

# WILKES

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## COMMUNITY COLLEGE



2011 - 2012 CATALOG

# WILKES COMMUNITY COLLEGE

Catalog 2011-2012

Volume XXX



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All information printed herein is subject to change without notice. The most current information is available in the online catalog, which can be accessed at [www.wilkescc.edu](http://www.wilkescc.edu).

# College Calendar

## School Year 2011-2012

### Fall Semester 2011

June 20-June 24	Returning Student Registration for Fall Semester
July 6-July 15	New Student Orientation and Registration for Fall Semester*
July 18-July 22	Open Registration for New* and Returning Students for Fall Semester
August 15, Monday (9 am - 4 pm)	Late Registration for Fall Semester
August 16, Tuesday (9 am - 7 pm)	Late Registration for Fall Semester
August 16, Tuesday	Last Day to Withdraw to Receive a 100% Refund
August 18, Thursday	First Day of Classes Fall Semester
August 18-August 22	Drop/Add Period
August 18-October 18	First Session Fall Semester
August 29, Monday	Last Day to Withdraw to Receive a 75% Refund
September 5, Monday	Labor Day Holiday
September 6, Tuesday	Classes Resume
October 10-October 12	Fall Break
October 13, Thursday	Classes Resume
October 19-December 16	Second Session Fall Semester
November 1, Tuesday	Last Day to Withdraw from a Class
November 15, Tuesday	NO CLASS - Open Registration for New* and Returning Students for Spring Semester
November 16, Wednesday	Classes Resume
November 16-November 18	Open Registration for New* and Returning Students for Spring Semester
November 24-November 25	Thanksgiving Holiday
November 28, Monday	Classes Resume
December 16, Friday	Last Day of Classes Fall Semester

\*Placement tests must be completed prior to scheduling an appointment for orientation and registration.

## Spring Semester 2012

November 15, Tuesday	NO CLASS - Open Registration for New* and Returning Students for Spring Semester
November 16-November 18	Open Registration for New* and Returning Students for Spring Semester
January 3, Tuesday (9 am - 7 pm)	Late Registration for Spring Semester
January 3, Tuesday	Last Day to Withdraw to Receive a 100% Refund
January 5, Thursday	First Day of Classes Spring Semester
January 5-January 9	Drop/Add Period
January 5-March 2	First Session Spring Semester
January 16, Monday	Martin Luther King, Jr. Holiday
January 17, Tuesday	Classes Resume
January 17, Tuesday	Last Day to Withdraw to Receive a 75% Refund
February 21, Tuesday	Snow Make-Up Day**
February 22, Wednesday	Classes Resume
March 5-May 9	Second Session Spring Semester
March 8-March 9	Spring Break/Snow Make-Up Days **
March 12, Monday	Classes Resume
March 20, Tuesday	Last Day to Withdraw from a Class
April 3-April 4	Registration for Summer Term
April 6-April 9	Easter Holiday
April 10, Tuesday	NO CLASS – Registration for Currently Enrolled Students for Fall Semester
April 11, Wednesday	Classes Resume
April 11-April 12	Registration for Currently Enrolled Students for Fall Semester
April 25-April 29	MerleFest (No Classes)
April 30, Monday	Classes Resume
May 9, Wednesday	Last Day of Classes Spring Semester
May 11, Friday (6:00 pm)	Graduation

\*\*Priority of snow make-up days will be: 1st – March 8, 2nd – March 9, and 3rd – February 21.

## Summer Term 2012

April 10, Tuesday	NO CLASS – Registration for Currently Enrolled Students for Fall Semester
April 11-April 12	Registration for Currently Enrolled Students for Fall Semester

May 30, Wednesday (9 am – 7 pm)	Late Registration for Summer Term
June 4, Monday	First Day of Classes Summer Term
June 4, Monday	Drop/Add Period
June 4-June 29	First Session Summer Term
June 18-June 22	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 2-July 6	Summer Break
July 9, Monday	Classes Resume
July 9-August 3	Second Session Summer Term
July 10-July 27	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 23-July 27	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
August 3, Friday	Last Day of Classes Summer Term

\*Placement tests must be completed prior to scheduling an appointment for orientation and registration.

## School Year 2012-2013

### Fall Semester 2012

June 18-June 22	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 10-July 27	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 23-July 27	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
August 15, Wednesday (9 am - 4 pm)	Late Registration for Fall Semester
August 16, Thursday (9 am - 7 pm)	Late Registration for Fall Semester
August 16, Thursday	Last Day to Withdraw to Receive a 100% Refund
August 20, Monday	First Day of Classes Fall Semester

August 20-August 22	Drop/Add Period
August 20-October 18	First Session Fall Semester
August 29, Wednesday	Last Day to Withdraw to Receive a 75% Refund
September 3, Monday	Labor Day Holiday
September 4, Tuesday	Classes Resume
October 8-October 10	Fall Break
October 11, Thursday	Classes Resume
October 19-December 17	Second Session Fall Semester
October 22-November 2	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 1, Thursday	Last Day to Withdraw from a Class
November 5-November 9	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 12-November 16	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 12-November 16	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
November 22-November 23	Thanksgiving Holiday
November 26, Monday	Classes Resume
December 17, Monday	Last Day of Classes Fall Semester

\*Placement test must be completed prior to scheduling an appointment for orientation and registration.

### **Spring Term 2013**

October 22-November 2	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 5-November 9	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 12-November 16	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 12-November 16	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
January 3, Thursday (9 am - 7 pm)	Late Registration for Spring Semester
January 3, Thursday	Last Day to Withdraw to Receive a 100% Refund
January 7, Monday	First Day of Classes Spring Semester



January 7-January 9	Drop/Add Period
January 7-March 11	First Session Spring Semester
January 16, Wednesday	Last Day to Withdraw to Receive a 75% Refund
January 21, Monday	Martin Luther King, Jr. Holiday
January 22, Tuesday	Classes Resume
March 4-March 8	Spring Break/Snow Make-Up Days **
March 11, Monday	Classes Resume
March 12-May 13	Second Session Spring Semester
March 18-March 28	Advising for Currently Enrolled <sup>1</sup> Students for Summer Term and Fall Semester
March 25, Monday	Last Day to Withdraw from a Class
March 29-April 1	Easter Holiday
April 2, Tuesday	Classes Resume
April 2-April 3	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 4-April 5	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 4-April 5	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 8-April 12	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Fall Semester
April 24-April 28	MerleFest (No Classes)
April 29, Monday	Classes Resume
May 13, Monday	Last Day of Classes Spring Semester
May 15, Wednesday (6:00 pm)	Graduation

\*\*Designates built-in make-up days. March 4 – 1st make-up day.

### **Summer Term 2013**

April 2-April 3	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 4-April 5	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 4-April 5	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students For Summer Term

May 30, Thursday (9 am – 7 pm)	Late Registration for Summer Term
June 3, Monday	First Day of Classes Summer Term
June 3, Monday	Drop/Add Period
June 3-June 28	First Session Summer Term
June 17-June 21	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 1-July 5	Summer Break
July 8, Monday	Classes Resume
July 8-August 2	Second Session Summer Term
July 9-July 26	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 22-July 26	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
August 2, Friday	Last Day of Classes Summer Term

\*Placement test must be completed prior to scheduling an appointment for orientation and registration.

**<sup>1</sup>Currently Enrolled Student:** A student who is enrolled during the current semester/term.

**<sup>2</sup>Currently Admitted Student:** A student who was enrolled during one of the two most recent semesters prior to the semester or term for which he or she is planning to register. (Example: A student must have been enrolled Spring 2012 or Fall 2012 in order to participate in the “Currently Admitted Student” registration period for Spring 2013. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

**<sup>3</sup>Readmitted Student:** A student who has not been enrolled for two or more consecutive semesters. The student must apply for readmission to the college and must meet with an academic advisor prior to participating in online registration. Students who have not been enrolled for three or more years must attend a new student orientation session. (Example: A previous WCC student who was not enrolled Spring 2012 or Fall 2012 must apply for readmission for the Spring 2013 registration period. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

**<sup>4</sup>New Student:** An entering student, including first time degree seeking students, students transferring from another institution, and students who were concurrently enrolled in high school and college. A new student must attend a new student orientation session prior to being registered for classes.

## **Accreditations**

### **Southern Association of Colleges and Schools**

Wilkes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees, diplomas, and certificates. Questions about accreditation status may be directed to SACS, 1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number (404) 679-4501. All other inquires, including requests for admissions information, should be directed to the college, (336) 838-6100.

The Wilkes Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Programs  
35 East Wacker Drive, Suite 1970  
Chicago, IL 60601-2208  
(312) 553-9355

The WCC Respiratory Therapy Program holds Initial Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

Commissions on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

Commission on Dental Accreditation

National Automotive Technicians Education Foundation, Inc.

North Carolina Board of Nursing

North Carolina Criminal Justice Education and Training Standards Commission

North Carolina Sheriff's Education and Training Standards Commission

North Carolina State Board of Cosmetic Examiners

### **Member**

North Carolina Community College System

North Carolina Association of Colleges and Universities

Southern Association of Community Colleges

American Association of Community Colleges

August 2011  
Wilkes Community College  
Wilkesboro, NC

Affirmative Action/Equal Opportunity Institution of Higher Education

## History

In 1963, the North Carolina General Assembly passed the Community College Act creating a system of comprehensive community colleges and technical institutes. In September 1964, the people of Wilkes County approved the establishment of a community college through a bond vote for construction of facilities and a tax authorization for the operation of the college. Wilkes Community College was approved by the State Board of Education on October 1, 1964.

The first Board of Trustees was sworn into office on January 15, 1965, and the name "Wilkes Community College" was officially adopted on that date. This board employed Dr. Howard E. Thompson as the college's first president, and he served from March 5, 1965 to June 30, 1977. He was followed by Dr. David E. Daniel, July 1, 1977 to April 2, 1989; Dr. H. Edwin Beam, interim president, April 3, 1989 to July 16, 1989; Dr. James R. Randolph, July 17, 1989 to July 7, 1995; Dr. Swanson Richards, interim president, July 8, 1995 to February 29, 1996; and Dr. Gordon G. Burns, Jr., the college's current president who assumed duties on March 1, 1996. In 1990, the Board of Trustees was expanded to include two trustees from each of Alleghany and Ashe counties, making a total of 16 trustees plus the Student Government Association president.

Thompson, Hayes, and Lovette Halls, the first buildings on the Wilkes County campus on Collegiate Drive in Wilkesboro, were occupied on April 1, 1969. Since then, the college has expanded with more buildings for classrooms and offices. These include the Power Mechanics building in 1978, the Continuing Education building in 1981, and the John A. Walker Community Center, a convention center and cultural arts complex, in 1984. Daniel Hall was added in 1989; the Doc and Merle Watson Theater in 1990; the Beacon Building, purchased in 1994; WCC Alumni Hall, completed in 1998; the Horticulture Complex in 2005; and Lowes Hall which was occupied in spring of 2007. These facilities make up the current eleven buildings and 151.7 acres of the Wilkes campus.

The college also has an Alleghany County center in Sparta and an Ashe County campus in Jefferson which was elevated to multi-campus status in 2008. In 2009, an addition to Daniel Hall on the Wilkes Campus provided classroom and lab space for an applied technology center, and classroom space was added through renovation and an expansion of the shipping and receiving building. Also in 2009 the Wilkes Early College High School opened on the Wilkes Campus of the college. In 2011, Randolph Hall was expanded to add a fitness center. The beauty of the Wilkes Campus landscape and gardens was affirmed in 1987 by being selected for the National Register of Public Gardens.

Apprenticeship training courses were the first to be offered and began in September 1965. Part-time business technology programs began in December 1965. The first one-year diploma program, Practical Nurse Education, began March 7, 1966. On September 15, 1966, students were admitted to full-time status in Associate in Arts and Associate in Applied Science Degree programs.

In August 1997, the college completed the redesign of all its curricula and began issuing credits based upon semester hours. Course offerings over the Internet began in spring 1998 and offerings through the North Carolina Information Highway began in fall 1999.

## **Purpose Statement**

Wilkes Community College, a member of the North Carolina Community College System, is a public, two-year, open-door institution serving the people of Wilkes, Ashe, and Alleghany counties and beyond.

*Wilkes Community College enhances the quality of life through*

- quality education and workforce development, including basic skills, occupational, technical and pre-baccalaureate programs;
- economic development services to business and industry, both public and private; and
- community development through a variety of services, cultural activities and recreational opportunities.

### **Values**

The college's vision is grounded in the statement of purpose and is guided by the institutional values of **education, community, integrity, excellence, responsibility, innovation, and caring.**

### **Vision**

Wilkes Community College provides programs, resources, and services which create quality educational and economic development, and cultural opportunities.

Wilkes Community College aspires to be an effective learner-centered educational institution and a dynamic learning organization

## Performance Measures

### Wilkes Community College 2010

The State Board of Community Colleges and the North Carolina General Assembly have established eight performance measures and standards for North Carolina Community Colleges. Performance data from the 2010 Critical Success Factors report are located in the table below. WCC met seven of the eight measures in 2010.

Performance Measure	Standard	System Average	WCC	# of Colleges Meeting Standard
Progress of Basic Skills Students	75%	84%	88%	55
Passing Rates on Licensure/ Certification Exams for First-Time or Greater Test Takers	Aggregate=80% None < 70%	Aggre. =86%	Aggre. =82%	47*
			1 Exams <70%*	36
Performance of College Transfer Students	(83%)	85%	92%	37**
Passing rates in developmental courses	75% "C" or Better	80%	81%	47
Success rates of developmental students in subsequent college-level courses	80%	87%	91%	58
The level of satisfaction of students who complete programs and those who do not complete programs	90% of Combined Respondents will Report Satisfaction with College's Programs and Services	96%	96%	58***
Curriculum student retention and graduation	65% of the Fall Cohort will Complete or Still be Enrolled	72%	75%	58
Client Satisfaction with customized training	90%	94%	96%	56

\*47 colleges met the 80% standard; 36 colleges had no exam with a passing rate <70%;

\*\*37 colleges met the 83% standard; 28 colleges met or exceeded the performance of native UNC sophomores and juniors (86%).

\*\*\*3 colleges have statistically invalid sample size for the non-completer survey.

# Admissions

Wilkes Community College operates under an “open door” admission policy. Admission is open to any individual who is a high school graduate or at least 18 years of age. Students are admitted regardless of race, national origin, religion, sex, handicap, age or political affiliation. High school students and home school applicants who are 16 years of age or older may be admitted into college credit and continuing education courses in accordance with the dual enrollment policies adapted by the state of NC. Intellectually gifted and mature students who are under 16 years of age may be admitted under other special guidelines established by the state of NC.

High school graduation or equivalency is required for admission to associate degree, diploma, and certificate programs. Completion of an associate’s degree or bachelor’s degree can be used to satisfy admission requirements in lieu of high school credentials. Exceptions for enrollment in diploma and certificate programs may be made on an individual basis for non-high school graduates who are 18 years or older and have demonstrated the ability to benefit as determined by an accepted placement test instrument. Applicants who possess certificates of attendance from the public schools will be limited to admission in diploma and certificate programs. Wilkes Community College offers free Basic Skills programs to help adults obtain a diploma or high school equivalency certificate. The College accepts applications continuously throughout the school year. Early application is advised for many programs.

Admission to the college does not necessarily mean admission to the curriculum or program desired by the applicant or guarantee continued enrollment in the college. While admission is open to all adult citizens, some programs of study require the individual to meet certain standards or to have taken certain courses before being accepted into the program. Students who do not meet these standards may be required to enroll in a program to strengthen skills in specific areas or to take additional developmental, remedial or preparatory courses. Certain sequenced courses must be taken in the order indicated in the college catalog. Admission to some health technology programs is competitive among qualified applicants according to established criteria.

The college reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the college. In addition, the college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from another college or educational entity for non-academic disciplinary reasons.

## College Opportunities for High School Students

### Concurrent Enrollment

High school students are permitted to take eligible college-level courses for enrichment and for high school and/or college credit. To qualify for concurrent enrollment, students must meet the following requirements:

- Be at least 16 years of age to take courses that meet on the WCC campus, be enrolled at least one-half time at their high school, have a high school GPA of 2.50 or higher and be making satisfactory progress toward high school graduation;
- Complete a concurrent enrollment registration form each semester signed by the high school principal and college official;
- Take the college’s placement tests before enrolling in courses if applicable, and;
- Successfully complete any prerequisite requirements for courses in which they wish to enroll.

### Learn and Earn Online Courses

Qualified students in any North Carolina high school can take eligible online college-credit courses tuition free. Students earn both high school and college credit for completed courses. Access to these courses is provided during the regular school day or after school. Students under the age of 16 may enroll.

High school students attending a nonpublic school may enroll in any Learn and Earn Online course with space available that has been offered to, but not filled by any eligible public school student.

For additional information about the Learn and Earn Online initiative, please contact Wilkes Community College or visit the NC Community College System website at [www.nccommunitycolleges.edu/index.htm](http://www.nccommunitycolleges.edu/index.htm)

### **Huskins Bill Enrollment**

Wilkes Community College offers college-level courses at the high schools in the college's service area. Students under the age of 16 may enroll in these courses. All other provisions for concurrent enrollment will apply.

*\*NOTE: With the exception of self-supporting courses, tuition and fees are waived for Learn and Earn Online students and for concurrent enrollment and Huskins Bill enrollment students taking math, science and career and technical courses. Textbooks for courses are the responsibility of the students. For additional information, please call (336) 838-6441, or go to the college website: [www.wilkescc.edu](http://www.wilkescc.edu), Student Resources, High School Enrollment.*

*\*College opportunities for high school students are subject to change due to legislative action.*

## **Enrollment Procedures**

1. Submit an online application for admission found on the college website at [www.wilkescc.edu/admissions](http://www.wilkescc.edu/admissions) or through the College Foundation of North Carolina website at [www.cfn.org](http://www.cfn.org).
2. Request that an official high school transcript or equivalent be mailed to the Admissions Office after graduation. Applicants should refer to the following section, High School Transcript Guidelines, for more details about high school transcript requirements.
3. Request that official transcript(s) for all completed college work, if applicable, be mailed to the Admissions Office.
4. Unless exempt, participate in the college's placement testing program.
5. Participate in new student orientation. All entering students, including first time degree seeking students, students transferring from another institution, and previous concurrently enrolled students are required to participate in new student orientation before they will be allowed to register for classes.

*Note: All official documents become the property of Wilkes Community College.*

### **High School Transcript Guidelines**

Only official transcripts from a high school, an adult high school diploma program or a general education development (GED) certificate program that is regionally accredited through an accrediting agency approved by Wilkes Community College will be accepted. International transcripts must be translated into English by an official evaluation service. Questions regarding the accreditation of online high schools may be directed to the dean of student services. Applicants that have earned a GED certificate in North Carolina should request an official copy of their GED scores be mailed to the Admissions Office by submitting a request to the following address:

State GED Administrator  
NC Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016

**Exceptions:** Students that have completed an associate or bachelor's degree from a regionally accredited college or university may substitute their official college transcript showing the graduation date in place of their high school transcript for certain programs. Concurrent enrollment, Huskins Bill enrollment, and special credit/non degree-seeking applicants are not required to submit a high school transcript. Students applying for limited admission health programs (dental assisting, emergency medical science, nursing, and respiratory therapy) must request an official transcript be mailed as soon as possible after submitting an application.



## **Admission Requirements for Home School**

The home school administrator must have a school approval number (if available), a charter for the school, or other documentation that denotes approval from the North Carolina Department of Non-Public Instruction and provide copies of this information with the student application.

The home school administrator must also provide a complete official student transcript signed by the home school administrator. The transcript must give the actual or expected date of graduation.

If the above information is not provided, the home school student must obtain the general education development (GED) or adult high school (AHS) diploma before enrolling in a curriculum program at Wilkes Community College. The GED and AHS diploma are offered at the college.

## **Re-Admission**

Students that have not been enrolled for two or more consecutive semesters must reapply for admission to the college. Students returning to the same program of study are required to contact the Registrar's Office for a listing of program courses that must be completed in order to fulfill graduation requirements. If the application for re-admission is for a different program of study, the student must contact the Admissions Office for clarification on additional enrollment procedures that must be completed. Readmission applicants may be required to retake all or portions of the placement test if previous placement test scores have expired and prior coursework completed does not clearly include prerequisite courses. Applicants for re-admission to limited admission health programs must follow the re-admission procedures for those programs.

Students that have withdrawn while on academic probation or who have been suspended for academic deficiencies must apply for re-admission. Students that are re-admitted under these circumstances will be placed on academic probation and must meet the requirements for academic probation, which can include course load restrictions, specific grade requirements, and/or special advising sessions.

## **Special Credit Students (Non Degree-Seeking)**

Special credit students are students that intend to only take a few courses at Wilkes Community College and are not planning to pursue a degree, diploma or certificate with the college. Students typically choose this enrollment status if they are planning to take a small number of courses to either transfer to another college at which they have already been enrolled, for professional development, or to fulfill a special interest. Special credit students are not eligible to receive financial aid and must still satisfy the prerequisites for the courses they plan to take. This requirement includes taking the placement tests for any courses that have reading, writing or math prerequisites, unless eligible for exemption from the tests. Students having taken courses at another college that are prerequisites for courses they plan to take at WCC are required to have those transcripts on file with the Admissions Office before they are allowed to register. Special credit/non degree-seeking students are not required to submit high school and college transcripts, unless needed for verifying prerequisite requirements.

Students earning twelve or more credit hours will be advised to seek admission into a program of study. Students desiring to switch from the special credit status to a designated program of study must submit an updated admission application and follow the regular enrollment/admission procedures. Once the enrollment procedures have been completed the student will be responsible for completing the requirements in effect for the chosen program of study at the time of acceptance to the program

## **Transfer Students**

Students desiring to transfer to Wilkes Community College must be able to meet the admission requirements in effect at the time of their application. They must request that official transcripts from each institution attended be submitted to the registrar. Wilkes Community College will accept credits from regionally accredited colleges. Credit will be awarded provided the course content parallels that taught at WCC or is in the Combined Course Library of the North Carolina Community College System. Credit is awarded only for courses with a grade of "C" or better. The maximum credit transferable from all outside sources is 75 percent; 25 percent of the credit hours required for graduation must be earned through instruction by Wilkes Community College. Students will receive evaluations of all official transcripts and/or scores submitted before the end of the first semester of curriculum enrollment.

## Undocumented Immigrants

Undocumented immigrants are eligible for admission to Wilkes Community College with the following limitations:

1. An undocumented immigrant must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.
2. An undocumented immigrant may not receive state or federal financial aid in the form of a grant or loan.
3. An undocumented immigrant may not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition.
4. When considering whether to admit an undocumented immigrant into a specific program of study, the college will take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
5. An undocumented immigrant is not permitted to have registration priority over students who are lawfully present in the United States. Therefore, undocumented immigrants are not permitted to register until the conclusion of the last published registration period.

In order to comply with these regulations, undocumented immigrants should follow the same admission and residency classification procedures as all other students. However, they will not be allowed to participate in any published registration periods. Instead, they should bring their registration forms to the Registrar to be held until the end of registration. After the close of registration, undocumented immigrants will be registered for courses that are still available.

Please note: These procedures comply with numbered memo CC10-26 which was published by the North Carolina Community College System on 7-12-2010.

## Associate Degree Nursing Program Admission Requirements

Enrollment in the Associate Degree Nursing (ADN) program is limited and admission is on a competitive basis. Applicants must complete and furnish the following requirements 1-9 to the Student Services Office to be considered for admission to the ADN program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the ADN program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the ADN program. Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include ADN, Dental Assisting, Emergency Medical Science, and Respiratory Therapy.
2. Satisfactory completion of the WCC placement test. Placement test scores are valid for a period of five years. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test at the Ashe or Wilkes campus (nonrefundable fee required; please see retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed by applicants Minimum Admission Requirements (MAR) review date.

ADN applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060, MAT 070, RED 090, and ENG 090/090A within five years of the application date may qualify an applicant to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test has been completed at another NC community college, it is the applicant's responsibility to have an official copy of the score report

mailed to the Student Services Office. (Scores must be within five years of the application date.)

ADN applicants are not eligible for placement test exemption due to transfer course credits.

3. It is mandatory that each applicant attend a nursing information session. Applicants must complete an admission application for nursing before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2012 nursing admissions packet and the 2012 readmission/transfer nursing admission packet. Applicants who do not attend an information session will not be considered for admission to the ADN program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.
4. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary, and if applicable, post-secondary education.
6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.
  - a. High school algebra or community college MAT 070 or MAT 080 or MAT 161
  - b. High school biology or community college BIO 110 or BIO 111 and BIO 112
  - c. High school chemistry or community college CHM 130 and CHM 130A or CHM 151 and CHM 152
  - d. High school computer course or community college CIS 110 or CIS 111

*Please note: The high school computer course requirement must be met by a general computer application course.*

7. Minimum GPA of 2.8 or higher. Applicants must have a minimum GPA of 2.8 or higher in order to be considered for admission. The GPA is calculated on the course work required for entry into the program and any general education coursework completed within the nursing curriculum.

*If BIO 165 and/or BIO 166 (or an equivalent course) has been completed prior to entry into the nursing program, it must have been completed within five years from the first day of the fall semester of entering the program. Otherwise, the credits will be considered to have expired and will not count towards fulfilling nursing degree requirements and will not count in the nursing admission point system.*

8. Successful completion of a MAR review. When applicants have met all of the above minimum admission requirements, he/she must contact the Health Sciences Admissions Coordinator, Elisabeth Blevins, in the Student Services Office to schedule a MAR review. A MAR review must be successfully completed before applicants are permitted to register for the TEAS test. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not completing a MAR review will not be considered for admission to the program and will not be able to take the TEAS test. An appointment for a MAR review must be scheduled in advance with Elisabeth Blevins at 336-838-6145.
9. Successful completion of a WCC specified aptitude test at the applicant's expense. Test scores must be within two years of the application date. If the test has been taken more than once the highest score will be used in the admission process. If the TEAS test, version five, has been taken at any other location, it is the applicant's responsibility to ensure that an official copy of the scores are transferred to Wilkes Community College.

*All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2012 nursing admission packet for a listing of deadline dates and to review the ranking and selection process.*

Applicants who are selected for admission to the ADN program must submit documentation of the following steps to the director of nursing by July 9, 2012. Failure to submit all required documentation by July 27, 2012 will result in the withdrawal of the offer for a space in the ADN program:

- a. Evidence of current listing as a Nursing Assistant 1 (CNA 1) with the Division of Health Service Regulation (DHSR) (formerly known as the Division of Facility Services) that is free of any substantiated charges. An official transcript that reflects successful completion of an approved CNA program must also be submitted. The CNA program must be approved by the North Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement
- b. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
- c. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Applicants who have been accepted into the ADN program will also be required to attend a mandatory ADN program orientation. The date of the orientation will be provided to applicants who are admitted to the program.

Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

### **Ashe Campus Cohort**

WCC admits approximately ten applicants each year into the nursing cohort that is based at the Ashe Campus (cohort begins fall semester). The admission criteria and process are the same for all applicants who apply for the WCC ADN program. The goal of the Ashe cohort is to allow students to attend class and lab at the Ashe Campus to fulfill the requirements for the ADN program. However, there may be a need for class or lab to occur outside of Ashe County and clinical experiences will be scheduled at sites providing the best educational opportunity, including Ashe Memorial Hospital. Applicants will be identified and accepted into the Ashe Campus cohort using the nursing admission point system, with 1st priority given to applicants residing in Ashe County and second priority given to applicants residing in Alleghany County. Remaining spaces in the cohort will be offered to other qualified applicants based upon the nursing admission point system. Applicants wishing to be considered for the Ashe Campus cohort must complete an interest form at a nursing information session.

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about ADN program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of nursing at [grace.johnson@wilkescc.edu](mailto:grace.johnson@wilkescc.edu).

### **Associate Degree Nursing Program Readmission/Transfer Admission Requirements**

Applicants with prior nursing credits from an associate degree or baccalaureate nursing program may be eligible for readmission/transfer. Credits from these programs must be from a conceptually based curriculum. Applicants who have not successfully completed any curriculum nursing courses or if nursing courses were completed in a program that has not implemented a conceptually based curriculum must apply for basic entry into the ADN program. Readmission/

Transfer at any level beyond the first semester will be based on space availability, successfully completed coursework, and the following procedures:

**Readmission Option:** Applicants who have been enrolled in WCC's ADN program within the last two years.

**Transfer Option:** Applicants transferring to WCC who have previously been enrolled in an ADN/BSN program at other institutions within the last two years.

**Eligibility:**

- Applicants who have two or more unsuccessful (withdrawal or failure) enrollments in a nursing program are not eligible for the readmission/transfer option.
  - Applicants must apply for readmission/transfer and begin the program within two years of having exited an ADN/BSN program. Applicants who exceed the two year limit must apply as a new applicant for the first semester of the program (Basic Entry).
1. Submission of a completed WCC application for readmission/transfer to the ADN program for the year of desired entry. Applicants must reapply for each year they wish to be considered for readmission/transfer into the ADN program.
  2. Applicants must meet WCC and ADN admission requirements for the college year in which readmission/transfer is desired.
  3. Any applicants seeking readmission/transfer after the first semester will be required to complete comprehensive tests. These tests will cover all successfully completed coursework prior to withdrawal. Applicants will be completing two different tests and will be required to meet minimal competencies appropriate for the point of reentry on both.
    - Test 1: Computerized Assessment Technologies Institute (ATI) test - Applicant must achieve a Level 2
    - Test 2: Competency (Skills) Test

All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2012 readmission/transfer nursing admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants selected for readmission/transfer to the ADN program must furnish documentation of the following steps to the director of nursing prior to beginning classes or forfeit their class space:

- a. Evidence of current listing as a Nursing Assistant 1 with the Division of Health Service Regulation – DHSR (formerly known as the Division of Facility Services) that is free of any substantiated charges. An official transcript that reflects successful completion of an approved CNA program must also be submitted. The CNA program must be approved by the North Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement.
- b. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
- c. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

**Note:** Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with

these requirements are the responsibility of the student. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

*Requirements subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about ADN program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of nursing at [grace.johnson@wilkescc.edu](mailto:grace.johnson@wilkescc.edu).

**The Advanced Entry option has been suspended for the 2012 application cycle due to the implementation of a conceptually based curriculum in fall 2009. (An advanced entry applicant is a student who has successfully completed an approved Practical Nursing Education program and is licensed by the North Carolina Board of Nursing as a Licensed Practical Nurse.)**

## **Basic Law Enforcement Training (BLET) Admission Requirements**

Enrollment is restricted to applicants who meet the following criteria:

1. Students must be at least 20 years of age;
2. Citizen of the United States;
3. Possess a high school diploma or GED;
4. Provide copy of high school diploma and official transcript to the director of law enforcement training;
5. Have a valid driver's license;
6. Have not been convicted of any criminal offense which disqualifies a person from being a law enforcement officer in North Carolina;
7. Schedule an appointment with the director of law enforcement training for interview and pre-registration;
8. Obtain certified criminal history checks from the Clerk of Courts Office from all locations lived in since age of 16 years old;
9. Obtain sponsorship from a local law enforcement agency and provide a certified criminal history check from the clerk of court;
10. Undergo a medical examination resulting in no medical restrictions (forms will be provided);
11. Complete a Wilkes Community College application for admission;
12. Take a reading assessment test administered by the director of law enforcement training.
13. Provide an official high school transcript to the WCC Admissions Office.

## **Dental Assisting Program Admission Requirements**

Enrollment in the Dental Assisting program is limited and admission is restricted to the fall semester. Applicants are accepted on a first-come, first-served basis as admission requirements are fully met. Applicants must complete and furnish the following admission requirements, steps 1-6, to the Student Services Office to be considered for admission to the Dental Assisting program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the Dental Assisting program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the Dental Assisting program. (Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, Emergency Medical Science, and Respiratory Therapy.)

2. Submission of official transcripts of all secondary and, as applicable, post-secondary education.
3. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
4. Completion of the following prerequisite course work:
  - a. One full year/credit of high school biology or community college BIO 110 or BIO 111 with a grade of "C" or better.
  - b. An overall grade of "C" or better on all high school English courses completed or community college ENG 111.
5. Satisfactory completion of the WCC placement test. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test (per retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed before applicants can be considered for admission to the Dental Assisting program..

Dental Assisting applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060, MAT 070, RED 090, and ENG 090/090A within five years of the application date may qualify an applicant to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test has been completed at another NC community college, it is the applicant's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

Dental Assisting applicants are not eligible for placement test exemption due to transfer course credits.

6. Completion of four Dental Assisting observation hours. Applicants must complete two hours of job shadowing with an assistant in a general practice and two hours shadowing with an assistant in a specialty practice. Dental Assisting observation hours will be recognized for two consecutive years.

Applicants selected for admission to the Dental Assisting program must complete and present documentation of the following, steps 1-3, to the lead instructor of the Dental Assisting program prior to the first class day of the fall semester or forfeit their class space:

1. Dental Assisting program orientation.
2. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about Dental Assisting admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the lead instructor of the Dental Assisting program at [jennifer.hastings@wilkescc.edu](mailto:jennifer.hastings@wilkescc.edu).

## **Re-Admission Policy For the Dental Assisting Program**

Applicants withdrawing from the Dental Assisting program due to personal or academic difficulties may be eligible for readmission the following year. Applicants must apply for readmission and begin the program within one year of having exited the Dental Assisting program. More than one year lapse will result in having to begin the program again. Readmission is based on availability of space, prior progression, and the following procedures:

1. Submission of a completed WCC application for readmission to the Dental Assisting program.
2. Applicants must meet WCC and Dental Assisting program admission requirements for the college year in which readmission is desired.

All dental assisting courses in which a "D" was earned must be retaken with a grade of "C" or better. Students applying for readmission are encouraged to remove "D" grades from all courses prior to resumption of the program.

Applicants selected for readmission to the Dental Assisting program must complete and present documentation of the following, steps 1-2, to the lead instructor of the Dental Assisting program prior to beginning classes or forfeit their class space:

1. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
2. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about Dental Assisting admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the lead instructor of the Dental Assisting program at [jennifer.hastings@wilkescc.edu](mailto:jennifer.hastings@wilkescc.edu).

## **Emergency Medical Science Program Admission Requirements**

Enrollment in the Emergency Medical Science (EMS) program is limited and admission is restricted to the fall semester. Applicants are accepted on a first-come, first-served basis as admission requirements are fully met. Applicants must complete and furnish the following admission requirements, steps 1-7, to the Student Services Office to be considered for admission to the EMS program:

1. Submission of a completed Wilkes Community College (WCC) application for admission to the EMS program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the EMS program. (Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, EMS, and Respiratory Therapy.)
2. Submission of official transcripts of all secondary and, as applicable, post-secondary education.
3. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school course work completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
4. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.



- a. High school algebra or community college MAT 070 or MAT 080 or MAT 161
- b. High school biology or community college BIO 110 or BIO 111 and BIO 112
- c. High school computer course or community college CIS 110 or CIS 111

*Please Note: The high school computer course requirement must be met by a general computer application course.*

5. Satisfactory completion of the WCC placement test. Placement test scores are valid for a period of five years. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test at the Ashe or Wilkes campus (nonrefundable fee required; please see retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed by applicants Minimum Admission Requirements (MAR) review date.

EMS applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of MAT 060, MAT 070, RED 090, and ENG 090/090A within five years of the application date may qualify a student to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test has been completed at another NC community college, it is the student's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

EMS applicants are not eligible for placement test exemption due to transfer course credits.

6. It is mandatory that each applicant attend an EMS information session. Students must complete an admission application for the EMS program before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2012 EMS admission packet. Applicants who do not attend an information session will not be considered for admission to the EMS program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.
7. Successful completion of a MAR review. When a student has met all of the above minimum admission requirements, he/she must contact the Health Sciences Admissions Coordinator, Elisabeth Blevins, in the Student Services Office to schedule a MAR review. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not completing a MAR review will not be considered for admission to the program. An appointment for a MAR review must be scheduled in advance with Elisabeth Blevins at 336-838-6145.

Applicants selected for admission to the EMS program must complete and present documentation of the following, steps 1-3, to the director of the EMS program prior to the first day of class of the fall semester or forfeit their class space:

1. EMS program orientation.
2. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nursing practitioner (current for year of enrollment).

Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about EMS program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of the EMS program at [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

### **Readmission Policy for the Emergency Medical Science Program**

Applicants who have been enrolled in an associate degree EMS program may be eligible for readmission. Readmission at any level beyond the first semester will be based on space availability, prior progression of coursework, and the following procedures:

Eligibility:

- Readmission applicants must begin the program within two years of having previously exited an EMS program. Applicants who exceed the two year limit must apply as a new applicant for the first semester of the program.
  - Applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in an EMS program are not eligible for readmission.
1. Applicants must submit to the Student Services Office a WCC application for the EMS program and indicate readmission on the application.
  2. Applicants must meet WCC and EMS program admission requirements for the college year in which readmission is desired.
  3. Any applicant seeking readmission after the first semester will be required to take a test of EMS aptitude. The applicant will be required to meet minimal competency appropriate for the point of reentry. This test must be arranged with the Director of the EMS program, Bobby Gentry.

Applicants selected for readmission to the EMS program must furnish documentation of the following steps to the director of the EMS program prior to beginning classes or forfeit their class space:

1. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
2. Submission of the Wilkes Community College Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about EMS program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of the EMS program at [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

### **Emergency Medical Science Bridge Program Admission Requirements (Pending Approval)**

Student having completed all steps below may be eligible for the EMS Bridge Program.

1. Current North Carolina or National Registry EMT-Paramedic
2. Current Health Care Provider Level CPR Card

3. Current Pediatrics Advanced Life Support, Pediatric Education for Prehospital Professionals, or equivalent
4. Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support
5. Two Thousand (2000) documented hours of Paramedic Level Work Experience

Applicants wanting to apply for the EMS Bridge program must also complete all admission steps 1-7 required for entry to the EMS program.

Applicants selected for admission to the EMS Bridge program must complete and present documentation of the following, steps 1-3, to the director of the EMS program prior to the first day of class of the fall semester or forfeit their class space:

1. EMS program orientation
2. Submission of current CPR certification (must be American Heart Association Healthcare Provider)
3. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nursing practitioner (current for year of enrollment)

Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about EMS program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of the EMS program at [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

## **Respiratory Therapy Program Admission Requirements**

Enrollment in the Respiratory Therapy program is limited and admission is competitive. Applicants must complete and furnish the following requirements 1-7 to the Student Services Office to be considered for admission to the Respiratory Therapy program:

1. Submit a Wilkes Community College (WCC) application for admission to the Respiratory Therapy program. Students must reapply for each year they wish to be considered for admission to the program. Students may only apply for two limited-admission programs in each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, Emergency Medical Science, and Respiratory Therapy.
2. Satisfactory completion of the WCC placement test. Placement test scores are valid for a period of five years. Applicants not meeting the minimum scores in one or more areas must either successfully repeat the placement test at the Ashe or Wilkes campus (nonrefundable fee required; please see retesting guidelines) or complete the prescribed developmental courses (with a grade of "C" or better). All developmental courses and/or retesting must be completed by applicants Minimum Admission Requirements (MAR) review date.

Respiratory Therapy applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)

- Successful completion of MAT 060, MAT 070, RED 090, and ENG 090/090A within five years of the application date may qualify an applicant to be exempt from applicable part(s) of the placement test.
- If the Accuplacer placement test has been completed at another NC community college, it is the applicant's responsibility to have an official copy of the score report mailed to the Student Services Office. (Scores must be within five years of the application date.)

Respiratory Therapy applicants are not eligible for placement test exemption due to transfer course credits.

3. It is mandatory that each applicant attend a respiratory therapy information session. Applicants must complete an admission application for respiratory therapy before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2012 respiratory therapy admission packet and the 2012 readmission/advanced entry respiratory therapy admission packet. Applicants who do not attend an information session will not be considered for admission to the Respiratory Therapy program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.
4. High school diploma or recognized equivalent must be completed before entry into the program. (If applying as a high school senior, submission of a transcript reflecting all high school coursework completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary, and applicable, post-secondary education.
6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.
  - a. High school algebra or community college MAT 070 or MAT 080 or MAT 161
  - b. High school biology or community college BIO 110 or BIO 111 and BIO 112
  - c. High school chemistry or community college CHM 130 and CHM 130A or CHM 151 and CHM 152
7. Successful completion of a MAR review. When applicants have met all of the above minimum admission requirements, he/she must contact the Health Sciences Admissions Coordinator, Elisabeth Blevins, in the Student Services Office to schedule a MAR review. This process is being used to verify that all of the above criteria has been met and satisfied. Applicants not completing a MAR review will not be considered for admission to the program. An appointment for a MAR review must be scheduled in advance with Elisabeth Blevins at 336-838-6145.

All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2012 respiratory therapy admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants who are selected for admission to the Respiratory Therapy program must complete and furnish documentation of the following steps to the director of the Respiratory Therapy program prior to beginning classes in the fall semester or forfeit their class space:

- a. Respiratory Therapy program orientation
- b. Submission of the Wilkes Community College Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment)

Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to

deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about Respiratory Therapy program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of the Respiratory Therapy program at [billy.woods@wilkescc.edu](mailto:billy.woods@wilkescc.edu).

### **Readmission/Advanced Entry Policy for the Respiratory Therapy Program**

Applicants with prior respiratory therapy credits from a diploma, associate degree or baccalaureate Respiratory Therapy program may be eligible for readmission/advanced entry. Students who have not successfully completed any curriculum respiratory therapy courses must apply for basic entry into the Respiratory Therapy program. Readmission/advanced entry at any level beyond the first semester will be based on space availability, prior progression of coursework, and the following procedures:

Eligibility:

- Readmission applicants must have successfully completed at least RCP 110 and RCP 113.
  - Readmission applicants must begin the program within two years of having previously exited a Respiratory Therapy program. Applicants who exceed the two year limit must apply as a new applicant for the first semester of the program (basic entry).
  - Advanced entry applicants must be credentialed and currently employed as a Certified Respiratory Therapist and have a minimum of five years of experience in respiratory care verified by his or her current employers. In addition, they must have completed an accredited one-year diploma program in Respiratory Therapy. An official transcript from each college, university, or post secondary institution attended must be sent to the Admissions Office.
  - Applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in a Respiratory Therapy program are not eligible for readmission/advanced entry (must apply for basic entry).
1. Applicants must submit to the Student Services Office a WCC application for the Respiratory Therapy program and indicate readmission or advanced entry on the application.
  2. Applicants must meet WCC and Respiratory Therapy program admission requirements for the college year in which readmission/advanced entry is desired.
  3. Any applicant seeking readmission/advanced entry after the first semester will be required to take a test of respiratory therapy aptitude. The applicant will be required to meet minimal competency appropriate for the point of reentry. This test must be arranged with the Director of the Respiratory Therapy program, Billy Woods.

All of the above criteria must be met and submitted to the Student Services Office by the applicable deadline dates. Applicants should refer to the 2012 readmission/advanced entry respiratory therapy admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants selected for readmission/advanced entry to the Respiratory Therapy program must furnish documentation of the following steps to the director of the Respiratory Therapy program prior to beginning classes or forfeit their class space:

- a. Submission of current CPR certification (must be American Heart Association Healthcare Provider).

