Intermediate Spanish II**	3	0	3
Prerequisites:	SPA 211			
Corequisites:	None			

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Welding

WLD 110	**Cutting Processes**	1	3	2
Prerequisites:				
Corequisites:	None			

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 111	**Oxy-Fuel Welding**	1	3	2
Prerequisites:				
Corequisites:	None			

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

		Clinical	Class	Lab	Credit
WLD 112	**Basic Welding Processes**		1	3	2

Prerequisites:
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	**SMAW (Stick) Plate**		2	9	5

Prerequisites:
Corequisites: None

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

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

Prerequisites:
Corequisites: None

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

WLD 131	**GTAW (TIG) Plate**		2	6	4

Prerequisites:
Corequisites: None

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

WLD 141	**Symbols & Specifications**		2	2	3

Prerequisites:
Corequisites: None

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

WLD 143	**Welding Metallurgy**		1	2	2

Prerequisites:
Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

		Clinical	Class	Lab	Credit
WLD 261	**Certification Practices**		1	3	2
Prerequisites:	WLD 115, WLD 121, and WLD 131				
Corequisites:	None				

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262	**Inspection & Testing**		2	2	3
Prerequisites:					
Corequisites:	None				

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Administration, Faculty & Staff

MITCHELL COMMUNITY COLLEGE

Catalog

2001—2002

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The Mitchell Community College Board of Trustees meets on the fourth Wednesday evening of each month except in November and December when the Board meets on the first Wednesday after Thanksgiving to avoid conflict with the Thanksgiving and Christmas Holidays. Also, generally, the Board does not meet in July. Meetings are routinely held at 7:30 p.m. in the Board Room of Kirkman House on the Main Campus in Statesville.

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Judy Phillips ..... Educational Support Services Center Coordinator
Joan Jordan ..... Library Technician (Acquisitions)
Daniel McHargue ..... Audiovisual Services Technician

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Margaret Rankin ..... Secretary
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Lisa Taylor ..... Financial Assistant for Construction Projects
Donna Arnett ..... Bookstore Manager
Sandra Dunn ..... Assistant Bookstore Manager
Ed Wagner ..... Safety/Security Coordinator
Michael Brown ..... Facilities Support Services Supervisor
Terry Braddock ..... Technician
Pamela Bruce ..... Technician
Frank Combs ..... Technician
Donald Horne ..... Technician
Mary Ann Johnson ..... Technician
Robert Johnson ..... Technician
Martha Lambert ..... Technician
Kenny McCorkle ..... Technician
Velva Stevenson ..... Technician
Frederick Strang ..... Technician
Paul Williams ..... Technician
Roy Wilson ..... Technician

Office of the Vice-President for Development

William C. Findt ..... Vice-President for Development
Mary A. Johnson ..... Coordinator of Alumni Services & Institutional Advancement
Eileen F. Thompson ..... Coordinator of Campaign for Excellence and Grants
Jennifer Page ..... Administrative Assistant

Administration, Faculty and Staff

All employee e-mail addresses are in the following format:
first initial of first name last name@mitchell.cc.nc.us (ex. jasel@mitchell.cc.nc.us)

ASEL, JANICE ..... *Director of General Education*
B.A. University of Louisville; M.S. University of Texas

BAILEY, PHYLLIS A. ..... *Developmental Mathematics*
B.S. Livingstone College; M.P.A. State University of New York at Albany; Developmental Education Specialist Certification

BARTLETT, WALTER C. ..... *Coordinator of New Programs*
B.S. Southern Illinois University; M.I.E. North Carolina State University

BATHANTI, JOSEPH R. ..... *English; Writer-in-Residence*
B.A. University of Pittsburgh; M.A. University of Pittsburgh; M.F.A. Warren Wilson College

BEAM, LIBBY ..... *Associate Degree Nursing*
B.S.N. Lenoir Rhyne College; M.ed. Applachian State University

BENTLEY, KIM ..... *Developmental Reading*
B.A. University of North Carolina at Charlotte

BENFIELD, JEFFREY C. ..... *Director of Institutional Technology*
B. S. University of Phoenix; M. S. University of Phoenix

BLACKWELDER, DEAN ..... *Coordinator, MIND Center for Learning and Teaching*
B. S. Appalachian State University; M. A. Appalachian State University

BOBO, ARLENE ..... *Associate Degree Nursing*
A.S.N. Compton Community College; B.S.N. California State University at Long Beach; M.S.N. University of California at Los Angeles

BOYLES, LAURA ..... *Coordinator of Retention*
B.A. Blufton College; M.A. Ohio State University; Ph.D. University of North Carolina at Greensboro

BREWER, JUDY F. ..... *Program Coordinator, Office Systems Technology*
A.A. Central Piedmont Community College; B.S. University of North Carolina at Charlotte