- b. Submission of the Wilkes Community College Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

*Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.*

For more information about Respiratory Therapy program admissions, email the health sciences admissions coordinator at [elisabeth.blevins@wilkescc.edu](mailto:elisabeth.blevins@wilkescc.edu) or the director of the respiratory therapy program at [billy.woods@wilkescc.edu](mailto:billy.woods@wilkescc.edu).

# Tuition and Other Costs

*Payable Each Semester*

## Curriculum Programs

The cost of attending Wilkes Community College continues to be one of the most economical means of post-secondary education. Tuition is determined by the state legislature and is subject to change. For current tuition, fees and other costs, please contact the Business Office at Wilkes Community College at (336) 838-6105 or visit the college website at [www.wilkescc.edu](http://www.wilkescc.edu).

### Activity Fee

There is a \$3.25 per credit hour (maximum \$32.50) activity fee charged for all students enrolled fall semester and spring semester. This includes the cost of the student newspaper, SGA, intramural activities, intercollegiate athletics, and other designated student activities and events.

## Other Fees

### Parking Fee

There is a \$10.00 parking fee charged fall and spring semesters and summer term. This fee is charged to all students enrolled.

### Insurance Coverage

All curriculum students enrolled are charged a student insurance fee of \$1.25 fall and spring semesters and summer term. This fee covers students with the school accident insurance policy.

### Malpractice Insurance

Students enrolled in the **Associate Degree Nursing, Dental Assisting, Medical Assisting and Respiratory Therapy** programs must purchase the college's malpractice insurance. This is charged one time a year upon initial enrollment for the school year. The insurance must be purchased prior to students doing any clinical work. This coverage protects the students and the college while the students are in their clinical courses of study.

### Technology Fee

There is a \$2.00 per credit hour (maximum \$16.00) technology fee charged fall and spring semesters and summer term. This fee is charged to all curriculum students enrolled.

### Books

The cost of books is approximately \$550.00–\$700.00 fall semester and \$450.00–\$550.00 spring semester. For specific information regarding bookstore-related questions, please contact the College Bookstore at (336) 838-6174.

### Material and Supply Fees

The following courses require additional special fees as listed: ART 283, \$20; Dental Assisting, \$50 (fall and spring semesters); Basic Law Enforcement Training, \$200; Culinary (first-year students), \$200; and Culinary (second-year students), \$40.

In case of equipment breakage or damage due to gross negligence or maliciousness, students will be expected to remunerate the institution for the cost. Grades shall be withheld until proper payment is made.

Culinary Arts and Baking and Pastry Arts include a supply fee of \$125.00 to supplement supplies and perishables used by each student. Supply fees apply to the following courses:

CUL 140, CUL 160, CUL 170, CUL 180, CUL 240, CUL 260, CUL 270, BPA 150, BPA 210, BPA 220, BPA 240, BPA 250

Students should not require more than two courses per semester with a supply fee included. Exceptions: If a student is off-track, is enrolled simultaneously in both Culinary and Baking and Pastry, or if a student chooses to take an increased load.

## Tuition Payment Options

Payment of tuition and required fees is required to be considered enrolled. Options of payment are as follows:

- Cash, check, or money order
  - Credit Card – VISA, MasterCard, or Discover
  - Financial Aid - Financial aid approved prior to registration from the financial aid office
  - E-Cashier - Students may wire payment to the college from their personal bank account for a nominal fee. For more information contact the Business Office or visit the college website.
  - Third Party Authorizations - Businesses, agencies, organizations, etc. may authorize payment for students/employees' educational expenses. Authorization from the agency must be either on file or presented to the Business Office at the time of registration stating the specific charges covered.
  - Tuition Payment Plan - Students may apply for an installment plan through Nelnet Business Solutions for tuition, fees and books. Payments are set up at zero percent interest with a \$25 per semester fee. Students must enroll for at least three (3) semester hours and complete an application through the college website at [www.wilkescc.edu/epay](http://www.wilkescc.edu/epay).
- Payment options subject to change.**

## Continuing Education Programs

### Registration Fees

Basic Skills: ABE, GED, ESL, Adult High School, Compensatory Education: No charge.

Occupational Extension and Community Services: Varies depending upon course length.

Computer Classes – Registration Fee and a \$5.00 technology fee.

Persons taking continuing education courses who wish to check out books from the library must obtain a library/ID card.

### Insurance

Persons enrolled in the following programs must be covered by personal accident insurance or purchase school accident insurance: **Law Enforcement, Carpentry, Industrial Maintenance, Electrical Construction, Emergency Medical Technician, Masonry, Metal Working, Nursing Assistant, Phlebotomy, Plumbing, Equine Studies and Practical Woodworking.**

Persons enrolled in Emergency Medical Technician Basic, Intermediate, Paramedic, Nursing Assistant I, Nursing Assistant II, and Phlebotomy must be covered by malpractice insurance.

There will be a \$25.00 service charge for all checks returned from the bank due to insufficient funds and/or closed accounts.

*Registration fees for Continuing Education classes are set by the North Carolina General Assembly and are subject to change without notice. For current registration fee information contact the Continuing Education Office at (336) 838-6203.*

## Residency for Tuition Purposes

Upon applying for admission to the college, prospective students are classified as residents or non-residents of North Carolina for tuition purposes, according to their declaration at the time of application. In addition, each time students register for classes, they are required again to affirm residency status.

Individuals who are originally classified as non-resident and later request reclassification to resident status, will be asked to complete a "Residency and Tuition Status Application." The dean of student services will review each of the applications, make a determination as to the individuals' residency/non-residency status, and will then advise the individuals in writing of the decision.



To qualify as a resident for tuition purposes, students must establish and maintain legal residency (domicile) in North Carolina for at least 12 months prior to being considered for in-state residency with the capacity and intent of making North Carolina their permanent home.

Aliens are subject to the same considerations as U.S. citizens in the determination of residency status for tuition purposes except that holders of temporary visas and their dependent relatives may not be considered residents for tuition purposes.

Students needing a more in-depth examination should consult "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of State Residence Classification for Tuition Purposes." A copy of the manual is available in the Student Services Office. Questions should be directed to the dean of student services.

Individuals disagreeing with their residency classification may appeal to the college residency committee. The appeal must be made in writing to the vice president of instructional support and student services within fifteen working days after the notice of the classification decision is received.

## Refund Policy

Tuition refunds are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:

- a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.
- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the financial aid director.

In all refund cases, students must initiate the withdrawal through the Registrar's Office. The Business Office will make the allowable refund only after written request is received from the Registrar's Office.

Beginning on the semester's first day of classes through the 10% point of the semester (eighth day for fall and spring semesters; fourth day for summer term), students will be charged 25% of the cost of any course dropped. The charge does not apply if a course with equal or more credit hours is added at the same time. For example, if students drop a 3-credit-hour course and add a 3-credit-hour course on the first day of classes in the same transaction, the 25% charge will not be applied. However, if students drop a 3-credit-hour course on the first day of classes and add a 3-credit-hour course on the first day of classes at a later time, then the 25% charge will be applied for the course dropped. Therefore, if students need to make changes to their original schedule, they should see their advisor on or before Registration Day to drop a course in order to avoid paying the 25% charge. After the 10% point of the semester, students will be responsible for 100% of the costs of courses on their schedule. For more details, please contact the Registrar's Office.

*Note: This refund policy is current at the time of publication; however, this policy is subject to change as mandated by N.C. State legislation. Please see the college website for the most current refund policy.*

# Academic Regulations

## Student Success Courses

National and community college studies indicate that students are more successful if they complete a student success course. Therefore, in the fall of 1997, Wilkes Community College implemented a policy that requires all degree/diploma-seeking students to successfully complete a student success course.

Students are required to complete ACA 115 within their first 13 semester hours of enrollment at WCC.

### ACA 115 Success and Study Skills

The purpose of ACA 115 is to engage students in learning-focused activities designed to enhance their success skills. Wilkes Community College believes that critical thinking skills are important to academic, professional, and personal success, and the college's Quality Enhancement Plan (QEP) supports that belief. ACA 115 provides students with a foundation in the language and skills of Wilkes Community College's critical thinking model, and students will complete the course having practiced and reflected upon how critical thinking skills will enhance their success. Students will encounter the critical thinking focus in other courses and services. ACA 115 incorporates four learning outcomes - pursue best information, engage in inquiry, analyze different points of view, and examine underlying assumptions - and students will explore services, skills, and information by applying the four outcomes. For more information, please contact the ACA lead instructor or go to the college website: [www.wilkescc.edu](http://www.wilkescc.edu), Student Resources, Instructional Support Services, and ACA 115.

## Course Load

Students enrolled for 12 or more semester hours of credit will be classified as full-time students. The average course load is 16 to 18 semester hours of credit depending on the program of study. Students planning to carry more than 21 credit hours must obtain permission from their advisor and the division dean.

## Student Classification

Freshmen — students who have earned fewer than 30 semester hours.

Sophomores — students who have earned 30 or more semester hours.

Students enrolled in a diploma or certificate program are classified as freshmen.

## Attendance

Class attendance is considered to be an important part of students' educational experiences. Students are responsible for attendance and are expected to be punctual and to attend every class session. Regardless of reasons for absences, students will be held accountable for all academic activities. Faculty members may require make-up assignments or tests to compensate for absences. Faculty members who choose or are required by outside agencies to include class attendance as a factor in determining students' final grades will include this requirement in their course syllabi. For example, students enrolled in Basic Law Enforcement Training must attend 100% of the total contact hours for the course as mandated by the NC Criminal Justice Education and Training Standards Commission.

In general, absences due to official college activities and events will not be included as absences within an individual instructor's attendance policy, provided that the student submits appropriate documentation to the instructor a minimum of five business days prior to the events. If documentation is not submitted at least five business days prior to an event, permission for the absence will be at the discretion of the instructor. In addition, if a student has an excessive number of absences or has unsatisfactory academic performance in the course at the time of the absence, the instructor will inform the student whether he or she will be permitted to miss class.

Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make-up of work. Once the

absence has been approved, the student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include participation in the following: field trips in connection with courses; intercollegiate athletic contests; state-wide, regional and/or national organization events; scholarship events; and student academic competitions and award ceremonies.

Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Curriculum students may obtain a form from the office of the chief academic officer for instruction. Continuing education students may obtain a form from the office of the chief academic officer for continuing education. Students attending classes at the Ashe Campus or Alleghany Center may obtain a form from the chief administrator at that location. The student must provide a written request to each instructor five business days prior to an absence for religious observance(s). (If the day(s) of observance fall within the first four days of class, such request shall be made to the senior administrative officer for curriculum or continuing education courses.) Instructors will forward the request to the office of either the senior administrative officer for curriculum or continuing education as appropriate for filing. Students requesting absences as required by their faith shall be given the opportunity to make up any tests or other work missed. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the course.

## Grading System

At the end of each semester, students will receive final grades based upon the following seven-point system unless noted otherwise in the course syllabus:

Grade	Numerical Grade	Explanation	Grade Points
A	93-100	Excellent	4 per semester hour
B	85-92	Above Average	3 per semester hour
C	77-84	Average	2 per semester hour
D	70-76	Below Average	1 per semester hour
F	0-69	Failure	0 per semester hour

Note: Developmental courses (any course that has 0 as the first number in the 3 digit course number) do not earn credit hours or quality points, but may be used for financial aid and athletic eligibility.

Curriculum course grades with no grade points awarded include:

TR	Transfer Credit
CS	Continued Studies
I	Incomplete
P	Pass (Credit by Exam)
R	Repeated course, GPA recalculated
AR	High School Credit
W	Withdrawal
WA	Administrative Withdrawal (Student never attended)
AU	Audit

These special grades are defined as follows:

- TR A "TR" grade represents transfer credit awarded for courses taken at other schools, colleges or universities.
- CS A "CS" grade is used with developmental courses when the required level of proficiency has not been met. To continue in a subsequent semester, students will need to reregister for the course and pay tuition.
- I An "I" grade is given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the end of the following semester. If not removed within this time, the incomplete becomes a failure.

- P A grade of "P" is awarded if a "C" or better is earned on a credit by examination.
- R A course may be repeated as deemed necessary by students. When a course is repeated, an "R" notation is made on the transcript. The last credit grade is considered in computing the cumulative grade point average to meet graduation requirements.
- AR An "AR" grade represents credit given for courses completed while in high school as outlined in the North Carolina High School-to-Community College Articulation Agreement.
- W After registration ends, a withdrawal grade of "W" or "WA" is given when a course is officially dropped. A withdrawal grade is awarded through the tenth week of the semester. After the tenth week and prior to final examinations, students must have permission from their instructor to drop a course with a withdrawal grade.
- WA The "WA" grade is recorded for students who register and pay for a course, do not officially drop during the registration period, and do not attend a class prior to the census date of the course.
- AU A "AU" grade is given when students are auditing courses.

## **Computation of GPA (Grade Point Average)**

The measure of students' overall academic achievement will be based upon a cumulative grade point average using a 4.00 scale. To compute the GPA:

1. multiply the credit hours attempted for each course (excluding withdrawal and developmental course grades) by the number of grade points assigned for the grade received; then
2. divide the total grade points earned by the total credit hours attempted.

## **Auditing Courses**

An "AU" grade will be recorded when students audit a course. Students who wish to audit a course must register through normal channels and pay regular tuition and fees. Auditing students must meet all course prerequisites and corequisites. Students must declare audit status in the Registrar's Office by the end of the registration period for the semester of enrollment. An audit cannot be changed to credit after the registration period ends. Students who are auditing are encouraged to attend classes regularly and to participate in class discussions and evaluation sessions.

## **Change of Program**

Students desiring to change their program of study should contact the Registrar's Office. Students will be reassigned to a new advisor, if appropriate, and placement test scores and course credits will be re-evaluated. Students certified for VA benefits must also complete the necessary forms with the VA representative to change programs of study.

## **Repeating Courses**

Courses may be repeated as deemed necessary by students. When a course is repeated, an "R" notation is made on the transcript. The last grade is considered in computing the cumulative grade point average to meet graduation requirements. A student who receives a passing grade of A, B, or C in a course and re-enrolls for a third time must submit a written statement of the reason for re-enrolling. This written statement will be maintained in the Student Services Office.

## **Course Substitutions**

Only under exceptional circumstances will students be permitted to substitute or deviate from the established requirements of a program of study. The division dean and vice president of instruction and student services must approve substitutions prior to registration. Written notification will be submitted to the registrar and will become part of the student's official record.

## **Adding/Dropping Courses and Withdrawal from the College**

Students may add or drop courses during the official registration period as published in the college calendar. These changes will not be reflected on grade reports and transcripts. Students should contact the Registrar's Office or academic advisor for forms and assistance.

Students should be aware of the 25% penalty for courses dropped after classes begin. For each course dropped after registration ends and through the tenth week of the semester, students must complete a drop form by obtaining the advisor's and instructor's signatures. The instructor will indicate the last date of attendance. The form is then returned to the Registrar's Office for processing. A withdrawal grade will then be recorded on the grade reports and transcripts. Failure to properly file a drop form may result in a failing grade. Students who do not meet the withdrawal deadline should contact the instructor to discuss the final grade.

Students wishing to withdraw from the college must submit a properly completed drop form and meet with a student services counselor.

## **Credit by Examination**

Degree-seeking students currently enrolled at Wilkes Community College may apply for credit by examination for courses listed in their active program of study in which they can demonstrate the required level of proficiency based upon course objectives. Credit by examination is unavailable to students who have previously enrolled in the course and have attended more than one class. Some courses are excluded from credit by examination. A maximum of 25 percent of the program requirements may be met through credit by examination.

Students should apply for credit by examination in the Registrar's Office. If eligible, students will take the credit by examination request form to the appropriate lead instructor. If the lead instructor approves the request, he or she will arrange a date and time within 30 days of the request for the examination to be administered.

Testing standards will equal those in the regular course and the examination(s) may be administered in any manner pertinent to the course objectives. A grade of "P" (Pass) will be awarded if a "C" or better is earned on the examination and the credit hours will contribute toward a degree, diploma, or certificate. However, this grade will have no affect on the student's GPA. The decision of the instructor will be final and the examination may not be repeated.

The results of the examination will be recorded on the request form and forwarded with the examination to the division dean. The dean will file the examination and return the completed form to the registrar.

## **Transfer Credit and Advanced Standing**

Wilkes Community College has an advanced standing program which allows previous academic study, examination, or military experience to be evaluated for possible college credit.

Transfer credit or advanced standing is available to students from these educational experiences:

1. **Transfer Credits from Other Colleges**  
Credits may be transferred from colleges and universities which are regionally accredited. Official transcripts from these institutions will be evaluated only after students have been admitted to the college and placed in a program of study. Credit will be awarded provided the course content parallels that taught at WCC or is in the Combined Course Library of the North Carolina Community College System. Credit is awarded only for courses with a grade of "C" or better.
2. **Credits for High School Courses**  
College credit may be granted for the identified high school course(s) as outlined by the North Carolina High School-to-Community College Articulation Agreement. The college also has local articulation agreements with area high schools to award college credit for courses completed in high school. Students should contact the registrar for more information.
3. **College-Level Examination Program (CLEP) and Advanced Placement Program (AP)**  
Advanced standing may be granted to students who have successfully completed

examinations through the College Level Examination Program (CLEP) and/or through the Advanced Placement Program of the College Entrance Examination Board. Official test scores must be presented for evaluation.

4. **Credits for Military Service**  
Credits will be granted, where applicable, for military experience in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

The maximum credit transferable from all outside sources is 75 percent; 25 percent of the credit hours required for graduation must be earned through instruction by Wilkes Community College. To obtain transfer credit or advanced standing, students must submit official documentation to the Registrar's Office. Students should request evaluations of all official transcripts and/or scores submitted after they have been admitted to the college and placed in a program of study. The request for transfer evaluation form can be found on the WCC website or in the Student Services Office.

## **Academic Progress and Standards**

### **Academic Progress and Standards**

Each student is expected to make satisfactory progress toward meeting his/her academic goals. The cumulative grade point average (GPA) is reviewed at the end of each semester and term to determine whether the student has made the expected progress. The minimum cumulative GPA to remain in good academic standing is a 2.0. Developmental courses are not included in the GPA calculation.

A student whose cumulative GPA falls below 2.0 is subject to academic warning which may be followed by probation and suspension. The GPA will be calculated using the most recent grade for each course taken at Wilkes Community College.

### **Academic Warning**

A student failing to meet the minimum cumulative GPA during any semester or term will receive an academic warning letter from student services. The warning status letter will inform the student of his/her academic status and encourage the student to meet with his/her academic advisor to discuss ways to improve grades and to discuss resources at WCC. The warning status will be posted on the student's transcript and the student's academic advisor will be notified.

### **Academic Probation**

A student whose cumulative GPA remains below 2.0 for a second consecutive semester or term is placed on academic probation. A student placed on academic probation will receive a letter informing the student of his/her academic status. A student on academic probation must meet with the retention coordinator located in student services to prepare a plan to improve his/her academic performance. A student on academic probation must meet with his/her academic advisor in order for the advisor to register the student. While on probation, the student will be able to register for a maximum of twelve credit hours for fall and spring semesters and a maximum of six credit hours for summer term. The probation status will be posted on the student's transcript and the student's academic advisor will be notified.

### **Suspension**

A student whose cumulative GPA falls below 2.0 for three successive semesters/term will be placed on academic suspension for one semester or term. A student on academic suspension will not be allowed to register for curriculum courses. The student may apply for re-admission after one semester or term by contacting the retention coordinator to discuss re-admission. A student who is re-admitted following an academic suspension will be placed on academic probation and must comply with the requirements of academic probation. The suspension status will be posted on the student's transcript and the student's academic advisor will be notified.

### **Appeals**

A student on academic suspension who believes extenuating circumstances exist that should prevent the suspension may appeal the academic suspension. The student must submit a written

appeal to the academic appeals committee which consists of the chief officer of instruction, chief officer of student services, and a designee chosen by the academic and support services council. The decision of the academic appeals committee is final.

Note: This policy applies to all curriculum programs except for limited admission health programs (nursing, dental assisting, respiratory therapy, and emergency medical science) which are governed by their progression policies as outlined in the current WCC catalog.

## **Academic Forgiveness**

The academic forgiveness policy is designed to assist students who have failing grades from previous WCC enrollment. Students may request forgiveness for F's earned five years or more ago by submitting a written request to the registrar. Only failing (F) grades may be forgiven from a student's grade point average. Prior to the reevaluation of credits, the student must be readmitted to the college, register for courses, and complete at least 12 credit hours of course work with a minimum quality point average of 2.0. The written request can be submitted at the end of the semester in which the 12 credit hours of course work is completed.

A student may request academic forgiveness for WCC course grades only one time, regardless of subsequent program changes, subsequent enrollment, or other unanticipated events.

Credits forgiven under the academic forgiveness policy will be exempt from calculation in the student's cumulative grade point average. While the forgiven grades will continue to appear on the official transcript, the courses and the earned "F" grades will be marked as forgiven.

It is the student's responsibility to contact the Financial Aid office to determine if the grades covered under the academic forgiveness policy will be included in the grade point average calculation for financial aid or VA educational benefits. Students who plan to transfer to another college or university are responsible for determining the impact forgiven grades may have on their transfer credit before they request forgiveness for those grades at WCC.

## **Requirements for Graduation**

To graduate, students must:

1. Apply for graduation in the Office of Student Services during the registration period prior to the spring semester for which graduation is expected;
2. Complete all required courses for the degree, diploma, or certificate; (Associate degree graduates may participate in the annual spring graduation exercise if they have one or two courses to complete during the summer term. More than two courses needed during the summer term must be approved by the division dean and registrar. However, the college cannot guarantee courses needed for graduation will be offered during the summer term.)
3. Attain a cumulative grade point average of "C" (minimum of 2.00) in all work attempted in a degree, diploma, or certificate program;
4. Complete no less than 25 percent of the semester hours required in the program of study at Wilkes Community College; and
5. Satisfy all financial obligations to Wilkes Community College.

Students who will complete all required coursework for graduation during the subsequent summer term may participate in graduation exercises if the following conditions are met:

1. Students have satisfied the criteria stated in 1, 3, 4, and 5 above;
2. Students have registered for all courses required to complete the degree, diploma or certificate for the subsequent summer term and paid the tuition for the summer term; and
3. Students have been granted permission from the appropriate division dean. (Diploma seeking students are excluded.)

Students should plan carefully for summer term as only a limited number of courses are offered, and students may not be able to take the courses needed for graduation.

In addition, students scheduled to participate in the annual graduation exercise must pay a graduation fee which covers the cost of the cap, gown, and the degree, diploma, or certificate. Also, graduating students are encouraged to participate in the commencement exercise, but

attendance is not required. However, an additional fee to cover processing and mailing costs will be charged to those students who do not participate in the graduation exercise. In addition, every attempt will be made, but the college will not be responsible for degrees, diplomas, or certificates damaged during mail delivery.



# Catalog of Record

Wilkes Community College reserves the right to change degree/diploma/certificate requirements and academic policies. As catalogs are published, the information in any one catalog is usually valid only for the period of issuance and is superseded by subsequent catalogs.

The catalog used to determine graduation requirements is the one in effect at the time of the student's initial enrollment in the curriculum or any subsequent catalog of the student's choice. Students must complete program requirements within five years of the catalog selected, unless otherwise approved by the division dean and chief academic officer.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. Wilkes Community College reserves the right to discontinue at any time any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed nor required. Students should refer to the website for the most current information concerning their program requirements and academic policies.

# College Honors

## Student Honors

The following are official methods by which the institution recognizes outstanding academic achievement of students. The list of students who earn recognition as a member of the President's List or the Dean's List will be published locally following the reporting of grades each fall and spring semester.

### President's List

To be recognized for the President's List a student must:

- Achieve a 4.0 GPA (grade point average) for the semester and complete 12 or more semester hours of college-level courses\* \*\*
- Earn A's in all courses, including developmental courses
- Receive no incompletes

### Dean's List

To be recognized for the Dean's List a student must:

- Achieve a 3.5 GPA (grade point average) or higher for the semester and complete 12 or more semesters hours of college-level courses\* \*\*
- Earn no grade below a B, including developmental courses
- Receive no incompletes

*\*Excludes credit by examination*

*\*\*Courses numbered 100 and above*

### Graduation with Honors

Students who graduate from a degree, diploma, or certificate program with a cumulative grade point average of 3.50 or higher at the end of fall semester, prior to graduation, will be recognized as Graduating with Honors. A notation to this effect will be noted in the graduation program.

### Commencement Marshals

The fifteen rising sophomores having maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The marshal who has the highest academic record is designated chief marshal.

### Phi Theta Kappa-Alpha Kappa Omega Chapter

Phi Theta Kappa is the international honor society of two-year colleges. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship, leadership, fellowship, and service among two-year college students. Its members enter into an intellectual and cultural fellowship that extends beyond a particular campus to regional and national networks. Through the achievement of these goals, Phi Theta Kappans continue to enrich themselves, their communities, and society.

Membership is extended by invitation. To be considered for membership, a student must, 1) be enrolled at Wilkes Community College, 2) have accumulated 12 credit hours that can be applied to an associate degree, 3) have achieved a grade point average of 3.50 or greater, and 4) enjoy full rights of citizenship of one's country. To maintain membership, a minimum GPA of 3.40 is required.

Phi Theta Kappa members in good standing are eligible to wear the gold honors stole and tassel during the commencement ceremony.

### National Technical Honor Society

The National Technical Honor Society recognizes students who have achieved scholastic excellence and have consistently demonstrated critical workplace values: honesty, responsibility, technical skill, teamwork, initiative, leadership, and good citizenship.

Membership is by invitation and is extended to students who 1) are enrolled in a technical or vocational degree program at Wilkes Community College; 2) have accumulated 24 semester hours; 3) have achieved a grade point average of 3.50 or greater; and 4) are recommended by a faculty member. Freshmen who have been enrolled in a high school chapter are automatically accepted into the WCC chapter and must meet WCC criteria after one semester with a minimum of 12 credit hours to maintain membership.

# Student Rights, Responsibilities and College Policies

## Student Conduct

Students are to conduct themselves as mature adults and to respect the rights, privileges, and personal property of others. Disorderly conduct, willful acts that might cause bodily injury to others, physical abuse, verbal abuse, or harassment of students, faculty, staff, or visitors to the campus are considered violations of the student conduct code. Disruption or obstruction of teaching, administration, or other college functions is prohibited. Students are not to cause harm or destruction to college facilities or property nor are they to steal or otherwise make facilities or property inaccessible to others. Students may not cause damage to or steal private property either on the campus or during a college function off campus.

Violation of any of the above standards of conduct while on campus or while participating in a college-sponsored activity off campus may result in disciplinary actions including dismissal from the college. Students are expected to be aware of and abide by all rules and regulations of the college. Violation of any rules and regulations of the college may result in disciplinary action, including dismissal from the college.

## Academic Integrity

The Wilkes Community College academic integrity policy sets forth the standards of academic honesty and integrity for students in any of the college's academic offerings. Violations of the academic integrity policy include: cheating; fabrication or falsification of information; plagiarism; signature forgery; intentionally destroying, stealing or making inaccessible library/resource material or equipment; and knowingly helping another to commit one of the above acts. Penalties for these offenses vary according to the severity of the action and include: a formal warning; reduced grade for the assignment or course; dismissal from the course with a failing grade; disciplinary suspension from the college; and civil prosecution, if appropriate. Students suspecting that a violation of the academic integrity policy has occurred should contact a member of the faculty or administration.

For a complete copy of the policy on academic integrity, contact the Student Services Office.

The academic forgiveness policy is designed to assist students who have failing grades from previous WCC enrollment. Students may request forgiveness for F's earned five years or more ago by submitting a written request to the registrar. Only failing (F) grades may be forgiven from a student's grade point average. Prior to the reevaluation of credits, the student must be readmitted to the college, register for courses, and complete at least 12 credit hours of course work with a minimum quality point average of 2.0. The written request can be submitted at the end of the semester in which the 12 credit hours of course work is completed.

## Adverse Weather, Emergency Closings and Delayed Openings

The decision to close the college during inclement weather or other emergencies is the responsibility of the president or his designated representative. The college shall make every effort to reschedule curriculum or continuing education classes missed or to establish alternate arrangements to make-up classes. Decisions regarding college closings will be made on a day-to-day basis. The decision to close the Ashe Campus and/or Alleghany Center will be made independent of the termination of operations in Wilkes County. When the decision is made to close the college, it will be announced through the news media and the college website as early as possible.

During adverse weather of uncertain duration, the college may announce a delayed opening. If conditions improve and the college is able to open safely, students should report to the class that would normally be in session at that time.

## Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act, individuals may request information on registered sex offenders at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/> or by calling the Wilkes County Sheriff's Office at (336) 903-7639, the Alleghany County Sheriff's Office at (336) 372-4455, or the Ashe County Sheriff's Office at (336) 246-9746.

### **Children on Campus**

While all visitors are welcome at Wilkes Community College, the college has rules concerning children on campus. For the safety of young visitors, children on campus (under the age of 15, unless enrolled in a Huskins course) must be supervised by an adult at all times. The college does not allow children in computer, science, industrial, medical and other labs, shops, or other environments that pose a safety hazard. A child may not accompany a student on a routine basis and may only attend a class if the instructor has granted permission prior to class. Instructors have the right to prohibit children from the classroom under any circumstance.

### **Computer and Network Usage Policy**

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality as long as this use is consistent with the goals of the academic programs. However, use of the computing and network resources is limited to authorized purposes, and any unlawful or malicious use of these resources are strictly prohibited. Use of the college's computer resources for political, religious, and other personal or non-college purposes is prohibited. For additional information concerning the appropriate use of computers and the college network, refer to the college policy titled Use of Internet and College Computer Network which is available in the Learning Resources Center. The college reserves the right to limit, restrict or deny computing resources and facilities for those who violate college policies, procedures, or local, state, or federal laws.

### **Crime Awareness and Campus Security**

Wilkes Community College collects certain information concerning campus crime and security. This information is prepared, published, and distributed to all current students and employees, and to any applicant for enrollment or employment, upon request. For a copy of this information, contact the safety and security manager, the Human Resources Office, Student Services or visit the college website at [www.wilkescc.edu/current\\_students/campus\\_safety\\_home.asp](http://www.wilkescc.edu/current_students/campus_safety_home.asp).

### **Drug and Alcohol Policy**

The unlawful manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as a part of any of its activities. Equally, being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as part of any of its activities. Exceptions to the alcohol possession and use provision may be made by the president in accordance with local, state, and federal laws in specific circumstances and designated areas. Violation of this policy may result in consequences such as but not limited to: a counseling assessment, required treatment, probation, dismissal, suspension or expulsion from the college.

It is the responsibility of each student to comply with all provisions of the Drug and Alcohol Policy, while participating in college sponsored events, athletics, student activities, and instructional activities. The scope of the policy includes all WCC campuses and centers, off-campus instructional sites, clinical sites, athletic fields, college sponsored transportation (including, but not limited to WCC vans and rented or chartered buses) and any other property that is owned, leased, or controlled by WCC.

Students engaged in off-campus instructional or clinical activities (including internships, practicums, externships, and co-ops) may expect to be subjected to the additional drug and alcohol policies of those sites. Those policies may include provisions for drug and alcohol testing prior to and during placement at those sites. Those policies are enacted and enforced by the management of those specific facilities. Violations of a specific site's policy does not exclude consequences under WCC's drug and alcohol policy, as clinical placement for academic credit is considered a college-sponsored activity.

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service.

Every student is entitled to procedural due process; these procedures are published and accessible to students in the general catalog of the college, published under the heading Student Grievance Process.

### **Non-Discrimination Policy**

Wilkes Community College is an equal opportunity institution, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No person shall be discriminated against on the basis of race, color, religion, national origin, political affiliation, gender, age or disability.

Applicants, students and employees of Wilkes Community College who have inquiries or complaints should contact Tracy McEntire, Title IX Coordinator/Affirmative Action Officer in the Human Resources Office, located in Thompson Hall, or by phone at 336-838-6422.

### **Responsibilities Related to Electronically Distributed Information**

Students in curriculum classes at Wilkes Community College are responsible for all college related information distributed through the college website, e-mail, and course management systems. Failure to utilize these resources to obtain such information does not relieve the student of his/her responsibility nor prevent the consequences that may result. This information includes syllabi, course content, notifications, warnings, announcements, etc., that are routinely transmitted to students. This information may be transmitted electronically rather than by the postal system.

Students who cannot locate information or have a demonstrated hardship in accessing information electronically are responsible for identifying their needs to appropriate college personnel in the college's open computer lab.

### **Sexual Harassment**

In compliance with federal and state statutes, Wilkes Community College is committed to maintaining a work and study environment free of sexual harassment. Sexual harassment is defined as deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. No official, employee or student shall exhibit coercion, restraint, or reprisal against anyone complaining of alleged sexual harassment and no personnel or academic decisions shall be made on the basis of the granting or denial of sexual favors. For a complete copy of the college's sexual harassment policy, contact the Student Services Office.

Employees who feel that they have been sexually harassed in violation of this policy may file a grievance with the director of human resources in accordance with the sexual harassment grievance procedures. Students are to follow the Student Grievance Process or contact the vice president of instruction and student services for a complete description of the process. Violation of this policy shall constitute possible disciplinary action up to and including dismissal of the involved party.

### **Solicitation**

Commercial solicitation and canvassing are not permitted on campus. Students and employees are encouraged to report unauthorized solicitation activity to campus security or the Student Services Office. Vendors wishing to advertise their products or services must obtain permission to do so from the Student Services Office.

### **Student Right-to-Know**

Information concerning the Student Right-To-Know completion, graduation, and transfer-out rates for Wilkes Community College is available to current and prospective students. Anyone interested in viewing this information may visit the college website at [www.wilkescc.edu/consumerinformation](http://www.wilkescc.edu/consumerinformation). A paper copy of the information is available upon request from the Student Services Office.

### **Student Grievance Process**

The purpose of the Student Grievance Process is to determine equitable solutions to problems that might arise and to deal with these problems in a fair and just manner. This process is open to students and/or employees seeking a resolution for what is perceived to be unfair treatment in student-student or student-faculty/staff interaction.

The grievance process must be initiated within five school days after the aggrieved party becomes aware of the situation. For academic issues with curriculum courses, students are asked to attempt to resolve the matter by first talking with the faculty member involved, then the division dean, and lastly the senior academic officer. For academic issues for continuing

education courses, students are asked to attempt to resolve the matter by first talking with the instructor involved, then the senior continuing education officer. For all other issues, students are asked to attempt to resolve the situation with the other party involved and if unsuccessful, contact the dean of student services and lastly the senior student services official.

For a complete description of the grievance process, please contact the Student Services Office.

### **Tobacco Free Campus**

Wilkes Community College is a tobacco-free college. The use of tobacco products in campus buildings, facilities (including athletic facilities), vehicles, or on grounds and property owned or leased by Wilkes Community College is prohibited. The advertising, distribution, and sale of tobacco products on college property or through college media outlets are prohibited. Tobacco cessation information is made available to students and employees upon request. Ensuring compliance to the policy is the shared responsibility of all college employees.

Any student or college employee may provide, in a courteous manner, a verbal reminder to persons not in compliance with the policy. Students who repeatedly violate the policy shall be referred to the appropriate administrator for action in accordance with the student conduct code. College employees who repeatedly violate the policy shall be referred to their supervisor for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave.

For a complete copy of the tobacco free college policy and procedure, 7.15 and 7.15A, visit the college website under WCC Information.

### **Use of Food and Drink**

Food products and non-alcoholic drinks may be consumed in instructional areas under the direction of the instructor or college employee in charge. The instructor or employee in charge shall be responsible for the proper disposal of any and all residue of food and/or drink products. The college reserves the right to restrict the consumption of food and drinks in certain areas as deemed necessary.

### **Weapons and Explosive Devices**

North Carolina General Statute 14-269.2 prohibits the possession on any Wilkes Community College property or at any Wilkes Community College activity, whether openly or concealed, any firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved instructional activity. This also includes unauthorized use of any instrument capable of inflicting bodily injury to any person. For a copy of GS 14-269.2, please contact the Student Services Office.

# Office of Instruction

The Office of Instruction is responsible for academic programs and institutional effectiveness, and includes curriculum programs, continuing education, institutional research and planning, and global education.

## Instruction

The Office of Instruction is responsible for all academic matters involving both students and faculty on all locations of the college. This office assures that high academic standards are maintained within an atmosphere characterized by genuine concern for the achievement of each individual student. The Office of Instruction manages the professional activities of full-time and adjunct faculty members who provide excellent instruction to students by using a variety of innovative and effective teaching and learning techniques. The academic placement process carried out by Student Services assures that students are enrolled in courses where they have the greatest potential to succeed in meeting their academic and career goals. Under the Office of Instruction, the Division of College Readiness provides instruction to develop college-ready skills in reading, writing, and math.

Specific responsibilities of the Office of Instruction include: continuously improving instruction by evaluating faculty performance and rewarding excellence; recognizing student achievement and recommending candidates for degrees, diplomas and certificates; establishing new programs and evaluating and improving existing curricula; establishing admission requirements for limited enrollment programs; establishing and monitoring academic regulations and procedures; maintaining academic integrity and establishing student grievance procedures for academic matters; assigning faculty academic advisors and monitoring the advisement process; establishing articulation agreements with senior schools; collaborating with secondary school systems in the three-county service area to establish College Tech Prep initiatives and additional K-14 partnerships; assigning faculty members to courses; assigning academic facilities for instruction and for community events; and overseeing all academic standards as required by the N.C. Community College System, the Southern Association of Colleges and Schools and other accrediting agencies.

The Office of Instruction includes the Instructional Services division, and four academic divisions: Arts and Sciences (general education courses, transfer programs, and Developmental Education); Business and Public Service Technologies; Health Sciences; and Industrial, Engineering and Customized Industry Training.

## Office of Institutional Research, Planning and Effectiveness

The Office of Institutional Research, Planning and Effectiveness collects and analyzes data, and disseminates information to support institutional decision making and planning. The office has responsibilities in the areas of institutional research, assessment, and planning. The staff collects and analyzes data regarding students, faculty and staff, facilities, and institutional programs, services and operations. Reports generated from this data are used internally and are also transmitted to the North Carolina Community College System and to other external agencies. The office works with academic departments and support units to help them formulate planning goals and objectives and to assess their effectiveness in achieving their goals and objectives. In addition, the office is a resource for survey and questionnaire research about the college's students, faculty, staff, programs, services and operations.



# Global Education

We live in a world that is more interconnected than ever before. Technology, travel advancements, and the forces of globalization make it both easier and more necessary to know how to relate to people of many different cultures, ethnicities, languages, and points of view here at home and abroad. Our future requires that we understand how to negotiate these new frontiers. We live in a global age, and the Wilkes Community College Global Education Department exists to provide support to students, faculty, and the community in how to embrace and navigate our world.

We seek to

- Understand our community and its interconnectivity to the world
- Understand how culture influences thinking and behavior
- Understand how to communicate and work with people of other cultures

# Instructional Support Services

The purpose of the Instructional Support Services Division is to assist students, faculty and staff in fulfilling the mission of Wilkes Community College by offering a variety of programs and services that support instruction and student learning. The Instructional Support Services Division consists of the following areas:

## Cooperative Education

Cooperative education (Co-Op) is a unique academic program in which students integrate classroom learning with real world work experience. Students work in a business related to their program of study. Learning occurs outside the formal classroom environment at a supervised work assignment; students, in conjunction with their worksite supervisor and faculty coordinator, develop measurable learning objectives that will be completed on the job.

The work enables students to gain practical experience with business, industry, and public and community agency worksites. The work assignment may be paid or unpaid. The student employee is awarded academic credit for the learning that occurs on the job.

Cooperative education is based on the theory that learning does not confine itself just to the classroom. It is called *cooperative education* because educators and employers work together to prepare a real world educational program for students.

### Eligibility

To be eligible to participate in the cooperative education program, students must meet the following minimum criteria:

1. Must be enrolled in a curriculum area that includes Co-Op for academic credit (requirement or an elective);
2. Must have completed nine (9) semester hours of credit within program of study, with at least three credit hours from the core of the major;
3. Must have a grade point average of 2.00 or higher;
4. Must be willing to work at a Co-Op worksite a minimum of 160 clock hours;
5. Must have or be willing to obtain a work experience job that is related to the program of study in which they are enrolled;
6. Must have approval of the Co-Op director.

\*Students who are currently employed may seek to have their present employment approved for cooperative education. In order for current employment to be approved, the student's job must be related to the program of study. The student's employer must agree to new learning opportunities at work. The employer must agree to provide necessary information, including filling out forms and evaluations, in order to determine progress of the student during the semester.

### Application Procedure

Students interested in cooperative education should obtain an *Informational Application* from the office of the director of cooperative education, located in Thompson Hall/Instructional Support Services, Room 215, or print the form from the website: [www.wilkescc.edu](http://www.wilkescc.edu), Student Resources, Instructional Support Services, Cooperative Education. The phone number is 336-838-6173. Co-Op applications must be reviewed and approved by the faculty coordinator and/or the cooperative education director prior to registration.

### Registration

Prior to registering for cooperative education courses (designated COE in college catalog), students must contact the cooperative education director. An *Informational Application* should be completed and reviewed prior to registration.

## **Academic Credit**

Credit hour(s) for Co-Op work periods are determined by hours worked per semester; a one hour Co-Op credit has a 160 hour minimum requirement (average of 10 hours per week); a two hour Co-Op credit has a 320 hour minimum requirement (average of 20 hours per week). Grades are awarded by the Co-Op instructor based on students' specific learning objectives, evaluations, and reports submitted by the student and the employer. Completeness and timeliness of reports, forms, and evaluations will be considered in the awarding of grades.

## **Distance Learning**

Distance learning provides alternate course delivery formats such as Internet courses, mixed courses, hybrid courses, and courses delivered through the cyber classroom.

The Instructional Support Services Division coordinates activities with Student Services to insure that distance learning students have access to support services. For more information on services provided please refer to the section in this catalog entitled "Student Services."

## **Internet Courses**

Internet courses provide 100% of course content and assessment through online instruction. Internet courses are accessed through Blackboard, a course management system. Students may go to [www.wilkescc.edu/WCCProwler](http://www.wilkescc.edu/WCCProwler) to access a link to Blackboard. Students can enter Internet courses from home or via the networked computers located on campus.

Internet courses cover the same material and have the same credit hours as conventional courses; however, these courses allow students to access the information at a time and place convenient to them. Students may interact with the faculty members teaching these courses through the Internet and may visit the faculty members on campus.

## **Mixed Courses**

Mixed courses blend online instruction with on campus requirements for the student. Such on campus requirements could include on campus testing, proctored testing at another site, field trips and plays.

## **Hybrid Courses**

Hybrid courses blend traditional face-to-face classroom instruction with online instruction. Students in a hybrid class divide their time between classroom and the Internet. The option provides students with face-to-face instructional support and student interaction while allowing more flexibility.

## **Cyber Courses**

Interactive computer equipped classrooms are used to transmit and receive a variety of credit, non-credit, and customized courses. Groups of students from several locations share one instructor, which make courses available that otherwise could not be offered. In addition to curriculum and continuing education courses, staff development and specialized training activities are delivered using this technology.

## **High School Enrollment Programs**

The department supports instruction by coordinating college curriculum programs that permit high school students to earn college credit while still in high school. These programs include Concurrent Enrollment, Huskins Bill Enrollment, Learn and Earn Online (LEO), and College Tech Prep. Concurrent Enrollment, Huskins, and LEO programs provide opportunities for high school students to earn both college and high school credit as they complete collegiate level coursework at the college, in the high schools and online via the Internet. The College Tech Prep program enables high school students to earn articulated college credit for some career and technical courses completed at the high school.

## **Learning Resources Center – Pardue Library**

The mission of Wilkes Community College Learning Resources/Pardue Library is to support the college in its educational, research and cultural endeavors through information literacy, critical thinking and research instruction; orientations; and selection, acquisition, organization, and circulation of information resources. Cooperative agreements are in place with Alleghany and Ashe Public Libraries to support off-campus centers and distance learning.

### **Pardue Library**

The library, on the top floor of WCC Alumni Hall, houses print and audio-visual media including 60,000 volumes of books, research databases, newspapers, magazines, access to research through the internet and NC Live, microfilms, and videos. There is an extensive collection on local and area history, including microfilm of Wilkes County records for in-house use. Library orientation is provided for groups or individuals.

The Learning Resources website, accessible from the WCC website ([www.wilkescc.edu](http://www.wilkescc.edu)), gives detailed information, rules, and regulations for use of services. Books are checked out for two weeks unless otherwise indicated. Reference materials and permanent reserve materials are used in-house. CDs, videos, and recordings may be checked out overnight. Fines are 10 cents daily for overdue materials. All media are due five instructional days before the semester ends. In the event of a lost or damaged book or other media, the cost plus a processing fee of \$5.00 will be charged. Transcripts and degrees are not released until fines are paid and/or media returned. Proof of payment of early registration expenses for the following semester will allow students to check out books.

### **Ashe and Alleghany**

The public libraries of Ashe and Alleghany provide library service and computers for students to access the Internet. Students may check out books from the WCC Library through interlibrary loan for a period of three weeks.

### **Identification/Library Cards**

Students are required to have identification/library cards to check out media from the Learning Resources Center, for admission to college activities, and to vote in student elections. Personnel and community borrowers must also have cards to check out media. The first card is free; however, lost cards will cost \$2.00 to replace. Cards will be made during registration or at other scheduled times.

### **Interlibrary Loans**

Interlibrary loans are available if the Wilkes Community College library does not have the books or journal articles requested. Interlibrary loan supports the research needs of the faculty, staff and students of Wilkes Community College. This service locates and provides materials not available from or owned by Wilkes Community College. Upon receipt of these materials, the patron is notified that the materials are available. Non-CCLINC interlibrary loan requests materials are granted on a case-by-case basis and may require the patron to pay a fee and/or shipping costs.

### **Learning Resources Services for Distance Learning Students**

Distance learning instructors and students have access to e-books, periodical articles, videos, and more through NC Live. Use of NC Live requires a password that is available by contacting the library. Distance learning instructors and students who cannot travel to the Wilkes Community College library may borrow books from the library by first locating the books on the library catalog and submitting a request to the library. To access the library catalog, patrons should visit the website at [www.wilkescc.edu](http://www.wilkescc.edu) and select the link to the library. Students may be required to pay postage for this service.

Distance learning instructors and students may contact the library for individual instruction in using library resources or for assistance with scheduling orientation at a library in their community.

## **James Larkin Pearson Collection**

The James Larkin Pearson collection is located on the first floor of Lowes Hall.

### **Children in the Library**

See college policy.

### **Computer/Internet Use**

See college policy 7.10.

## **Student Success Center**

*Academic Support Center, AccessAbility Services and SAGE*

Wilkes Community College is committed to supporting and assisting all students in reaching their academic goals. In the Student Success Center, located on the top floor of Thompson Hall, students will find a variety of resources to help them reach their full potential as critical thinkers and engaged learners.

## **Academic Support Center**

The Academic Support Center (ASC) includes the Writing Center, the Open Computer Lab, the Testing Center, and the Math Center. All WCC students, faculty and staff are welcome in the ASC, which is open on class days during fall and spring semesters, Monday through Thursday, 8:00 am to 9:00 pm, and Friday, 8:00 am to 3:00 pm. Call 838-6565 for summer term hours.

### **Writing Center**

The Writing Center (WC) offers free services to students, faculty, and staff of Wilkes Community College. WC English instructors work one-on-one to assist with any aspect of the writing process. The WC is a collaborative, supportive, and non-evaluative environment intended to help with writing in a way that will foster confidence and competence. WC instructors work with writers on a wide variety of projects, including papers for academic courses, grant proposals, business communications, course syllabi, and resumes. WC instructors work with writers at any stage of the writing process from finding and refining topics to editing at the sentence level.

### **Open Computer Lab**

The Open Computer Lab (OCL) has forty-seven computers where students can access Gmail and Blackboard, work on course assignments and projects, and do research. The OCL has all the software necessary to complete every distance learning course offered by the college. OCL faculty assist students and employees with computer, Blackboard, Gmail, WebAdvisor, and Microsoft Office questions.

### **Testing Center**

The Testing Center (TC) provides a secure, proctored environment for taking distance learning course tests, makeup tests, and tests for other institutions. Students must present a photo I.D. to be eligible to take a test in the TC. All tests must be completed in one sitting and before closing time.

### **Math Center**

The Math Center provides free, drop-in tutoring for all levels of math taught at Wilkes Community College.

## **AccessAbility Services**

Wilkes Community College and all employees shall operate programs, activities, and services to ensure that no otherwise 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.

Students may receive assistance with academic and physical accommodations based upon

documentation of disability. Students are responsible for initiating requests for services by contacting AccessAbility Services and completing the accommodation request form. The request for accommodations should be made no later than ten working days prior to the need. After initial approval, students are responsible for arranging accommodations with their instructors and for informing the director in the AccessAbility Services Office if accommodations are not met. The director will assist with arranging accommodations if requested by the students and/or the instructors.

In making reasonable accommodations, the college shall use (as feasible) existing resources, such as rehabilitation agencies for educational auxiliary aids (i.e., interpreters). In circumstances where the college provides educational aids or assistive devices, the college shall maintain the right to choose the methods by which the aids will be supplied or which assistive devices will be provided. The institution assumes no responsibility in the provision of services of a personal nature.

## SAGE SUPPORTING ACADEMIC GOALS for EDUCATION

SAGE is a Student Support Services federal TRiO program funded through a grant by the U.S. Department of Education, whose purpose is to increase the retention, graduation and transfer rates of eligible participants. Eligible participants are first generation college (meaning neither parent has a 4-year degree), of limited income, and/or students with a documented disability. The Department of Education established the criteria for participation in SAGE to encourage and assist students who are traditionally under-represented in post-secondary education.

Once accepted for enrollment into SAGE, students are encouraged to utilize the following services:

**Academic Advising** helps students select appropriate classes that will enhance skills and satisfy career goals;

**Academic Luncheons** provide an informal meal with information for opportunities to turn your 2-year degree into a 4-year degree;

**Academic Skills Building** helps students strengthen skills such as test taking, study skills, goal setting, time management and assertiveness;

**Campus Visits** help students navigate the university system and make connections with key departments and personnel;

**Career Exploration** provides students the opportunity to explore their interests, skills and values so they can make informed career decisions;

**College Transfer Advising and Advocacy** provides individualized assistance with college selection, completing applications, gathering information on housing and financial aid, campus visits and networking with other TRiO programs;

**Computer Lab** provides Internet connected computers equipped with a variety of software and staffed by lab assistants;

**Financial Aid Advising** helps students secure all possible means of financial assistance so they can afford to stay in school;

**Financial and Economic Literacy** education and counseling assists students with personal budgeting, money management, locating financial aid and scholarships;

**Grant Aid Scholarships** provide students with additional financial assistance;

**Learning Styles Inventories** give students feedback about how they learn and what motivates them to learn;

**Laptop Lending Program** provides students the opportunity to borrow wireless laptops;

**Lending Library** provides students the opportunity to borrow textbooks and calculators;

**Life Coaching** facilitates collaborative goal-setting for successful academic, personal, and career outcomes;

**Peer Mentors** are second year SAGE members who serve as a vital link to navigating the college experience and networking with others;

**Personal Counseling** provides a safe and confidential environment where students can talk about issues which may impede educational success;

**Progress Reports** provide mid-term information about grades and class performance;

**Study Area** provides a quiet place for studying and completing course assignments;

**Tutoring** provides individual and group assistance that supplements classroom instruction to help students master concepts.

## **Service-Learning**

Wilkes Community College promotes civic and community responsibility among employees and students. The college is engaged in many community service projects. WCC has implemented a service-learning program which offers students an experiential learning experience in the classroom that occurs through a cycle of volunteerism and reflection.

The purpose of service-learning is to address community needs through collaborative campus and community partnerships that support student learning and promote civic responsibility.

Instructors may include a service-learning component in their class which is related to the course learning objectives. The academic focus will be on the critical reflective thinking about the service and its relationship to the class. This reflection may occur multiple times during the service project or only at the end. National studies show that service-learning allows students to understand course content better, become more engaged in the classroom, have the opportunity to explore career paths and become more civic minded and involved with their local community. For more information on service-learning visit our website at [www.wilkescc.edu](http://www.wilkescc.edu), Student Resources, Instructional Support Services, and Cooperative Education, or call (336) 838-6173.

## **WCC Quality Enhancement Plan**

Since 2006, Wilkes Community College has been committed to enhancing student learning by engaging the entire college community in the critical thinking focus as outlined in the college's Quality Enhancement Plan (QEP). Entitled "Embracing Critical Thinking throughout the College Community," the QEP outlines the gradual implementation and assessment of the critical thinking focus in both courses and services. Students are involved in "learner-centered" experiences designed to align with the college's four critical thinking outcomes: pursue best information, engage in inquiry, analyze different points of view, and examine underlying assumptions. All colleges accredited by the Southern Association of Colleges and Schools (SACS) are required to submit a QEP which communicates their ten-year plan to enhance student learning. SACS notified WCC of its reaffirmation in June 2006 thus allowing the QEP to move from the development to the implementation phase. WCC will submit a Fifth Year Impact Report to SACS during 2011 and include information about the QEP's impact on student learning. For more information, please contact the QEP director or go to the college website: [www.wilkescc.edu](http://www.wilkescc.edu), Student Resources, Instructional Support Services, and QEP.

# Student Services

The purpose of Student Services at Wilkes Community College is to support the instructional programs, respond to student needs, and foster students' academic, personal, and social development. Counselors and professional support staff assist students with all aspects of their education from admissions through graduation and job placement.

Among the services provided are: admissions, counseling, academic advising, housing information, placement testing, registration and student records, drug education, student financial aid/veterans' benefits, job placement, and student activities/organizations. These services are explained in detail on the pages that follow. The Student Services Office is located in Alumni Hall. The normal hours of operation are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m. An abbreviated schedule is followed during the summer term.

## Counseling and Career Services

The counseling center provides services and programs to assist individual and group growth, wellness issues, career development, academic and transfer planning, and personal adjustment. In addition, the center also conducts workshops designed to meet educational, psychological and social needs.

Counseling contacts are treated confidentially. Confidentiality does not apply when disclosure is required to prevent clear and imminent danger to the client or others, or when legal requirements demand that confidential information be revealed. The counseling staff adheres to the Ethical Standards of the American Counseling Association.

**Personal counseling** is provided to students, including mental health and substance abuse assessments, free of charge. Appointments are preferred, but drop-ins are welcome. Sessions are available at no cost but are limited to short term treatment needs. Short term issues can range from depression and anxiety to relational issues or adjustment problems. If issues cannot be resolved within a few sessions, a counselor will speak to you about a referral to a more comprehensive community program.

**Career counseling** assists individuals in exploring interests, values, skills, and personality through personal counseling sessions, classroom presentations, use of the career resource collection, and use of online resources. The administration of interest inventories and personality testing provides methods of self-exploration. Utilization of these services early in a student's academic endeavors is encouraged. Services are also available to alumni and prospective students.

**Job placement** services are available to WCC students, alumni, and prospective employers. Services include assistance with resumes and cover letters, interview preparation, online resources, job search strategies, and job listings. Website: [www.wilkescc.edu/jobplacement](http://www.wilkescc.edu/jobplacement).

**Retention services** are coordinated through student services. Retention is a measurement of student persistence in reaching educational goals. Barriers to retention will be identified and efforts to reduce these barriers will be addressed through programs, activities, and support services. If a student is considering withdrawing from WCC due to personal and/or academic difficulties, please arrange a meeting with the retention coordinator.

## Academic Advising

Students seeking a degree, diploma or certificate are assigned an academic advisor from among the faculty, counselors or educational support staff. Advisors assist students in meeting their educational and career goals, planning class schedules, and reviewing progress toward graduation. Advisors' signatures are required on students' registration forms each semester for the approval of courses scheduled and for drop/add forms. Advisors provide students with information about careers and the transfer of Wilkes Community College credits to senior colleges.

Students must contact their academic advisor each semester before registering. Advisors have posted office hours so that students may arrange conferences as needed. Two weeks prior to each registration period, advisors will post times when they will be available to help students with schedule planning. WCC advisors are committed to providing appropriate, accurate,



and timely information at every stage of a student's career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation requirements.

## **Services for Distance Learning Students**

Wilkes Community College offers distance learning opportunities to students through Internet-based instruction, mixed courses, hybrid courses, and cyber classrooms. Students taking all of their courses online may apply for admission and register for courses online. Hybrid and cyber classroom students may access these same services online or at one of WCC's physical campuses.

Students taking distance learning courses have access to the same range of student services as those enrolled in the traditional classroom. Students taking courses only by distance learning methods are encouraged to make use of student services accessible on the college website at [www.wilkescc.edu](http://www.wilkescc.edu). The distance learning homepage provides tutorials and other available resources. Each student will also be enrolled in a course on Blackboard called "Student Resources and Orientation." This course is provided as a service to help students learn to use Blackboard and Gmail. Students may make arrangements for assistance by phone, fax, email, postal mail, or by contacting one of the college's three locations. This information is provided in the college catalog and on the website.

## **Housing**

Wilkes Community College does not provide on-campus housing. It is the responsibility of individual students who require housing to arrange their own accommodations. Upon request, the Student Services staff will provide information to assist students in locating suitable accommodations.

## **Reporting of Accidents/Health Services**

All accidents are to be reported immediately to security at 838-6275. Faculty and staff may administer first aid for minor accidents. Serious accidents/injuries are to be reported to the local emergency medical service and then to security. First aid kits are located in all shops, labs, Student Services and most office areas. Faculty/staff are to stay with the injured person until proper medical assistance is obtained.

Security is required to report in writing any accidents involving students or other persons to the business manager within twenty-four (24) hours of the accident.

The business manager shall maintain the documentation of all accidents and shall assimilate the data and complete required accident reports.

Students with special health problems are encouraged to bring these to the attention of the Student Services staff, and to explore the possibility of accommodations with the Office of Disability Services. Diabetics and others generating hazardous wastes through blood tests or the injection of medication are required to keep these materials in their possession and take them home for proper disposal. Improper disposal of these materials may result in disciplinary action.

Ashe Campus: Contact the front office (dial 0 on an in-house phone or notify receptionist). Alleghany Center: Notify receptionist at the front office.

## **Lost and Found**

Anyone finding or losing items of value on campus should contact the Student Services Office, located in Alumni Hall, at (336) 838-6100.

## **Placement Testing**

### **Program Testing Requirements**

Prior to enrollment at Wilkes Community College, placement testing is required for the following:

1. All degree, diploma, and certificate seeking applicants whose program of study requires a reading, English and/or mathematics course.
2. Applicants registering for a course that has a reading, English or mathematics prerequisite.

Applicants may go to the Student Services Office any time between 8:30 a.m. and 3:00 p.m., Monday through Wednesday; 8:30 a.m. and 6:00 p.m. on Thursday, or 8:30 a.m. and 12:00 noon on Friday to take the placement test. No appointment is necessary. These hours are subject to change before, during and just after holidays, special events and system maintenance days. Applicants are encouraged to check the placement testing page of the college website at [www.wilkescc.edu/placementtesting](http://www.wilkescc.edu/placementtesting) for a listing of dates that the placement test will be unavailable. **Applicants wishing to take the placement test must show a photo identification, such as a driver's license.** The test is computerized and is not timed. Students will be tested in reading, English and mathematics. Placement test scores are recognized for a period of five years.

### **Ashe Campus and Alleghany Center**

Students are required to schedule an appointment for taking the placement test at the Ashe Campus and Alleghany Center. Appointments may be scheduled by calling the following numbers:

Ashe Campus: (336) 846-3900

Alleghany Center: (336) 372-5061

### **Testing Preparation**

Applicants wishing to review their skills in reading, mathematics, and writing may view sample questions to prepare for the placement test at the following websites:

[www.studyguidezone.com/accuplacertest.htm](http://www.studyguidezone.com/accuplacertest.htm)  
[www.testprepreview.com](http://www.testprepreview.com) - select ACCUPLACER  
[www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer)  
[www.google.com](http://www.google.com) - type Accuplacer Practice  
[www.purplemath.com](http://www.purplemath.com)  
[www.khanacademy.org](http://www.khanacademy.org)

A testing booklet is available in Student Services or on the college website at [www.wilkescc.edu/placementtesting](http://www.wilkescc.edu/placementtesting).

The mathematics portion of the test consists of basic arithmetic, elementary algebra, and college level algebra.

### **Testing Accommodations**

Applicants requiring special testing accommodations due to a disability must contact the AccessAbility Services Office at (336) 838-6560 at least 10 working days prior to testing. Appropriate documentation will be required prior to allowance of accommodations. Placement testing accommodations for applicants enrolling only in distance learning activities (telecourses, internet courses, teleconferences and cyber classroom) will be handled on an individual basis. Applicants enrolling in any distance learning activity should contact the Student Services Office at (336) 838-6136 for further information.

### **Exemptions**

Exemptions to the placement testing policy are as follows:

1. Applicants transferring from another regionally accredited institution who have successfully completed a transferable freshman English, reading, or mathematics course may be exempt from the placement test for the subject area upon application. However, students must meet the prerequisites for all courses taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses;
2. Applicants who have earned an associate or higher degree from an accredited institution may be exempt from placement testing upon application if an official transcript is on file to document degree completion. However, students must meet the prerequisites for all courses taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses;
3. Applicants who have a reading score of 480 or higher on the SAT or 19 or higher on the ACT are exempt from the reading placement test; and

4. Applicants who have a writing score of 480 or higher on the SAT or 19 or higher on the ACT are exempt from the English placement test; and
5. Applicants who have a mathematics score of 520 or higher on the SAT or 22 or higher on the ACT are exempt from the mathematics placement test.

Applicants eligible to exempt one or more of the placement tests based on any of the above exemptions must provide the Student Services Office with official documentation (official copy of high school transcript and/or official copy of SAT/ACT scores from College Board) to be exempt from placement testing. Applicants who are exempt from the placement test must contact the Registrar's Office for a new student orientation appointment.

*SAT and ACT scores are recognized for five (5) years.*

### **Placement Testing for Health Technology Programs**

All of the above exemptions do not apply to Nursing, Dental Assisting, Emergency Medical Science, or Respiratory Therapy applicants. These applicants should refer to the applicable admission packet for possible exemption options.

### **Computerized Retesting**

Students may retest once per developmental studies subject (math, reading and English) within a five year period. To retest, students must schedule through the Student Services Office. (Nonrefundable fee required.)

### **Testing for Advanced Placement in Foreign Language**

Students at WCC may pursue their study of a foreign language to meet deficiencies in foreign language under the MCR requirements, as a humanities course, or as an elective in any program of study. The elementary college-level 111/181 courses are open to all students who have completed ENG 090 and RED 090, or placed into ENG 111.

Students who are native speakers, have taken foreign language in high school, or who have studied or lived abroad are eligible to take a placement test for a foreign language. They may test to place out of the 111/181 level, or take a more extensive placement test into higher levels beyond 112/182. Placement testing is encouraged to help to ensure that students begin their foreign language study at an appropriate level. Those who complete one or more courses of a foreign language at WCC will be ready to continue their language studies in the US or abroad. Please consult the lead instructor of foreign language for further information.

### **Additional Information**

For more information concerning the placement testing program, come by the Student Services Office on the first floor of the Alumni Hall, call (336) 838-6136 or email the Testing and Services Specialist at [valdete.fejzullahu@wilkescc.edu](mailto:valdete.fejzullahu@wilkescc.edu).

## **Registration**

All students are to complete the registration process on the days designated in the college calendar. Exact dates and times are announced in advance through campus publications, the college website, and the media.

Steps in the registration process are as follows:

1. Complete application for admission;
2. Complete placement testing requirements and/or submit official SAT/ACT scores and college transcripts, if necessary;
3. Schedule and attend an orientation session;
4. Meet with advisor to select courses and for schedule approval;
5. Pay tuition and fees in the Business Office; and
6. Purchase books in the College Bookstore.

Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. Classes missed due to late registration or by adding/dropping courses will be considered as absences and will be deducted from the total hours of absence allowable for each course.

Beginning on the semester's first day of classes through the 10% point of the semester (eighth day for fall and spring semesters; fourth day for summer term), students will be charged 25% of the cost of any course dropped. The charge does not apply if a course with equal or more credit hours is added at the same time. For example, if students drop a 3-credit-hour course and add a 3-credit-hour course on the first day of classes in the same transaction, the 25% charge will not be applied. However, if students drop a 3-credit-hour course on the first day of classes and add a 3-credit-hour course on the first day of classes at a later time, then the 25% charge will be applied for the course dropped. Therefore, if students need to make changes to their original schedule, they should see their advisor on or before Registration Day to drop a course in order to avoid paying the 25% charge. After the 10% point of the semester, students will be responsible for 100% of the costs of courses on their schedule. For more details, please contact the registrar's office.

Students are not considered registered until all procedures have been completed by established deadlines, including payment of tuition, fees, and other financial obligations.

## **WebAdvisor**

WebAdvisor is an online tool that provides students with real time, up-to-date, confidential access to specific college information. Students may search for sections, view class schedules, check grades, print an unofficial transcript, view account status (holds/fines due/tuition and fees due), etc. Students may go to [www.wilkescc.edu/WCCProwler](http://www.wilkescc.edu/WCCProwler) to access a link to WebAdvisor and to access login instructions. Additional features, including online registration, will be added periodically.

## **Blackboard and Gmail**

Blackboard and Gmail work together to provide students with course content and email service. Blackboard provides a central location for accessing course information such as course announcements, course syllabi, grades, journals, assignments, tests, discussion boards, content and instructor email. Gmail provides each student a permanent email account for WCC and personal use. With over 7 GBs of storage space, a web-based calendar and Google Docs, Gmail offers more than just email service.

A link to Blackboard and Gmail can be found on the college website at [www.wilkescc.edu/WCCProwler](http://www.wilkescc.edu/WCCProwler). Initial login and password-change instructions are also posted on the college website. There are tutorials available on the login page and additional help is available in the Student Success Center located in Thompson Hall.

There is a course called "Student Resources and Orientation" located in Blackboard in which all students are enrolled. This course is provided as a service to help students become familiar with Blackboard and Gmail and also contains other resources for WCC students.

Students should also be aware of the responsibilities associated with the Blackboard and Gmail accounts as outlined in the "Responsibilities Related to Electronically Distributed Information" and "Computer and Network Usage" policies.

## **Student Records**

All student records are held in confidence by the college. The following documents will be maintained and will be subject to all state and federal regulations governing the safety and confidentiality of those records: applications for admission, transcripts, placement test information and graduation readiness reports. Grade reports are mailed to students at the end of each scheduled school term and will not be released to students having unsettled accounts with the college.

## **Transcripts**

Transcripts for curriculum courses must be requested in writing to the Registrar's Office. Requests are accepted in person, by mail, or by facsimile. Transcripts of classes taught by the Office of Continuing Education or Adult Literacy must be requested from that department. Official transcripts will not be issued to students having unsettled accounts with the college. It is recommended that at least one week be allowed for the processing and mailing of transcripts. A transcript processing fee will apply.

## **Policies and Procedures Concerning Access to and Release of Student Information**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. Copies of the act, the federal regulations adopted pursuant to it, and this notice are available for persons to examine in the Registrar's Office.

Notices are published annually in the college catalog and student handbook to explain the rights of students with respect to records maintained by the college. It also outlines the college's procedures to comply with the requirements of the act.

Educational records are those records, files, documents, and other materials which contain information directly related to students, and are maintained by the college. These are official college records, and as such, remain the property of the college. Information contained in educational records will be fully explained and interpreted to students upon request. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other students.

Consent must be obtained from students for the release of information from educational records, specifying what is to be released, and to whom, with a copy of the record sent to students if they desire.

The requirement for consent does not apply to the following:

- a. Requests from faculty and staff of Wilkes Community College who have a legitimate educational interest on a "need to know" basis, if necessary to conduct official business. In certain situations the "need to know" basis may involve the release of information to outside organizations that have contracted with the college to provide a service for students. Outside organizations include, but are not limited to, companies that manufacture class rings, provide textbooks, produce graduation photos, etc. Legitimate educational interest includes performing tasks related to the regular duties of the employee, the student's education, the discipline of students, services or benefits for students, or maintaining safety and security of the campus;
- b. Requests in compliance with a lawful subpoena or judicial order;
- c. Requests in connection with students' applications for or receipt of financial aid;
- d. Requests by state or federal authorities and agencies specifically exempted from the prior consent requirements by the act; and organizations conducting studies on behalf of the college, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed;
- e. Information submitted to accrediting organizations;
- f. Requests by parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954;
- g. In the case of emergencies, the college may release information from educational records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of students or other persons;
- h. To authorized federal officials who have need to audit and evaluate federally-supported programs;
- i. The results of any disciplinary proceedings conducted by the college against alleged perpetrators of a crime of violence to the alleged victims of that crime; and
- j. Requests for "directory information" as listed below.

Wilkes Community College has designated the following information as directory information which may be made available to the public:

1. Names of students;
2. WCC student e-mail addresses;

3. Major field of study;
4. Most recent previous school attended;
5. Full or part-time enrollment status;
6. Terms and dates of enrollment;
7. President's list, Dean's list, and other officially recognized student honors, awards and special achievement;
8. Participation in officially recognized student activities and sports;
9. Weight, height, and hometown of members of athletic teams;
10. Photograph;
11. Graduation list;
12. Degrees, diplomas and certificates received and the completion date.

Students who do not wish any or all of this information to be released must notify in person or in writing the Registrar's Office each semester.

In addition, Wilkes Community College is required by the Solomon Amendment (a federal law) to provide military recruiters, upon request, with the names, addresses, telephone numbers, age or date of birth, level of education, and major unless students have advised the college that they do not want their information disclosed without prior written consent.

## **WCC College Transfer Advising Center**

The WCC College Transfer Advising Center (CTAC) located in Room 413 Hayes Hall provides ongoing assistance to WCC students enrolled in the AA, AS, AFA and AGE programs to facilitate successful transition to a senior institution. Transfer advisors are available throughout the semester to assist students with development of academic goals related to intended majors/careers, planning course schedules, and understanding transfer requirements at four-year institutions.

WCC transfer advisors are committed to providing appropriate, accurate, and timely information at every stage of a student's academic career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation and transfer requirements.

## **Transfer of Credits to Senior Institutions Comprehensive Articulation Agreement**

Wilkes Community College (WCC) offers several associate degrees that parallel the freshman and sophomore years at North Carolina public universities. Degrees offered are the Associate in Arts (A.A.), Associate in Fine Arts-Drama (A.F.A), Associate in Science (A.S.), as well as a number of pre-major curricula. The North Carolina Community College System and the University of North Carolina Board of Governors participates in a cooperative plan called the Comprehensive Articulation Agreement (CAA) which facilitates the transfer of credit between each of North Carolina's community colleges and between the community colleges and the UNC institutions. Many members of the North Carolina independent colleges and universities honor a similar agreement.

Students may obtain detailed information about college transfer and specific transfer agreements by contacting their advisors or through the College Transfer Advising Center. E-mail inquiries should be sent to [wcc.ctac@wilkescc.edu](mailto:wcc.ctac@wilkescc.edu). Major components of the current transfer agreements with UNC institutions and participating colleges are outlined below:

- The 44-hour general education core transfers, in total, to UNC system schools. The general education core, completed in total, substitutes for the university's general education core. Students who complete the general education core but not the AA or AS may apply for the Transfer Core Diploma. (Grades in each course must be "C" or better).
- Graduation with an AA or AS degree fulfills all general education requirements at the public universities. Students must take additional courses required for their major if these were not completed as part of the AA or AS degree. To be eligible for inclusion in this

policy, students must have an overall GPA of at least 2.0 and a grade of “C” or better in all CAA courses.

- AA and AS graduates transfer to UNC institutions with junior status. Admission to the university/major is not guaranteed and all admission requirements must be met. Additionally, students must meet the graduation requirements for the four-year school (for example, a foreign language requirement).
- AA and AS non-graduates may receive credit for general education courses completed. This will be at the discretion of the transfer institution.
- AFA and AAS students may receive credit at the university for general education courses completed. The receiving institution will determine whether the course(s) will count as general education, major, or elective credit.
- For students who have completed more than 14 credit hours outside of the North Carolina Community College System and the North Carolina four-year institutions participating in the CAA, the CAA may not apply. For those students, it is especially important to work with the four year institution of choice to determine course selection.

### **Pre-Major Agreements**

Pre-major agreements are another component of the CAA. These guide students toward transfer to UNC institutions as a junior in the major. Additional pre-major courses for admission to the major may be required. WCC offers pre-majors in Business Administration and Nursing. Students are advised to check with their advisor or the College Transfer Advising Center to determine whether a pre-major is appropriate for them when transferring.

### **Planning for Transfer**

Students planning to transfer are encouraged to work closely with academic advisors in the College Transfer Advising Center. College transfer advisors are prepared to advise students in the selection of courses; however, students are ultimately responsible for proper course selection. Students should first determine whether it is best to follow a pre-major agreement or to devise a personalized transfer plan. If enrolled in a pre-major, follow the curriculum precisely. For elective courses, and for those not following a pre-major, students should take the steps below to ensure that courses are not taken unnecessarily, and to avoid loss of credit when transferring.

- Carefully examine the current website of the four-year college or university to which transfer is planned.
- Closely follow the recommendations for the program of study at the four-year institution.
- Contact the College Transfer Advising Center for assistance in developing a list of courses specific to the major and four-year college or university of choice.
- Be sure to enroll only in courses listed under the AA or AS degree programs.
- Admission applications to NC senior colleges and universities are available online at [www.cfnc.org](http://www.cfnc.org) or at the individual college or university website. Applications should be submitted at least nine months prior to the date of intended enrollment. For more information about the CAA, please visit [www.northcarolina.edu/content.php/assessment/reports/students\\_info/caa.htm](http://www.northcarolina.edu/content.php/assessment/reports/students_info/caa.htm).

### **Minimum Course Requirements (MCR)**

Each student needs to be familiar with the Minimum Course Requirements (MCR) in effect at the time of the student’s high school graduation. In North Carolina, meeting MCR deems a student admissible to a university but does not guarantee admission. A student must meet MCR even if applying as a transfer student. If a student does not meet MCR, the deficiency has implications for the course work that must be completed at the community college level in order to become admissible to a four-year institution. For nontraditional students, exemptions may be made. Students are ultimately responsible for ensuring the MCR is met through high school courses or community college courses.

# Student Financial Aid

Wilkes Community College provides assistance in the form of grants, scholarships, part-time employment and loans. All degree or diploma seeking students may apply for aid. Aid is awarded on the basis of financial need and academic potential.

Information and applications may be obtained from the Financial Aid Office located in Alumni Hall. Applications must be filed annually. All information received will be kept confidential.

It is recommended that applications for federal student aid and WCC scholarships be submitted by May 1 preceding fall semester enrollment at the college. Funding for many programs is limited. Late applicants (after May 1) may find that funds for some programs are obligated and award packages may be finalized after the applicants enroll and pay required tuition and fees.

Financial aid will not be awarded to students until all admission requirements have been completed.

## How to Apply for Financial Aid

Complete the normal admissions process to enter the college. Complete the FAFSA (Free Application for Federal Student Aid) or go online to [www.fafsa.gov](http://www.fafsa.gov) to do the FAFSA. Students will be considered for all aid programs available through the college (as described in this section) except certain scholarships or loans.

Continuation of financial aid from one academic year to the next is not automatic. Students who plan to enroll in college for another year must re-apply for financial aid. Applications (FAFSA and the WCC Scholarship Application) will be available after the first of January in the Financial Aid Office or online at [www.wilkescc.edu](http://www.wilkescc.edu).

## Eligibility for Aid

Most awards are based on financial need. This is determined by subtracting the estimated family contribution from students' educational costs. Other requirements may be established by the agency or individual making the funds available. Funds received must be spent on educational expenses.

Failure to maintain academic progress as defined by the U.S. Department of Education and this institution **specifically for financial aid recipients** will result in the loss of eligibility for financial aid. Eligibility may be reinstated by re-establishing satisfactory progress. For complete description refer to satisfactory progress guidelines in this catalog.

Financial aid recipients must notify the Financial Aid Office of any change in enrollment status or program of study that occurs after registration day each semester.

## Disbursement of Aid

Students approved to receive financial assistance will receive an award letter detailing the type(s) and amount(s) of aid to be received. Awards are made for the academic year which is 32 weeks of instructional time beginning with fall semester and ending with the spring semester. **Students approved for financial aid will be allowed to charge against their financial aid and then if funds are remaining in their accounts, a check will be sent to clear up the account for the semester. Refer to the financial aid calendar for the date each semester.**

Federal Work-Study payments will be made on the last work day of each month or as indicated on the work-study time sheet. **All other types of financial aid assistance approved by the Financial Aid Office** will be made on an individual basis as approved by the director of financial aid.

## Types of Aid Available

Listed below are the types of financial aid programs available. Before receiving financial aid, all applicants must verify their intent to enroll as regular students in an eligible program of study which, upon completion, will result in attaining a degree or diploma. Additional information is available in "The Student Guide," a free publication from the U.S. Department of Education,



available in the Financial Aid Office. As a condition of applying for federal and state financial aid, applicants must sign the FAFSA form. By signing the FAFSA, students agree, if asked, to provide information that will verify the accuracy of the aid application. Also, students certify that they (1) will use federal and/or state aid to pay the cost of attending WCC, (2) are not in default on a federal student loan, (3) do not owe money back on a federal student aid grant, and (4) will notify WCC if they default on a federal student loan.

**Federal Pell Grants** – A federal program for low-income families. Eligibility is calculated by the federal student aid processing center and the results, called a student aid report (SAR), are sent directly to students.

New federal legislation provides students an opportunity to potentially receive additional Pell Grant funds for summer term. Students who received a full Pell Grant award for the prior fall and spring semesters may qualify for the additional Pell Grant award.

**Federal Supplemental Educational Opportunity Grant (SEOG)** – A federal grant administered by the college available to students with high financial need.

**North Carolina Student Incentive Grant (NCSIG)** – A state program administered by College Foundation, Inc. from state and federal funds provided to eligible students who demonstrate substantial financial need. It is open to North Carolina residents attending WCC full-time and who apply using the FAFSA before March 15.

**NC Community College Grant (NCCCG)** - A state grant program administered by College Foundation, Inc. Eligibility is determined based on the same criteria as the Federal Pell Grant. Students not eligible for the Federal Pell Grant may be considered for this grant based upon their estimated family contribution as determined on the SAR. Eligible students are notified by letter by the Financial Aid Office.

**Federal College Work-Study (CWS)** – Provides part-time employment to students based on their financial need. Students work in an area related to their program of study whenever possible.

**Federal Direct Loans** – Loans of up to \$3,500 for first year; \$4,500 for second year are available. For students demonstrating financial need, the federal government will “subsidize” or pay the interest on these loans while the students are in school or in deferment. Contact the Financial Aid Office for the application and additional information.

**Scholarships** — Scholarships are awarded on the basis of academic ability, financial need, and other requirements set by the scholarship donor. Award amounts vary from \$100 to \$1,500 per semester. An institutional scholarship application is required. The scholarship application deadline is March 1 for new students and May 1 for returning students. For more information about scholarships, including scholarship searches over the Internet, contact the director of financial aid.

## Scholarships

James Richard Absher Memorial  
William J. Alexander Memorial  
J. Jay Anderson  
Ashe County DARE Program  
Opal Triplett Ashley Memorial  
Chris Austin Memorial  
George Cornelius Barber Memorial  
Zola Gage Barber Memorial  
Lois C. Beale  
Dr. Seth M. Beale Memorial  
Blue Ridge Electric Membership Corp.  
Blue Ridge Shoe  
Thomas C. Bowie Memorial  
W.A. Brame, Sr., and W.A. Brame, Jr  
Hubert Douglas Brewer Memorial  
Leon and JoAnn Brewer  
Joe Oliver and Lillie Bryan Brewer  
Frank W. Burrell Memorial  
Randall C. Cupp Memorial  
Ron and Ennis Davis Memorial  
Joseph Robert and Roxine Early DeMorio  
H.V. and Betty H. Douglas  
Jim Eads Memorial  
Charles Elledge Memorial  
Millard Hansford Eller  
Gertrude Elliott Allied Health  
Agnes Faw  
Joe E. Faw Memorial/Wilkes County  
Homebuilders  
Norma Jean Faw Building Industry  
Fred "Sonny" Gaither Memorial  
Gaither-Linney Memorial  
Judge and Mrs. Robert W. Gambill  
Edd F. Gardner  
Coot Gilreath Memorial  
James R. Graham Vocational  
Bill Greene Memorial  
Carl W. Haigh Memorial  
J.B. Hash  
Lucy S. Hamby Memorial  
Margaret Hayes Memorial  
Samuel E. and Jean E. Hoss Memorial  
Dr. Fred C. Hubbard  
Tommy Huskey  
John Idol Memorial  
Milton James Ingram, Sr.  
The Jeffersons Rotary Club  
Jessica Jensen Memorial  
George P. and Cordia H. Johnson  
Memorial  
Rebecca Johnson Memorial  
Y.B. Johnson Memorial  
Pat Lewis Johnston Memorial  
R. Don and Dora Laws Loan Fund  
Louisiana Pacific  
Charlie and Sadie Lovette Memorial  
Fred Lovette Memorial  
Margaret R. Lovette Memorial  
Lucille Green Lowe Nursing  
Lowe's Charitable and Edu. Foundation  
Beulah H. Maury Memorial  
Edwin McGee Memorial  
Tommy McLean Memorial  
Blanche P. McNeill Memorial  
Chelsie and Dare Edmiston McNeil  
Memorial  
Christopher and Gary McNeil Memorial  
Robert B. McNeill Memorial  
The Melton Foundation Nursing  
Scholarship Program  
Gurney and James Taylor Miller  
Memorial  
Lawrence A. Miller Memorial  
Joel Motsinger Memorial  
Mulberry-Fairplains Ruritan Club  
Edith Murphy Memorial  
Lura Myers Memorial  
Adrienne Louise Necessary Memorial  
New Century Scholars  
Dwight Vance Nichols Memorial  
Ted Roosevelt Nichols Memorial  
North Carolina Association of  
Broadcasters  
N. Wilkesboro Elks Lodge

N. Wilkesboro Junior Woman's Club  
Jane Ogburn Memorial  
Lt. Colonel and Mrs. James F. Payne  
Pleasant Hill Baptist Church  
Robert L. and Martha M. Proffit Memorial  
Tony Randall  
Ambrose Reeves Memorial  
Rendezvous Mountain Charter Chapter  
of the Daughters of the  
American Revolution  
Bonnie Rhodes  
Roaring Gap Fund  
Dr. C.L. Robbins  
Ruritan National Foundation  
Skyline Telephone-Frank James Memorial  
N.B. and Hattie Smithy Scholarship  
Loan Fund  
Dr. J. Hugh Sowder Memorial  
Sprint Telephone/Embarq  
State Employees Credit Union  
Foundation  
Parker Steele Memorial  
T.E. Story, Jr. Memorial  
T.E. Story, Sr. Memorial  
Ray G. Stroud Memorial  
Dr. Bob C. Thompson  
Charles Scott Thompson Memorial  
Townes Family  
Tyson Foundation, Inc.  
Wachovia Technical  
Watauga/Ashe/Wilkes Foundation  
Merle Watson  
WCC Alleghany Center  
WCC Ashe Campus  
WCC Auto Tech.-Brown Automotive  
WCC Auto Tech.-Douglas and Sons  
WCC Auto Tech.-Junior Johnson  
WCC Auto Tech.-McNeill/NW Toyota  
WCC Auto Tech.-Salem Leasing  
WCC Auto Tech.-Odell Whittington  
Memorial  
WCC Autobody  
WCC Building Construction Tech  
WCC Culinary

WCC Drama  
WCC Horticulture  
WCC Human Services  
WCC Information Tech. Professionals  
WCC Radio/TV Broadcasting  
WCC Science/Technologies  
WCC Student Support Services  
WCC Transportation Occupations  
Wilkes Business Women's Club  
Wilkes Chamber of Commerce  
Wilkes Community College  
Wilkes County Cruisers  
Wilkes County Home Builders/  
Association-Women's Auxiliary  
Wilkes Educational Foundation  
Wilkesboro High School Class of 1950  
Lewis Williams Memorial  
Rex Williams Memorial  
Blair C. Yale  
Bill Young

## Financial Aid Refund Policy

### 1. All Students Receiving Federal Student Aid

The college must return a portion of Title IV funds received for aid recipients withdrawing from the college prior to the 60 percent point of the semester. The amount refunded shall be the amount defined by the federal statutes or the state refund policy, whichever is larger. Return of Title IV funds, as calculated by the Financial Aid Office, will be credited back in the following order:

1. Federal Pell Grant Program
2. Federal SEOG Program
3. NCSIG Program
4. NCCCG Program
5. Scholarship Program, and
6. Student

### 2. Other Information

#### a. Pell Grant Repayment Policy

Students who change enrollment status during the regular “drop/add” period will have the amount of their federal Pell Grant adjusted by the Financial Aid Office and any unearned aid will go back to the Pell Grant account. For students who drop after the “drop/add” period but during the refund period the Pell Grant is not adjusted but any unearned aid is returned to the Pell Grant account. If this represents a withdrawal, students may lose eligibility to receive federal Pell Grant funds for the next semester of enrollment. Students would owe a return of Title IV funds to the Pell Grant account other than the refunded amount, if the student did not attend classes or withdrew all classes prior to the 60% point of a semester. The procedure to calculate the refund amount, if any, will be used as outlined in the Federal Student Financial Aid Handbook.

#### b. Students Who Register But Do Not Attend

If students use Title IV funds to register for a course(s) but do not attend, the college is required by federal law to return all tuition and fees to the appropriate financial aid program.

#### c. Students Who Owe A Return of Title IV Funds

Students who owe a return to any Title IV program will be notified in writing by the Financial Aid Office. Students who fail to repay as directed by the Financial Aid Office, will not be allowed to register until the account has been settled. Students not making repayment by the end of the academic year (June 30), will be referred to the U.S. Department of Education (if Title IV funds are involved) or to the N.C. Department of Revenue.