BRZORAD, JOHN ..... *Biology*
B. S. Cornell University; M. S. University Illinois, Champaign-Urbana; Ph.D. Rutgers University

BUELIN, REX ..... *Sociology*
A.A. Surry Community College; B.S.B. Appalachian State University; M.A. Appalachian State University

CALDWELL, KESLEY W. ..... *Information Systems*
A.A.S. Central Piedmont Community College; Microsoft Certified Visual Fox Pro Programmer

CALDWELL, VICKI ..... *Librarian*
A.A. Mitchell College; B.A. Mars Hill College; M.L.S. Appalachian State University

CASHION, MATT ..... *English*
B.A. University of North Carolina at Charlotte: MFA University of Oregon

CLARKE, SHERWYN ..... *Basic Skills Instructional Coordinator*
B.S. Appalachian State University

COOPER, CANDACE C. ..... *Director of Financial Aid*
B.S. Georgia College State University

COOPER, LISA CHEATHAM ..... *Program Coordinator, Criminal Justice*
B.S. University of North Carolina at Charlotte; M.S. University of South Carolina

DABBS, RONALD ..... *Program Coordinator, Mathematics*
B.S. North Carolina State University; M.A. North Carolina State University

DUNST, NANCY B. (DEDE) ..... *Program Coordinator, Early Childhood*
B.A. Queens College; M.Ed. University of North Carolina at Charlotte

EASON, DOUGLAS O. ..... *President*
B.A. Hendrix College; M.A. University of Arkansas; Ph.D. Vanderbilt University

EDGE, FRANK ..... *Developmental Mathematics*
B. S. University of Washington; MAT John Hopkins' University

ELMORE, GAIL LEE ..... *Program Coordinator,Computer Programming and Information Systems*
A.A.S. Catawba Valley Technical College; B.T. Appalachian State University; M.A. AppalachianState University

ETHERIDGE, DONNA R. ..... *Director of Quality Assurance and Institutional Effectiveness*
B.A. Tennessee Wesleyan College; M.Ed. North Carolina State University; Ed.D. North Carolina State University

FINDT, WILLIAM C. ..... *Vice-President for Development*
B.A. Wake Forest University; M.A. Appalachian State University; Ed.D. Virginia Polytechnic Institute and State University

FOLEY, CELESTE ..... *Admissions Specialist/Counselor*
B.A. Belmont Abbey College; M.A. University of North Carolina at Charlotte

GIBSON, CARRIE W. ..... *Coordinator of Special Populations/Disability Services*
B. A. Miles College; M.A. Ball State University; Ed.S. University of North Carolina at Charlotte; Ed.D. University of North Carolina at Charlotte

HAMILTON, JUDY ..... *Director of Mooresville Center*
A.A. Mitchell Community College; B.A. University of North Carolina at Charlotte; M.A. Appalachian State University; Ed.S. Appalachian State University

HARPE, KRISTEN A. ..... *Information Systems*
A.A.S. Wilkes Community College; B.S. Gardner-Webb University

HARRIS, LAVIDA ..... *Basic Skills Instructor*
B.A. Winston-Salem State University

HAYES, PATRICIA ..... *Developmental English*
B. A. Appalachian State University; M. A. Eastern Kentucky University; Post-Graduate Hours University of Mississippi

HEDRICK, BEVERLY ..... *Human Resources Development & Special Projects Coordinator*
A.A. Mitchell Community College; B.A. University of North Carolina at Charlotte; M.A. University of North Carolina at Charlotte

HERBERT, CATHY J. ..... *Associate Degree Nursing*
B.S. University of Rhode Island; M.S. University of Rhode Island

HERMAN, STEPHEN G. ..... *Program Coordinator, Social Science*
A.B. Lenoir-Rhyne College; M.A. Appalachian State University; Ed.S. Appalachian State University

HOLLIDAY, JUDY ..... *Evening Director of Mooresville Center*
B. S. Christopher Newport University; M.A. George Washington University

HOWELL, CHARLIE D. ..... *Accounting Supervisor*
B.S. University of Southern Mississippi

IRUKA, ALPHAEUS A. ..... *Business Administration*
B. S. Gardner-Webb University; M. S. University of North Texas; Ph.D. University of North Texas; Post-Doctoral Studies, Gardner-Webb University

JENNINGS, WILLIAM L. ..... *Director of Testing, Career Planning & Job Placement*
B.S. Virginia Polytechnic Institute and State University; M.S. Radford University; C.A.G.S. Virginia Polytechnic Institute and State University

JOHNSON, CAROL G. ..... *Dean of Continuing Education*
A.A. Mitchell Community College; B.A. University of North Carolina at Charlotte; M.A. Appalachian State University; Ed.S. Appalachian State University

JOHNSON, GARY ..... *Director of Facilities and Auxiliary Services*
B.A. North Carolina State University; M.A. Appalachian State University