## Satisfactory Academic Progress Policy for Financial Aid Recipients

### Purpose

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). WCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

### Procedure Statement

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. **Qualitative Standard** – Must not be suspended according to the College’s academic suspension procedure. In addition, a student must maintain a cumulative Grade Point Average (GPA) of 2.0.

2. **Quantitative Standard** – Must earn 67 percent of the total cumulative credit hours attempted (e.g., if the student has attempted 50 credit hours, the student must have earned credit for at least 33 hours). The number of hours attempted is defined as the total cumulative number of credit hours for which the student was enrolled at the general 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours from each term at WCC for which the student received a passing grade as noted on the student's academic transcript.
3. **Maximum Time Frame** – Must complete program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours **attempted**). Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame. Once students have earned an associate degree from WCC, may return and receive one additional associate degree.

### Pace Calculations

Financial aid recipients in a two-year degree in Transfer or Associate in Applied Sciences degrees must maintain the following grade point average to be maintaining satisfactory academic progress:

- 0 to 20 credit hours attempted – 1.00 cumulative grade point average
- 21 to 35 credit hours attempted – 1.50 cumulative grade point average
- 36 to 50 credit hours attempted – 1.75 cumulative grade point average
- 51 credit hours to the end of the program – 2.00 cumulative grade point average

Financial aid recipients in a diploma program must maintain the following grade point average to be maintaining satisfactory progress:

- 0 to 15 credit hours attempted – 1.50 cumulative grade point average
- 16 to 26 credit hours attempted – 1.75 cumulative grade point average
- 27 to the end of the program – 2.00 cumulative grade point average

\*Students enrolled in a degree programs that have 70-72 credit hours to earn the degree need to take at least 12 credit hours (not including developmental classes) in order to finish the degree within the 150% timeframe which equals 6 full time semesters.

\*Students enrolled in diplomas programs that have 40-45 credit hours to earn the degree need to take at least 12-15 credit hours (not including developmental classes) in order to finish the diploma within the 150% timeframe which equals 4.50 full time semesters.

\*Both of these examples for the pace calculation are based on attending college full time (12 or more credit hours).

### Special Notes

**Withdrawal** – Students who withdraw from classes at WCC should understand their withdrawal will affect their eligibility for financial aid as determined by this Satisfactory Academic Progress procedure. Students who unofficially withdraw or withdraw failing also with have difficulty meeting the SAP requirements.

**Grades of “Incomplete”** – Students will not be affected by “incomplete” at the time of review. Should the grade become final before the review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making SAP.

**Repeated Courses** – In accordance with WCC procedure, a student is permitted to retake courses. The new grade earned from a repeated course will be used to determine eligibility in accordance with this procedure. For GPA calculation, previous grades are zeroed out in accordance with the procedure for repeating a course. However, the previous hours attempted and earned will continue to be counted in the total hours attempted and earned.

**Developmental (Non-Credit) Coursework** – Developmental Education courses (designated by course numbers below 100, ex., MAT 060) are not included in the calculation of satisfactory academic progress. However, there is a limit on the amount of non-credit remedial coursework that can be included in a student's enrollment status or cost of attendance. Developmental credit hours earned in excess of 30 total semester credit hours cannot be counted towards enrollment status for federal and state grants or towards the cost of attendance for campus-based or FFEL programs.

**Summer Session** – Credit hours attempted and earned during a Summer session will be included in the calculation of Satisfactory Academic Progress, just as for any other term of study.

## Review Process

**It is the responsibility of the student to be aware of his/her Satisfactory Academic Progress status for financial aid eligibility.** To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated at the end of each term.

Financial aid recipients will be granted a two-term period following the first term of failure to regain cumulative satisfactory academic progress. The first term after failure to make satisfactory academic progress is known as "warning" status. If satisfactory academic progress is not regained, the next term is known as "probationary" status. During the monitoring and probationary status periods, a student may continue to receive financial aid provided she/he is otherwise eligible. Students are expected to use this period to work on re-establishing satisfactory academic progress.

If, at the end of the warning and/or probation periods, the student is able to re-establish satisfactory academic progress, the probation is lifted. After these two terms, if satisfactory academic progress has not been regained, she/he is placed in "terminated" status and the student is no longer eligible for financial aid until their progress is again satisfactory.

## The Plan

Academics is going to have to the same policy as financial aid so there will be no confusion in the statuses. Whenever a student is on the warning status a letter will be sent for them to come in to talk with a financial aid representative and then they will be encouraged to talk with Retention Coordinator and come up with a plan on what the students needs to do to improve their academic status.

A student who does not meet the academic requirements for aid eligibility at the end of the probationary term may attend the next term(s) **(without financial aid)** in order to make up the deficiencies (2.0 grade-point average and/or 67% completion rate). This only applies if the student has not been placed on **academic** suspension.

## Appeal Process

A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress may appeal his/her status to the Financial Aid Office. Appeals will be considered for special circumstances. These may include:

1. Extended student/family illness or injury (**documentation required**).
2. Death of a relative (**documentation required**).
3. Change of degree program.

All appeals must be made in writing explaining the basis for the appeal. Students may pick up a copy of the Appeals Application in the Financial Aid Office. All appeals along with supporting documentation must be submitted to the Financial Aid Office, Wilkes Community College, Post Office Box 120, Wilkesboro, NC 28697. **Note: Students on approved financial aid appeal are not eligible for the Federal Family Educational Loan Programs or for Federal Work Study.**

## Budget Information

Listed below are estimated expenses for a nine-month academic year (fall and spring semesters). This budget estimate is based upon full-time enrollment of 16 or more semester hours:

Item	Single Dependent Commuter	Married or Independent Commuter
Tuition/fees*	\$ 1,927.50	\$ 1,927.50
Books and Supplies	1,200.00	1,200.00
Room and Board	3,500.00	6,000.00
Transportation	2,000.00	2,000.00
Personal/Misc. Expenses	1,800.00	1,800.00
Total Expenses	\$10,427.50	\$12,927.50

\*Add \$7,841.00 for out-of-state tuition.

Budget information subject to change without notice.

### For More Information

Questions or requests for more information should be directed to the Financial Aid Office, at (336) 838-6146, e-mail [vickie.call@wilkescc.edu](mailto:vickie.call@wilkescc.edu).

## Veteran Educational Benefits

Wilkes Community College programs of study are approved by the North Carolina State Approving Agency (NCSAA) for veterans and eligible family members seeking access to educational benefits provided by the Veteran's Administration.

### Basic Eligibility

**Montgomery GI Bill Chapter 30.** Persons who first entered active duty after June 30, 1985, are generally eligible. Some Vietnam Era veterans and certain veterans separated under special programs are also eligible. The bill also includes a program for certain reservist and National Guard members.

**Post 9/11 GI Bill Chapter 33.** Generally, any individual who served a minimum of 90 days on active duty after 9/10/01. There are 7 levels of benefits (40% to 100%) tied to length of service. For information on the new Post 9/11 GI Bill go to the GI Bill website, [www.gibill.va.gov](http://www.gibill.va.gov).

**Veterans Educational Assistance Program (VEAP) Chapter 1607.** This program is for veterans who entered active duty for the first time after December 1, 1976, and before July 1, 1985, and contributed to a training fund.

**Survivors' & Dependents' Educational Assistance Chapter 35.** Some family members of disabled or deceased veterans are eligible for educational benefits.

**Time Limits.** Generally, veterans have 10 years from the date they were last released from active duty to use their educational benefits. Spouses generally have 10 years from the date they are found eligible. Children are generally eligible from age 18 until age 26. These limits can sometimes be extended.

For additional information and a summary of all current rates go to the VA website on <http://www.gibill.va.gov/>.

Students seeking educational benefits from the Department of Veterans Affairs can complete an on-line application at <http://www.gibill.va.gov/>.

Before students can have their enrollment certification submitted to the VA for payment, students must (1) apply for admission to Wilkes Community College, (2) submit an official high school, GED, or AHS transcript, (3) complete the placement testing program or be exempt by the admissions office, and (4) submit official transcript(s) from any college, service school, or tests completed so the college can evaluate credit from prior training.

Veteran benefits usually begin the first month after enrollment begins and are paid directly to the veteran or eligible dependent by the U.S. Department of Veteran Affairs. Veteran students must pay all enrollment costs of tuition, fees, books, and supplies before the first day of classes of each enrollment period.

Students enrolled in a program of study approved at Wilkes Community College by the NCSAA will be eligible to receive veteran's educational benefits if they qualify to receive benefits. Audited courses, courses taken outside of the approved curriculum, credits by exam, courses where transfer credit has already been awarded, repeated courses with a passing grade, or any other course not counting toward graduation will not be used in calculating hours of training time for payment purpose.

Students eligible to receive benefits are paid for the classes they attend during each semester of enrollment. Students who withdraw from any class must notify the Veteran Certifying Official immediately to avoid overpayment. The Veteran Certifying Official reviews the enrollment of each student approved for benefits two times each month. The college is required to notify the U.S. Department of Veteran Affairs of any student who stops attending any class. Students receiving either the Montgomery GI Bill Active duty or Selected Reserve MUST verify their enrollment (class attendance) to receive monthly payments. This verification process can be done using (1) the WWW Automated Verification of Enrollment (WAVE) located at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do) or (2) by using the automated telephone system (IVR) at 1-877-823-2378.

**Payment Guidelines:** Wilkes Community College does not participate in the Advance Payment Program. Veteran students are required to pay any unmet charges at the time of registration. Payments of educational benefits are made directly to the veteran by the Department of Veteran Affairs by check or direct deposit for the period the veteran is in attendance in an eligible program and has remaining entitlement.

#### **Maintaining Satisfactory Academic Progress**

Students receiving VA benefits must maintain satisfactory academic progress as outlined in the catalog, listed under Academic Regulation, Academic Progress and Standards. Any recipient who fails to meet the Academic Progress and Standards will be placed on academic probation. If, at the end of the probationary period, standards are not met, the recipient's enrollment will be terminated for unsatisfactory progress with the U.S. Department of Veteran Affairs.

#### **Reinstatement of Veterans Benefits Eligibility**

Veterans/eligible dependents suspended for academic or disciplinary reasons must meet with a counselor prior to reinstatement. Those academically suspended must show evidence that the cause of the unsatisfactory process has been removed. If reinstated, students will be certified for one semester only pending continued satisfactory progress.

#### **Servicemembers Opportunity College**

Wilkes Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC). As a SOC member, Wilkes recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. Servicemembers Opportunity Colleges, a consortium of national higher education associations and more than 569 institutional members, functions in cooperation with the Department of Defense (DOD), the military services and the Coast Guard to help meet the voluntary higher education needs of Service members. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).



# Student Center

Alumni Hall is a major focal point of campus social life. The first floor of this building provides many resources for the social, educational, and personal needs of the student body. Specifically, it houses food services, a game room, TV lounge, student commons, wellness center, office of the Student Government Association, computer lab, first aid room, meeting rooms, and the Student Services Office. Most of the services available in Alumni Hall are open for student use during regular college operating hours and questions regarding these areas should be directed to the Student Services Office.

## Student Activities

The Office of Student Activities offers a wide variety of extra-curricular programs for the students at Wilkes Community College. The types of activities that are currently being offered include intramural events, clubs, SGA activities, special student activity events, wellness center and game room activities, and various educational/community service programs.

These activities are designed to enhance the leadership, intellectual, cultural, and personal development of our students. They also promote and encourage a community atmosphere among the entire student body and provide the students with more opportunities to network with their peers. All activities (clubs or special events) are advised by staff and faculty members who are committed to providing the kind of dedicated leadership which promotes successful achievement of organizational goals, but which also allows ample freedom for student innovation and decision making. In addition, all student activity events are supervised by a staff or faculty member who is present at the events. The handbook, **Guidelines for Student Organizations**, provides detailed procedures for various club functions. This handbook is available on the college website and is provided to all club advisors.

For a club to be officially recognized as a WCC student organization, it must be sponsored by a WCC staff or faculty member and it must file a club registration form with the Student Activities Office each school year. Any new club wishing to be chartered must follow the procedures listed in the handbook, **Guidelines for Student Organizations**.

Provided below are descriptions of the many clubs and resources that are available for students at Wilkes Community College.

## Student Organizations and Activities

### Student Government Association

The Student Government Association (SGA) is the official representative of the student body at Wilkes Community College. Officers and representatives are elected each year and work with the students in organizing a variety of activities throughout the year. In addition, SGA approves charters for organizations and allocates funds for student events. It also provides leadership in student affairs and assists in the development of programs for the betterment of the college. The SGA president serves as an ex-officio member of the college's Board of Trustees and participates in the review of policies that will affect student life at Wilkes Community College.

The SGA is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). Each year students are given the opportunity to attend conferences sponsored by this organization, which allows them to learn more about student activities/student government.

It is not necessary to hold an elected position to attend SGA meetings. Students interested in becoming involved with SGA should contact the student activities coordinator.

The Ashe Campus and Alleghany Center each have a branch SGA.

### Architectural Technology Club

The purpose of the Architectural Technology Club shall be to promote interest in the architectural field along with additional education and training above and beyond the classroom. Members are provided the opportunity to meet with successful professionals in the community and to work on special projects and events. The club also coordinates field trips to nationally recognized monuments and buildings.

### **Association of Information Technology Professionals**

The Association of Information Technology Professionals (AITP) student chapter is open to students enrolled in a computer-related technology program.

The purpose of AITP is to develop a better understanding of the nature and functions of data processing and to foster among students a better understanding of the vital business role of data processing, the proper relationship of data processing to management, and the necessity for a professional attitude among data processors in their approach to an understanding and application of the principles underlying the science of data processing.

### **Baptist Student Union**

The purpose of the Baptist Student Union (BSU) is to promote a spiritual and Christian atmosphere on campus. Membership is open to all currently enrolled students. Activities include weekly Bible study meetings, mission activities, community outreach and retreats with students who attend other colleges and universities in North Carolina.

The club is sponsored by the Baptist State Convention of N.C., Brushy Mountain Baptist Association, Stone Mountain Baptist Association, First Baptist Church of North Wilkesboro, Wilkesboro Baptist Church and friends of the BSU.

All WCC students, regardless of denomination, are invited to join in on the fun and fellowship of the WCC BSU.

### **The College Theatre**

The College Theatre is a college-community activity that presents a series of productions year-round. Students taking part in acting, directing or technical roles are selected by audition and are registered for credit under appropriate course designations.

All theatrical activities are centered in a modern state-of-the art performing arts complex consisting of the John A. Walker Community Center, which houses a 1131 seat proscenium theatre and a 300 seat arena-dinner theatre; and the Mayes Pit/Cohn Auditorium, a recently renovated 202 seat proscenium theatre for intimate shows.

A full season of productions, coupled with work experience in the Walker Center, gives students of theatre a blend of academic and professional training.

### **Dental Assisting Club**

The WCC Dental Assisting Club offers dental assisting students accepted in the program an opportunity to participate in on-campus and community activities. The club strives to inform their fellow students and the community of the importance of proper dental care. The club provides opportunities for students to attend local and state meetings to share ideas and information pertinent to their field. This club provides assistance in making local contacts for employment after graduation.

### **Early Childhood Education Association**

The purpose of the Early Childhood Education Association is to work together to support excellence in early childhood education, to promote professionalism in the field, and to increase public support for the early childhood profession. Membership in ECEA is open to students interested in or persons currently working in the field of early childhood education.

### **Game Room**

The game room is a popular student "hang out" and is located in Alumni Hall. It has pool tables and a ping pong table which are available for student use during regular college operating hours. A valid student ID is required for use of the game room.

### **Human Services Club**

The purpose of this organization is to provide for the personal and professional development of students in preparation as human service workers. The club focuses on personal values, motivation, orientation towards human service work, interpersonal relationships and communication skills. It also seeks to provide mentors for entering human services students. Membership requirements include: enrollment in the Human Services Technology program, interest in development of self and community, and motivation to set a professional example in the helping field.

### **Industrial Technology and Electronics Club (ITEC)**

The purpose of ITEC is to provide a forum that enables students to implement the various technical skills acquired during their college career. In addition, students will have an opportunity to design and coordinate presentations for businesses and industries, and advise in curriculum decisions related to technology.

### **Intercollegiate Athletics**

The mission of Wilkes Community College Athletics is to provide a dynamic environment which promotes academic achievement, competitiveness, teamwork and self-discipline. Our goal is to build character and sportsmanship which will become life-long traits. As a member of the National Junior College Athletic Association (NJCAA), Division I, Region X, Wilkes offers the Division I level varsity sports for men and women which include Men's baseball and women's volleyball. Opportunities are available to students to participate based on abilities and team numbers. Please log on to our website athletic pages for more information.

### **Intercultural Club**

The purpose of this organization is to promote awareness and celebration of diverse cultural groups, both domestic and international. The Intercultural Club provides students the opportunities to discover and share information of diverse cultures with the college and the community. Members have the opportunity to travel to cultural events sponsored by the Global Education Department. Membership is open to all full time WCC students who have interests in cultural diversity.

### **Intramural Activities**

Intramural competitions are organized for students by the student activities coordinator through the Office of Student Services. Intramural activities vary according to season and student interest but can include volleyball, ping-pong, pool, dodgeball, and more.

### **Medical Assisting Club**

The purpose of the Medical Assisting Club is to promote interest in the medical assisting field and to assist with professional development. The club networks with the local chapter of medical assistants who are affiliated with the state and national levels of the American Association of Medical Assistants. The club identifies special needs within the community and members try to gear their projects toward assisting with those needs. Membership is open to students who are enrolled in the Medical Assisting program.

### **National Technical Honor Society**

The National Technical Honor Society is America's foremost scholastic honor for excellence in workforce education and members represent the top 5% of students enrolled in vocational and technical programs. The WCC chapter encourages students to set goals and challenges them to give their best. Members are students who have earned an excellent scholastic record and demonstrate critical workplace values; honesty, responsibility, technical skill, teamwork, initiative, leadership, and good citizenship. Membership is by invitation. See College Honors.

### **Phi Theta Kappa - Alpha Kappa Omega Chapter**

Phi Theta Kappa is the international honor society for two-year college students. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship, leadership, fellowship, and service among two-year college students. Its members enter into an intellectual and cultural fellowship that extends beyond a particular campus to regional and national networks. Through the achievement of these goals, Phi Theta Kappans continue to enrich themselves, their communities and society. Membership is extended by invitation. See College Honors.

### **Respiratory Therapy Association**

The purpose of the Respiratory Therapy Association is to promote interest in respiratory therapy, assist with professional development, and encourage community involvement. Membership is open to all students that are enrolled in the Respiratory Therapy program.

### **Rotaract Club**

Rotaract is a worldwide organization of young college men and women who believe they can make a difference. Through community and international service projects, rotaractors help improve the lives of the people around them. In so doing, they develop leadership skills and professional skills and establish a network of friends. Rotaract is friendship in action. Activities of the club include: Adopt-A-Highway Cleanup; Make A Difference Day; walk-a-thons to raise awareness and money for projects; volunteering at the county fair; Merle-Fest and college functions; assist with foster-care Christmas Party; support of local food pantries; and variety of social events.

### **SIFE Club**

The SIFE Club is a combination of the Accounting and Business Administration Programs and is designed to bring together students and faculty of business and accounting and also members of the business community so that students may further their knowledge and interest in business and accounting professions. The SIFE Club will promote and foster the development of leadership and employability skills in business and accounting students.

### **Southern Oriented Culture Organization (SOCO)**

The purpose of the Southern Culture Club is to provide opportunities for students, faculty, and staff to learn about and participate in activities related to the culture and history of the Southern states, with a particular focus on the Appalachian region. This purpose is met through fieldtrips, guest speakers, social gatherings, films, and presentations.

### **Special Student Activity Events**

A number of special student activity events are organized for students by the student activities coordinator through the Student Services Office. The focus of the student activities program is to provide a wide variety of activities to meet the social, educational, cultural, and recreational needs of the students. Some examples of events organized in the past include: canoe trips, horseback riding trips, gameshows, dances, health and wellness programs, and community service projects. Additional activities may be added as needs develop and funding and facilities permit. Students are encouraged to share their ideas and assist in the production of these events by contacting the student activities coordinator.

### **Student Nurses Association**

The purpose of the Student Nurses Association is to promote interest in, and knowledge of, nursing in the college community; and to act as "a big brother or big sister" to entering nursing students. Membership is open to all students enrolled in the Associate Degree Nursing program.

### **Voltairean Publications**

Voltairean Publications, the publisher of WCC's literary and arts journal, is compiled and edited by a club organization led by an editor and assistant editor. The objective of Voltairean Publications is to give voice to the creative works of the writers, poets, and print media artists of WCC. The club accomplishes this task through a print journal, a website, and various student awards. Members have the opportunity to attend conferences and events and share ideas relating to their creative interests. Membership is open to all WCC students.

### **WCC SkillsUSA Organization-"Champions at Work"**

WCC SkillsUSA is a partnership of students, teachers, and industry; working together to ensure America has a skilled work force. SkillsUSA serves the students who are enrolled in programs preparing them for technical, skilled and service careers. SkillsUSA adds to students' technical training by teaching them leadership skills, teamwork, citizenship and character development—all things that go into shaping responsible, reliable employees who will one day become leaders in our workplaces.

### **WCC Wellness Center**

The WCC Wellness Center is located in Alumni Hall. It contains several types of fitness equipment, including free weights, plate loaded exercise machines, treadmills, a stairclimber, and elliptical machines. The center is open during regular college operating hours and all users must first attend an information session. A valid student ID is required for use of the Wellness Center.

### **Ye Host**

The Ye Host Club is comprised of students who are enrolled in the Culinary Technology program. The primary purpose of this club is to provide scholarships to members with monies earned through career enhancing experiences. The club offers opportunities for fellowship with other students and industry professionals in order to provide the members with network opportunities within their chosen professions.

# Office of Administrative Services

The Office of Administrative Services of Wilkes Community College is divided into two departments. They are as follows:

1. **Financial Services** is responsible for all fiscal aspects of the college which include purchasing, accounts payable; the collection of monies for tuition and fees; the distribution of scholarship, grant and loan monies; bookstore sales (textbooks, educational supplies, college apparel); and vending.
2. **Human Resources** is responsible for all aspects of the employee relationship such as payroll, employee records, benefits, advertisements for new positions, etc.

## Vending

The college contracts with commercial companies to provide and operate vending machines. WCC Hospitality Services also operates a mini-cafeteria. Foods and drinks must meet all municipal, county and state health and sanitation laws. Vending areas are located in most campus buildings. The mini-cafeteria is located in the Alumni Hall.

The Student Government Association and the administration expect students to DEPOSIT WASTE/RECYCLABLES IN THE CONTAINERS provided.

## Absher Wilkes Community College Bookstore

Absher Wilkes Community College Bookstore is located on the second floor of Thompson Hall. Bookstore hours are 8:45 a.m. until 6:00 p.m. Monday through Thursday and 8:45 a.m. until 3:00 p.m. on Friday. Required and suggested new and used textbooks are available. A large display of college supplies, book bags, WCC clothing, study aids, gifts (everyday and seasonal), greeting cards, and a wide variety of snacks are available for students, faculty and staff. Students may sell selected textbooks back to the bookstore. The College Bookstore's major book buy backs are held the last 2-3 days of each semester. However, the bookstore will continue to buy books back throughout the semester except the 3-4 weeks surrounding registration. Many services are offered such as the sale of postage stamps and special orders for books that are not carried in stock.

## Class Rings

Students enrolled in any college program are eligible to purchase class rings through the Absher Wilkes Community College Bookstore. A representative will be on campus each semester. Dates will be posted on the bulletin boards a week in advance.

## Identification/Library Cards

Identification/library cards are issued annually during fall registration for all on-campus curriculum students. New students are required to have identification/library cards made upon registering. Students are required to present identification/library cards to check out media from Learning Resources, admission to college activities, and voting in student elections.

## Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students to use on the second floor of Thompson Hall, the first floor of Randolph Hall, first floor of the Alumni Hall, restroom area at tennis courts, and the first floor of the Beacon Building. Courtesy phones are located in each building for on-campus and emergency calls only.

## College Property

The college buildings, furniture and equipment, including all Learning Resources media, belong to the State Board of Community Colleges. All students and staff are requested to help take care of the equipment while using it. **If students maliciously damage buildings, furniture, and equipment, they will be liable for payment and may be dismissed from the college.**

## Waiver of Responsibility

The college is in no way responsible for the quality of work performed, damage or losses sustained in such departments as automotive mechanics, diesel mechanics and autobody repair. Work in such departments is performed by students as a learning experience and; therefore, the college is not liable.

## Office of Facilities

The Office of Facilities is responsible for and maintains all buildings, grounds, construction, security, motorpool, custodian departments, and general facilities.

## Campus Parking and Driving Policy

This policy applies to all individuals who operate a motor vehicle on the Wilkes County campus of Wilkes Community College. All persons desiring to park motor vehicles on campus are required to display a WCC parking permit. All students pay a \$5.00 fee for parking lot and sidewalk upkeep each fall, spring, and summer semester. This fee is payable in the Business Office upon registering.

### Traffic Rules and Regulations for Wilkes Community College Campus, Area Parking Lots and Access Roads.

- I. **Parking.** Parking on campus is controlled through the designation of lots and spaces for groups and individuals. These designations shall be published periodically and noted, where appropriate, on or near parking lots and spaces.
  - A. **Disabled Parking.** (marked with blue lines) Parking spaces shall be provided for persons who are physically impaired and drive vehicles with handicapped tags issued by the State of North Carolina. Unauthorized vehicles parking in designated handicapped parking spaces shall be ticketed.
  - B. **Visitor Parking or 30 minute Visitor Parking.** (marked with orange lines or appropriate signage) Parking spaces shall be provided for persons visiting the campus. Unauthorized vehicles parking in designated visitors' parking spaces or exceeding the 30 minute time limit shall be ticketed.
  - C. **Reserved Parking.** (marked with yellow lines) Parking spaces shall be provided for participants of special activities. These include, but are not limited to: trustees, faculty and staff, auto body, automotive, college service vehicles and construction (not for students attending class). Unauthorized vehicles in designated reserved parking spaces shall be ticketed.
  - D. **Parking Decal.** Students and employees shall be issued a parking decal to park on campus. Parking decals must be displayed on vehicles as specified by the instructions provided with the decal.
  - E. **Special Parking Permit.** Special parking permits are issued by the Business Office for individuals who have special parking needs. These permits may be used to park in "faculty/staff" spaces - not disabled spaces. Special parking permits shall be limited to the length of illness or one semester, but may be renewable.
  - F. **Improper Parking.** Vehicles parked improperly are subject to fine. Improper parking includes, but is not limited to, taking two or more spaces, blocking loading docks/sidewalks, parking where curb is painted yellow, parking on grass or other ungraveled areas.
  - G. **Parking Tickets.** The college's security officers are authorized to issue parking tickets to those persons who violate parking regulations. Parking ticket fines shall be set by the board of trustees upon recommendation from the president. All parking fines must be paid before the student will be allowed to register for the next semester, graduate or be issued an official transcript.
  - H. **Grace Period.** At the beginning of each fall semester, there shall be a grace period of five class days when no parking tickets shall be issued. Warning tickets

will be issued. Exception: parking tickets may be issued during the grace period for violations that appear to the officer to be intentional or flagrant.

- I. Parking after 5:00 p.m. and on Weekends.** With the following exceptions, parking after 5:00 p.m. and on weekends is open on a first come basis. The exceptions are: handicapped and reserved spaces as identified by appropriate signs, and spaces near the John A. Walker Community Center which may be reserved from time to time for events that take place within the center.
  - J. Overnight Parking.** Vehicles are not to be left on campus overnight except in circumstances when overnight business travel is required. When this is the case, the campus security is to be notified of the day(s) the vehicle will remain on campus. Generally, vehicles will be parked in the lot(s) contiguous to the security office. The college assumes no liability for the security of said vehicles. In no case are vehicles to be left on campus for extended periods. Violations will result in the towing of the vehicle at the owner's expense.
  - K. Habitual Offenders.** Repeated violations of the traffic rules and regulations may result in disciplinary action, including probation or suspension.
- II. Driving.** The posted speed limit on all campus roads is 15 miles per hour. All persons driving on the campus shall be responsible for operating their vehicle within the posted speed limit and in a manner that will not endanger individuals or personal property.
- K. Driving Tickets.** The college's security officers are authorized to issue tickets to those persons who violate campus driving regulations by speeding or driving recklessly as determined by the officer issuing the citation.
  - L. Driving Ticket Fines.** Fines shall be set by the board of trustees upon recommendation from the president. All driving fines must be paid before the student will be allowed to register for the next semester, graduate, or be issued an official transcript.
  - M. Loud Music.** The college's security officers are authorized to issue tickets to those persons who violate the town ordinance on noise.
- III. Appeals.** The Vice President of Instruction/Student Services shall maintain guidelines for the appeal of tickets which shall include, but are not limited to the following:
- N.** Appeals may be made in written form and/or in person within 96 hours.
  - O.** An officer who has written a violation ticket in error may appeal the ticket directly.
  - P.** No parking or driving ticket will be voided until reviewed by the appeals process.
  - Q.** The recipient of any violation shall have the right to be present during the presentation of evidence, to cross-examine all witnesses and to present evidence.

## Fines

All fines are payable in the Business Office within 96 hours. ALL FINES MUST BE PAID BEFORE STUDENTS WILL BE ALLOWED TO REGISTER FOR THE NEXT SEMESTER, BEFORE THEY GRADUATE, OR BEFORE TRANSCRIPTS ARE SENT.

### **Illegal Parking**

Disabled	\$100.00
Faculty/Staff	5.00
Visitor	5.00
Reserved	5.00
Other Parking Violations	5.00

### **Driving**

Speeding/Reckless Driving	5.00
Noise Ordinance (Loud Music)	5.00
Littering	10.00

# Office of Information Technology

Information Technology is responsible for all computers (administrative and instructional) and information technology including audio/visual equipment, video conferencing equipment, audio connections on the Wilkesboro campus, and the telephone equipment.

## **Computer and Network Usage Policy**

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality as long as this use is consistent with the goals of the academic programs. However, use of the computing and network resources is limited to authorized purposes and any unlawful or malicious use of these resources are strictly prohibited. Use of the college's computer resources for political, religious, and other personal or non-college purposes is prohibited. For additional information concerning the appropriate use of computers and the college network, refer to the college policy titled Use of the Internet and College Computer Network which is available in the Learning Resources Center.



# Office of Development

The Wilkes Community College Office of Development sustains the mission and purpose of Wilkes Community College through fundraising activities. The staff of the Office of Development is committed to cultivating a positive relationship between the college and communities within the service area.

The fundraising activities coordinated by the Office of Development are designed to help meet needs identified by the college administration. The Office of Development also provides assistance and support to faculty and staff in cultivating ideas, developing prospectus, and drafting proposals. Development staff works closely with the academic dean's office in developing proposals and making contact with potential funding agencies and prospective donors who can be partners in enhancing the academic opportunities the college provides.

# Office of Marketing

The Wilkes Community College Office of Marketing supports the mission and purpose of Wilkes Community College through public relations, marketing, media relations, graphic design, web design, printing services and organizational communications. Marketing activities are designed to promote college offerings and services and to keep the service area informed about the successes occurring at the institution. The staff of the Office of Marketing is committed to cultivating positive relationships between the college and communities within the service area and beyond.

# Developmental Studies

Wilkes Community College's open door policy brings students of varying educational backgrounds to the college. The Developmental Studies program offers pre-curriculum learning opportunities designed to help students reach their academic goals. The Developmental Studies program enables students who are placed into developmental courses to learn the reading, numerical, and/or writing skills necessary to succeed in college-level courses.

Unless exempt based on SAT or ACT scores, entering students, whether recent high school graduates or persons returning to school, are given placement test(s) in Student Services upon entrance to the college. Depending on test scores, students will be assigned to appropriate Developmental Studies courses. These courses are required and are prerequisites for certain other courses. Developmental Studies course grades are not computed into grade point averages and do not count toward hours required for degree, diploma or certificate programs.

Students who do not place into Developmental Studies courses but feel the need for refresher courses in English, reading, or mathematics may choose to take any one or all of the Developmental Studies courses.

The instructional method used for Developmental Studies courses is a combination of lecture and lab with an emphasis on mastery-based learning, which means that students continue studying skills until they master the course competencies. Students willing to put forth the necessary effort should be able to succeed.

Developmental Studies courses encourage academic skills development and personal growth through small classes, close interaction with instructors, carefully sequenced units of study, recognition of diverse learning styles, immediate and specific feedback, and reinforcement of positive attitudes.

The Developmental Studies program consists of eight courses, which are listed by name and course title below. For a complete description of each course, refer to the list of course descriptions in the back of this catalog.

ENG 070	Basic Language Skills
ENG 080	Writing Foundations
ENG 090	Composition Strategies
MAT 050	Basic Math Skills
MAT 060	Essential Mathematics
MAT 070	Introductory Algebra
MAT 080	Intermediate Algebra
RED 080	Intro. to College Reading
RED 090	Improved College Reading

# Writing Across the Curriculum

Writing is both a means of learning and a means of communication. Therefore, writing is a key component of the general education core requirements of all WCC degree and diploma programs. The writing process helps students develop and improve critical thinking skills and is also an effective study tool. In addition, good formal writing skills are in demand by employers and are expected of those with a college degree. Using writing in various forms in a variety of classes will help develop the thinking and communication skills that WCC graduates will need for success.

# Alleghany Center of Wilkes Community College

The Alleghany Center serves the residents of this county with traditional curriculum courses and continuing education courses. The county commissioners appoint two Alleghany representatives to the Board of Trustees of Wilkes Community College. A local advisory board meets periodically to make recommendations on how the college can best serve the residents of Alleghany County.

The center is co-located with the Blue Ridge Business Development Center on Atwood Street in Sparta. The Alleghany JobLink is also located at the center. JobLink provides employment and training services to residents through its partners which include the North Carolina Employment Security Commission, WCC/WIA, Vocational Rehabilitation, and Work First. Job placement, human resources development courses, and assistance with education are just some of the services provided.

Curriculum classes are offered in Accounting, Applied Engineering Technology, Associate in Arts, Business Administration, Early Childhood Education, Human Services, and Criminal Justice. Students attend classes in a variety of classroom settings, including regular classroom, hybrid format, or in the A. Anderson Huber Cyber Classroom located at Alleghany High School. Numerous continuing education courses are also offered. Basic and advanced computers, notary public, real estate, emergency medical, and firefighter training are examples of courses available at the center.

The Basic Skills program operates year round assisting adults to become literate, earn an adult high school diploma, or prepare for the GED exam. Family Literacy instruction, which encompasses an integrated program of adult education, early childhood education, parenting education, and parent-and-child activities, is available.

The Alleghany Center is an active participant in the county's economic development. A variety of industrial training is offered, both at the center and at individual manufacturing facilities. Additionally, job-skill development courses and small business seminars are available.

The Alleghany Center is supported by a growing student enrollment. It offers a variety of educational opportunities at a convenient location to meet the needs of residents of Alleghany County.

115 Atwood Street  
Sparta, NC 28675  
Telephone: (336) 372-5061  
Fax: (336) 372-8738

# Ashe Campus of Wilkes Community College

Located at the foot of Mount Jefferson in West Jefferson, the Ashe Campus offers a wide variety of programs and courses in regular classroom settings, in its cyber classrooms and online. Accounting, Applied Engineering Technology, Business Administration, College Transfer, Early Childhood, Human Services Technology, Associate Degree Nursing and Industrial Systems Technology are examples of the curriculum programs offered at the campus. Numerous continuing education courses are offered at the Ashe Campus throughout the year. Basic and advanced computers, welding, drafting, real estate, certified nursing assistant, cosmetology, phlebotomy, pharmacy technician, emergency medical training, and firefighter training are examples of courses available to the county's residents. Courses are offered throughout Ashe County, both during day and evening hours.

Adult High School and GED preparatory classes are available to allow students to complete their high school education. A PLATO lab offers individualized training for Basic Skills students and is available for individualized industry training. The center also offers numerous compensatory education courses and English as a Second Language courses, both on campus and at sites around Ashe County.

The Ashe Campus is an active participant in the county's economic development. A variety of industrial training is offered, both at the campus and at individual manufacturing facilities. Much of this training is customized to best fit the needs of the individual industries. The college's Small Business Center offers a wide variety of training programs, counseling services, and other assistance at the Ashe Campus. Job skills development courses, including the statewide Career Readiness Certificate, are offered through Human Resource Development courses for individuals looking to change careers or build specific skills for employment.

The Ashe County JobLink Career Center is an integral partner of the Ashe Campus. Located at Family Central, the Ashe JobLink provides employment and training services to residents of the county through its partners, including N.C. Employment Security Commission, Workforce Investment Act (WIA), Ashe Partnership for Children, and Vocational Rehabilitation. Job placement, childcare referrals, human resource development classes, and assistance with education are just some of the services provided.

The Ashe County Board of Commissioners appoints two representatives to the Board of Trustees of Wilkes Community College. A local advisory board meets periodically to recommend how the college can best serve the residents of Ashe County. The campus overarching goal is to provide a variety of educational opportunities at a convenient location to meet the needs of residents of Ashe County and the Wilkes Community College service area.

363 Campus Drive  
PO Box 504  
Jefferson, NC 28640  
Telephone: (336) 846-3900  
Fax: (336) 903-3129

## **John A. Walker Community Center, Inc.**

The John A. Walker Community Center is committed to serving students, individuals, businesses, and the community by providing a high-quality meeting and entertainment facility that enhances the quality of life for the community and Northwest North Carolina.

The Walker Center is dedicated to being the primary venue for cultural experiences in Wilkes County and surrounding areas by consistently offering guests professional, high-quality performances while exploring a variety of styles and genres to keep the community energized and vibrant.

The Walker Center further serves the community as a primary gathering place for meetings, receptions, conventions, banquets, and parties. Guests find that all functions are conducted in a professional and customer friendly manner by a courteous and well-trained staff. Walker Center food services meet the highest standards of preparation, sanitation, service, and taste.

The Walker Center is proud to be a central feature of the community that our neighbors enjoy, support, and praise.

# Wilkes Community College Gardens

The WCC Gardens, a diversified collection of genera and species of indigenous and ornamental plants, provide learning opportunities for students while creating a pleasant and attractive campus environment for faculty, staff, students, and guests.

The gardens are open daily and may be viewed by riding, strolling, or using the walking trails. Some of the major gardens to visit are the Ruth Colvard Rose Garden, the Sara Mills Japanese Garden, the Eddy Merle Watson Garden for the Senses, the Vernon and Louise Deal Native Garden, and the Robin Joines Student Plaza and Gardens. A full list of garden names and donors can be found in the WCC Gardens Visitors Center.

The WCC Gardens are developed and maintained through contributions to the Wilkes Community College Endowment Corporation. All contributions are tax deductible. Bronze plaques are placed in the gardens to recognize donors, in memoriam, or honorariums with appropriate inscriptions. Gifts may be made outright or pledged and paid over a period of time. Anyone wishing to make a gift to the WCC Gardens can contact the WCC Office of Development for more information.



# Curriculum Programs

WCC offers a wide variety of planned educational programs, called “curriculum” programs, which range in length from one semester to two years. These programs lead to certificates, diplomas, or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied Science, Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in General Education.

## College Tech Prep

The College Tech Prep program prepares students to transition from high school through postsecondary education into the world of work. Students participate in a combination of articulated secondary and post-secondary courses that lead to an associate degree or completion of a registered apprenticeship program.

## High School to College Opportunities: Concurrent Enrollment

High school students in the Wilkes Community College service area are offered additional opportunities to excel in their academic pursuits through concurrent enrollment course offerings. Students who are on course for graduation, eligible by academic standing, and meet designated prerequisites may select courses offered by Wilkes Community College, traditionally during their junior and senior years in high school. Through Learn and Earn Online and concurrent enrollment opportunities, students may complete 29 or more hours of college credit while in high school. These credits could count as the first year of an Associate in Arts/Associate in Science degree at Wilkes Community College. Through afternoon college and other enrollment opportunities, students can also earn credits in an Associate in Applied Science, diploma and certificate programs. For additional information, please call (336) 838-6441 or go to the WCC website at [www.wilkescc.edu](http://www.wilkescc.edu) and click on Student Resources, then High School Enrollment.

## Certificate

Certificate programs are designed to provide entry-level employment training. They range from 12 to 18 semester hour credits and can possibly be completed within one semester by full-time students. Associate degree level courses within a certificate program may also be applied toward a diploma or an Associate in Applied Science degree.

## Diploma

Diploma programs are designed to provide entry-level employment training. They range from 36 to 48 semester hour credits and can usually be completed by full-time students within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

## Associate in Applied Science

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

## Associate in Arts, Associate in Fine Arts, and Associate in Science

College transfer programs are offered through the Associate in Arts, Associate in Fine Arts and Associate in Science degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina. A similar agreement exists with many North Carolina Independent Colleges and Universities.

Students are required to take courses in English, humanities/fine arts, mathematics, natural sciences, and social sciences. Each degree program has additional requirements for course work in liberal arts, fine arts, and sciences.

### Programs of Study

Wilkes Community College offers the following programs of study:

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Machining and Maintenance Technology (A.A.S)	111
Robotics, Automation, and Mechatronics Technology (A.A.S)	111
3D Design Technology (Diploma)	111
Advanced Composites Technology (Diploma)	112
CNC Machining Technology (Diploma)	112
Computer Engineering Technology (Diploma)	113
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WCC offers the following programs of study through collaborative agreements with the schools indicated. For program requirements and admission information, contact the Office of Student Services.

Biotechnology (A.A.S.)	Asheville-Buncombe Technical Community College
Logistics Management (A.A.S.) (Approval Pending)	Davidson County Community College
Paralegal Technology (A.A.S.)	Western Piedmont Community College and Surry Community College
Speech-Language Pathology Assistant (A.A.S.)	Caldwell Community College and Technical Institute
Viticulture and Enology Technology (A.A.S.)	Surry Community College

**Evening and Distance Programs** Wilkes Community College students who cannot attend classes during the day may be able to complete the following programs by enrolling in courses in the evenings and/or online. (Courses with insufficient enrollment may be cancelled).

<b>Program of Study</b>	<b>Degree</b>	<b>Diploma</b>	<b>Certificate</b>
<b>WILKES CAMPUS</b>			
Associate in Arts	X		
Transfer Core Diploma - Associate in Arts		X	
Associate in General Education	X		
Accounting			X
Applied Engineering Technology	X		
Architectural Technology			X
Automotive Systems Technology	X	X	X
Basic Law Enforcement Training			X
Business Administration	X	X	X
Collision Repair and Refinishing Technology		X	
Early Childhood Education	X		
Electronics Engineering Technology	X		
Horticulture Technology	X	X	X
Human Services Technology		X	X
Industrial Systems Technology		X	X
Medical Assisting			X
Networking Technology			X
Office Administration			X
<b>ASHE CAMPUS</b>			
Accounting			X
Business Administration	X	X	
Early Childhood Education	X		
Human Services Technology		X	X
Industrial Systems Technology		X	X
<b>ALLEGHANY CENTER</b>			
Associate in Arts	X		
Transfer Core Diploma - Associate in Arts		X	
Accounting		X	X
Business Administration	X	X	X
Criminal Justice			X
Human Services		X	X

# General Education

All two-year degree programs at WCC include a substantial general education component, ranging from 15 credit hours to 44 credit hours. General education requirements for the Associate in Applied Science, the Associate in Arts, the Associate in Science, Associate in Fine Arts, and the Associate in General Education degrees include coursework in English composition and research, mathematics and/or science, fine arts and/or humanities courses, and history and/or social science. The purposes of Wilkes Community College's general education program are to provide our graduates with the communication, analytical, and learning skills they need to pursue their academic and professional goals, and to promote an educated citizenry.

## Wilkes Community College General Education Competencies

Graduates of two-year degree programs at Wilkes Community College will have attained the following general education competencies.

### Mathematics Skills

WCC graduates will be able to communicate in quantitative terms and analyze and interpret quantitative data specific to their disciplines.

### Written Communication

WCC graduates will achieve college-level competence in written communication by demonstrating mastery in using word processing skills, mechanical accuracy, supporting details, and research and documentation skills, resulting in a clear and organized focus and clarity of purpose.

### Oral Communication

WCC graduates will achieve college-level competence in oral communication by demonstrating mastery of these public speaking skills: planning a clear and coherent presentation appropriate to the audience; composing and organizing content; using effective transitional devices; and speaking with effective delivery techniques.

### Basic Computer Skills

WCC graduates will acquire technology skills enabling them to achieve a variety of academic, work-related, and personal goals.

### Humanities and Social Sciences Awareness

WCC graduates will demonstrate insight into their lives and the world in which they live, an awareness of diverse cultures and viewpoints, and an understanding of the potential to use what they have learned to be a responsible citizen in their communities and beyond.

## Humanities/Fine Arts and Social Sciences Courses

Following are fine arts, humanities and social and behavioral science courses that are recommended for fulfilling humanities/fine arts and social/behavioral science requirements. All of the courses listed earn a minimum of three Semester Hours Credit (shc). Other courses with humanities, fine arts, social sciences, and behavioral sciences prefixes, such as special topic and seminar courses, may be suitable for these requirements as well. Students should discuss all course selections with their advisor before registration.

### Humanities and Fine Arts

#### Fine Arts

ART	111	Art Appreciation	gen ed core / transfer elective
ART	114	Art History Survey I	gen ed core / transfer elective
ART	115	Art History Survey II	gen ed core / transfer elective
ART	117	Non-Western Art History	gen ed core / transfer elective
ART	121	Design I	transfer elective
ART	122	Design II	transfer elective
ART	131	Drawing I	transfer elective
ART	132	Drawing II	transfer elective
ART	240	Painting I	transfer elective
ART	241	Painting II	transfer elective
ART	244	Watercolor	transfer elective
ART	283	Ceramics I	transfer elective
DRA	111	Theatre Appreciation	gen ed core / transfer elective
DRA	112	Literature of the Theatre	gen ed core / transfer elective
DRA	115	Theatre Criticism	gen ed core / transfer elective
DRA	120	Voice for Performance	transfer elective
DRA	122	Oral Interpretation	gen ed core / transfer elective
DRA	124	Readers Theatre	transfer elective
DRA	126	Storytelling	gen ed core / transfer elective
DRA	128	Children's Theatre	transfer elective
DRA	211	Theatre History I	gen ed core / transfer elective
DRA	212	Theatre History II	gen ed core / transfer elective
MUS	110	Music Appreciation	gen ed core / transfer elective
MUS	112	Introduction to Jazz	gen ed core / transfer elective
MUS	113	American Music	gen ed core / transfer elective
MUS	210	History of Rock Music	gen ed core / transfer elective

### Status of Course for Transfer

#### Humanities

ENG	125	Creative Writing I	transfer elective
ENG	126	Creative Writing II	transfer elective
ENG	131	Intro to Literature	gen ed core / transfer elective
ENG	231	American Literature I	gen ed core / transfer elective
ENG	232	American Literature II	gen ed core / transfer elective
ENG	234	Modern American Poets	transfer elective
ENG	235	Survey of Film as Literature	transfer elective
ENG	241	British Literature I	gen ed core / transfer elective
ENG	242	British Literature II	gen ed core / transfer elective
ENG	261	World Literature I	gen ed core / transfer elective
ENG	262	World Literature II	gen ed core / transfer elective
ENG	272	Southern Literature	transfer elective
ENG	273	African-American Literature	transfer elective
ENG	274	Literature by Women	transfer elective
ENG	275	Science Fiction	transfer elective

FRE	111	Elementary French I	gen ed core / transfer elective (A.A., A.S. only)
FRE	112	Elementary French II	gen ed core / transfer elective (A.A., A.S. only)
FRE	211	Intermediate French I	gen ed core / transfer elective (A.A., A.S. only)
FRE	212	Intermediate French II	gen ed core / transfer elective (A.A., A.S. only)
GER	111	Elementary German I	gen ed core / transfer elective (A.A., A.S. only)
GER	112	Elementary German II	gen ed core / transfer elective (A.A., A.S. only)
HUM	110	Technology and Society	gen ed core / transfer elective
HUM	115	Critical Thinking	gen ed core / transfer elective
HUM	120	Cultural Studies	gen ed core / transfer elective
HUM	121	The Nature of America	gen ed core / transfer elective
HUM	122	Southern Culture	gen ed core / transfer elective
HUM	123	Appalachian Culture	transfer elective
HUM	130	Myth in Human Culture	gen ed core / transfer elective
HUM	150	American Women's Studies	gen ed core / transfer elective
HUM	160	Intro to Film	gen ed core / transfer elective
HUM	161	Advanced Film Studies	gen ed core / transfer elective
HUM	170	The Holocaust	transfer elective
HUM	180	International Cultural Exploration	transfer elective (A.A., A.S., A.F.A. only)
HUM	220	Human Values and Meaning	gen ed core / transfer elective
HUM	230	Leadership Development	transfer elective
PHI	240	Intro to Ethics	gen ed core / transfer elective
REL	110	World Religions	gen ed core / transfer elective
REL	111	Eastern Religions	gen ed core / transfer elective
REL	112	Western Religions	gen ed core / transfer elective
REL	211	Intro to the Old Testament	gen ed core / transfer elective
REL	212	Intro to the New Testament	gen ed core / transfer elective
REL	221	Religion in America	gen ed core / transfer elective
SPA	111	Elementary Spanish I	gen ed core / transfer elective (A.A., A.S. only)
SPA	112	Elementary Spanish II	gen ed core / transfer elective (A.A., A.S. only)
SPA	161	Cultural Immersion	transfer elective (A.A., A.S. only)
SPA	211	Intermediate Spanish I	gen ed core / transfer elective (A.A., A.S. only)
SPA	212	Intermediate Spanish II	gen ed core / transfer elective (A.A., A.S. only)

*Note: Foreign language courses may not be used as a humanities/fine arts elective in A.A.S. degree programs.*

### **Social and Behavioral Sciences**

ANT	210	General Anthropology	gen ed core / transfer elective
ANT	220	Cultural Anthropology	gen ed core / transfer elective
ANT	221	Comparative Cultures	gen ed core / transfer elective
ECO	151	Survey of Economics	gen ed core / transfer elective
ECO	251	Principles of Microeconomics	gen ed core / transfer elective
ECO	252	Principles of Macroeconomics	gen ed core / transfer elective
GEO	111	World Regional Geography	gen ed core / transfer elective
GEO	130	General Physical Geography	gen ed core / transfer elective
HIS	116	Current World Problems	transfer elective
HIS	111	World Civilization I	gen ed core / transfer elective
HIS	112	World Civilization II	gen ed core / transfer elective
HIS	121	Western Civilization I	gen ed core / transfer elective
HIS	122	Western Civilization II	gen ed core / transfer elective



HIS	131	American History I	gen ed core / transfer elective
HIS	132	American History II	gen ed core / transfer elective
HIS	163	The World Since 1945	transfer elective
HIS	211	Ancient History	transfer elective
HIS	233	History Appalachia	transfer elective
POL	110	Intro to Political Science	gen ed core / transfer elective
POL	120	American Government	gen ed core / transfer elective
PSY	118	Interpersonal Psychology	non-transfer elective
PSY	141	Psychology Death and Dying	non-transfer elective
PSY	150	General Psychology	gen ed core / transfer elective
PSY	231	Forensic Psychology	transfer elective
PSY	237	Social Psychology	gen ed core / transfer elective
PSY	241	Developmental Psychology	gen ed core / transfer elective
PSY	259	Human Sexuality	transfer elective
PSY	265	Behavioral Modification	non-transfer elective
PSY	281	Abnormal Psychology	gen ed core / transfer elective
SOC	210	Intro to Sociology	gen ed core / transfer elective
SOC	213	Sociology of the Family	gen ed core / transfer elective
SOC	220	Social Problems	gen ed core / transfer elective
SOC	225	Social Diversity	gen ed core / transfer elective

## Associate in Arts Degree

The Associate in Arts Degree is a university parallel-college transfer program. It provides the first two years of the four-year baccalaureate degree. It is important that students pursuing the degree know the requirements of the senior institution to which they wish to transfer. This is necessary to plan curriculum electives tailored to meet senior institution requirements.

### ASSOCIATE IN ARTS - A10100

All students awarded the Associate in Arts Degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. These 65 hours should be selected from the following areas and courses:

Course	Semester Hours Credit	
	per course	total
<b>General Education Core (44 shc)</b>		
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113, or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>12 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
FRE 111, 112, 211, 212		

GER 111, 112		
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220		
PHI 240		
REL 110, 111, 112, 211, 212, 221;		
SPA 111, 112, 211, 212;		
Communication (select one course)	3 shc	
COM 110, 120, 140, 231		
<b>Social and Behavioral Sciences</b>		<b>12 shc</b>
History (select one sequence)	6 shc	
HIS 111 and 112 or HIS 121 and 122 or HIS 131 and 132		
Two courses two from the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251; GEO 111, 130; POL 110, 120; PSY 150 SOC 210, 213, 220		
<b>Natural Sciences (select two courses)</b>		<b>8 shc</b>
BIO 111, 112		
CHM 151, 152		
PHY 151 or 251, 152 or 252		
<b>Mathematics (select one course from each set based on placement)</b>		<b>6 shc</b>
Select one course:		
MAT 140, 161, 171, 175, 271, 272	3 shc	
Select one course:		
CIS 110, 115; MAT 140, 155, 161, 171, 172, 175, 263, 271, 272	3 shc	
<i>Note: Students may not earn credit for both MAT 161 and 171.</i>		
<b>Other Required Hours (21 shc)</b>		
<b>Physical Education</b>		<b>2 shc</b>
PED 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 125, 126, 130, 131, 143, 144, 145, 146, 148, 150, 151, 152, 153, 175, 181, 182, 186		
<b>College Student Success</b>		<b>1 shc</b>
ACA 115		
<b>Electives</b>		<b>18 shc</b>
Courses selected must be approved to satisfy the Comprehensive Articulation Agreement.		
<b>Total Hours Required for Graduation</b>		<b>65 shc</b>

### Pre-Major Associate in Arts Articulations Agreements

The following Associate in Arts pre-majors can be completed at Wilkes Community College. Students should consult with their advisors before selecting a pre-major.

**Business Administration, Accounting, Economics, Finance and Marketing - A1010B**

**Nursing -- A1010I**

## TRANSFER CORE DIPLOMA - ASSOCIATE IN ARTS - D10100

The Transfer Core Diploma in the Associate in Arts is awarded for the successful completion of the general education core of the Associate in Arts (AA). This diploma serves as verification that a student has successfully completed the general education core, which will satisfy general education requirements upon transfer to any institution that honors the Comprehensive Articulation Agreement. (See *Transfer of Credits to Senior Institutions*.) Students must earn a grade of C or higher in each core course, and no substitutions, quarter-hour courses, or credit-by-exam credits are allowed. Some limitations may apply to credit transferred from other institutions. Only students transferring without the Associate in Arts degree are eligible for the Transfer Core Diploma in the Associate in Arts. Students who have or will earn the AA are not eligible.

Course	Semester Hours Credit	
	per course	total
<b>General Education Core (44 shc)</b>		
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113, or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>12 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
FRE 111, 112, 211, 212		
GER 111, 112		
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220		
PHI 240		
REL 110, 111, 112, 211, 212, 221;		
SPA 111, 112, 211, 212;		
Fine Arts, Humanities or Literature Elective (select one more course from above)	3 shc	
(COM 110, 120, 140, or 231 may substitute for one humanities/fine arts course other than literature)		
<b>Social and Behavioral Sciences</b>		<b>12 shc</b>
History (select one sequence)	6 shc	
HIS 111 and 112 or		
HIS 121 and 122 or		
HIS 131 and 132		
Two courses two from the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251;		
GEO 111, 130; POL 110, 120; PSY 150		
SOC 210, 213, 220		
<b>Natural Sciences (select two courses)</b>		<b>8 shc</b>
BIO 111, 112		
CHM 151, 152		
PHY 151 or 251, 152 or 252		
<b>Mathematics (select one course from each set based on placement)</b>		<b>6 shc</b>
Select one course:		
MAT 140, 161, 171, 175, 271, 272	3 shc	
Select one course:		

CIS 110, 115; MAT 140, 155, 161, 171, 172, 175, 263, 271, 272 3 shc

*Note: Students may not earn credit for both MAT 161 and 171.*

**College Student Success**

**1 shc**

ACA 115

**Total Hours Required for Graduation**

**45 shc**

## Associate in Fine Arts Degree in Drama

The Associate in Fine Arts Degree in Drama is a two-year curriculum designed for students who wish to transfer to a four-year drama program to complete a Bachelor of Fine Arts Degree in Drama or a Bachelor of Arts Degree with a major in Drama.

The curriculum provides general education courses required of liberal arts students and drama specialization courses required by four-year institutions.

The purpose of the Associate in Fine Arts Degree is to provide the first two years of preparation for those interested in careers as teachers of drama, as performers, or as technicians.

### ASSOCIATE IN FINE ARTS-DRAMA - A1020C

All students awarded the Associate in Fine Arts-Drama degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. These 65 hours should be selected from the following areas and courses.

<b>Course</b>	<b>Semester Hours per course</b>	<b>Credit total</b>
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts (select one course)</b>	3 shc	<b>6 shc</b>
ART 111, 114, 115, 116, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
HUM 110, 120, 121, 122, 130, 150, 160, 220		
PHI 240		
REL 110, 111, 112, 211, 212, 221		
<b>Literature (select one course)</b>	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
<b>Social and Behavioral Sciences</b>		<b>9 shc</b>
<b>History (select one course)</b>	3 shc	
HIS 111, 112, 121, 122, 131, 132		
<b>Two courses from two of the following areas:</b>	6 shc	
ANT 210, 220, 221; ECO 151, 251; GEO 111, 130;		
POL 110, 120; PSY 150 (recommended); SOC 210, 213, 220		
<b>Natural Sciences (select one course)</b>		<b>4 shc</b>
BIO 110, 111; CHM 151; PHY 151, 251		

<b>Mathematics (select one course)</b>	<b>3 shc</b>
MAT 140, 161, 171, 175	
<b>Other Required Hours</b>	<b>36 shc</b>
Major Core:	
The following courses are required:	17 shc
DRA 120, 130, 131, 140, 145, 170	
Electives: 6 shc from the following:	6 shc
DRA 112, 122, 128, 141, 142, 150, 211, 212, 240, 260	
Select 13 shc from courses approved for transfer.	13 shc
<b>Recommended: Select courses to complete General Education Core, for transfer. College Student Success</b>	<b>1 shc</b>
ACA 115	
<b>Total Hours Required for Graduation</b>	<b>65 shc</b>

## Associate in General Education Degree

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

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their fields of interest and become better qualified for a wide range of employment opportunities.

### ASSOCIATE IN GENERAL EDUCATION - A10300

All students awarded the Associate in General Education Degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. All course selections in the AGE must be approved for credit on an associate degree program.

<b>Course</b>	<b>Semester Hours per course</b>	<b>Credit total</b>
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts (3 hrs)</b>		<b>3 shc</b>
Select one course from the following areas		
ART (any course), DRA (any course)		
ENG 131, 231, 232, 241, 242, 261, 262, 273, 274, 275		
MUS (any course), HUM (any course) or REL (any course)		
<i>Foreign language may not be used for this requirement.</i>		

<b>Social and Behavioral Sciences-CORE (3 hrs)</b>	<b>3 shc</b>
Select one course from the following areas: HIS, ANT, ECO, GEO, POL, PSY, OR SOC	
<b>Natural Sciences/Mathematics (3-4 hrs)</b>	<b>3 shc</b>
Select one course from the following areas: BIO, CHM, MAT, PHY (Lab courses/sections recommended.)	
<b>College Student Success and Physical Education</b>	<b>1-7 shc</b>
Required	1 shc
ACA 115	
<b>Electives (49 hrs)</b>	
Select from any courses approved for credit in an associate degree. A maximum of 6 credit hours of PED courses may be included.	49 shc
<b>Total Hours Required for Graduation</b>	<b>65 shc</b>

*Students must make a satisfactory score on the placement test or pass MAT 070 before graduation.*

The AGE degree is not part of the Comprehensive Articulation Agreement. Courses taken in the AGE may transfer at the discretion of the senior institution.

## Associate in Science Degree

The Associate in Science Degree offers preprofessional course work for students who intend to transfer to a senior institution for a degree in a mathematics or a science-related area. Students desiring to major in any engineering field, medicine, forestry, textiles, animal science, geology, meteorology, agricultural areas, or to become teachers in mathematics and science may complete this program. This program provides the first two years of the four-year degree. It is important that students pursuing this degree review the requirements of the senior institution to which they wish to transfer.

This curriculum includes required general education courses, but most of the course work is heavily oriented towards proficiency in mathematics, chemistry, physics, and biology.

### ASSOCIATE IN SCIENCE - A10400

All students awarded the Associate in Science Degree by Wilkes Community College must earn a minimum of 65 semester hours of credit (shc) with an average of "C" or better. These 65 hours should be selected from the following areas and courses:

Course	Semester Hours Credit	
	per course	total
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>9 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		

Humanities (select one course)	3 shc	
COM 110, 120, 140, 231		
FRE 111, 112, 211, 212		
GER 111,112		
HUM 110, 115, 120, 121, 122, 130, 150, 160, 220		
REL 110, 111, 112, 211, 212, 221		
PHI 240		
SPA 111,112, 211, 212		
<b>Social and Behavioral Sciences</b>		<b>9 shc</b>
History (one course)	3 shc	
HIS 111, 112, 121, 122, 131, 132		
Two courses from two of the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251;		
GEO 111, 130; POL 110, 120		
PSY 150; SOC 210, 213, 220		
<b>NATURAL SCIENCES/MATHEMATICS</b>		<b>20 shc</b>
<b>Natural Sciences (select one sequence)</b>	8 shc	
BIO 111 and 112		
CHM 151 and 152		
PHY 151 and 152 or 251 and 252		
<b>Mathematics (select one according to placement test results)</b>	3 shc	
MAT 171, 172, 175, 271 or 272		
<b>Computer Science</b>	3 shc	
CIS 110 or 115 (recommended)		
Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education core transfer courses.	6 shc	
<b>Physical Education</b>		<b>2 shc</b>
PED 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120,121, 122, 123, 125, 126, 130, 131, 143, 144, 145, 146, 148, 150, 151, 152, 153, 175, 181, 182, 186		
<b>Mathematics and Natural Science Electives (select from the following);</b>		<b>14-15 shc</b>
BIO 111, 112, 120, 130, 140, 150, 163, 165, 166, 175, 232, 236, 243, 280		
CHM 130, 130A, 131, 131A, 132, 151, 152, 251, 252;		
CIS 115; CSC 139, 151, 239		
PHY 151, 152 , 251, 252		
MAT 140, 155, 155A 171A, 172, 172A, 175A, 263, 263A, 271, 272, 273		
<b>Electives</b>		<b>3-4 shc</b>
Courses selected must be approved to satisfy the comprehensive articulation agreement.		
<b>College Student Success</b>		1 shc
ACA 115		
<b>Total Hours Required for Graduation</b>		<b>65 shc</b>

## TRANSFER CORE DIPLOMA - ASSOCIATE IN SCIENCE - D10400

The Transfer Core Diploma in the Associate in Science is awarded for the successful completion of the general education core of the Associate in Sciences (AS). This diploma serves as verification that a student has successfully completed the general education core, which will satisfy general education requirements upon transfer to any institution that honors the Comprehensive Articulation Agreement. (See *Transfer of Credits to Senior Institutions*.) Students must earn a grade of C or higher in each core course, and no substitutions, quarter-hour courses, or credit-by-exam credits are allowed. Some limitations may apply to credit transferred from other institutions. Only students transferring without the Associate in Science degree are eligible for the Transfer Core Diploma in the Associate in Science. Students who have or will earn the AS are not eligible.

Course	Semester Hours Credit	
	per course	total
<b>Composition</b>		<b>6 shc</b>
ENG 111	3 shc	
ENG 112 or 113 or 114	3 shc	
<b>Humanities and Fine Arts</b>		<b>9 shc</b>
Literature (select one course)	3 shc	
ENG 131, 231, 232, 241, 242, 261, 262		
Fine Arts (select one course)	3 shc	
ART 111, 114, 115, 117		
DRA 111, 112, 115, 122, 126, 211, 212		
MUS 110, 112, 113, 210		
Humanities (select one course)	3 shc	
COM 110, 120, 140, 231		
FRE 111, 112, 211, 212		
GER 111, 112		
HUM 110, 115, 120, 121, 122, 150, 160, 220		
REL 110, 111, 112, 211, 212, 221		
PHI 240		
SPA 111, 112, 211, 212		
<b>Social and Behavioral Sciences</b>		<b>9 shc</b>
History (one course)	3 shc	
HIS 111, 112, 121, 122, 131, 132		
Two courses from two of the following areas:	6 shc	
ANT 210, 220, 221; ECO 151, 251;		
GEO 111, 130; POL 110, 120		
PSY 150; SOC 210, 213, 220		
<b>NATURAL SCIENCES/MATHEMATICS</b>		<b>20 shc</b>
Natural Sciences (select one sequence)	8 shc	
BIO 111 and 112		
CHM 151 and 152		
PHY 151 and 152 or 251 and 252		
<b>Mathematics (select one according to placement test results)</b>	<b>3 shc</b>	
MAT 171, 172, 175, 271 or 272		
<b>Computer Science</b>	<b>3 shc</b>	
CIS 110 or 115 (recommended)		



Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education core transfer courses. 6 shc

**College Student Success**

ACA 115

1 shc

**Total Hours Required for Graduation**

**45 shc**

## Accounting

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, individuals may advance in the accounting profession.

### ACCOUNTING - A25100

#### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Expository Writing	3	0	3
MAT	115	Mathematical Models <i>or</i>	2	2	3
MAT	161	College Algebra	3	0	3
ACC	120	Principles of Financial Accounting	3	2	4
BUS	115	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
			12/13	6/8	16
<i>Spring Semester First Year</i>					
ACC	121	Principles of Managerial Accounting	3	2	4
ACC	150	Accounting Software Applications	1	2	2
ENG	112	Argument-Based Research <i>or</i>			
ENG	113	Literature-Based Research	3	0	3
ACC	129	Individual Income Taxes	2	2	3
CTS	130	Spreadsheet	2	2	3
		Business Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			14	8	18

*Fall Semester Second Year*

ACC	140	Payroll Accounting	1	2	2
ACC	220	Intermediate Accounting I	3	2	4
ACC	225	Cost Accounting	3	0	3
BUS	225	Business Finance	2	2	3
ECO	151	Survey of Economics**	3	0	3
		Humanities/Fine Arts Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	18

*Spring Semester Second Year*

ACC	221	Intermediate Accounting II	3	2	4
ACC	269	Auditing and Assurance Services	3	0	3
BUS	240	Business Ethics	3	0	3
BUS	260	Business Communication	3	0	3
DBA	110	Database Concepts	2	3	3
		PSY or SOC Elective (PSY 118 recommended)**	<u>3</u>	<u>0</u>	<u>3</u>
			17	5	19

**Total Semester Hours**

**71**

AWARD: Associate in Applied Science Degree

\*To be selected from: BUS 110, BUS 116, BUS 137 or BUS 153

\*\*Students planning to enroll in a Degree Completion Program should substitute ECO 251 and ECO 252.

\*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

**ACCOUNTING - D25100**

**Diploma**

**Course and Hour Requirements**

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Expository Writing	3	0	3
MAT	115	Mathematical Models or	2	2	3
MAT	161	College Algebra	3	0	3
ECO	151	Survey of Economics	3	0	3
ACC	120	Principles of Financial Accounting	3	2	4
BUS	115	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
			15/16	6/8	19

*Spring Semester*

ACC	121	Principles of Managerial Accounting	3	2	4
ACC	129	Individual Income Taxes	2	2	3
ACC	150	Accounting Software Applications	1	2	2
BUS	240	Business Ethics	3	0	3
ACC	140	Payroll Accounting	1	2	2
CTS	130	Spreadsheet	2	2	3
DBA	110	Database Concepts	<u>2</u>	<u>3</u>	<u>3</u>
			14	13	20

**Total Semester Hours**

**39**

AWARD: Diploma

## **ACCOUNTING - C25100AC**

### **Certificate**

#### **Accounting Clerk**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACC	120	Principles of Financial Accounting	3	2	4
ACC	121	Principles of Managerial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
CIS	111	Basic PC Literacy	1	2	2
CTS	130	Spreadsheet	2	2	3
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

## **ACCOUNTING - C25100CA**

### **Certificate**

#### **Computerized Accounting Clerk**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACC	120	Principles of Financial Accounting	3	2	4
ACC	140	Payroll Accounting	1	2	2
ACC	150	Accounting Software Applications	1	2	2
CIS	111	Basic PC Literacy	1	2	2
CTS	130	Spreadsheet	2	2	3
DBA	110	Database Concepts	2	3	3
<b>Total Hours</b>					<b>16</b>

AWARD: Certificate

## **Advertising and Graphic Design**

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

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

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

## **ADVERTISING and GRAPHIC DESIGN - A30100**

### **Associate Degree**

##### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
ART	131	Drawing I	0	6	3
BUS	110	Introduction to Business	3	0	3

ENG	111	Expository Writing	3	0	3
GRD	117	Design Career Exploration	2	0	2
GRD	151	Computer Design Basics	1	4	3
CIS	110	Introduction to Computers or	2	2	3
CIS	111	Basic PC Literacy	<u>1</u>	<u>2</u>	<u>2</u>
			10/11	14	17/18

*Spring Semester First Year*

CIS	165	Desktop Publishing I	2	2	3
GRD	110	Typography I	2	2	3
GRD	141	Graphic Design I	2	4	4
ENG	112	Argument-Based Research or			
ENG	114	Professional Research and Reporting	3	0	3
MKT	220	Advertising and Sales Promotion	3	0	3
		Social /Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	8	19

*Fall Semester Second Year*

GRD	160	Photo Fundamentals I	1	4	3
GRD	152	Computer Design Tech I	1	4	3
GRD	131	Illustration I	1	3	2
GRD	142	Graphic Design II	2	4	4
WEB	140	Web Development Tools	2	2	3
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			10	17	18

*Spring Semester Second Year*

GRD	241	Graphic Design III	2	4	4
GRD	280	Portfolio Design	2	4	4
COE	111	Co-Op Work Experience I**	0	10	1
MAT	115	Mathematical Models	2	2	3
GRD	161	Photo Fundamentals II	<u>1</u>	<u>4</u>	<u>3</u>
			7	24	15

**Total Semester Hours**

**69/70**

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131 or 211.

**ADVERTISING and GRAPHIC DESIGN - C30100GD**

**Certificate**

**Graphic Design**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
GRD	117	Design Career Exploration	2	0	2
GRD	151	Computer Design Basics	1	4	3
GRD	141	Graphic Design I	2	4	4
GRD	110	Typography I	2	2	3
CIS	110	Introduction to Computers or	2	2	3
CIS	111	Basic PC Literacy	1	2	<u>2</u>
		<b>Total Hours</b>			<b>14/15</b>

AWARD: Certificate

## ADVERTISING and GRAPHIC DESIGN - C30100WD

### Certificate

### Web Design

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
WEB	115	Web Markup	2	2	3
WEB	140	Web Development Tools	2	2	3
GRD	117	Design Career Exploration	2	0	2
GRD	141	Graphic Design I	2	4	4
CIS	110	Introduction to Computers or	2	2	3
CIS	111	Basic PC Literacy	1	2	<u>2</u>
<b>Total Hours</b>					<b>14/15</b>

AWARD: Certificate

## Applied Engineering Technology

The Applied Engineering Technology curriculum prepares individuals to become engineering technicians who incorporate the principles and theories of science, engineering, and mathematics to solve technical problems in various types of industry.

The course work emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas.

Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

## APPLIED ENGINEERING TECHNOLOGY - A40130

### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Introduction to Engineering Tech	1	2	2
EGR	120	Engineering and Design Graphics	2	2	3
ENG	111	Expository Writing	3	0	3
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3
		Humanities/Fine Arts Elective*	3	0	3
		Specialty Hours**	—	—	<u>1-4</u>
			13	10	19-22
<i>Spring Semester First Year</i>					
ELC	117	Motors and Controls or	2	6	4
ELC	128	Introduction to PLC or	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	112	Argument-Based Research or			

ENG	116	Technical Report Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I or	2	3	3
MNT	165	Mechanical Industrial Systems	1	3	2
MAT	121	Algebra/Trigonometry I or	2	2	3
MAT	171	Precalculus Algebra and	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
		Social Science Elective	3	0	3
		Specialty Major Hours***	—	—	—

*Fall Semester Second Year*

MAT	122	Algebra/Trigonometry II or	2	2	3
MAT	172	Precalculus Trigonometry and	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
		Specialty Major Hours***			
		Specialty Major Hours***			
		Specialty Major Hours***			
		Specialty Major Hours***	—	—	—

*Spring Semester Second Year*

PHY	131	Physics - Mechanics or	3	2	4
PHY	151	College Physics I			
		Specialty Major Hours***			
		Specialty Major Hours***			
		Specialty Major Hours***			
		Specialty Major Hours***	—	—	—

**Total Required Semester Hours for AAS**

**Minimum: 68**

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*Select one course from the following: ATR 112, CET 110, DDF 211, ELN 131, ISC 129, MEC 110, PCI 150

\*\*\*Choose a minimum of 25 credit hours from one of the specialty lists.

**Students May Choose a Specialty Program Area From the Following:**

<b>3D Design Technology - A40130DD</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
DDF	211	Design Process	1	6	4
DDF	212	Design Process II	1	6	4
DFT	121	Intro to GD and T	1	2	2
DFT	151	CAD I	2	3	3
DFT	152	CAD II	2	3	3
DFT	154	Intro to Solid Model	2	3	3
DFT	189	Emerging Tech in CAD	1	2	2
DFT	211	Gears, Cams, and Pulleys	1	3	2
DFT	252	Solid Models and Rend	2	2	3
EGR	285	Design Project	0	4	2
ELN	152	Fabrication Techniques	1	3	2
ISC	212	Metrology	1	2	2
MEC	110	Intro to CAD/CAM	1	2	2

<b>Advanced Composites Technology - A40130AC</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR	285	Design Project	0	4	2
MEC	110	Intro to CAD/CAM	1	2	2
MEC	125	Non-Machining Mfg Processes	2	2	3
MEC	145	Mfg. Materials I	2	3	3
MEC	161	Manufacturing Processes I	3	0	3
MEC	161A	Manufacturing Proc I Lab	0	3	1
MEC	187	Composite Materials	2	3	3
MEC	211	Engineering Mats and Testing	3	3	4
MEC	245	Mfg. Materials II	2	3	3
MEC	250	Statics and Strength of Mat	4	3	5
MEC	251	Statics	2	2	3
MEC	252	Strength of Materials	2	2	3
MEC	272	Dynamics	2	2	3

<b>CNC Machining Technology - A40130CN</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
DFT	121	Intro to GD and T	1	2	2
EGR	285	Design Project	0	4	2
ISC	212	Metrology	1	2	2
MAC	228	Advanced CNC Processes	2	3	3
MAC	233	Appl in CNC Machining	2	12	6
MEC	110	Intro to CAD/CAM	1	2	2
MEC	111	Machine Processes I	1	4	3
MEC	128	CNC Machining Processes	2	4	4
MEC	231	Comp-Aided Manufact I	1	4	3
MEC	232	Comp-Aided Manufact II	1	4	3

<b>Computer Engineering Technology - A40130CE</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CET	111	Computer Upgrade/Repair I	2	3	3
CET	211	Computer Upgrade/Repair II	2	3	3
CSC	139	Visual BASIC Programming	2	3	3
EGR	285	Design Project	0	4	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ELC	228	PLC Applications	2	6	4
ELN	131	Semi-Conductor Apps	3	3	4
ELN	133	Digital Electronics	3	3	4
ELN	235	Date Communications Systems	3	3	4
NET	113	Home Automation Systems	2	2	3

<b>Electronics Engineering Technology - A40130EE</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BUS	139	Entrepreneurship I	3	0	3
EGR	285	Design Project	0	4	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	131	Semi-Conductor Apps	3	3	4
ELN	133	Digital Electronics	3	3	4
ELN	152	Fabrication Techniques	1	3	2
ELN	231	Industrial Controls	2	3	3
ELN	232	Intro to Microprocessors	3	3	4
ELN	275	Troubleshooting	1	3	2
ISC	128	Industrial Leadership	2	0	2
NET	113	Home Automation Systems	2	2	3

**Machining and Maintenance Technology - A40130MM**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR	111	Blueprint Reading	1	2	2
BPR	121	Blueprint Reading: Mech	1	2	2
DFT	121	Intro to GD and T	1	2	2
EGR	285	Design Project	0	4	2
ELC	113	Basic Wiring I	2	6	4
ELC	117	Motors and Controls	2	6	4
ELC	118	National Electric Code	1	2	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	131	Semi-Conductor Apps	3	3	4
ELN	237	Local Area Networks	2	3	3
ISC	212	Metrology	1	2	2
MAC	121	Intro to CNC	2	0	2
MAC	122	CNC Turning	1	3	2
MAC	124	CNC Milling	1	3	2
MEC	110	Intro to CAD/CAM	1	2	2
MEC	111	Machine Processes I	1	4	3
MEC	112	Machine Processes II	2	3	3
MEC	128	CNC Machining Processes	2	4	4
MNT	110	Intro to Maint Procedures	1	3	2
WLD	112	Basic Welding Process	1	3	2

**Robotics, Automation, and Mechatronics Technology - A40130RM**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ATR	112	Intro to Automation	2	3	5
ATR	211	Robot Programming	2	3	3
ATR	212	Industrial Robots	2	3	3
ATR	214	Advanced PLC	3	3	4
ATR	215	Sensors and Transducers	2	3	3
ATR	219	Auto Sys Troubleshooting	1	3	2
ATR	281	Automation Robotics	3	2	4
BPR	111	Blueprint Reading	1	2	2
EGR	285	Design Project	0	4	2
ELC	117	Motors and Controls	2	6	4
ELC	131	DC/AC Circuit Analysis	4	3	5
ELC	228	PLC Applications	2	6	4
ELN	131	Semiconductor Applications	3	3	4
ELN	133	Digital Electronics	3	3	4
MAC	121	Intro to CNC <i>or</i> <i>other program elective</i>	2	0	2

**Students May Choose a Diploma Program From the Following:**

Course and Hour Requirements:

**3D Design Technology - D40130DD**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b><i>or</i></b>	2	6	4
ELC	128	Introduction to PLC <b><i>or</i></b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b><i>or</i></b>	2	3	3



MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3
MAT	121	Algebra/Trig I	2	2	3
MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>			
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	3-20
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: DFT 121, DFT 151, DFT 189, DFT 211, DFT 252, EGR 120, or ISC 212.

<b>Advanced Composites Technology - D40130AC</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b>or</b>	2	6	4
ELC	128	Introduction to PLC <b>or</b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	2	3	3
MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3
MAT	121	Algebra/Trig I	2	2	3
MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>	3	2	4
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	3-20
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: EGR 120, MEC 125, MEC 145, MEC 161, MEC 161A, MEC 187, MEC 211, MEC 245, MEC 250, MEC 252, or MEC 272.

<b>CNC Machining Technology - D40130CN</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b>or</b>	2	6	4
ELC	128	Introduction to PLC <b>or</b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	2	3	3
MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1

MAT	120	Geometry and Trigonometry	2	2	3
MAT	121	Algebra/Trig I	2	2	3
MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>	3	2	4
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	<u>3-20</u>
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: DFT 121, ISC 212, MAC 228, MAC 233, MEC 111, MEC 128, MEC 231, or MEC 232.

<b>Computer Engineering Technology - D40130CE</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b>or</b>	2	6	4
ELC	128	Introduction to PLC <b>or</b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	2	3	3
MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3
MAT	121	Algebra/Trig I	2	2	3
MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>	3	2	4
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	<u>3-20</u>
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: CET 111, CET 125, CET 211, ELC 128, ELC 228, ELN 131, ELN 133, or ELN 235.

<b>Electronics Engineering Technology - D40130EE</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b>or</b>	2	6	4
ELC	128	Introduction to PLC <b>or</b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	2	3	3
MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3

MAT	121	Algebra/Trig I	2	2	3
MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>	3	2	4
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	<u>3-20</u>
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: CET 125, EGR 120, ELC 131, ELN 133, ELN 152, ELN 232, or ISC 128.

<b>Machining and Maintenance Technology - D40130MM</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b>or</b>	2	6	4
ELC	128	Introduction to PLC <b>or</b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	2	3	3
MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3
MAT	121	Algebra/Trig I	2	2	3
MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>	3	2	4
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	<u>3-20</u>
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: BPR 111, ELC 113, ELC 118, ELC 131, ELN 237, or MEC 111.

<b>Robotics, Automation, and Mechatronics Technology - D40130RM</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
DFT	119	Basic CAD	1	2	2
EGR	110	Intro to Engineering Tech	1	2	2
ELC	117	Motors and Controls <b>or</b>	2	6	4
ELC	128	Introduction to PLC <b>or</b>	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
HYD	110	Hydraulics/Pneumatics I <b>or</b>	2	3	3
MNT	165	Mechanical Industrial Sys	1	3	2
ISC	110	Workplace Safety	1	0	1
MAT	120	Geometry and Trigonometry	2	2	3
MAT	121	Algebra/Trig I	2	2	3

MAT	122	Algebra/Trig II	2	2	3
PHY	131	Physics - Mechanics <b>or</b>	3	2	4
PHY	151	College Physics I	3	2	4
		Specialty Elective*			1-4
		Electives**	—	—	<u>3-20</u>
<b>Total Hours</b>					<b>37-48</b>

AWARD: Diploma

\*Select one specialty course: ATR 112, CET 110, ELN 131, ISC 129, MEC 110, or PCI 150.

\*\*Select from the following courses to meet a minimum of 37 credit hours and a maximum of 48 credit hours for program: ATR 211, ATR 212, ATR 215, ATR 219, ATR 281, EGR, 285, ELN 128, or ELN 133.

### Students May Choose a Certificate Program From the Following:

Course and Hour Requirements:

<b>Advanced Composites Technology - C40130AC</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR	120	Eng and Design Graphics	2	2	3
ISC	110	Workplace Safety	1	0	1
MEC	187	Composite Materials	2	3	3
MEC	125	Non-Machining Mfg Processes	2	2	3
MEC	161	Manufacturing Processes I	3	0	3
MEC	161A	Manufacturing Proc I Lab	0	3	<u>1</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

<b>Basic CAD Design Technology - C40130DD</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
DDF	211	Design Process I	1	6	4
DFT	119	Basic CAD	1	2	2
DFT	121	Intro to GD and T	1	2	2
EGR	120	Engineering and Design Grap	2	2	3
ISC	110	Workplace Safety	1	0	1
ISC	212	Metrology	1	2	<u>2</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

<b>Basic CNC Machining - C40130BC</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
DFT	121	Intro to GD and T	1	2	2
ISC	110	Workplace Safety	1	0	1
ISC	212	Metrology	1	2	2
MEC	111	Machine Processes I	1	4	3
MEC	128	CNC Machining Processes	2	4	4
MEC	231	Comp-Aided Manufact I	1	4	<u>3</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

<b>Basic Mechatronics Technology - C40130RM</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ATR	211	Robot Programming	2	3	3
ATR	219	Auto Sys Troubleshooting	1	3	2

ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	133	Digital Electronics	3	3	<u>4</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

<b>Computer Repair Technician - C40130CR</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CET	111	Computer Upgrade/Repair I	2	3	3
CSC	139	Visual BASIC Programming	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	133	Digital Electronics	3	3	<u>4</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

<b>Home Automation - C40130HA</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ELC	128	Introduction to PLC	2	3	3
ELN	131	Semi-Conductor Apps	3	3	4
ELN	133	Digital Electronics	3	3	4
NET	113	Home Automation Systems	2	2	<u>3</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

<b>Level I Electronics Technology - C40130E1</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR	120	Engineering and Graphics	2	2	3
ELC	131	DC/AC Curcuit Analysis	4	3	5
ELN	133	Digital Electronics	3	3	4
ISC	110	Workplace Safety	1	0	<u>1</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

<b>Level II Electronics Technology - C40130E2</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR	120	Engineering and Graphics	2	2	3
ELC	128	Introduction to PLC	2	3	3
ELN	131	Semi-Conductor Apps	3	3	4
ELN	232	Intro to Microprocessors	3	3	4
ISC	110	Workplace Safety	1	0	1
NET	113	Home Automation Systems	2	2	<u>3</u>
<b>Total Hours</b>					<b>18</b>

AWARD: Certificate

<b>Machining and Maintenance Technology - C40130MM</b>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR	111	Blueprint Reading	1	2	2
ELC	113	Basic Wiring I	2	6	4
ELC	118	National Electric Code	1	2	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ISC	110	Workplace Safety	1	0	1
MEC	111	Machine Processes I	1	4	<u>3</u>
<b>Total Hours</b>					<b>17</b>

AWARD: Certificate

# Architectural Technology

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

## ARCHITECTURAL TECHNOLOGY - A40100

### Associate Degree

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
ARC	111	Introduction to Architectural Technology	1	6	3
ARC	112	Construction Materials and Methods	3	2	4
ARC	114	Architectural CAD	1	3	2
ARC	114A	Architectural CAD Lab	0	3	1
BPR	130	Blueprint Reading	1	2	2
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			9	18	16
<i>Spring Semester First Year</i>					
ARC	113	Residential Architectural Technology	1	6	3
ARC	131	Building Codes	2	2	3
ARC	220	Advanced Architectural CAD	1	3	2
ARC	264	Digital Architectural	1	3	2
ENG	111	Expository Writing	3	0	3
		Social Behavior Science	<u>3</u>	<u>0</u>	<u>3</u>
			11	14	16
<i>Summer Term First Year</i>					
ARC	211	Light Construction Technology	1	6	3
<i>Fall Semester Second Year</i>					
ARC	230	Environmental Systems	3	3	4
CIV	230	Construction Estimating	2	3	3
CST	211	Construction Surveying	2	3	3
ENG	114	Professional Research and Reporting or			
ENG	112	Argument-Based Research	3	0	3
MAT	121	Algebra/Trigonometry I **	<u>2</u>	<u>2</u>	<u>3</u>
			12	11	16
<i>Spring Semester Second Year</i>					
ARC	132	Specifications and Contracts	2	0	2
ARC	213	Design Projects	2	6	4
ARC	215	Architectural Strength of Materials	3	0	3
ARC	221	Architectural 3-D CAD	1	4	3
ARC	240	Site Planning	<u>2</u>	<u>2</u>	<u>3</u>
			10	12	15
<b>Total Semester Hours</b>					<b>66</b>

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*MAT 175 may be substituted for MAT 121.