JOHNSON, MARY ALDERMAN ..... *Coordinator of Institutional Advancement*
B.A. North Carolina Wesleyan College

KEGARISE, CANDY ..... *Assessment/Retention Specialist—Continuing Education*
A.A. Mitchell Community College; B.S. Gardner-Webb College; M.A. Appalachian State University

KLAENE, PAUL E. ..... *Physics*
B.S. Xavier University; M.P. East Carolina University

KLETT, REX ..... *Director of Learning Resources*
B.A. Eckerd College; M.A. University of Denver; M.S.L.S. University of North Carolina at Chapel Hill

KNIGHT, GORDON C. ..... *Basic Law Enforcement Training*
A.A.S. Mitchell Community College; B.S. Gardner-Webb College; M.B.A. Gardner-Webb University; Advanced Law Enforcement Certification

KRIDER, KAREN W. ..... *Assistant Financial Aid Director/Veterans Coordinator*
A.A. Mitchell Community College

LAWTER, VERNON L., JR. ..... *Director of New and Expanding Industry & Focused Industrial Training*
A.A. Gaston College; B.A. University of North Carolina at Charlotte; M.A. University of North Carolina at Charlotte, Ed.S. Appalachian State University

LEFEVRE, RICHARD J. ..... *Vice-President for Finance and Administration*
B.B.A. Ohio University; M.B.A. Dayton University; Certified Public Accountant

LENTZ, JANE T. ..... *Admissions Specialist/Counselor*
B.S. Appalachian State University, M.A. Appalachian State University

LEPREVOST, CHARLES A. ..... *Accounting*
A.B. John Carroll University; M.S. Appalachian State University

LUCADO, JOHN C. ..... *Business Administration*
A.A.S. Virginia Western Community College; B.A. Radford University; M.S. Radford University

MARKS, MARY M. ..... *Program Coordinator, Medical Assisting & Health Care Programs*
Diploma - Nursing , Kings County Hospital Center School of Nursing, Brooklyn, NY; B.S.N. UNC-Charlotte; M.S.N. UNC-Greensboro

MARTIN, TODD ..... *Psychology*
B.A. Lenoir-Rhyne College; M.A. University of North Carolina at Greensboro; Ed.S. Appalachian State University

McCARTHY, RON ..... *Accounting/Business Administration*
B.B.A. University of Cincinnati; M.B.A. Fayetteville State University; CPA CFPIM

MEEKS, BILLIE A. ..... *Dean of Student Services*
B.A. Appalachian State University; M.Ed. University of North Carolina at Greensboro; Ed.S. University of North Carolina at Greensboro; Certified, National Board of Certified Counselors

MESSER, JAMES ..... *Program Coordinator,Building Construction Tech./Instructor Art Dept.*
A.A. Mitchell Community College; B.S.A. Virginia Commonwealth University; M.S.A. Florida State University

MILLER, KAYE ..... *Director, Allied Health & Human Services*
B.S. Lenoir Rhyne College; M.S.N. University of North Carolina at Greensboro

MOORE, DONALD ..... *Program Coordinator, Art*
B.F.A. University of Alabama; M.A. University of Alabama

MOOSE, WILLIAM C. ..... *Social Science*
A.S. Mitchell College; B.A. Wake Forest University; M.A. Wake Forest University

MYERS, THOMAS V. ..... *Program Coordinator, Human Services & Physical Education*
A.A. Mitchell Community College; B.S. Appalachian State University; M.A. Appalachian State University

NESBITT, LISA ..... *Associate Degree Nursing*
B.S.N Lenoir Rhyne College

NEWTON, ROXANNE ..... *Director of English, Speech & Developmental Education*
A.A. Mitchell Community College, B.A. University of North Carolina at Charlotte; M.A. University of North Carolina at Charlotte

PFEIL, DEBRA ..... *Program Coordinator of Allied Health, Continuing Education*
B.S. East Carolina Universty; M.Ed. Northwestern State University

PHILLIPS, JUDY A. ..... *Educational Support Services Center Coordinator*
A.A. Mitchell Community College; B.A. Lenoir-Rhyne College

POWDEN, MARYBETH H. ..... *Office Systems Technology*
B.S. Vermont State College; M.Ed. University of Georgia

PRATHER, MARIE ..... *Systems Administrator*
A.A.S. Mitchell Community College

PRITCHARD, DIANE J. ..... *Director, Community Services & Occupational Extension*
B.A. Lenoir-Rhyne College; M.Ed. University of North Carolina at Charlotte

RAY, AMY ..... *Program Coordinator,Electronics Engineering Technology*
A.A.S. Central Piedmont Community College

REMBERT, GLORIA ..... *Coordinator of Distance Learning*
B.B.A. Pace University; M.A. New York University; Ed.D. University of Massachusetts, Amherst

RHONEY, DOUGLAS E. ..... *Admissions Specialist/Counselor*
B.A. Lenoir-Rhyne College; M.A. Appalachian State University; Certified, National Board of Certified Counselors

ROBERTSON, BERNARD ..... *Evening Director, Continuing Education/Public Information Officer*
A.A. Mitchell College; B.A. Catawba College

ROUSE, SHARON ..... *Machining Technology*
A.A.S. Manufacturing Engineering; Diploma, Machinist Trade, Rowan Cabarrus Community College; A.S. Mitchell Community College

ROY, KATHLEEN ..... *Mathematics*
B. A. Avila College; M. S. Central Missouri State University

RUMPLE, MARGARET A. ..... *Executive Secretary to the President & Board of Trustees*
2-year Secretarial Science Degree, Lenoir-Rhyne College

SHERRILL, JEFF ..... *Instructional Technology Coordinator*
A.A.S. Mitchell Community College; B.S. University of North Carolina at Charlotte

SHORE, LLOYD ..... *Coordinator, Electrical/Electronics Technology*
B.A. UNC-Charlotte; B.S. N. C. State University

SONEY, RALPH G. ..... *Vice-President for Instruction*
B.A. (Psychology), Appalachian State University; Grad. Studies, American University, Cairo, Egypt & Hebrew University, Jerusalem; M.A. (History), Appalachian State Univ., M.A. (Psychology) Appalachian State Univ., Ed.D., North Carolina State University

SMITH, ROBERT C. ..... *Chemistry*
B. A. Hiram College; M. S. University of Akron

STANLEY, GREG ..... *Director of Admissions and Records*
B.A. University of North Carolina at Charlotte; M.A. Appalachian State University

STANLEY, PRISCILLA C. ..... *Medical Assisting/Phlebotomy*
A.A. Lees-McRae Junior College; B.S.N. University of North Carolina at Charlotte

STATON, BURGESS M., JR. ..... *Program Coordinator, English*
A.A. Wingate College; B.A. Appalachian State University; M.A. Appalachian State University

TAGGERT, RITA L. ..... *Communications*
B. A. University of N. C. at Greensboro; M. A. University of North Carolina at Greensboro

TATE, LOZONA D. ..... *Psychology*
B.S. Alabama A & M College; M.S.W. Atlanta University; M.A. University of North Carolina at Charlotte

TESTERMAN, T. SCOTT ..... *IT Network Coordinator*
B.A. Emory & Henry College

THOMPSON, EILEEN F. ..... *Campaign and Grants Coordinator*
B.A. Ball State University

TUCKER, MICHAEL J. ..... *Director, Small Business Center*
A.S. Brevard Community College; B.S. East Tennessee State University; M.A. East Tennessee State University

TURK, KIMBERLY ..... *Biology*
B.S. North Carolina State University; M.S. North Carolina State University

WAGNER, ED ..... *Coordinator of Campus Safety & Security*
A.A.S. Bergen Community College, B.S. Mercy College; Certified Public Manager Rutgers University; Graduate Certificate in Public Administration Fairleigh Dickinson University

WALL, MARY ..... *Admissions Specialist/Recruiter*
B.A. High Point University; M.S. North Carolina Agricultural & Technical State University

WALSH, ROBERT L. ..... *Communications*
B.S. St. Cloud State University; B.A. St. Cloud State University; M.A. St. Cloud State University; Teaching Endorsement Northern State University

WATERS, DEWEY D. ..... *Program Coordinator, Manufacturing Engineering Technology*
B.S. Western Carolina University; M.A. Appalachian State University

WEIFORD, STEVE ..... *Coordinator, Industrial Maintenance Technology*
A.A.S. Rowan-Cabarrus Community College

WHEELER, BARBARA ..... *Controller*
A.A.S. Guilford Technical Institute

WHITEHEART, JOHN ..... *Business Administration*
A.B. University of North Carolina at Chapel Hill; M.A.C.T. University of North Carolina at Chapel Hill; M.B.A. Western Carolina University

WIERSCH, LINDA S. ..... *Program Coordinator, Associate Degree Nursing*
B.S.N. Radford University; M.S.N. Old Dominion University

WILLIE, RANDALL D. ..... *Coordinator, Cooperative Education/Affirmative Action Officer*
B.A. North Carolina Central University; M.A. North Carolina Central University

WILSON, YOLANDA ..... *Program Coordinator, Developmental English and Reading*
B.A. , M.A., M.A. University of Maryland at College Park

YARBOROUGH, BETSY G. ..... *Associate Degree Nursing*
B.S. Duke University; M.S.N. University of North Carolina at Charlotte

ZEIGLER, KIM ..... *Human Resources Coordinator*
2 Year Retail Business Management Degree, International Business College; P.H.R. Central Piedmont Community College

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