## ARCHITECTURAL TECHNOLOGY - C40100CT

### Certificate

### CAD Techniques

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ARC	114	Architectural CAD	1	3	2
ARC	114A	Architectural CAD Lab	0	3	1
ARC	220	Advanced Architectural CAD	1	3	2
ARC	221	Architectural 3-D CAD	1	4	3
ARC	264	Digital Architectural	1	3	2
BPR	130	Blueprint Reading	1	2	2

#### Total Hours

**12**

AWARD: Certificate

## Associate Degree Nursing

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

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

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

## ASSOCIATE DEGREE NURSING - A45110

### Associate Degree

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
<i>Fall Semester First Year</i>						
NUR	111	Intro to Health Concepts	4	6	6	8
BIO	165	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
ACA	115	Success and Study Skills	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
			13	11	6	19
<i>Spring Semester First Year</i>						
NUR	112	Health-Illness Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
BIO	166	Anatomy and Physiology II	3	3	0	4
PSY	281	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	3	12	17
<i>Summer Term First Year</i>						
NUR	114	Holistic Health Concepts	3	0	6	5
PSY	241	Developmental Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	6	8

### Fall Semester Second Year

NUR	113	Family Health Concepts	3	0	6	5
NUR	211	Health Care Concepts	3	0	6	5
ENG	112	Argument-Based Research or				
ENG	113	Literature-Based Research or				
ENG	114	Professional Research and Reporting	3	0	0	3
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	12	16

### Spring Semester Second Year

NUR	213	Complex Health Concepts	4	3	15	10
COM	120	Introduction to Interpersonal Communications or				
COM	231	Public Speaking	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	3	15	13

### Total Semester Hours

**73**

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## Automotive Systems Technology

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

### AUTOMOTIVE SYSTEMS TECHNOLOGY - A60160

#### Associate Degree

#### Course and Hour Requirements

##### Fall Semester First Year

			Class	Lab	Credit
ACA	115	Success and Study Skills	0	2	1
AUT	110	Intro to Auto Technology	2	2	3
AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	161	Basic Auto Electricity	4	3	5
AUT	186	PC Skills for Auto Techs	<u>2</u>	<u>2</u>	<u>3</u>
			10	15	16

##### Spring Semester First Year

AUT	141	Suspension and Steering Systems	2	3	3
AUT	141A	Suspension and Steering Lab *	0	3	1
AUT	151	Brake Systems	2	3	3
AUT	151A	Brake Systems Lab *	0	3	1
AUT	181	Engine Performance 1	2	3	3



AUT	181A	Engine Performance 1 Lab *	0	3	1
ENG	111	Expository Writing**	3	0	3
MAT	110	Mathematical Measurement	<u>2</u>	<u>2</u>	<u>3</u>
			11	20	18
<i>Summer Term First Year</i>					
AUT	171	Auto Climate Control	2	4	4
AUT	285	Intro to Alternative Fuels	<u>2</u>	<u>2</u>	<u>3</u>
			4	6	7
<i>Fall Semester Second Year</i>					
AUT	163	Adv Auto Electricity	2	3	3
AUT	163A	Adv Auto Electricity Lab *	0	3	1
AUT	183	Engine Performance 2	2	6	4
AUT	221	Auto Transm/Transaxles	2	3	3
AUT	221A	Auto Transm/Transax Lab *	0	3	1
ENG	116	Tech Report Writing	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
<i>Spring Semester Second Year</i>					
AUT	114	Safety and Emissions	1	2	2
AUT	231	Man Trans/Axles/Drtrains	2	3	3
AUT	231A	Man Trans/Axles/Drtrains Lab	0	3	1
AUT	281	Adv Engine Performance	2	2	3
AUT	283	Adv Auto Electronics	2	2	3
WLD	112	Basic Welding Processes	1	3	2
		Humanities/Fine Arts Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	17
<b>Total Semester Hours</b>					<b>76</b>

AWARD: Associate in Applied Science Degree

\*Co-Op Option: This may include up to 5 shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211, 221.

\*\*ENG 110 may be substituted for ENG 111.

\*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## AUTOMOTIVE SYSTEMS TECHNOLOGY - D60160

### Diploma

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
AUT	110	Intro to Auto Technology	2	2	3
AUT	116	Engine Repair	2	3	3
AUT	116A	Engine Repair Lab	0	3	1
AUT	161	Basic Auto Electricity	4	3	5
AUT	186	PC Skills for Auto Techs	<u>2</u>	<u>2</u>	<u>3</u>
			10	15	16
<i>Spring Semester First Year</i>					
AUT	141	Suspension and Steering Systems	2	3	3
AUT	141A	Suspension and Steering Lab *	0	3	1
AUT	151	Brake Systems	2	3	3
AUT	151A	Brake Systems Lab *	0	3	1
AUT	181	Engine Performance 1	2	3	3
AUT	181A	Engine Performance 1 Lab *	0	3	1

ENG	110	Written Communications	3	0	3
MAT	110	Mathematical Measurement	<u>2</u>	<u>2</u>	<u>3</u>
			11	20	18
<i>Summer Term First Year</i>					
AUT	171	Auto Climate Control	2	4	4
AUT	285	Intro to Alternative Fuels	<u>2</u>	<u>2</u>	<u>3</u>
			4	6	7
<b>Total Semester Hours</b>					<b>41</b>

AWARD: Diploma

\*Co-Op Option: This may include up to 3 shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211, 221.

## AUTOMOTIVE SYSTEMS TECHNOLOGY – C60160DC

### Certificate

#### DriveTrain

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUT	110	Intro to Auto Technology*	2	2	3
AUT	116	Engine Repair	2	3	3
AUT	221	Auto Transm/Transaxles	2	3	3
AUT	231	Man Trans/Axles/Drtrains	2	3	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

\*Co-Op option: This may include up to 2 shc from COE course/combination of courses: COE 111, 121, 131, or 211.

## AUTOMOTIVE SYSTEMS TECHNOLOGY – C60160EC

### Certificate

#### Electrical/Electronics

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUT	110	Intro to Auto Technology*	2	2	3
AUT	161	Basic Automotive Electricity	4	3	5
AUT	163	Adv Automotive Electricity	2	3	3
AUT	283	Advanced Automotive Electronics	2	2	<u>3</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

\*Co-Op option: This may include up to 2 shc from COE course/combination of courses: COE 111, 121, 131, or 211.

## **AUTOMOTIVE SYSTEMS TECHNOLOGY – C60160EP**

### **Certificate**

#### **Engine Performance**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUT	110	Intro to Auto Technology*	2	2	3
AUT	181	Engine Performance 1	2	3	3
AUT	183	Engine Performance 2	2	6	4
AUT	281	Advanced Engine Performance	2	2	<u>3</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

\*Co-Op option: This may include up to 2 shc from COE course/combination of courses: COE 111, 121, 131, or 211.

## **AUTOMOTIVE SYSTEMS TECHNOLOGY – C60160SC**

### **Certificate**

#### **Suspension Systems**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUT	110	Intro to Auto Technology*	2	2	3
AUT	114	Safety and Emissions	1	2	2
AUT	141	Suspension and Steering	2	3	3
AUT	141A	Suspension and Steering Lab *	0	3	1
AUT	151	Brake Systems	2	3	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

\*Co-Op Option: This may include up to 2 shc from COE course/combination of courses: COE 111, 121, 131, or 211.

## **Baking and Pastry Arts**

The Baking and Pastry Arts curriculum is designed to prepare students with the skills and knowledge required for employment in the baking/pastry industry including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisan breads, desserts/pastries, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

## BAKING AND PASTRY ARTS - A55130

### Associate Degree

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
CIS	111	Basic PC Literacy or	1	2	2
CIS	110	Introduction to Computers	2	2	3
CUL	110	Sanitation and Safety	2	0	2
CUL	140	Culinary Skills I	2	6	5
CUL	160	Baking I	1	4	3
ENG	111	Expository Writing*	<u>3</u>	<u>0</u>	<u>3</u>
			9/10	14	16/17
<i>Spring Semester First Year</i>					
CUL	260	Baking II	1	4	3
CUL	170	Grade Manager I	1	4	3
ENG	114	Professional Research and Reporting or			
ENG	116	Technical Report Writing	3	0	3
BPA	150	Artisan and Specialty Breads	1	6	4
MAT	110	Mathematical Measurement or	2	2	3
MAT	140	Survey of Mathematics	3	0	3
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11/12	14/16	19
<i>Fall Semester Second Year</i>					
ACC	115	College Accounting	3	2	4
BPA	210	Cake Design and Decoration	1	4	3
BPA	130	European Cakes and Tortes	1	4	3
CUL	112	Nutrition for Food Service**	3	0	3
CUL	120	Purchasing	2	0	2
COE	111	Co-Op Work Experience I***	0	10	1
		Humanities/Fine Arts Elective****	<u>3</u>	<u>0</u>	<u>3</u>
			13	20	19
<i>Spring Semester Second Year</i>					
BPA	240	Plated Desserts	1	4	3
CUL	280	Pastry and Confections	1	4	3
BPA	250	Dessert and Bread Production	1	8	5
BPA	260	Pastry and Baking Marketing	2	2	3
HRM	245	Human Resource Mgmt - Hospitality	3	0	3
CUL	214	Wine Appreciation	1	2	2
COE	121	Co-Op Work Experience II***	<u>0</u>	<u>10</u>	<u>1</u>
			9	30	20
<b>Total Semester Hours</b>					<b>74/75</b>

AWARD: Associate in Applied Science Degree

\*ENG 110 may be substituted for ENG 111.

\*\*NUT 110 may be substituted.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 131 or 211. Second option - Students may take one two-hour Co-Op to meet this requirement. The following course numbers may be used: COE 112 or 122.

\*\*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study. If a student plans on attending the trip to France, they will need to complete HUM 120.

## BAKING AND PASTRY ARTS - D55130

### Diploma

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
CUL	110	Sanitation and Safety	2	0	2
CUL	140	Culinary Skills I	2	6	5
CUL	160	Baking I	1	4	3
ENG	110	Freshmen Composition I or			
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			8	12	14
<i>Spring Semester First Year</i>					
BPA	150	Artisan and Specialty Breads	1	6	4
CUL	260	Baking II	1	4	3
CUL	280	Pastry and Confections	1	4	3
MAT	115	Mathematical Models or	2	2	3
MAT	140	Survey of Mathematics	3	0	3
COE	111	Co-Op Work Experience I	<u>0</u>	<u>10</u>	<u>1</u>
			5/6	24/26	14
<i>Fall Semester Second Year</i>					
BPA	210	Cake Design and Decoration	1	4	3
BPA	130	Euro Cakes and Tortes	1	4	3
CIS	111	Basic PC Literacy or	1	2	2
CIS	110	Introduction to Computers	2	2	3
CUL	120	Purchasing	2	0	2
COE	121	Co-Op Work Experience II*	<u>0</u>	<u>10</u>	<u>1</u>
			5/6	20	11/12
<i>Spring Semester Second Year</i>					
BPA	250	Dessert and Bread Production	1	8	5
<b>Total Semester Hours</b>					<b>44/45</b>

AWARD: Diploma

\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 131 or 211. Second option - Students may take one two-hour Co-Op to meet this requirement. The following course numbers may be used: COE 122.

## Basic Law Enforcement Training

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 and civil law and procedures, A.B.C. laws, patrol procedures, traffic crash investigation, courtroom procedures, criminal investigations, patrol techniques, emergency responses, motor vehicle laws, and ethics.

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

## BASIC LAW ENFORCEMENT TRAINING - C55120

### Certificate

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CJC	100	Basic Law Enforcement Training	9	30	19

<b>Subject</b>	<b>Contact Hours</b>
<u>Legal</u>	
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 Procedure	4
<u>Patrol Duties</u>	
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 and Radio Procedures	8
Anti Terrorism	4
Rapid Deployment	8
<u>Communications</u>	
Dealing with Victims and the Public	10
Domestic Violence Response	12
Ethics for Professional Law Enforcement	4
Individuals with Mental Illness and Mental Retardation	8
Crime Prevention Techniques	6
Communication Skills for Law Enforcement Officers	8
<u>Investigation</u>	
Fingerprinting and Photographing Arrestees	6
Field Note-Taking and Report Writing	12
Criminal Investigation	34
Interviews: Field and In-Custody	16
Controlled Substances	12
<u>Practical Applications</u>	
First Responder	40
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	54
Subject Control Arrest Techniques	40
<u>Sheriff-Specific</u>	
Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6
<u>Miscellaneous</u>	
Course Orientation	4
Testing	<u>24</u>

**Total Contact Hours**

**624**

**Total Hours:**

**19**

AWARD: Certificate

## Building Construction Technology

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.

### **BUILDING CONSTRUCTION TECHNOLOGY - A35140**

#### **Associate Degree**

#### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
ARC	112	Construction Materials and Methods	3	2	4
BPR	130	Blueprint Reading/Construction	1	2	2
CAR	111	Carpentry I	3	15	8
DFT	119	Basic CAD	1	2	2
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			11	23	20
<i>Spring Semester First Year</i>					
CAR	112	Carpentry II	3	15	8
CST	131	OSHA/Safety/Certification	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	120	Geometry and Trigonometry	2	2	3
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	19	20
<i>Summer Term First Year</i>					
COE	111	Co-Op Work Experience I or approved substitute**	0	10	1
<i>Fall Semester Second Year</i>					
AHR	211	Residential System Design	2	2	3
CST	211	Construction Surveying	2	3	3
CST	241	Planning/Estimating I	2	2	3
CST	251	Electrical Wiring Systems	2	2	3
ENG	112	Argument-Based Research or			
ENG	114	Professional Research and Reporting	<u>3</u>	<u>0</u>	<u>3</u>
			11	9	15

Spring Semester		Second Year			
ARC	131	Building Codes	2	2	3
ARC	132	Specifications and Contract	2	0	2
CST	221	Statics/Structures	3	3	4
CST	242	Planning/Estimating II	3	2	4
MAS	140	Introduction to Masonry	1	2	2
PLU	111	Introduction to Basic Plumbing	<u>1</u>	<u>3</u>	<u>2</u>
			12	12	17
<b>Total Hours</b>					<b>73</b>

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211 or the following may be substituted BUS 115, 153, 240, or CIS 111.

## BUILDING CONSTRUCTION TECHNOLOGY - D35140

### Diploma

#### Course and Hour Requirements

Fall Semester			Class	Lab	Credit
ACA	115	Success and Study Skills	0	2	1
ARC	112	Construction Materials and Methods	3	2	4
BPR	130	Blueprint Reading/Construction	1	2	2
CAR	111	Carpentry I	3	15	8
DFT	119	Basic CAD	<u>1</u>	<u>2</u>	<u>2</u>
			8	23	17
Spring Semester					
CAR	112	Carpentry II	3	15	8
ENG	111	Expository Writing	3	0	3
MAT	120	Geometry and Trigonometry	2	2	3
COE	111	Co-Op Work Experience I or approved substitute*	0	10	1
CST	131	OSHA/Safety/Certification	<u>2</u>	<u>2</u>	<u>3</u>
			10	29	18
<b>Total Semester Hours</b>					<b>35</b>

AWARD: Diploma

\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

\*BUS 115, 153, 240, or CIS 111 may be substituted. Students should consult with their advisor to select or more credit hours of appropriate coursework to complete the diploma.

## BUILDING CONSTRUCTION TECHNOLOGY - C35140CA

### Certificate

#### Carpentry

#### Course and Hour Requirements

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

AWARD: Certificate



## **BUILDING CONSTRUCTION TECHNOLOGY - C35140CM**

### **Certificate**

#### **Construction Management**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ARC	131	Building Codes	2	2	3
ARC	112	Construction Materials and Methods	3	2	4
CST	241	Planning/Estimating I	2	2	3
CST	242	Planning/Estimating II	3	2	4
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## **BUILDING CONSTRUCTION TECHNOLOGY - C35140MT**

### **Certificate**

#### **Construction Mechanical Trades**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CST	131	OSHA/Safety/Certification or			
ARC	131	Building Codes	2	2	3
AHR	211	Residential System Design	2	2	3
COE	111	Co-Op Work Experience I or approved substitute*	0	10	1
CST	251	Electrical Wiring Systems	2	2	3
PLU	111	Introduction to Basic Plumbing	1	3	2
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

\* If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

\*BUS 115, 153, 240, or CIS 111 may be substituted.

## **Business Administration**

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 organizational operations 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.

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

## BUSINESS ADMINISTRATION - A25120

### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
BUS	115	Business Law I	3	0	3
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<i>Spring Semester First Year</i>					
ACC	121	Principles of Managerial Accounting	3	2	4
BUS	116	Business Law II	3	0	3
BUS	153	Human Resource Management	3	0	3
CTS	130	Spreadsheet	2	2	3
ENG	112	Argument-Based Research or			
ENG	113	Literature-Based Research	3	0	3
MAT	115	Mathematical Models or	2	2	3
MAT	161	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
			16/17	4/6	19
<i>Fall Semester Second Year</i>					
BUS	121	Business Mathematics	2	2	3
BUS	225	Business Finance	2	2	3
ECO	151	Survey of Economics*	3	0	3
MKT	120	Principles of Marketing	3	0	3
		Humanities/Fine Arts Elective**	3	0	3
		Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			16	4	18
<i>Spring Semester Second Year</i>					
ACA	220	Professional Transition	1	0	1
BUS	137	Principles of Management	3	0	3
BUS	240	Business Ethics and Social Problems	3	0	3
BUS	260	Business Communication	3	0	3
CTS	125	Presentation Graphics	2	2	3
COE	111	Co-Op Work Experience I ****	0	10	1
		PSY or SOC Elective (PSY 118 recommended)*	<u>3</u>	<u>0</u>	<u>3</u>
			15	12	17
<b>Total Semester Hours</b>					<b>70</b>

AWARD: Associate in Applied Science Degree

\*Students planning to enroll in a Degree Completion Program should substitute ECO 251 and ECO 252.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*\*Elective to be chosen from ACC 129, BUS 280, CIS 164, DBA 110, MKT 123, MKT 220, MKT 223.

\*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

## BUSINESS ADMINISTRATION - D25120

### Diploma

#### Course and Hour Requirements

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
BUS	115	Business Law I	3	0	3
ACC	120	Principles of Financial Accounting	3	2	4
ENG	111	Expository Writing	3	0	3
MKT	120	Principles of Marketing	3	0	3
BUS	110	Introduction to Business	3	0	3
ECO	151	Survey of Economics	<u>3</u>	<u>0</u>	<u>3</u>
			18	4	20
<i>Spring Semester</i>					
ACC	121	Principles of Managerial Accounting	3	2	4
BUS	137	Principles of Management	3	0	3
BUS	240	Business Ethics	3	0	3
CIS	111	Basic PC Literacy	1	2	2
BUS	260	Business Communication	3	0	3
BUS	116	Business Law II	3	0	3
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			19	4	21
<b>Total Semester Hours</b>					<b>41</b>

AWARD: Diploma

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## BUSINESS ADMINISTRATION - C251203

### Certificate

#### Credit Assistant

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACC	120	Principles of Financial Accounting	3	2	4
BUS	115	Business Law I	3	0	3
BUS	116	Business Law II	3	0	3
BUS	225	Business Finance	2	2	<u>3</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## BUSINESS ADMINISTRATION - C251201

### Certificate

#### Management Trainee I

#### Course and Hour Requirements

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACC	120	Principles of Financial Accounting	3	2	4
BUS	115	Business Law I	3	0	3

CIS	111	Basic PC Literacy	1	2	2
MKT	120	Principles of Marketing	3	0	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## **BUSINESS ADMINISTRATION - C251202**

### **Certificate**

#### **Management Trainee II**

#### **Course and Hour Requirements**

<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACC	121	Principles of Managerial Accounting	3	2	4
CTS	125	Presentation Graphics	2	2	3
BUS	137	Principles of Management	3	0	3
BUS	240	Business Ethics	3	0	<u>3</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## **Business Administration**

### **Concentration in Human Resources Management**

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

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

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

## **BUSINESS ADMINISTRATION - A2512C**

### **Concentration in Human Resources Management**

#### **Associate Degree**

#### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
BUS	115	Business Law I	3	0	3
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16

<i>Spring Semester First Year</i>					
BUS	137	Principles of Management	3	0	3
BUS	153	Human Resource Management	3	0	3
BUS	234	Training and Development	3	0	3
ENG	112	Argument-Based Research or			
ENG	113	Literature-Based Research	3	0	3
MAT	115	Mathematical Models or	2	2	3
MAT	140	Survey of Mathematics	3	0	3
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			17/18	2	18
<i>Fall Semester Second Year</i>					
ACC	140	Payroll Accounting	1	2	2
BUS	217	Employment Law and Regs	3	0	3
BUS	256	Recruit Select and Pre Plan	3	0	3
BUS	258	Compensation and Benefits	3	0	3
ECO	151	Survey of Economics**	3	0	3
MKT	120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
			16	2	18
<i>Spring Semester Second Year</i>					
ACA	220	Professional Transition	1	0	1
BUS	240	Business Ethics	3	0	3
BUS	259	HRM Applications	3	0	3
BUS	260	Business Communication	3	0	3
COE	111	Co-Op Work Experience I ***	0	10	1
		PSY or SOC Elective (PSY 118 recommended)**	3	0	3
		Elective (recommended MKT 233 or ACC 150)****	<u>3</u>	<u>0</u>	<u>3</u>
			16	10	17
<b>Total Semester Hours</b>					
<b>68</b>					

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*Students planning to enroll in a Degree Completion Program should substitute ECO 251 and ECO 252.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

\*\*\*\*Elective to be chosen from BUS 110, BUS 116, BUS 137, BUS 153, BUS 217, BUS 234, BUS 256, or BUS 258.

## Collision Repair and Refinishing Technology

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

## COLLISION REPAIR AND REFINISHING TECHNOLOGY - A60130

### Associate Degree

#### Course and Hour Requirements

			Class	Lab	Credit
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
AUB	111	Painting and Refinishing I	2	6	4
AUB	121	Non-Structural Damage I	1	4	3
AUB	131	Structural Damage I	2	4	4
AUT	161	Basic Automotive Electricity	<u>4</u>	<u>3</u>	<u>5</u>
			9	19	17
<i>Spring Semester First Year</i>					
AUB	162	Autobody Estimating	1	2	2
AUT	141	Suspension and Steering	2	3	3
AUT	141A	Suspension and Steering Lab**	0	3	1
AUT	151	Brake Systems	2	3	3
AUT	151A	Brake Systems Lab**	0	3	1
ENG	111	Expository Writing*	3	0	3
MAT	110	Mathematical Measurement	<u>2</u>	<u>2</u>	<u>3</u>
			10	16	16
<i>Summer Term First Year</i>					
AUB	114	Special Finishes	1	2	2
AUB	136	Plastics and Adhesives	1	4	3
AUT	171	Air Condition and Heating	<u>2</u>	<u>4</u>	<u>4</u>
			4	10	9
<i>Fall Semester Second Year</i>					
AUB	134	Autobody MIG Welding	1	4	3
AUT	163	Advanced Automotive Electricity	2	3	3
AUT	163A	Advanced Automotive Electricity Lab**	0	3	1
AUT	186	PC Skills for Automotive Technicians	2	2	3
ENG	116	Technical Report Writing	3	0	3
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	12	16
<i>Spring Semester Second Year</i>					
AUB	112	Painting and Refinishing II	2	6	4
AUB	122	Non-Structural Damage II	2	6	4
AUB	132	Structural Damage II	2	6	4
AUB	160	Body Shop Operations	1	0	1
		Humanities/Fine Arts Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			10	18	16
<b>Total Semester Hours</b>					<b>74</b>

AWARD: Associate in Applied Science Degree

\*ENG 110 may be substituted for ENG 111.

\*\* Co-Op option: This may include up to 3 shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211, or 221.

\*\*\* Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## COLLISION REPAIR AND REFINISHING TECHNOLOGY - D60130

### Diploma

#### Course and Hour Requirements

##### Fall Semester First Year

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
AUB	111	Painting and Refinishing I	2	6	4
AUB	121	Non-Structural Damage I	1	4	3
AUB	131	Structural Damage I	2	4	4
AUB	134	Autobody MIG Welding	1	4	3
AUT	186	PC Skills for Auto Techs	<u>2</u>	<u>2</u>	<u>3</u>
			8	22	18

##### Spring Semester First Year

AUB	112	Painting and Refinishing II	2	6	4
AUB	122	Non-Structural Damage II	2	6	4
AUB	132	Structural Damage II	2	6	4
AUB	162	Autobody Estimating	1	2	2
MAT	110	Mathematical Measurement	<u>2</u>	<u>2</u>	<u>3</u>
			9	22	17

##### Summer Term First Year

AUB	114	Special Finishes	1	2	2
AUB	136	Plastics and Adhesives	1	4	3
ENG	110	Freshman Composition	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	8

#### Total Semester Hours

**42**

AWARD: Diploma

## COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130D

### Certificate

#### Body Shop Operations

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUB	121	Non-Structural Damage I	1	4	3
AUB	131	Structural Damage II	2	4	4
AUB	160	Body Shop Operations	1	0	1
AUB	162	Autobody Estimating	1	2	2
AUT	186	PC Skills for Auto Techs	2	2	<u>3</u>

#### Total Hours

**13**

AWARD: Certificate

## COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130B

### Certificate

#### Non-Structural Damage

#### Course and Hour Requirements

AWARD: Certificate

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUB	121	Non-Structural Damage I	1	4	3
AUB	122	Non-Structural Damage II	2	6	4

AUB	136	Plastic and Adhesives	1	4	3
AUT	186	PC Skills for Auto Techs	2	2	<u>3</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## **COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130A**

### **Certificate**

#### **Painting and Refinishing**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUB	111	Painting and Refinishing	2	6	4
AUB	112	Painting and Refinishing II	2	6	4
AUB	114	Special Finishes	1	2	2
AUT	186	PC Skills for Auto Techs	2	2	<u>3</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## **COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130C**

### **Certificate**

#### **Structural Damage**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AUB	131	Structural Damage I	2	4	4
AUB	132	Structural Damage II	2	6	4
AUB	134	Autobody MIG Welding	1	4	3
AUT	186	PC Skills for Auto Techs	2	2	<u>3</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## **Computer Engineering Technology**

The Computer Engineering Technology curriculum provides the skills required to install, service and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits, and programming, with emphasis on the operation, use and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.



## COMPUTER ENGINEERING TECHNOLOGY - A40160

### Associate Degree

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
EGR	110	Introduction to Engineering Tech	1	2	2
EGR	125	Applied Software Tech	1	2	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing*	3	0	3
ISC	110	Workplace Safety	1	0	1
		Humanities/Fine Arts Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			13	9	17
<i>Spring Semester First Year</i>					
ELN	131	Semiconductor Applications	3	3	4
ELN	133	Digital Electronics	3	3	4
ENG	116	Technical Report Writing <i>or</i>			
COM	231	Public Speaking	3	0	3
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	14
<i>Summer Term First Year</i>					
ATR	215	Sensors and Transducers	2	3	3
DFT	119	Basic CAD	1	2	2
ELC	128	Introduction to PLC	<u>2</u>	<u>3</u>	<u>3</u>
			5	8	8
<i>Fall Semester Second Year</i>					
CET	111	Computing Upgrade/Repair I	2	3	3
CSC	134	C++ Programming <i>or</i>			
CSC	139	Visual BASIC Programming	2	3	3
ELN	232	Introduction to Microprocessors	3	3	4
PHY	131	Physics/Mechanics	3	2	4
MAT	175	Precalculus	<u>4</u>	<u>0</u>	<u>4</u>
			14	11	18
<i>Spring Semester Second Year</i>					
BUS	139	Entrepreneurship I	3	0	3
CET	211	Computer Upgrade/Repair II	2	3	3
EGR	285	Design Project	0	4	2
ELC	228	PLC Applications	2	6	4
ELN	235	Data Communication System	3	3	4
NET	113	Home Automation Systems	<u>2</u>	<u>2</u>	<u>3</u>
			12	18	19
<b>Total Semester Hours</b>					<b>76</b>

AWARD: Associate in Applied Science Degree

\*ENG 110 may be substituted for ENG 111.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## COMPUTER ENGINEERING TECHNOLOGY - C40160AT

### Certificate Automation

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ATR	215	Sensors and Transducers	2	3	3
ELC	128	Introduction to PLC	2	3	3
ELC	228	PLC Applications	2	6	4
ELN	133	Digital Electronics	3	3	<u>4</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## COMPUTER ENGINEERING TECHNOLOGY - C40160CR

### Certificate Computer Repair Technician

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CET	111	Computer Upgrade I	2	3	3
CET	211	Computer Upgrade II	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	133	Digital Electronics	3	3	<u>4</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

## Computer Information Technology

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

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

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

## COMPUTER INFORMATION TECHNOLOGY - A25260

### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester</i>			<i>First Year</i>			
			<i>Class</i>	<i>Lab</i>	<i>Credit</i>	
ACA	115	Success and Study Skills	0	2	1	
CIS	110	Introduction to Computers	2	2	3	
CIS	115	Intro to Programming and Logic	2	3	3	

NOS	110	Operating System Concepts	2	3	3
ENG	111	Expository Writing	3	0	3
SEC	110	Security Concepts	<u>3</u>	<u>0</u>	<u>3</u>
			12	10	16
<i>Spring Semester First Year</i>					
BUS	110	Introduction to Business	3	0	3
CTS	120	Hardware/Software Support	2	3	3
DBA	110	Database Concepts	2	3	3
ENG	112	Argument-Based Research or			
ENG	113	Literature-Based Research	3	0	3
MAT	115	Mathematical Models or	2	2	3
MAT	161	College Algebra	3	0	3
NOS	130	Windows Single User	<u>2</u>	<u>2</u>	<u>3</u>
			14/15	8/10	18
<i>Fall Semester Second Year</i>					
NOS	230	Windows Admin I	2	2	3
NET	125	Networking Basics	1	4	3
CTS	285	System Analysis and Design	3	0	3
		Elective *			3
		Elective *			3
		Elective *			<u>1/3</u>
			6	6	16/18
<i>Spring Semester Second Year</i>					
CTS	289	System Support Project	1	4	3
		Humanities/Fine Arts Elective**	3	0	3
		Social/Behavioral Science Elective	3	0	3
		Elective *			3
		Elective *			<u>3</u>
			7	4	15

### **Total Semester Hours**

**65/67**

AWARD: Associate in Applied Science Degree

\* Elective to be chosen from COE 111, CSC 139, CSC 151, CSC 239, CSC 251, CTS 125, CTS 130, DBA 120, DBA 221, NOS 120, WEB 115, WEB 215.

*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211*

*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

## **COMPUTER INFORMATION TECHNOLOGY - D25260 Diploma**

### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	2	2	3
CIS	115	Intro to Programming and Logic	2	3	3
NET	125	Networking Basics	1	4	3
NOS	110	Operating System Concepts	2	3	3
SEC	110	Security Concepts	3	0	3
WEB	115	Web Markup and Scripting	<u>2</u>	<u>2</u>	<u>3</u>
			12	16	19

*Spring Semester First Year*

CTS	130	Spreadsheet	2	2	3
DBA	110	Database Concepts	2	3	3
ENG	111	Expository Writing	3	0	3
NOS	120	Linux/UNIX Single User	2	2	3
NOS	130	Windows Single User	2	2	3
MAT	115	Mathematical Models or	2	2	3
MAT	161	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
			13/14	9/11	18
<b>Total Semester Hours</b>					<b>37</b>

AWARD: Diploma

**COMPUTER INFORMATION TECHNOLOGY - C25260DP**  
**Certificate**  
**Database Programming**

**Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
WEB	115	Web Markup and Scripting	2	2	3
DBA	120	Database Programming I	2	2	3
<i>Spring Semester First Year</i>					
WEB	215	Advanced Markup and Scripting	2	2	3
DBA	221	SQL Server DB Programming II	2	2	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

**COMPUTER INFORMATION TECHNOLOGY - C25260HD**  
**Certificate**  
**Help Desk Trainee**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CIS	110	Introduction to Computers	2	2	3
CIS	115	Introduction to Programming and Logic	2	3	3
NOS	110	Operating System Concepts	2	3	3
NOS	120	Linux/UNIX Single User	2	2	3
CTS	120	Hardware/Software Support	2	3	<u>3</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

**COMPUTER INFORMATION TECHNOLOGY - C25260P**  
**Certificate**  
**Programmer Trainee**

**Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CSC	139	Visual BASIC Programming	2	3	3
CSC	151	JAVA Programming	2	3	3

*Spring Semester First Year*

CSC	239	Advanced Visual BASIC	2	3	3
CSC	251	Advanced JAVA Programming	2	3	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## **COMPUTER INFORMATION TECHNOLOGY - C25260W**

### **Certificate**

#### **Web Programmer Trainee**

#### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CSC	151	JAVA Programming	2	3	3
WEB	115	Web Markup and Scripting	2	2	3
<i>Spring Semester First Year</i>					
CSC	251	Advanced JAVA Programming	2	3	3
WEB	215	Advanced Markup and Scripting	2	2	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## **Criminal Justice Technology**

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

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

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

## **CRIMINAL JUSTICE - A55180**

### **Associate Degree**

#### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
BIO	161	Introduction to Human Biology	3	0	3
CIS	110	Introduction to Computers	2	2	3
CJC	111	Introduction to Criminal Justice	3	0	3
CJC	112	Criminology	3	0	3
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			14	4	16

### Spring Semester First Year

CJC	121	Law Enforcement Operations	3	0	3
CJC	132	Court Procedure and Evidence	3	0	3
CJC	231	Constitutional Law	3	0	3
ENG	112	Argument-Based Research <i>or</i>			
ENG	113	Literature-Based Research	3	0	3
MAT	140	Survey of Mathematics <i>or</i>	3	0	3
MAT	115	Mathematical Models	2	2	3
COE	111	Co-Op Work Experience I* <i>or</i>	0	10	1
		Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			14-18	0-12	16-18

### Fall Semester Second Year

CJC	113	Juvenile Justice	3	0	3
CJC	131	Criminal Law	3	0	3
CJC	141	Corrections	3	0	3
CJC	212	Ethics and Community Relations	3	0	3
PSY	150	General Psychology	3	0	3
		Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
		Elective**			
			18	0	18

### Spring Semester Second Year

CJC	214	Victimology	3	0	3
CJC	215	Organization and Administration	3	0	3
CJC	221	Investigative Principles	3	2	4
CJC	232	Civil Liability	3	0	3
		Humanities/Fine Arts Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16

### Total Semester Hours

**66-68**

AWARD: Associate in Applied Science Degree

Students who have successfully completed BLET 2000, and have received North Carolina Commission on Criminal Justice Standards and Training certification as a police officer may receive credit for CJC 121, CJC 131, CJC 132, and CJC 221.

\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

\*\*Elective to be chosen from BIO 140, BIO 161, BUS 115, BUS 137, HIS 116, HIS 121, HIS 122, HIS 131, HIS 132; POL 110; POL 120, PSY 118, PSY 231, PSY 237; PSY 265, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SPA 120.

\*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## CRIMINAL JUSTICE TECHNOLOGY - D55180

### Diploma

#### Course and Hour Requirements

Fall Semester		Class	Lab	Credit	
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
CJC	111	Introduction to Criminal Justice	3	0	3
CJC	112	Criminology	3	0	3
CJC	113	Juvenile Justice	3	0	3
CJC	131	Criminal Law	3	0	3
CJC	141	Corrections	<u>3</u>	<u>0</u>	<u>3</u>
			18	2	19

<i>Spring Semester</i>					
CIS	110	Introduction to Computers	2	2	3
CJC	121	Law Enforcement Operations	3	0	3
CJC	231	Constitutional Law	3	0	3
CJC	232	Civil Liability	3	0	3
CJC	132	Court Procedure and Evidence	3	0	3
MAT	140	Survey of Mathematics or	3	0	3
MAT	115	Mathematical Models	2	2	3
CJC	221	Investigative Principles	<u>3</u>	<u>2</u>	<u>4</u>
			19/20	4/6	22
<b>Total Semester Hours</b>					<b>41</b>

AWARD: Diploma

*Students who have successfully completed BLET 2000, and have received North Carolina Commission on Criminal Justice Standards and Training certification as a police officer may receive credit for CJC 121, CJC 131, CJC 132, and CJC 221.*

## **CRIMINAL JUSTICE TECHNOLOGY - C55180**

### **Certificate**

### **Corrections**

#### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG	111	Expository Writing	3	0	3
CIS	110	Introduction to Computers	2	2	3
CJC	141	Corrections	3	0	3
CJC	111	Introduction to Criminal Justice	3	0	3
CJC	231	Constitutional Law	3	0	3
CJC	112	Criminology	3	0	<u>3</u>
<b>Total Hours</b>					<b>18</b>

AWARD: Certificate

## **Culinary Arts**

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

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

## CULINARY ARTS - A55150

### Associate Degree

#### Course and Hour Requirements

			Class	Lab	Credit
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers or	2	2	3
CIS	111	Basic PC Literacy	1	2	2
CUL	110	Sanitation and Safety	2	0	2
CUL	140	Basic Culinary Skills	2	6	5
CUL	160	Baking I	1	4	3
ENG	111	Expository Writing*	<u>3</u>	<u>0</u>	<u>3</u>
			9/10	14	16/17
<i>Spring Semester First Year</i>					
CUL	135	Food and Beverage Service	2	0	2
CUL	170	Garde Manger I	1	4	3
CUL	260	Baking II or	1	4	3
BPA	150	Artisan and Speciality Bread	1	6	4
ENG	114	Professional Research and Reporting or			
ENG	116	Technical Report Writing	3	0	3
HOR	142	Fruit and Vegetable Production	1	2	2
MAT	110	Mathematical Measurement or	2	2	3
MAT	140	Survey of Mathematics	3	0	3
		Humanities/Fine Arts Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			13/14	10-14	19/20
<i>Fall Semester Second Year</i>					
ACC	115	College Accounting	3	2	4
CUL	112	Nutrition for Foodservice***	3	0	3
CUL	120	Purchasing	2	0	2
CUL	230	Global Cuisines	1	8	5
CUL	270	Gardemanager II	1	4	3
COE	111	Co-Op Work Experience I****	<u>0</u>	<u>10</u>	<u>1</u>
			10	24	18
<i>Spring Semester Second Year</i>					
CUL	214	Wine Appreciation	1	2	2
CUL	240	Advanced Culinary Skills	1	8	5
CUL	245	Contemporary Cuisines	1	8	5
HRM	245	Human Resource Mgmt - Hosp	3	0	3
COE	121	Co-Op Work Experience II****	0	10	1
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			9	28	19

#### Total Semester Hours

**72-74**

AWARD: Associate in Applied Science Degree

\*ENG 110 may be substituted for ENG 111.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study. If a student plans on attending the trip to France, they will need to complete HUM 120. \*\*\*NUT 110 may be substituted.

\*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 131 or 211. Second option - Students may take two one-hour Co-Op to meet this requirement. The following course numbers may be used: COE 112 or 122.



## CULINARY ARTS - D55150

### Diploma

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
CUL	110	Sanitation and Safety	2	0	2
CUL	140	Basic Culinary Skills	2	6	5
CUL	160	Baking I	1	4	3
ENG	110	Freshman Composition I or	3	0	3
ENG	111	Expository Writing	3	0	3
			8	12	14
<i>Spring Semester First Year</i>					
CUL	135	Food and Beverage Service	2	0	2
CUL	170	Garde Manger I	1	4	3
CUL	240	Culinary Skills II	1	8	5
CIS	110	Introduction to Computers or	2	2	3
CIS	111	Basic PC Literacy	1	2	2
MAT	110	Mathematical Measurement or	2	2	3
MAT	140	Survey of Mathematics	3	0	3
COE	111	Co-Op Work Experience I*	0	10	1
			7-9	24-/26	16/17
<i>Fall Semester Second Year</i>					
CUL	120	Purchasing	2	0	2
CUL	230	Global Cuisines	1	8	5
CUL	270	Gardemanager II	1	4	3
COE	121	Co-Op Work Experience II*	0	10	1
			4	22	11
<b>Total Semester Hours</b>					<b>41/42</b>

AWARD: Diploma

\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 131 or 211. Second option - Students may take two one hour Co-Ops to meet this requirement. The following course numbers may be used: COE 122.

## CULINARY ARTS - C55150C

### Certificate

#### Line Cook

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CUL	110	Sanitation and Safety	2	0	2
CUL	140	Basic Culinary Skills	2	6	5
CUL	160	Baking I	1	4	3
CUL	170	Garde Manger I	1	4	3
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## Dental Assisting

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

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

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

### DENTAL ASSISTING - D45240

#### Diploma

#### Course and Hour Requirements

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DEN	101	Preclinical Procedures	4	6	0	7
DEN	110	Orofacial Anatomy	2	2	0	3
DEN	111	Infection/Hazard Control	2	0	0	2
DEN	112	Dental Radiography	2	3	0	3
ACA	115	Success and Study Skills	0	2	0	1
BIO	106	Introduction to Anatomy/ Physiology/Micro	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			12	15	0	19
<i>Spring Semester</i>						
DEN	102	Dental Materials	3	4	0	5
DEN	103	Dental Sciences	2	0	0	2
DEN	104	Dental Health Education	2	2	0	3
DEN	105	Practice Management	2	0	0	2
DEN	106	Clinical Practice I	1	0	12	5
ENG	102	Applied Communications II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	6	12	20
<i>Summer Term</i>						
DEN	107	Clinical Practice II	1	0	12	5
PSY	118	Interpersonal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			4	0	12	8
<b>Total Semester Hours</b>						<b>47</b>

AWARD: Diploma

*Students must make a satisfactory score on the entry placement test or pass MAT 060.*

## Early Childhood Education

The Early Childhood Education 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.

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

## EARLY CHILDHOOD EDUCATION - A55220

### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
EDU	119	Intro to Early Childhood Education	4	0	4
EDU	131	Child, Family, and Community	3	0	3
EDU	144	Child Development I	3	0	3
EDU	146	Child Guidance	<u>3</u>	<u>0</u>	<u>3</u>
			16	2	17

<i>Spring Semester First Year</i>					
CIS	111	Basic PC Literacy	1	2	2
ENG	112	Argument-Based Research or			
COM	120	Intro to Interpersonal Communication	3	0	3
EDU	145	Child Development II	3	0	3
EDU	151	Creative Activities	3	0	3
EDU	280	Language and Literacy	3	0	3
COE	111	Co-Op Work Experience I*	0	10	1
		Science or Math Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			16	12	18

<i>Fall Semester Second Year</i>					
EDU	153	Health, Safety, Nutrition	3	0	3
EDU	221	Children with Exceptionalities	3	0	3
EDU	259	Curriculum Planning	3	0	3
EDU	271	Educational Technology	2	2	3
COE	121	Co-Op Work Experience II***	0	10	1
		Social/Behavioral Science Elective	3	0	3
		Humanities/Fine Arts Elective****	<u>3</u>	<u>0</u>	<u>3</u>
			17	12	19

After completing the first three semesters, students will choose a track for the fourth semester to earn a degree in a specialized area. After completing the degree, students may continue to enroll in an additional track and earn a certificate in another specialized area.

#### *Track 1 Early Childhood Curriculum (A55220EC)*

EDU	234	Infant, Toddlers, Two	3	0	3
EDU	251	Exploration Activities	3	0	3
EDU	251A	Exploration Activities Lab	0	2	1
EDU	282	Early Childhood Literature	3	0	3
EDU	284	Early Childhood Capstone	<u>1</u>	<u>9</u>	<u>4</u>
			10	11	14

#### **Total Semester Hours**

**68**

#### *Track 2 Special Education (A55220SE)*

EDU	154	Social Emotional / Behav Dev	3	0	3
EDU	247	Sensory and Physical Disability	3	0	3
EDU	248	Developmental Delays	3	0	3

EDU	282	Early Childhood Literature	3	0	3
EDU	284	Early Childhood Capstone	<u>1</u>	<u>9</u>	<u>4</u>
			13	9	16
<b>Total Semester Hours</b>					<b>70</b>

*Track 3 Administration (A55220AD)*

EDU	261	Early Childhood Administration I	3	0	3
EDU	262	Early Childhood Administration II	3	0	3
EDU	284	Early Childhood Capstone	1	9	4
		Choose one from: BUS 135, BUS 137, BUS 139, BUS 153, BUS 240	<u>3</u>	<u>0</u>	<u>3</u>
			10	9	13
<b>Total Semester Hours</b>					<b>67</b>

*Track 4 College Transfer (A55220CT)*

EDU	284	Early Childhood Capstone	1	9	4
		General Education Elective	3	0	3
		General Education Elective	3	0	3
		General Education Elective	3	0	3
		General Education Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	9	16
<b>Total Semester Hours</b>					<b>70</b>

*Track 5 School Age (A55220SA)*

EDU	163	Classroom Mgt and Instruct	3	0	3
EDU	235	School Age Dev and Program	3	0	3
EDU	257	Instructional Strategies/Math	2	2	3
EDU	281	Instructional Strategies/Read and Write	2	2	3
EDU	284	Early Childhood Capstone	<u>1</u>	<u>9</u>	<u>4</u>
			11	13	16
<b>Total Semester Hours</b>					<b>70</b>

AWARD: Associate in Applied Science Degree

*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, 211, or 221. Second option - students may take one two-hour Co-Op to meet this requirement. The following course number may be used COE 112.*

*\*\*If science option is elected, students must make a satisfactory score on the entry placement test or pass MAT 060. If electing mathematics, students may need to take MAT 070 before taking an additional mathematics course.*

*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 131, 211, or 221.*

*\*\*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

## Electronics Engineering Technology

The Electronics 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.

## **ELECTRONICS ENGINEERING TECHNOLOGY - A40200**

### **Associate Degree**

#### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
EGR	110	Introduction to Engineering Tech	1	2	2
EGR	125	Applied Software Tech	1	2	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing*	3	0	3
ISC	110	Workplace Safety	1	0	1
		Humanities/Fine Arts Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			13	9	17
<i>Spring Semester First Year</i>					
ELN	131	Semiconductor Applications	3	3	4
ELN	133	Digital Electronics	3	3	4
ENG	116	Technical Report Writing or			
COM	231	Public Speaking	3	0	3
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	14
<i>Summer Term First Year</i>					
DFT	119	Basic CAD	1	2	2
ELC	128	Introduction to PLC	2	3	3
ELN	132	Linear IC Applications	<u>3</u>	<u>3</u>	<u>4</u>
			6	8	9
<i>Fall Semester Second Year</i>					
ELN	152	Fabrication Techniques	1	3	2
ELN	275	Troubleshooting	1	3	2
ELN	232	Introduction to Microprocessors	3	3	4
MAT	121	Algebra/Trigonometry or	2	2	3
MAT	175	Precalculus	4	0	4
PHY	131	Physics/Mechanics	<u>3</u>	<u>2</u>	<u>4</u>
			10/12	11/13	15/16
<i>Spring Semester Second Year</i>					
BUS	139	Entrepreneurship I	3	0	3
EGR	285	Design Project	0	4	2
ELC	228	PLC Applications	2	6	4
ELN	229	Industrial Electronics	3	3	4
NET	113	Home Automation System	<u>2</u>	<u>2</u>	<u>3</u>
			10	15	16
<b>Total Semester Hours</b>					<b>71/72</b>

AWARD: Associate in Applied Science Degree

*Students must make a satisfactory score on the entry placement test or pass MAT 070.*

*\*ENG 110 may be substituted for ENG 111.*

*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

## **ELECTRONICS ENGINEERING TECHNOLOGY - C40200IP**

### **Certificate**

#### **Industrial Processes**

*(Prerequisite: Level One Electronics Certificate)*

#### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ELC	128	Introduction to PLC	2	3	3
ELC	228	PLC Applications	2	6	4
ELN	133	Digital Electronics	3	3	4
ELN	229	Industrial Electronics	3	3	<u>4</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

## **ELECTRONICS ENGINEERING TECHNOLOGY - C40200LO**

### **Certificate**

#### **Level One Electronics**

#### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR	125	Applied Software for Technicians	1	2	2
ELC	131	DC/AC Circuit Analysis	4	3	5
ELN	131	Semiconductor Applications	3	3	4
ISC	110	Workplace Safety	1	0	<u>1</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## **Emergency Medical Science**

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

## **EMERGENCY MEDICAL SCIENCE - A45340**

### **Associate Degree**

#### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
<i>Fall Semester First Year</i>						
ACA	115	Success and Study Skills	0	2	0	1
BIO	165	Anatomy and Physiology I	3	3	0	4
EMS	110	EMT - Basic	5	6	0	7

EMS	150	Emerg Vehicles and EMS Comm	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	14	0	20
<i>Spring Semester First Year</i>						
BIO	166	Anatomy and Physiology II	3	3	0	4
EMS	120	Intermediate Intervention	2	3	0	3
EMS	121	EMS Clinical Practicum I	0	0	6	2
EMS	130	Pharmacology I for EMS	1	3	0	2
EMS	131	Advanced Airway Management	1	2	0	2
EMS	140	Rescue Scene Management	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
			8	14	6	15
<i>Summer Term First Year</i>						
EMS	220	Cardiology	2	6	0	4
EMS	221	EMS Clinical Practicum II	0	0	9	3
EMS	230	Pharmacology II for EMS	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
			3	9	9	9
<i>Fall Semester Second Year</i>						
EMS	210	Advanced Patient Assessment	1	3	0	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	250	Advanced Medical Emergencies	2	3	0	3
EMS	260	Advanced Trauma Emergencies	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
HUM		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	9	9	13
<i>Spring Semester Second Year</i>						
EMS	240	Special Needs Patients	1	2	0	2
EMS	241	EMS Clinical Practicum IV	0	0	9	3
EMS	270	Life Span Emergencies	2	2	0	3
EMS	285	EMS Capstone	1	3	0	2
COM	120	Introduction to Interpersonal Communication	3	0	0	3
			7	7	9	13
<b>Total Semester Hours</b>						<b>70</b>

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## General Occupational Technology

***In order for any student to be placed into this program of study, documentation must be completed with Student Services prior to registration.***

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma and/or certificate by taking courses suited for individual occupational interests and/or needs.

*The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) 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 OCCUPATIONAL TECHNOLOGY - A55280

### Associate Degree

The General Occupational Technology Program is awarded to students who complete 64 semester hours of credit in courses which are part of Associate in Applied Science Degree programs: (1) if the courses taken do not fulfill the requirements for any of the AAS degree programs offered by the college, (2) if students select this degree program in preference to another degree program, or (3) if students are awaiting admission to limited enrollment programs. (AA, AFA and AS courses may also be applied toward this degree.)

### Course and Hour Requirements

<i>General Education Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111 and ENG 112 or 113 or 114	6	0	6
Elective: Humanities/Fine Arts	3	0	3
Elective: Natural Science/Mathematics	3	0	3
Elective: Social/Behavioral Sciences	3	0	3

#### *Major Courses*

Courses selected from core requirements of associate degree-level curriculum programs offered at the college. (49-60)

ACA 115	College Student Success	1	0	1
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**Total Semester Hours:** **65-76**

AWARD: Associate in Applied Science Degree

*\*If science option is elected, students must make a satisfactory score on the entry placement test or pass MAT 060. If electing mathematics, students may need to take MAT 070 before taking an additional mathematics course.*

## Heavy Equipment and Transport Technology

The Heavy Equipment and Transport Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of the curriculum should qualify for entry-level employment opportunities in a dealership; fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification examination.

## HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY - A60240

### (DIESEL EQUIPMENT TECHNICIAN)

### Associate Degree

### Course and Hour Requirements

<i>Fall Semester First Year</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>	
ACA 115	Success and Study Skills	0	2	1
HET 110	Diesel Engines	3	9	6
HET 112	Diesel Electrical Systems	3	6	5



HET	127	Shop Rules and Regulations	1	0	1
ELC	127	Software for Technicians	1	3	2
WLD	112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>2</u>
			9	23	17
<i>Spring Semester First Year</i>					
ELN	112	Diesel Electronics Systems	2	6	4
ENG	111	Expository Writing*	3	0	3
HET	114	Power Trains	3	6	5
HET	119	Mechanical Transmissions	2	2	3
MAT	110	Mathematical Measurement or	2	2	3
PHY	121	Applied Physics I	<u>3</u>	<u>2</u>	<u>4</u>
			12/13	16	18/19
<i>Summer Term First Year</i>					
HET	116	Air Conditioning/Diesel Equipment	1	2	2
HYD	112	Hydraulics/Medium/Heavy Duty	<u>1</u>	<u>2</u>	<u>2</u>
			2	4	4
<i>Fall Semester Second Year</i>					
ALT	110	Biofuels I	3	0	3
ENG	116	Technical Report Writing	3	0	3
HET	115	Electronic Engines	2	3	3
HET	231	Medium/Heavy Duty Brake Systems**	1	3	2
HET	233	Suspension and Steering**	2	4	4
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	10	18
<i>Spring Semester Second Year</i>					
HET	125	Preventive Maintenance**	1	3	2
HET	126	Preventive Maintenance Lab**	0	3	1
HET	128	Medium/Heavy Duty Tune-up	1	2	2
HET	230	Air Brakes**	1	2	2
PME	211	Advanced Equipment Repair**	2	6	4
		Humanities/Fine Arts Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			8	16	14

### **Total Semester Hours**

**71/72**

AWARD: Associate in Applied Science Degree

Students must make a satisfactory score on the entry placement test or pass MAT 060.

\*ENG 110 may be substituted for ENG 111.

\*\*Co-Op Option: This may include up to 8 shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211, 221.

\*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## **HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY - D60240 (DIESEL EQUIPMENT TECHNICIAN) Diploma**

### **Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
HET	110	Diesel Engines	3	9	6
HET	112	Diesel Electrical Systems	3	6	5
HET	127	Shop Rules and Regulations	1	0	1

ELC	127	Software for Technicians	1	3	2
WLD	112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>2</u>
			9	23	17

*Spring Semester First Year*

ELN	112	Diesel Electronics Systems	2	6	4
HET	114	Power Trains	3	6	5
HET	119	Mechanical Transmissions	2	2	3
ENG	101	Applied Communications I	3	0	3
MAT	110	Mathematical Measurement or	2	2	3
PHY	121	Applied Physics I	<u>3</u>	<u>2</u>	<u>4</u>
			12/13	16	18/19

*Summer Term*

HET	116	Air Conditioning/Diesel Equipment	1	2	2
HYD	112	Hydraulics/Medium/Heavy Duty	<u>1</u>	<u>2</u>	<u>2</u>
			2	4	4

**Total Semester Hours** **39/40**

AWARD: Diploma

**HEAVY EQUIPMENT and TRANSPORT TECHNOLOGY - C60240ES  
(DIESEL EQUIPMENT TECHNICIAN)**

**Certificate**

**Engine Systems**

**Course and Hour Requirements**

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
HET	110	Diesel Engines	3	9	6
HET	112	Diesel Electrical Systems	3	6	5
HET	127	Shop Rules and Regulations*	1	0	<u>1</u>

**Total Hours** **12**

AWARD: Certificate

\*Co-Op option: This may include up to 1 shc from COE course: COE 111, 121, 131, 211.

**HEAVY EQUIPMENT and TRANSPORT TECHNOLOGY - C60240VM  
(DIESEL EQUIPMENT TECHNICIAN)**

**Certificate**

**Vehicle Maintenance**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
HET	114	Power Trains	3	6	5
HET	125	Preventive Maintenance	1	3	2
HET	127	Shop Rules and Regulations*	1	0	1
HET	128	Medium/Heavy Duty Tune-up	1	2	2
HET	230	Air Brakes	1	2	<u>2</u>

**Total Hours** **12**

AWARD: Certificate

\*Co-Op option: This may include up to 1 shc from COE course: COE 111, 121, 131, 211.

## Horticulture Technology

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

### HORTICULTURE TECHNOLOGY - A15240

#### Associate Degree

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
HOR	114	Landscape Construction	2	2	3
HOR	160	Plant Materials I	2	2	3
HOR	162	Applied Plant Science	2	2	3
HOR	168	Plant Propagation	2	2	3
LSG	121	Fall Gardening Lab *	<u>0</u>	<u>6</u>	<u>2</u>
			8	16	15
<i>Spring Semester First Year</i>					
BIO	140	Environmental Biology	3	0	3
ENG	111	Expository Writing**	3	0	3
HOR	134	Greenhouse Operations	2	2	3
HOR	164	Horticulture Pest Management	2	2	3
HOR	271	Garden Center Management	2	0	2
LSG	122	Spring Gardening Lab*	0	6	2
TRF	151	Introduction to Landscape Design	<u>2</u>	<u>2</u>	<u>3</u>
			14	12	19
<i>Summer Term First Year</i>					
HOR	166	Soils and Fertilizers	2	2	3
LSG	123	Summer Gardening Lab*	<u>0</u>	<u>6</u>	<u>2</u>
			2	8	5
<i>Fall Semester Second Year</i>					
ENG	116	Technical Report Writing	3	0	3
HOR	152	Horticultural Practices	0	3	1
HOR	225	Nursery Production	2	2	3
HOR	170	Horticulture Computer Applications	1	3	2
HOR	260	Plant Materials II	2	2	3
TRF	110	Intro Turfgrass Cultivation and ID	3	2	4
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	12	19
<i>Spring Semester Second Year</i>					
HOR	142	Fruit and Vegetable Production	1	2	2
HOR	245	Horticulture Specialty Crops	2	2	3
HOR	235	Greenhouse Production	2	2	3
HOR	265	Advanced Plant Materials	1	2	2

HOR	273	Horticulture Management and Marketing	3	0	3
		Humanities/Fine Arts Elective***	<u>3</u>	<u>0</u>	<u>3</u>
			12	8	16
<b>Total Semester Hours</b>					<b>74</b>

AWARD: Associate in Applied Science Degree

Students must make a satisfactory score on the entry placement test or pass MAT 060.

\*Cooperative Work Experience may be used for credit toward degree requirements. Co-Op Option: This may include up to 4 Shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211.

\*\*ENG 110 may be substituted for ENG 111.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## HORTICULTURE TECHNOLOGY - D15240 Diploma

### Course and Hour Requirements

Fall Semester			Class	Lab	Credit
ACA	115	Success and Study Skills	0	2	1
HOR	114	Landscape Construction	2	2	3
HOR	160	Plant Materials I	2	2	3
HOR	162	Applied Plant Science	2	2	3
HOR	168	Plant Propagation	2	2	3
LSG	121	Fall Gardening Lab*	<u>0</u>	<u>6</u>	<u>2</u>
			8	16	15
Spring Semester					
BIO	140	Environmental Biology	3	0	3
ENG	102	Applied Communications II	3	0	3
HOR	134	Greenhouse Operations	2	2	3
HOR	164	Horticulture Pest Management	2	2	3
LSG	122	Spring Gardening Lab*	0	6	2
TRF	151	Introduction to Landscape Design	<u>2</u>	<u>2</u>	<u>3</u>
			12	12	17
Summer Term					
HOR	166	Soils and Fertilizers	2	2	3
LSG	123	Summer Gardening Lab*	<u>0</u>	<u>6</u>	<u>2</u>
			2	8	5
<b>Total Semester Hours</b>					<b>37</b>

AWARD: Diploma

\*Cooperative Work Experience may be used for credit toward degree requirements. Co-Op Option: This may include up to 4 Shc from COE course/combination of courses: COE 111, 112, 121, 122, 131, 132, 211.

## HORTICULTURE TECHNOLOGY - C15240BC Certificate Basic Horticulture

### Course and Hour Requirements

			Class	Lab	Credit
HOR	160	Plant Materials	2	3	3
HOR	162	Applied Plant Science	2	2	3

HOR	164	Horticulture Pest Management	2	2	3
HOR	168	Plant Propagation	2	2	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## HORTICULTURE TECHNOLOGY - C15240GM

### Certificate

#### Garden Center Management

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
HOR	164	Horticulture Pest Management	2	2	3
HOR	166	Soils and Fertilizers	2	2	3
HOR	265	Advanced Plant Materials	1	2	2
HOR	271	Garden Center Management	2	0	2
HOR	114	Landscape Construction	2	2	<u>3</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## HORTICULTURE TECHNOLOGY - C15240LT

### Certificate

#### Landscape Techniques

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
HOR	160	Plant Materials I	2	2	3
HOR	114	Landscape Construction	2	3	3
HOR	260	Plant Materials II	2	2	3
TRF	151	Introductory Landscape Design	2	2	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificat

## HORTICULTURE TECHNOLOGY - C15240PP

### Certificate

#### Plant Production Technology

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
HOR	168	Plant Propagation	2	2	3
HOR	142	Fruit and Vegetable Production	1	2	2
HOR	225	Nursery Production	2	2	3
HOR	235	Greenhouse Production	2	2	3
HOR	245	Horticulture Specialty Crops	2	2	<u>3</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## Human Services Technology

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

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

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

### HUMAN SERVICES TECHNOLOGY - A45380

#### Associate Degree

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab/WE</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
HSE	110	Introduction to Human Services	2	2	3
HSE	112	Group Process I	1	2	2
PSY	150	General Psychology	3	0	3
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			14	8	18
<i>Spring Semester First Year</i>					
ENG	112	Argument-Based Research	3	0	3
HSE	145	Child Abuse and Neglect	3	0	3
HSE	225	Crisis Intervention	3	0	3
PSY	241	Developmental Psychology	3	0	3
SAB	110	Substance Abuse Overview	3	0	3
		Social/Behavioral Science Elective (Recommend: SOC 210)	<u>3</u>	<u>0</u>	<u>3</u>
			18	0	18
<i>Fall Semester Second Year</i>					
HSE	123	Interviewing Techniques	2	2	3
HSE	240	Issues in Client Services	3	0	3
SAB	135	Addictive Process	3	0	3
SOC	220	Social Problems	3	0	3
COE	111	Co-Op Work Experience I	0	10	1
COE	115	Work Experience Seminar I	1	0	1
		Natural Science/Mathematics Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			15	12	17
<i>Spring Semester Second Year</i>					
GRO	120	Gerontology	3	0	3
HSE	125	Counseling	2	2	3
HSE	210	Human Services Issues	2	0	2
SOC	213	Sociology of the Family	3	0	3
PSY	281	Abnormal Psychology	3	0	3
COE	121	Co-Op Work Experience II	0	10	1
COE	125	Work Experience Seminar II	<u>1</u>	<u>0</u>	<u>1</u>
			14	12	16
<b>Total Semester Hours</b>					<b>69</b>

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*If science option is elected, students must make a satisfactory score on the entry placement test or pass MAT 060. If electing mathematics, students may need to take MAT 070 before taking an additional mathematics course.

## HUMAN SERVICES TECHNOLOGY - D45380 Diploma

### Course and Hour Requirements

			<i>Class</i>	<i>Lab/WE</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
HSE	110	Introduction to Human Services	2	2	3
HSE	112	Group Process I	1	2	2
ACA	115	Success and Study Skills	<u>0</u>	<u>2</u>	<u>1</u>
			3	6	6
<i>Spring Semester First Year</i>					
SAB	110	Substance Abuse Overview	3	0	3
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6
<i>Fall Semester Second Year</i>					
ENG	111	Expository Writing	3	0	3
HSE	123	Interviewing Techniques	2	2	3
CIS	110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
			7	4	9
<i>Spring Semester Second Year</i>					
HSE	145	Child Abuse and Neglect	3	0	3
PSY	241	Developmental Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6
<i>Fall Semester Third Year</i>					
COE	115	Work Experience Seminar I	1	0	1
COE	111	Co-Op Work Experience I	<u>0</u>	<u>10</u>	<u>1</u>
			1	10	2
<i>Spring Semester Third Year</i>					
SOC	213	Sociology of the Family	3	0	3
COE	125	Work Experience Seminar II	1	0	1
COE	121	Co-Op Work Experience II	0	10	1
HSE	225	Crisis Intervention	3	0	3
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	10	11
<b>Total Semester Hours</b>					<b>40</b>

AWARD: Diploma

## HUMAN SERVICES TECHNOLOGY - C45380 Certificate

### Course and Hour Requirements

			<i>Class</i>	<i>Lab/WE</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
HSE	110	Introduction to Human Services	2	2	3
HSE	123	Interviewing Techniques	<u>2</u>	<u>2</u>	<u>2</u>
			4	4	5

*Spring Semester First Year*

HSE	145	Child Abuse and Neglect	3	0	3
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

*Fall Semester Second Year*

COE	115	Work Experience Seminar I	1	0	1
COE	111	Co-Op Work Experience I	0	10	1
HSE	112	Group Process I	<u>1</u>	<u>2</u>	<u>2</u>
			2	12	4

**Total Hours**

**15**

AWARD: Certificate

## Industrial Systems Technology

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

### INDUSTRIAL SYSTEMS TECHNOLOGY - A50240

#### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
BPR	111	Blueprint Reading	1	2	2
EGR	125	App Software for Tech	1	2	2
ELC	112	DC/AC Electricity <i>or</i>	3	6	5
ELC	131	DC/AC Circuit Analysis	4	3	5
ISC	110	Workplace Safety	1	0	1
MEC	111	Machine Processes I	1	4	3
MNT	110	Intro to Maint Procedures	<u>1</u>	<u>3</u>	<u>2</u>
			8/9	16/19	16

*Spring Semester First Year*

ELN	131	Semiconductor Applications	3	3	4
ENG	110	Freshman Composition <i>or</i>			
ENG	111	Expository Writing	3	0	3
MAC	121	Intro to CNC	2	0	2
MEC	112	Machine Processes II	2	3	3
PHY	121	Applied Physics I	3	2	4
WLD	112	Basic Welding Process	<u>1</u>	<u>3</u>	<u>2</u>
			14	11	18

*Summer Term First Year*

AHR	110	Introduction to Refrigeration	2	6	5
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*Fall Semester Second Year*

DFT	119	Basic CAD	1	2	2
ELC	113	Basic Wiring I	2	6	4
ELC	118	National Electrical Code	1	2	2
ELN	237	Local Area Networks	2	3	3
ENG	116	Technical Report Writing or			
COM	231	Public Speaking	3	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	3
MAC	122	CNC Turning	<u>1</u>	<u>3</u>	<u>2</u>
			12	19	19

*Spring Semester Second Year*

ELC	117	Motors and Controls	2	6	4
ELC	128	Intro to PLC	2	3	3
MAC	124	CNC Milling	1	3	2
		Humanities/Fine Arts Elective*	3	0	3
		Social/Behavioral Science Elective	3	0	3
		Other Major Course Elective**	<u>—</u>	<u>—</u>	<u>1-3</u>
			11	12	16-18

**Total Semester Hours**

**74-76**

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study. Students must make a satisfactory score on the entry placement test or pass MAT 060.

\*\* Select 1 semester hour from the following: AHR 114; ATR 280; BPR 121, BPR 135; CIS 115; COE 111, 112, 122; DFT 120; EGR 110, EGR 131, EGR 285; ELC 114, ELC 126, ELC 127, ELC 228; ELN 133, ELN 229; HYD 121; MAC 111, MAC 112, MAC 114, MAC 131; MNT 130, MNT 240; PLU 111.

If a student has completed one or more Co-Op classes, any of the following course numbers may be used COE 121,131, or 211.

Students must make a satisfactory score on the entry placement test or pass MAT 060.

**INDUSTRIAL SYSTEMS TECHNOLOGY - D50240**

**Diploma**

**Course and Hour Requirements**

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
BPR	111	Blueprint Reading	1	2	2
ELC	112	DC/AC Electricity	3	6	5
HYD	110	Hydraulics/Pneumatics I	2	3	3
ISC	110	Workplace Safety	1	0	1
MEC	111	Machine Processes I	1	4	3
MNT	110	Introduction to Maintenance Procedures	<u>1</u>	<u>3</u>	<u>2</u>
			9	20	17
<i>Spring Semester</i>					
ELN	131	Semiconductor Applications	3	3	4
ELN	229	Industrial Electronics	3	3	4
ENG	102	Applied Communications II or			
ENG	110	Freshman Composition or			
ENG	111	Expository Writing	3	0	3
MAC	121	Introduction to CNC	2	0	2
PHY	121	Applied Physics I	3	2	4
WLD	112	Basic Welding Processes	1	3	2

MEC	112	Machine Process II	<u>2</u> 17	<u>3</u> 14	<u>3</u> 22
<i>Summer Term</i>					
AHR	110	Introduction to Refrigeration	2	6	5
<b>Total Semester Hours</b>					<b>44</b>
AWARD: Diploma					

**INDUSTRIAL SYSTEMS TECHNOLOGY - C50240FO**  
**Certificate**  
**Fiber Optics and Category 5 Installation**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
DFT	119	Basic CAD	1	2	2
ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring I	2	6	4
ELC	114	Basic Wiring II	2	6	4
ELN	237	Local Area Networks	2	3	<u>3</u>
<b>Total Hours</b>					<b>18</b>

AWARD: Certificate

**INDUSTRIAL SYSTEMS TECHNOLOGY - C50240HV**  
**Certificate**  
**Heating, Ventilation and Air Conditioning**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AHR	110	Introduction to Refrigeration	2	6	5
AHR	114	Heat Pump Technology	2	4	4
ELC	113	Basic Wiring I	2	6	4
MNT	130	Control Systems	2	4	<u>4</u>
<b>Total Hours</b>					<b>17</b>

AWARD: Certificate

**INDUSTRIAL SYSTEMS TECHNOLOGY - C50240ES**  
**Certificate**  
**Industrial Electrical Systems**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring I	2	6	4
ELC	117	Motors and Controls or	2	6	4
MNT	130	Control Systems	2	4	4
ELC	118	National Electric Code	1	2	<u>2</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240IE

### Certificate

#### Industrial Electronic Systems

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR	131	Introduction to Electronics Technology or	1	2	2
ELC	126	Electrical Computations	2	2	3
ELC	112	DC/AC Electricity	3	6	5
ELN	131	Semiconductor Applications or	3	3	4
ELN	133	Digital Electronics	3	3	4
ELN	229	Industrial Electronics	3	3	<u>4</u>
<b>Total Hours</b>					<b>15/16</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240MI

### Certificate

#### Machine Maintenance I

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR	111	Blueprint Reading	1	2	2
HYD	110	Hydraulics/Pneumatics I	2	3	3
MEC	111	Machine Processes I	1	4	3
MNT	110	Introduction to Maintenance	1	3	2
WLD	112	Basic Welding Processes	1	3	<u>2</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240M2

### Certificate

#### Machine Maintenance II

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR	121	Blueprint Reading Mechanical	1	2	2
DFT	119	Basic CAD	1	2	2
HYD	121	Hydraulics/Pneumatics II	1	3	2
MEC	112	Machine Processes II	2	3	3
MNT	130	Control Systems	2	4	<u>4</u>
<b>Total Hours</b>					<b>13</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240MS

### Certificate

#### Machine Shop

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR	111	Blueprint Reading	1	2	2
DFT	119	Basic CAD	1	2	2

MAC	121	Introduction to CNC	2	0	2
MEC	111	Machine Processes I	1	4	3
MEC	112	Machine Processes II	2	3	3
WLD	112	Basic Welding Processes	1	3	<u>2</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240MT

### Certificate

#### Machining Technology

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
MAC	111	Machining Tech I	2	12	6
MAC	112	Machining Tech II	2	12	6
MAC	122	CNC Turning	1	3	2
MAC	124	CNC Milling	1	3	2
MAC	131	Blueprint Reading/Mach I	1	2	<u>2</u>
<b>Total Hours</b>					<b>18</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240MP

### Certificate

#### Maintenance Practices

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR	111	Blueprint Reading	1	2	2
ELC	112	DC/AC Electricity	3	6	5
MEC	111	Machine Processes I	1	4	3
MNT	110	Introduction to Maintenance	1	3	2
MNT	240	Industrial Equipment Troubleshoot	1	3	<u>2</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## INDUSTRIAL SYSTEMS TECHNOLOGY - C50240PC

### Certificate

#### PLC Control Systems

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ELC	128	Introduction to PLC	2	3	3
ELC	228	PLC Applications	2	6	4
ELN	237	Local Area Networks	2	3	3
MNT	130	Control Systems	2	4	<u>4</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## Infant/Toddler Care - C55290

### Certificate

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

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

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

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EDU	119	Introduction to Early Child Education	4	0	4
EDU	131	Child, Family and Community	3	0	3
EDU	144	Child Development I	<u>3</u>	<u>0</u>	<u>3</u>
			10	0	10
<i>Spring Semester First Year</i>					
EDU	153	Health, Safety and Nutrition	3	0	3
EDU	234	Infants, Toddlers, and Twos	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6
<b>Total Hours</b>					<b>16</b>

AWARD: Certificate

## Medical Assisting

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.

### MEDICAL ASSISTING - A45400

#### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3

MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
OST	130	Comprehensive Keyboarding	2	2	0	3
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	6	0	21
<i>Spring Semester First Year</i>						
MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
OST	134	Text Entry and Formatting	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			12	12	0	18
<i>Fall Semester Second Year</i>						
ENG	114	Professional Research and Reporting	3	0	0	3
MED	114	Professional Interactions in Health Care	1	0	0	1
MED	131	Administrative Office Procedures II	1	2	0	2
MED	182	CPR First Aid and Emergency	1	2	0	2
MED	240	Exam Room Procedures II	3	4	0	5
MED	272	Drug Therapy	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	8	0	16
<i>Spring Semester Second Year</i>						
BIO	175	General Microbiology	2	2	0	3
MED	232	Medical Insurance Coding	1	3	0	2
MED	260	MED Clinical Practicum	0	0	15	5
MED	262	Clinical Perspectives	1	0	0	1
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	5	15	14
<b>Total Semester Hours</b>						<b>69</b>

AWARD: Associate in Applied Science Degree

Students must make a satisfactory score on the entry placement test or pass MAT 060.

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## MEDICAL ASSISTING - D45400

### Diploma

#### Course and Hour Requirements

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
OST	130	Comprehensive Keyboarding	2	2	0	3
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	6	0	21

*Spring Semester*

MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures	1	2	0	2
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
OST	134	Text Entry and Formatting	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			12	12	0	18

*Summer Term*

MED	272	Drug Therapy	3	0	0	3
MED	260	MED Clinical Practicum	0	0	15	5
MED	262	Clinical Perspectives	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			4	2	15	9

**Total Semester Hours**

**48**

AWARD: Diploma

**MEDICAL ASSISTING - C45400CO**  
**Certificate**  
**Coding**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
MED	121	Medical Terminology I	3	0	3
<i>Spring Semester First Year</i>					
MED	122	Medical Terminology II	3	0	3
MED	130	Administrative Office Procedures I	<u>1</u>	<u>2</u>	<u>2</u>
			4	2	5
<i>Fall Semester Second Year</i>					
MED	131	Administrative Office Procedures II	1	2	2
<i>Spring Semester Second Year</i>					
MED	232	Medical Insurance Coding	1	3	2
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

**MEDICAL ASSISTING - C45400ER**  
**Certificate**  
**Exam Room Procedures**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Spring Semester First Year</i>					
MED	140	Exam Room Procedures I	3	4	5
MED	150	Laboratory Procedures I	<u>3</u>	<u>4</u>	<u>5</u>
			6	8	10
<i>Fall Semester Second Year</i>					
MED	182	CPR First Aid and Emergency	1	2	2
MED	240	Exam Room Procedures II	<u>3</u>	<u>4</u>	<u>5</u>
			4	6	7
<b>Total Hours</b>					<b>17</b>

AWARD: Certificate

## MEDICAL ASSISTING - C45400P

### Certificate

#### Office Procedures

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
MED	110	Orientation to Medical Assisting	1	0	1
MED	121	Medical Terminology I	<u>3</u>	<u>0</u>	<u>3</u>
			4	0	4
<i>Spring Semester First Year</i>					
MED	122	Medical Terminology II	3	0	3
MED	130	Administrative Office Procedures I	<u>1</u>	<u>2</u>	<u>2</u>
			4	2	5
<i>Fall Semester Second Year</i>					
MED	114	Professional Interactions in Health Care	1	0	1
MED	131	Administrative Office Procedures II	<u>1</u>	<u>2</u>	<u>2</u>
			2	2	3
<i>Spring Semester Second Year</i>					
MED	232	Medical Insurance Coding	1	3	2
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

## Networking Technology

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

## NETWORKING TECHNOLOGY - A25340

### Associate Degree

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester First Year</i>					
ACA	115	Success and Study Skills	0	2	1
ENG	111	Expository Writing	3	0	3
CIS	111	Basic PC Literacy or	1	2	2
CIS	110	Introduction to Computers	2	2	3
CIS	115	Intro to Programming and Logic	2	3	3
NOS	110	Operating Systems Concepts	2	3	3
NET	125	Networking Basics	1	4	3
BUS	110	Introduction to Business	<u>3</u>	<u>0</u>	<u>3</u>
			12/13	14	18/19



*Spring Semester First Year*

DBA	110	Database Concepts	2	3	3
NET	126	Routing Basics*	1	4	3
NOS	120	Linux/UNIX Single User	2	2	3
NOS	130	Windows Single User	2	2	3
ENG	112	Argument-Based Research or			
ENG	113	Literature-Based Research	3	0	3
		Humanities/Fine Arts Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			13	11	18

*Fall Semester Second Year*

NET	225	Router and Switching I	1	4	3
SEC	110	Security Concepts	3	0	3
CTS	120	Hardware/Software Support	2	3	3
		Linux/Windows Admin/Security	3	0	3
		Elective***			
		Linux/Windows Admin/Security	2	2	3
		Elective***			
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13/14	9/11	18

*Spring Semester Second Year*

NET	226	Routing and Switching II	1	4	3
MAT	115	Mathematical Models or	2	2	3
MAT	161	College Algebra	3	0	3
NET	289	Networking Project	1	4	3
COE	111	Co-Op Work Experience I *****	0	10	1
		Linux/Windows Admin/Security	2	2	3
		Elective****			
		Linux/Windows Admin/Security	<u>2</u>	<u>2</u>	<u>3</u>
		Elective****			
			8/9	22/24	16

**Total Semester Hours**

**70/71**

AWARD: Associate in Applied Science Degree

\*OST 080 if placement if less than 30 wpm/5 errors.

\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*\*These two electives **must** be completed by NOS 220, NOS 230 or NET 240.

\*\*\*\*Elective to be chosen from NOS 221, NOS 231, or SEC 160 to complete Linux/Windows Admin./Security categories.

\*\*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

**NETWORKING TECHNOLOGY - C25340L**

**Certificate**

**Linux Administrator Trainee**

**Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
NOS	110	Operating Systems Concepts	2	3	3
NOS	120	Linux/UNIX Single User	2	2	3
NOS	220	Linux/UNIX Admin I	2	2	3
NOS	221	Linux/UNIX Admin II	2	2	<u>3</u>
		<b>Total Hours</b>			<b>12</b>

AWARD: Certificate

## **NETWORKING TECHNOLOGY - C25340S**

### **Certificate**

#### **Network Security Technician**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
NET	125	Networking Basics	1	4	3
NET	126	Routing Basics	1	4	3
NET	225	Router and Switching I	1	4	3
NET	226	Routing and Switching II	1	4	3
SEC	110	Security Concepts	3	0	3
SEC	160	Security Admin I	2	2	<u>3</u>

##### **Total Hours**

**18**

AWARD: Certificate

## **NETWORKING TECHNOLOGY - C25340R**

### **Certificate**

#### **Network Technician**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
NET	125	Networking Basics	1	4	3
NET	126	Routing Basics	1	4	3
NET	225	Router and Switching I	1	4	3
NET	226	Routing and Switching II	1	4	<u>3</u>

##### **Total Hours**

**12**

AWARD: Certificate

## **NETWORKING TECHNOLOGY - C25340W**

### **Certificate**

#### **Windows Administrator Trainee**

##### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
NOS	110	Operating Systems Concepts	2	3	3
NOS	130	Windows Single User	2	2	3
NOS	230	Windows Admin I	2	2	3
NOS	231	Windows Admin II	2	2	<u>3</u>

##### **Total Hours**

**12**

AWARD: Certificate

## Office Administration

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

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

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

### OFFICE ADMINISTRATION - A25370

#### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
BUS	110	Introduction to Business	3	0	3
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Expository Writing	3	0	3
OST	130	Comprehensive Keyboarding*	2	2	3
ACC	115	College Accounting	3	2	4
OST	184	Records Management	<u>2</u>	<u>2</u>	<u>3</u>
			14	10	19
<i>Spring Semester First Year</i>					
ACC	150	Accounting Software Application	1	2	2
BUS	135	Principles of Supervision	3	0	3
ENG	114	Professional Research and Reporting or			
ENG	116	Technical Report Writing	3	0	3
MAT	115	Mathematical Models	2	2	3
OST	134	Text Entry and Formatting	2	2	3
		Humanities/Fine Arts Elective**	<u>3</u>	<u>0</u>	<u>3</u>
			14	6	17
<i>Fall Semester Second Year</i>					
BUS	121	Business Mathematics	2	2	3
CTS	130	Spreadsheet	2	2	3
CIS	164	DTP Layout and Design	2	2	3
MKT	223	Customer Service	3	0	3
OST	136	Word Processing	2	2	3
OST	164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>3</u>
			14	8	18
<i>Spring Semester Second Year</i>					
BUS	260	Business Communication	3	0	3
DBA	110	Database Concepts	2	3	3
CTS	125	Presentation Graphics	2	2	3
OST	289	Administrative Office Management	2	2	3
COE	111	Co-Op Work Experience I *** or	0	10	1
ACA	220	Professional Transition	1	0	1
		Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12/13	17/7	16
<b>Total Semester Hours</b>					<b>70</b>

AWARD: Associate in Applied Science Degree

\*OST 080 if placement is less than 30 wpm/5 errors

*\*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

*\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.*

## **OFFICE ADMINISTRATION - D25370**

### **Diploma**

#### **Course and Hour Requirements**

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
ACC	115	College Accounting	3	2	4
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Expository Writing	3	0	3
MKT	223	Customer Service	3	0	3
OST	130	Comprehensive Keyboarding*	2	2	3
OST	164	Text Editing Applications	3	0	3
OST	184	Records Management	<u>2</u>	<u>2</u>	<u>3</u>
			17	10	22
<i>Spring Semester</i>					
ACC	150	Accounting Software Application	1	2	2
BUS	135	Principles of Supervision	3	0	3
BUS	260	Business Communication	3	0	3
CTS	125	Presentation Graphics	2	2	3
ENG	114	Professional Research and Reporting or			
ENG	116	Technical Report Writing	3	0	3
OST	134	Text Entry and Formatting	2	2	3
OST	136	Word Processing	<u>2</u>	<u>2</u>	<u>3</u>
			16	8	20
<b>Total Semester Hours</b>					<b>42</b>

AWARD: Diploma

*\*OST 080 if placement is less than 30 wpm/5 errors*

## **OFFICE ADMINISTRATION - C25370CC**

### **Certificate**

#### **Call Center Collection Agent**

#### **Course and Hour Requirements**

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BUS	121	Business Mathematics	2	2	3
CIS	111	Basic PC Literacy	1	2	2
MKT	223	Customer Service	3	0	3
OST	130	Comprehensive Keyboarding*	2	2	3
OST	184	Records Management	2	2	<u>3</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

*\*OST 080 if placement is less than 30 wpm/5 errors*

## OFFICE ADMINISTRATION - C25370CO

### Certificate

#### Computer Operator

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CIS	111	Basic PC Literacy	1	2	2
CTS	130	Spreadsheet	2	2	3
DBA	110	Database Concepts	2	3	3
OST	130	Comprehensive Keyboarding*	2	2	3
OST	136	Word Processing	2	2	<u>3</u>
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

\*OST 080 if placement is less than 30 wpm/5 errors

## OFFICE ADMINISTRATION - C25370FC

### Certificate

#### Financial Records Clerk

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BUS	121	Business Mathematics	2	2	3
ACC	115	College Accounting	3	2	4
ACC	150	Accounting Software Application	1	2	2
CTS	130	Spreadsheet	2	2	<u>3</u>
<b>Total Hours</b>					<b>12</b>

AWARD: Certificate

## OFFICE ADMINISTRATION - C25370R

### Certificate

#### Receptionist

##### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BUS	110	Introduction to Business	3	0	3
OST	130	Comprehensvie Keyboarding*	2	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	184	Records Management	2	2	3
MKT	223	Customer Service	3	0	<u>3</u>
<b>Total Hours</b>					<b>15</b>

AWARD: Certificate

\*OST 080 if placement is less than 30 wpm/5 errors

## OFFICE ADMINISTRATION - C25370WP

### Certificate

### Word Processing

#### Course and Hour Requirements

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CIS	111	Basic PC Literacy	1	2	2
OST	130	Comprehensive Keyboarding*	2	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	164	Text Editing Applications	3	0	3
<b>Total Hours</b>					<b>14</b>

AWARD: Certificate

\*OST 080 if placement is less than 30 wpm/5 errors

## Respiratory Therapy

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases. Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings. Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

## RESPIRATORY THERAPY – A45720

### Associate Degree

#### Course and Hour Requirements

<i>Fall Semester First Year</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	0	1
RCP	110	Intro to Respiratory Care	3	3	0	4
RCP	113	RCP Pharmacology	2	0	0	2
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	9	0	18
<i>Spring Semester First Year</i>						
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	135	Clinical Practice I	0	0	15	5
PSY	150	General Psychology	3	0	0	3
ENG	112	Argument-Based Research or				
ENG	113	Literature-Based Research or				
ENG	114	Professional Research and Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	3	15	18
<i>Summer Term First Year</i>						
RCP	112	Patient Management	3	3	0	4
RCP	144	RCP Clinical Practice II	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
			3	3	12	8

*Fall Semester Second Year*

RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Peds Rc.	1	3	0	2
RCP	155	Clinical Practice III	0	0	15	5
		Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	6	15	14

*Spring Semester Second Year*

RCP	211	Adv Monitoring/Procedures	3	3	0	4
RCP	215	Career Prep-Adv Level	0	3	0	1
RCP	237	RCP Clinical Practice IV	0	0	21	7
COM	120	Introduction to Interpersonal Communication or				
COM	231	Public Speaking	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	6	21	15

**Total Semester Hours**

**73**

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

## Simulation and Game Development

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

### **SIMULATION AND GAME DEVELOPMENT - A25450 Associate Degree**

#### **Course and Hour Requirements**

*Fall Semester First Year*

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	2	1
CIS	115	Introduction to Programming and Logic	2	3	3
CSC	151	JAVA Programming	2	3	3
SGD	111	Introduction to SGD	2	3	3
SGD	112	SGD Design I	2	3	3
		Humanities/Fine Arts Elective* (Recommend: DRA 126)	<u>3</u>	<u>0</u>	<u>3</u>
			11	14	16

*Spring Semester First Year*

ENG	111	Expository Writing	3	0	3
SGD	113	SGD Programming	2	3	3
SGD	174	Level Design I	2	3	3
SGD	212	SGD Design II Elective**	2	3	3
			<u>—</u>	<u>—</u>	<u>3</u>
			11	12	15

### Summer Term First Year

ENG	112	Argument-Based Research or			
ENG	113	Literature-Based Research	3	0	3
MAT	140	Survey of Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
			6	2	6

### Fall Semester Second Year

GRD	151	Computer Design Basics	1	4	3
SGD	114	3D Modeling and Scripting	2	3	3
SGD	171	Flash SG Programming	2	3	3
WEB	115	Web Markup and Scripting	2	2	3
		Elective**	—	—	—
			<u>9</u>	<u>14</u>	<u>15</u>

### Spring Semester Second Year

BUS	139	Entrepreneurship I	3	0	3
COE	111	Co-Op Work Experience I***	0	10	1
SGD	289	SGD Project	2	3	3
		Social/Behavioral Science Elective (Recommend: PSY 150)	3	0	3
		Elective**			3
		Elective**			<u>3</u>
			<u>14</u>	<u>13</u>	<u>16</u>

### Total Semester Hours

**68**

AWARD: Associate in Applied Science Degree

\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

\*\*Elective to be chosen from CSC 251, SGD 134, SGD 135, SGD 158, SGD 213, SGD 214, SGD 271, SGD 274, WEB 215.

\*\*\*If a student has completed one or more Co-Op classes, any of the following course numbers may be used: COE 121, 131, or 211.

## Welding Technology

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 mathematics, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides students 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.

### WELDING TECHNOLOGY - D50420

#### Diploma

#### Course and Hour Requirements

Fall Semester			Class	Lab	Credit
ACA	115	Success and Study Skills	0	2	1
BPR	111	Blueprint Reading	1	2	2
DFT	119	Basic CAD	1	2	2



MEC	111	Machine Processes I	1	4	3
WLD	110	Cutting Processes	1	3	2
WLD	121	GMAW (MIG) FCAW/Plate	2	6	4
WLD	141	Symbols and Specifications	<u>2</u>	<u>2</u>	<u>3</u>
			8	21	17
<i>Spring Semester</i>					
ENG	110	Written Communications	3	0	3
MAT	110	Mathematical Measurement	2	2	3
WLD	115	SMAW (Stick) Plate	2	9	5
WLD	131	GTAW (TIG) Plate	2	6	4
WLD	143	Welding Metallurgy	<u>1</u>	<u>2</u>	<u>2</u>
			10	19	17
<i>Summer Term</i>					
WLD	151	Fabrication I	2	6	4
WLD	261	Certification Practices	<u>1</u>	<u>3</u>	<u>2</u>
			3	9	6
<b>Total Semester Hours</b>					<b>40</b>

AWARD: Diploma

# Workforce Development and Community Services

## (Corporate and Continuing Education)

### **Purpose**

Offerings through Workforce Development and Community Service provide non-curriculum continuing education opportunities for individuals, organizations, businesses and industries in Alleghany, Ashe and Wilkes counties. Offerings address educational interests and needs in preparing those we serve for living and working in a world of rapid economic, social and technological change. Many of the offerings are approved for teacher credit renewal through the local service area boards of education.

### **General Information**

#### *Admission*

Workforce Development and Community Service programs are available to adults 18 years of age or older; and, for selected continuing education courses, to concurrently enrolled high school students age 16 and older. For additional information call (336) 838-6203 - Wilkes Campus; (336) 846-3900 - Ashe Campus; (336) 372-5061 - Alleghany Center; or email [continuingeducation@wilkescc.edu](mailto:continuingeducation@wilkescc.edu).

#### *Attendance*

Students are expected to attend class regularly. Individual attendance records are maintained and retained. Students must meet attendance requirements to receive recognition for the course. Some classes are offered in accordance with state guidelines which may require stricter attendance policies.

The attendance policy applies to continuing education courses for which CEUs or certifications are issued. Minimum attendance requirements are communicated to students. Failure to meet these requirements will result in a grade of U (unsatisfactory). Make-up of missed class time is not guaranteed, but may be permitted, within a specified timeline, in documented situations that are warranted and with approval of the faculty, the respective program director and in accordance with state auditing and accrediting body guidelines.

#### *Certificates*

College credit is not awarded for completion of continuing education. Certificates, however, are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the College upon completion of specially designed courses.

#### *Class Locations*

Classes may be offered at the Wilkes or Ashe Campuses, the Alleghany Center, or facilities in surrounding communities, including businesses and industries in the three-county service area, or online. With online courses, students typically have the option of logging onto the course via the Internet at times that are most convenient for them. WCC has partnered with Ed2Go and Medical Prep to offer over 200 online courses. Examples of offerings available online include Computer Applications, Web and Graphic Design, Grant Proposal Writing, Computer Programming, Database Management, personal Finance and Enrichment, Business Administration, Medical Terminology, Medical Billing and Coding, as well as many others.

#### *Class Hours and Schedule*

Class times and meeting schedules vary. Students should consult the continuing education tabloid (available online at [www.wilkescc.edu](http://www.wilkescc.edu)), or contact the continuing education department for details on meeting times and dates.

#### *Continuing Education Units (CEUs)*

Continuing Education Units (CEUs) are awarded to students who satisfactorily complete specific courses. One CEU is defined as being ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and

qualified instruction. A permanent record of each person's CEUs will be maintained by the College. Individuals, firms, and professional organizations may use compilations of CEUs to provide measures of recognition or non-credit educational achievement.

#### *Course Registration*

Students are encouraged to pre-register for courses through email or in person. Some courses requiring fees must be pre-registered and paid in advance of the first class meeting date.

#### *Course Repetition*

Students who take the same occupational course more than twice within a five year period will pay a fee for the course based upon the funding cost of the course. This provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled.

#### *Fees*

The registration fee for continuing education Workforce Development and Community Service courses varies and is based upon the number of hours for the course. Costs for self-supporting courses may also vary depending upon the instructional charges, including cost of the instructor and/or the costs of textbooks, supplies and materials for the course.

In accordance with North Carolina Statutes in effect at the time of registration, registration fees for qualifying individuals may be waived for some continuing education courses.

#### *Minimum Enrollment Requirement*

Courses will typically be offered with a minimum of ten persons enrolled. The College reserves the right, however, to cancel any course when an insufficient number of persons registered.

## **Divisions**

In order to ensure optimal service for all individuals, organizations, businesses and industries, Workforce Development and Community Service courses are offered through divisions that closely align related continuing education and curriculum programming. These divisions are College Readiness, Business and Public Service Technologies, Health Sciences, and Industrial and Workforce Development.

## **College Readiness**

The following offerings are available through the College Readiness Division:

The College Readiness Division provides a range of opportunities for adults, including opportunities to become literate and to obtain the knowledge and skills necessary for employment, self-sufficiency, and to complete secondary education, to assist parents in obtaining the educational skills necessary to become full partners in the educational development of their children, to acquire English language proficiency for persons whose first language is one other than English, or to compensate those who have a cognitive disability and who have not completed a high school credential or who are functioning below high school level.

Offerings available through the College Readiness Division include Adult High School Diploma (AHS), Adult Basic Education (ABE), Compensatory Education (CED), English as a Second Language (ESL), General Education Development (GED), and Family Literacy. Through these programs adults improve their reading, writing, mathematics and communications skills. Students may study at various sites in the community as well as online. All continuing education College Readiness classes available through the Workforce and Community Services Division are free and most offer flexible scheduling.

#### *Adult High School Diploma (AHS)*

The Adult High School Diploma program is offered to adults age 18 or older. When appropriate, consideration may be given to enrolling persons age 16 or 17 who are not currently enrolled in public schools. Programs of study are of sufficient duration and intensity to enable adults to develop the competencies necessary for this diploma. Instruction is offered in a classroom setting or through supervised, individual, or programmed learning activities. Credit is given for all comparable course work completed through an accredited public, private, home, or foreign school system as shown on the high school transcript. A minimum of two credits must be earned through the community college Basic Skills program. Students must complete all the course work outlined in the curriculum:

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Health/PE	1 unit
Electives	6 units

Graduates of this program are awarded diplomas jointly by the Board of Education in the county of residence and Wilkes Community College. There is a small required graduation fee.

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

The Adult Basic Education program is designed for adults who have not completed a high school credential or who function academically below the high school level in one or more subject areas. Courses are available to assist adults in reaching competencies in reading, mathematics, and English. Students will begin their programs of study at their individual levels and advance at their own pace.

#### *Compensatory Education (CED)*

The Compensatory Education program is designed to compensate mentally disabled adults age 17 or older who have not had an education or who have been unable to complete their studies. Compensatory Education serves adults with mental retardation or traumatic brain injury. The program requires a specialized diagnosis determined and certified by a qualified professional, such as a physician, psychiatrist, or psychologist, etc.

The program consists of a specially designed curriculum that covers seven domains of basic and daily living skills. The program goals of the Compensatory Education program are to help these individuals acquire the basic skills and abilities needed to become more independent and self directed and to meet and manage community, social, work, and personal adult responsibilities.

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

This program is designed to assist persons whose first language is not English. Students will acquire English language proficiency and cultural skills needed to succeed in the local community as family members, citizens, and workers. Competencies are acquired in the areas of speaking, listening, reading, and writing. Classes are also available on request to prepare students for the U. S. citizenship examination and to prepare students for the GED tests. Worksite ESL classes can also be arranged on request.

#### *General Education Development (GED)*

The high school equivalency program makes it possible for adults to take the Tests of General Education Development (GED) which determine whether they can score at the twelfth grade completion level in writing, social studies, science, reading, and mathematics. Adults who achieve the necessary scores are awarded the GED diploma issued by the State Board of Community Colleges.

Candidates are eligible for testing if they are enrolled in a Basic Skills class and meet all other testing requirements. Persons who do not attain passing scores on each of the five sections of the exam may continue to study and retake the necessary section. There is no charge for the instructional program; however, a fee of \$7.50 is required for taking the GED test.

#### *Family Literacy*

Family Literacy sites are maintained by WCC Basic Skills in collaboration with other community partners to provide family literacy instruction, which encompasses an integrated program of adult education, early childhood education, parenting education, and parent-and-child activities. Child care is provided at these locations. Adult students are enrolled in the WCC Adult Basic Education, GED or Adult High School curricula. Parenting topics such as nutrition, strategies for discipline, and financial literacy are addressed as needed, and children are prepared for entry into school.

## **Business and Public Service Technologies**

The following offerings are available through the Business and Public Service Technologies Division:

### **Public Safety**

#### *Law Enforcement Training*

The Law Enforcement Training department offers comprehensive training programs designed to enhance the performance of all certified law enforcement personnel. The goal is to provide the most up-to-date training for law enforcement officers, supervisors, department heads, telecommunicators, detention officers, and detention administrators. The department is committed to offering timely, professional training to the entire law enforcement community. Courses mandated by the North Carolina Department of Justice, Criminal Justice Training and Standards Commission, and the North Carolina Sheriffs' Commission are conducted by a highly qualified and certified group of experienced instructors. These courses include Basic Law Enforcement Training (BLET), Detention Officer Certification, Telecommunication Certification, General Instructor Certification, Radar Operator, Radar Recertification classes, and Telecommunicator Certification. Several in-service classes are offered each year in addition to mandated training.

The department continues to update the training program to ensure that the latest and most effective training is provided to law enforcement officers. Input from local, state, and federal law enforcement agencies is requested as part of the process of developing a yearly training calendar. Additional courses are added as specific training needs occur throughout the year. All required in-service training courses for law enforcement officers, detention officers and telecommunicators are offered at various times during the year.

The Basic Law Enforcement Training course provides the required training to individuals who are interested in pursuing law enforcement careers in North Carolina. Students must pass all requirements of the program and a state comprehensive examination administered by the North Carolina Training and Standards Commission prior to being eligible to be certified as a law enforcement officer in North Carolina. For further information call (336) 838-6217.

### **Fire and Rescue Services**

#### *Advanced Cardiac Life Support (ACLS)*

This course follows the standard American Heart Association guidelines. It provides physicians, nurses, paramedics and other health care providers with information concerning advanced management of the cardiac patient.

#### *Cardiopulmonary Resuscitation (CPR) and First Aid*

Wilkes Community College offers various training courses in CPR and first aid that provide certification by the American Heart Association. These courses provide individuals with instruction and skill development in adult, child, and infant foreign body airway obstruction as well as adult, child, and infant cardiopulmonary resuscitation. Also, training in automated external defibrillation is available.

#### *Driver/Operator*

This series of classes provides the firefighter with certification and training in fire service pump operations and aerial operations. These courses include Emergency Vehicle Driving, Introduction to Pumps, Basic Pump Operations, Pump Maintenance, Sprinklers and Standpipes, Pump Hydraulics, Service testing, Pump Water Supply, Introduction to Aerials, Basic Aerial Operations, Aerial Maintenance, and Aerial Testing.

#### *Fire Fighter I and II*

Due to the many changes involved in the fire service, Wilkes Community College in cooperation with the North Carolina Fire Commission, has adopted the Fire Fighter I and II programs. The total program consists of 345 hours. This program is divided into many subject areas. It is offered to the departments upon request in blocks ranging in length from 3 to 36 hours. Topics include: building construction, emergency medical care, fire alarms and communications, fire behavior, fire control, fire department orientation and safety, fire hose appliances and streams, fire prevention and education, fire cause, foam fire streams, forcible entry, hazardous materials awareness and operations, ladders, overhaul, personal protective equipment, portable fire extinguishers, rescue, ropes, salvage, sprinklers, ventilation, and water supplies.

### *Hazardous Materials*

Accidents involving hazardous materials are becoming more prevalent and more serious every day. The Hazmat programs at Wilkes Community College train emergency services and industrial personnel in various aspects of hazardous materials emergencies. This program includes certification by the North Carolina Fire and Rescue Commission in Hazardous Materials Responder.

### *Homeland Security*

Wilkes Community College offers various courses for Homeland Security. These include courses for the National Incident Management System and the Incident Command System. Such courses include Incident Command System (ICS) for Single Resources and Initial Action Incidents (ICS-200), Intermediate Incident Command System (ICS) for Expanding Incidents (ICS-300), and Advanced Incident Command System (ICS) Command and Complex Incidents (ICS-400). Many other specialty courses are available.

### *Northwest Fire and Rescue College*

The Northwest Fire and Rescue College is a weekend school held the first weekend in November. This school offers multiple classes to meet the needs and demands of the entire emergency services community. Types of courses offered may include firefighter and technical rescuer certification courses, fire and rescue specialty courses, hazardous materials training, arson detection, fire investigation, wildland firefighting, emergency medical services training, leadership development, and many more.

### *Pediatric Advanced Life Support (PALS)*

The P.A.L.S. course is designed to certify Emergency Medical Personnel in Pediatric Advanced Life Support through the American Heart Association. This course teaches the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Upon successful completion, the student will be awarded P.A.L.S. certification from the American Heart Association. Prerequisite: It is desirable but not required that an ALS certification be held.

### *Search and Rescue (SAR)*

Search and rescue training involves locating lost persons and removing them from danger. Classes to train SAR personnel include: incident command, mantracking, land navigation, search management, and wilderness survival. Other rescue classes such as mountain rescue and high level rescue complement the program.

### *Specialized Firefighter Training*

In addition to the Firefighter I and II certification program, the college offers specialized and customized training programs for the firefighter. These programs include rapid intervention teams, calling the Mayday, live structural burn, LP gas fires, wildland firefighting, clandestine drug labs and bombs, arson detection, and more.

### *Specialized Rescue Training*

In addition to the TR program, the college offers other specialized and customized training programs for the rescue provider. These include, but are not limited to: high angle rescue, wilderness/mountain rescue, search and rescue (SAR), automobile extrication, bus and heavy vehicle extrication, new vehicle technology, agricultural machinery rescue, ATV use in fire/rescue services, and more.

### *Technical Rescuer (TR)*

This certification program will present the student with the knowledge, skills, and ability to satisfy the requirements of Chapter Five (General) of NFPA 1006: Standard for Technical Rescuer Professional Qualifications. Topics included in this course are: Rescue Operations for the Technical Rescuer, Personal Protective Equipment, Rescue Equipment, Helicopter Transport, Rescue Rigging, Ropes, and Victim Management.

### *Technical Rescuer Specialty*

Wilkes Community College also offers specialty training programs for the Technical Rescuer that are eligible for certification through the N.C Fire and Rescue Commission. These include Vehicle and Machinery Rescue (VMR), Ropes, Trench, Structural Collapse, Confined Space, Surface Water Rescue, and Agricultural Rescue.

### *Terrorism*

Wilkes Community College offers courses for Domestic Preparedness for Terrorism. Some of these courses include National Fire Academy certification. Courses available include: Emergency Response to Terrorism: Basic Concepts; Emergency Response to Terrorism: Tactical Considerations for Company Officers; Emergency Response to Terrorism: Tactical Considerations for Hazardous Materials, Emergency Response to Terrorism: Tactical Considerations for EMS; Domestic Preparedness for Terrorism; Decontamination and others.

## **Health Sciences**

The following offerings are available through the Health Sciences Division:

### *Emergency Medical Technician (EMT)*

This training program provides students with training at various levels of EMT certification. Emergency Medical Technician training is offered to full-time professionals and volunteers. The various levels of certification offered at Wilkes Community College are: Medical Responder, EMT-Basic, EMT-Intermediate, and EMT-Paramedic. Those persons successfully completing each course will be eligible for state certification through the N.C. Office of Emergency Medical Services. Prerequisites to enter these courses include a minimum of a high school diploma or general education development (GED); and successful completion of an entrance examination assessing basic skills competency in reading, language, and math.

## **Health Occupations**

### *Nurse Aide I*

Nursing Assistant training is an extensive 192 hour course, which includes instruction in theory, lab, and supervised clinical experience. Students will learn how to provide basic nursing care, which includes bathing, grooming, dressing, feeding, toileting, exercising, etc. Several non-sterile skills are also included. Upon successful course completion, students are instructed how to apply for the NC State Competency Exam and listing on the NC Nurse Aide-I Registry in Raleigh. This course is a prerequisite for the Associate Degree in Nursing Program.

Conviction of certain crimes and/or results of drug screening, under the law, may prevent a student from obtaining clinical training and/or employment. Special admissions procedures, including placement testing (a minimum 9th grade level in math and reading), are required for this course. For complete information call (336) 838-6203.

### *Nurse Aide II*

The Nurse Aide II (180 hours) is designed to prepare students to function under the supervision of a professional nurse performing certain sterile nursing procedures and tasks involved in the person's care. Upon satisfactory completion of the course and the skills/competency evaluation, graduates are eligible to apply for listing on the North Carolina Board of Nursing Nurse Aide II registry in Raleigh. Prerequisites include current NC NA I certification, high school diploma or GED, proof of active NA I employment in the last 12 months or completed the Wilkes Community College NA I course in the last six months, valid American Heart Association CPR certification (not Red Cross), and up-dated immunizations. Pre-registration is mandatory. For complete information call (336) 838-6203.

### *Nurse Aide Refresher*

The Nurse Aide Refresher course (35 Hours) is designed primarily for nursing assistants who have successfully completed an approved Division of Health Service Regulation training program but have let their certification lapse (no more than 48 months) or someone coming from another state and needing to be listed on the NA-I registry in NC. Applicants must provide proof of previous NA-I certification. The course includes theory review, skills practice, and practice testing. Upon successful completion of the refresher course, the student will be eligible to apply for the N.C. State Competency Test. Pre-registration is mandatory due to eligibility requirements. For complete information call (336) 838-6203.

### *Geriatric Aide*

The 160 hour Geriatric Aide course provides advanced training for the Nurse Aide-I. The course curriculum is focused on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon successful completion, students are eligible for

listing as a Geriatric Nurse Aide with the North Carolina Nurse Aide Registry. Pre-registration is mandatory. To be enrolled in this course, a student must show proof of satisfactorily completing an approved NC Division of Health Service Regulation Nurse Aide-I Training program with current listing on the NC Nurse Aide-I Registry, have current American Heart Association CPR certification and provide proof of a *minimum* 6 months employment working with older adults. For complete information call (336) 838-6204.

#### *Pharmacy Technician Training*

This course (92 hours) is designed for individuals who will be trained to work under the supervision of a pharmacist. The course provides students with basic knowledge and skills required to work as technicians in a pharmacy. Upon completion, students may apply to the Pharmacy Certification Training Board (PCTB) to take the National Examination for Certification of Pharmacy Technicians (CPhT). For complete information call (336) 838-6204.

#### *Phlebotomy*

This course is 180 hours and provides a general overview of specimens for routine laboratory testing, including drawing blood for tests. Students practice on each other in class/lab prior to their clinical rotation. Upon completion, students will be well-trained, proficient, and employable phlebotomists. Students must have a high school diploma or GED and pre-registration is mandatory. For complete information call (336) 838-6203.

#### *Medication Aide*

This 24 hour course covers the basic preparation for administration of medications by a Nurse Aide-I in a variety of settings. The course is designed to prepare persons to take the State Competency Test required for listing on the NC Medication Aide Registry. Pre-registration and screening is mandatory. Applicant must be currently listed on the NC Nurse Aide-I registry in Raleigh. No absences allowed.

#### *Massage and Bodywork Therapy*

This is an extensive 660 contact hour course with class/lab, practical “hands-on” training between classmates, and an additional client/clinical component. A wide variety of subjects are taught, such as: anatomy and physiology, Swedish massage, NC laws and rules, professionalism, confidentiality and ethics, Eastern massage therapies, hydrotherapy and spa applications, pregnancy and prenatal massage, chair massage, tai chi body mechanics, kinesiology, psychology and communication, sports massage, deep tissue massage, Oriental bodywork, aromatherapy, and business practices, to name a few. Upon successful course completion, the student is well-trained, has obtained a strong foundation for professional practice, and is prepared for both the North Carolina licensure application and the Massage and Bodywork Licensing Exam. Persons must be a licensed massage and bodywork therapist in order to legally practice massage in the state of North Carolina. In order to become licensed, a person must complete a minimum of a 500-hr program in massage therapy from a board approved school, pass the Massage and Bodywork Licensing Exam (MBLEx), and be of good moral character as determined by the NC Board of Massage and Bodywork Therapy. The NC Board of Massage and Bodywork Therapy may deny a person a license to practice massage if they have a criminal record or are otherwise found to not be of good moral character. Special admissions procedures, including a *mandatory* orientation day, are required for this course. For information call the Wilkes Campus at (336) 838-6411.

**Health Occupations Attendance and Grading:** Nursing Assistant and Phlebotomy are “60 minute contact hour” classes with *one* make-up day provided. Students absent beyond this make-up day are dropped from class, regardless of reason. Also, students must score 80 or above on each test to remain in the class. One retest is offered. If a retest score is below 80, the student is dropped from the class.

## **Industrial and Workforce Development**

The following offerings are available through the Industrial and Workforce Developmental Division:

#### *Business and Industry Training*

Wilkes Community College seeks to enhance and support workforce and economic development through various programs offered through the North Carolina Community College System.



The mission of the **Business and Industry Training and Development Team** is to develop various types of **Customized Training** for industries in Alleghany, Ashe, and Wilkes Counties. Our team players possess manufacturing, community college, organizational leadership, marketing, consulting, and engineering experience. This knowledge and background prove to be essential to our industry clients.

**Customized Training** is a special program for North Carolina's industries. Wilkes Community College uses individualized needs assessments and consultations to design and implement targeted, customized training for organizations that need to upgrade workers' skills because of technological or process advances.

Attracting and training a skilled and motivated workforce is crucial to any **Customized Training** project. No state has more experience helping companies with these important issues than North Carolina. The state pioneered free, customized job training for new and expanding businesses in 1958 and continues to provide the nation's most recognized customized job training service. Helping businesses maintain their competitive edge is a primary role of the North Carolina Community Colleges and their Customized Training and Development services. This specialized workforce training program has helped build success for companies that now call North Carolina home, and contributed to the multiple rankings that list North Carolina's business climate as one of the best in the nation.

#### *Community Services/Personal Enrichment*

The Community Services program provides a variety of offerings designed to provide individuals with an opportunity to pursue special interests and to enhance the quality of life by responding to the avocational (hobbies, crafts, etc.), creative, practical and academic interests of those we serve.

#### *Computer Courses*

Computer courses are taught at various sites throughout the county. Courses, including CISCO and A+ certification, are taught for the beginner to the more advanced user. All courses, except LINUX and QUICKBOOKS, are approved for teacher credit renewal through the Wilkes County Board of Education.

#### *Human Resource Development*

The Human Resources Development (HRD) Program provides employability skills training, skill assessment services, and career development counseling to unemployed and underemployed adults. Much of this training is provided through basic computer instruction to facilitate technology awareness. The HRD program addresses six core components: assessment of an individual's assets and limitations, development of a positive self-concept, development of employment skills, development of communication skills, development of problem-solving skills, and development of awareness of the impact of technology in the workplace. Tuition and fees for HRD classes vary, and may be waived for individuals who are unemployed, have received notice of a pending layoff, or meet specific income guidelines.

#### *JobLink (One Stop) Center*

We currently have three JobLink Career Centers located in the service area of Wilkes Community College. The Alleghany JobLink Career Center is housed in the Blue Ridge Development Center. The Ashe JobLink Career Center is housed at Ashe Family Central. The Wilkes JobLink Career Center is located at Mid-town Plaza in North Wilkesboro.

The one-stop concept was created to bring together workforce development programs and services into a single point of entry. The on-site partners of each center include Wilkes Community College, Employment Security Commission, Urban League, Vocational Rehabilitation, Workforce Investment Act programs, Human Resources Development, and the Department of Social Services/Workfirst. Depending on the location, other local partners may also be present.

Most services at the center are provided at no cost to the customer. The centers work with individuals seeking assistance with employment and /or training services. Individuals may sign up for employment services, use the computer resources, make an appointment for a vocational evaluation and/or receive assistance developing a resume and preparing for an interview in a job search class offered by Human Resources Development.

The centers also work with local businesses, emphasizing services to small businesses in each county. Each center has a designated Business Services Representative who works to identify

the needs of businesses and offer information and resources to meet those needs. Businesses may use the JobLink to recruit applicants who have been assessed and meet their needs. Other business related services are offered throughout the year. These activities include job fairs, focus groups, and career panels. The centers in concert with the college, can tailor services to meet employer hiring and training requirements. The centers coordinate rapid response efforts during company downsizing or closing. Services designed to meet specific employer needs are available through the collaborative efforts of JobLink and Wilkes Community College.

### *Occupational Training*

Occupational training consists of single courses, each complete in itself, designed for the specific purposes of training individuals for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

Anyone 18 years or older who may benefit from training may be eligible for occupational training. Particular programs may have other specific requirements. Occupational training costs vary. Books and supplies are the responsibility of students and may be purchased from the College Bookstore.

Types of occupational training course offerings include: management/supervision and leadership, HVAC, metal working, construction occupations, electrical and electronics, horticulture, landscaping, arborist, cosmetology, languages, office skills training, quality standards, textiles, welding, wood products occupations, and certain pre-licensing courses

### *Small Business Center*

The Wilkes Community College Small Business Center was established in 1985 and is an integral part of the North Carolina Community College System network.

The Small Business Center is committed to serving existing and prospective small business owners in Alleghany, Ashe, and Wilkes counties through training and educational programs, counseling services, and a variety of other assistance. The Small Business Center is an invaluable resource to small business owners, potential owners, managers, and employees. WCC strives to help businesses succeed by offering services relevant to the small business community and providing necessary contacts and information.

Contact the Small Business Center to learn about various seminars and workshops designed to develop and enhance entrepreneurial skills. Also, contact the Small Business Center to schedule a time to speak with a counselor who can offer advice on starting or operating a business, or provide referrals to local, state, and federal agencies that can readily answer questions you may have.

### *Workforce Investment Act (WIA)*

Individuals who are enrolled in the Workforce Investment Act (WIA) through Wilkes Community College may receive supportive assistance with tuition and fees, childcare, travel, on-the-job-training incentives, and job placement. WIA is designed to assist unemployed or under employed individuals toward becoming self-sufficient. Eligibility is determined on an individual basis depending on the requirements of the adult and dislocated worker programs.

An individual must receive JobLink core services prior to enrollment in WIA. Core services include career information, job referrals, resume assistance, basic skills assessments and training information through JobLink Center partners. If additional assistance is needed, individuals may be enrolled in intensive services.

Intensive services include career counseling and planning, specialized assessments, case management services, and pre-vocational training. From intensive services individuals may move to training services which include occupational skills training and on the job training and customized training. Special populations served include dislocated workers who have lost their jobs through no fault of their own, individuals who are entering or returning to the labor market, individuals receiving public assistance, displaced homemakers and veterans. Individuals interested in these services should contact their local JobLink Career Centers.

- Alleghany (336) 372-9675
- Ashe (336) 982-JOBS (5627)
- Wilkes (336) 651-2540

# Course Descriptions

The following section contains descriptions of courses offered by Wilkes Community College. The following example explains each component of the course description entry.

Courses that must be successfully completed prior to registering for this course

<p>General Subject</p> <p>Course Number</p> <p>Course Title</p> <p><b>MFT 101 The Study of Americana Music</b></p> <p>Prerequisite: None</p> <p>Corequisite: None</p>	<p>Class Hours</p> <p>Lab Hours*</p> <p>Clinic, Co-Op, or Shop Hours</p> <p>Credit Hours**</p> <p><b>3 2 0 4</b></p>
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This course is a comprehensive study of Americana music with an emphasis on the history of MerleFest; a tribute to the late Merle Watson, son of Doc Watson.

Courses that must be completed before or taken at the same time as this course

Course Description

*\*When only three numbers are listed, the middle number always designates Lab Hours.*

*\*\*Credit Hours are always the last number.*

Course numbers consist of three digits and numbers are assigned as follows:

- The first digit indicates the year the course is normally taken. A first digit of "0" is used for Developmental Studies courses and do not earn graduation credit for any programs.
- The second digit denotes the credential for which the course is intended.
  - 100-109 and 200-209:** Courses for stand-alone certificate and diploma programs.
  - 110-189 and 210-289:** Courses for associate degree programs; these courses may also be used in certificate and diploma programs.
  - 190-199 and 290-299:** Seminar and Selected Topics courses for all programs.
- The third digit indicates the order in which the course is usually taken.
  - Example:     ART 121 Design I
  - ART 122 Design II

Please examine each course description before registering and determine if all prerequisites have been met. Prerequisites shown are those courses that must be successfully completed before attempting further study.

## Academic Related

**ACA 115 Success and Study Skills** 0 2 1  
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. *Students will leave this course having reflected upon their thinking skills and practiced the habit of critical thinking to improve college success.* (F,S,SS)

**ACA 122 College Transfer Success** 1 0 1  
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Approved for transfer as a pre-major and/or elective course. (On Demand) *This course does not substitute for ACA 115.*

**ACA 220 Professional Transition** 1 0 1  
This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions. (S) *This course does not substitute for ACA 115.*

## Accounting

**ACC 115 College Accounting** 3 2 4  
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. (F)

**ACC 120 Principles of Financial Accounting** 3 2 4  
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision making and address ethical considerations. Approved for transfer as a pre-major and/or elective course. (F) *Online-(F)*

**ACC 121 Principles of Managerial Accounting** 3 2 4  
**Prerequisite: ACC 120**  
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. Approved for transfer as a pre-major and/or elective course. (S) *Online-(S)*

**ACC 129 Individual Income Taxes** 2 2 3  
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (S)

<b>ACC 140 Payroll Accounting</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: ACC 115 or ACC 120</b>			
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (F) <i>Online-(S)</i>			
<b>ACC 150 Accounting Software Applications</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: ACC 115 or ACC 120</b>			
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. (S) <i>Online-(F)</i>			
<b>ACC 220 Intermediate Accounting I</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite: ACC 120</b>			
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (F)			
<b>ACC 221 Intermediate Accounting II</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite: ACC 220</b>			
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. (S)			
<b>ACC 225 Cost Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ACC 121</b>			
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. (F)			
<b>ACC 269 Audit and Assurance Services</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ACC 220</b>			
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing, and other assurance services. Topics will include planning, conducting, and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology. (S)			

## **Air Conditioning, Heating, and Refrigeration**

<b>AHR 110 Introduction to Refrigeration</b>	<b>2</b>	<b>6</b>	<b>5</b>
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. (F,SS)			

**AHR 114 Heat Pump Technology** 2 4 4  
**Prerequisite:** AHR 110 or AHR 113

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. (On Demand)

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

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. (F)

## Alternative Energy Technology

**ALT 110 Biofuels I** 3 0 3

This course is designed to provide an introduction to the fundamentals of biobased fuels. Emphasis is placed on proper handling and use guidelines, basic chemistry of biofuels, production methods, and the social, environmental, and economic impacts of biofuels. Upon completion, students should be able to demonstrate a general understanding of biofuels. (F)

## Anthropology

**ANT 210 General Anthropology** 3 0 3

**Prerequisite:** ENG 110 or 111

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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

**ANT 220 Cultural Anthropology** 3 0 3

**Prerequisite:** ENG 110 or 111

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

**ANT 221 Comparative Cultures** 3 0 3

**Prerequisite:** ENG 110 or 111

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

## Architecture

**ARC 111 Introduction to Architectural Technology** 1 6 3

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic

techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (F)

**ARC 112 Construction Materials and Methods 3 2 4**

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. (F)

**ARC 113 Residential Architectural Technology 1 6 3**

**Prerequisite:** ARC 111

**Corequisite:** ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. (S)

**ARC 114 Architectural CAD 1 3 2**

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (F)

**ARC 114A Architectural CAD Lab 0 3 1**

**Corequisite:** ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings. (F)

**ARC 131 Building Codes 2 2 3**

**Prerequisite:** ARC 112 or CAR 111

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects. (S)

**ARC 132 Specifications and Contract 2 0 2**

**Prerequisite:** ARC 112

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities. (S)

**ARC 211 Light Construction Technology 1 6 3**

**Prerequisite:** ARC 111

**Corequisite:** ARC 112

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards. (SS)

**ARC 213 Design Project 2 6 4**

**Prerequisites:** ARC 111, ARC 112, and ARC 114

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents. (S)

<b>ARC 215</b>	<b>Architectural Strength of Materials</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> ARC 111, ARC 112, and MAT 121				
This course covers the concepts of elementary strength of materials within architecture. Topics include structural form, architectural strength of materials, structural behavior, and the relationship between structures and architectural form. Upon completion students should be able to size simple structural elements to specific architectural forms. (S)				
<b>ARC 220</b>	<b>Advanced Architectural CAD</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite:</b> ARC 114				
This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands. (S)				
<b>ARC 221</b>	<b>Architectural 3-D CAD</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite:</b> ARC 114				
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings. (S)				
<b>ARC 230</b>	<b>Environmental Systems</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisites:</b> ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171 OR MAT 175				
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations. (F)				
<b>ARC 240</b>	<b>Site Planning</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> ARC 111 or LAR 111				
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations. (S)				
<b>ARC 264</b>	<b>Digital Architecture</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite:</b> ARC 114				
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, online resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document. (S)				

## Art

<b>ART 111</b>	<b>Art Appreciation</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> ENG 080 and RED 080 or placement in ENG 090 or ENG 110 or 111				
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (F,S) Online-(F,S,SS)				
<b>ART 114</b>	<b>Art History Survey I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> ENG 080 and RED 080 or placement in ENG 090 or ENG 110 or 111				
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. Approved for transfer as a general education core course in Humanities/Fine Arts. Online-(F)

**ART 115 Art History Survey II** 3 0 3  
**Prerequisites:** *ENG 080 and RED 080 or placement in ENG 090 or ENG 110 or 111*

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. Approved for transfer as a general education core course in Humanities/Fine Arts. Online-(S)

**ART 117 Non-Western Art History** 3 0 3

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate a historical understanding of art as a product reflective of non-Western social and cultural development. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**ART 121 Two-Dimensional Design** 0 6 3

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. Approved for transfer as a pre-major and/or elective course. (On Demand)

**ART 122 Three-Dimensional Design** 0 6 3

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. Approved for transfer as a pre-major and/or elective course. (On Demand)

**ART 131 Drawing I** 0 6 3

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. Approved for transfer as a pre-major and/or elective course. (F)

**ART 132 Drawing II** 0 6 3  
**Prerequisite:** ART 131

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. Students will demonstrate various methods in the rendering and representation of landscape, still life, and figure drawing. Approved for transfer as a pre-major and/or elective course. (S)

**ART 240 Painting I** 0 6 3

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. Approved for transfer as a pre-major and/or elective course. (F)

**ART 241 Painting II** 0 6 3  
**Prerequisite:** ART 240

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. Approved for transfer as a pre-major and/or elective course. (S)

**ART 244 Watercolor** 0 6 3  
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. Approved for transfer as a pre-major and/or elective course. (On Demand)

**ART 283 Ceramics I** 0 6 3  
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. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Automation and Robotics

**ATR 111 Automation Systems** 2 3 3  
This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

**ATR 112 Intro to Automation** 2 3 3  
This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

**ATR 211 Robot Programming** 2 3 3  
This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

**ATR 212 Industrial Robots** 2 3 3  
This course covers the operation of advanced industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

**ATR 214 Advanced PLCs** 3 3 4  
This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules. (S)

**ATR 215 Sensors and Transducers** 2 3 3  
This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other

characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system. (SS)

**ATR 218 Comp Intg Manufacturing 2 3 3**

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxies, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

**ATR 219 Auto Sys Troubleshooting 1 3 2**

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

**ATR 280 Robotic Fundamentals 3 2 4**

This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems. (On Demand)

**ATR 281 Automation Robotics 3 2 4**

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

**ATR 282 Robotics and CIM 3 2 4**

This course covers robotics and CIM. Topics include application, programming, and maintenance of robotic devices and the relationship between robotics and CIM. Upon completion, students should be able to safely program, operate, and maintain robots and understand the relationship between robotics and CIM.

## **Automotive Body Repair**

**AUB 111 Painting and Refinishing I 2 6 4**

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (F)

**AUB 112 Painting and Refinishing II 2 6 4**

**Prerequisite: AUB 111**

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (S)

<b>AUB 114 Special Finishes</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: AUB 111</b>			
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (SS)			
<b>AUB 121 Non-Structural Damage I</b>	<b>1</b>	<b>4</b>	<b>3</b>
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. (F)			
<b>AUB 122 Non-Structural Damage II</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>Prerequisite: AUB 121</b>			
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (S)			
<b>AUB 131 Structural Damage I</b>	<b>2</b>	<b>4</b>	<b>4</b>
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (F)			
<b>AUB 132 Structural Damage II</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>Prerequisite: AUB 131</b>			
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. (S)			
<b>AUB 134 Autobody MIG Welding</b>	<b>1</b>	<b>4</b>	<b>3</b>
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. (F)			
<b>AUB 136 Plastics and Adhesives</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite: AUB 121</b>			
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (SS)			
<b>AUB 160 Body Shop Operations</b>	<b>1</b>	<b>0</b>	<b>1</b>
This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students			

should be able to understand the general operating policies and procedures associated with an autobody repair facility. (S)

**AUB 162 Autobody Estimating** 1 2 2  
**Prerequisite:** AUB 121 and AUB 131

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. (S)

## Automotive

**AUT 110 Intro to Auto Technology** 2 2 3

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment. (F, On Demand)

**AUT 114 Safety and Emissions** 1 2 2  
**Prerequisite:** AUT 110 and AUT 181

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections. (S)

**AUT 116 Engine Repair** 2 3 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F)

**AUT 116A Engine Repair Lab** 0 3 1  
**Corequisite:** AUT 116

This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F)

**AUT 141 Suspension and Steering Systems** 2 3 3

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (S)

**AUT 141A Suspension and Steering Lab** 0 3 1  
**Corequisite:** AUT 141

This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion,

students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (S)

**AUT 151 Brake Systems 2 3 3**

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (S)

**AUT 151A Brakes Systems Lab 0 3 1**

**Corequisite: AUT 151**

This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (S)

**AUT 161 Basic Auto Electricity 4 3 5**

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (F)

**AUT 163 Adv Auto Electricity 2 3 3**

**Prerequisite: AUT 161**

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (F)

**AUT 163A Adv Auto Electricity Lab 0 3 1**

**Corequisite: AUT 163**

This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (F)

**AUT 171 Auto Climate Control 2 4 4**

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. (SS)

**AUT 181 Engine Performance 1 2 3 3**

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (S)

<b>AUT 181A Engine Performance 1 Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: AUT 181</b>			
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (S)			
<b>AUT 183 Engine Performance 2</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>Prerequisite: AUT 181</b>			
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. (F)			
<b>AUT 186 PC Skills for Auto Techs</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the automotive service industry. Topics include service information systems, management systems, computer-based systems, and PC based diagnostic equipment. Upon completion, students should be able to access information pertaining to automotive technology and perform word processing. (F)			
<b>AUT 221 Auto Transm/Transaxles</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: AUT 161</b>			
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (F)			
<b>AUT 221A Auto Transm/Transax Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: AUT 221</b>			
This course is an optional lab to be used as an alternative to Co-Op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. (F)			
<b>AUT 231 Man Trans/Axles/Drtrains</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: AUT 141</b>			
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (S)			
<b>AUT 231A Man Trans/Axles/Drtrains Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: AUT 231</b>			
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a Co-Op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains. (S)			

<b>AUT 281</b>	<b>Adv Engine Performance</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: AUT 181</b>				
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. (S)				
<b>AUT 283</b>	<b>Adv Auto Electronics</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: AUT 161</b>				
This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators. (S)				
<b>AUT 285</b>	<b>Intro to Alternative Fuels</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course is an overview of alternative fuels and alternative fueled vehicles. Topics include composition and use of alternative fuels, including compressed natural gas, propane, biodiesel, ethanol, electric, hydrogen, synthetic fuels, and vehicles that use alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system works, and make minor repairs. (SS)				

## Biology

<b>BIO 106</b>	<b>Introduction to Anatomy/Physiology/Micro</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites: ENG 080 and RED 080, or placement in ENG 090 and RED 090, or ENG 110 or 111, and MAT 060</b>				
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This is a diploma level course. (F)				
<b>BIO 110</b>	<b>Principles of Biology</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisites: ENG 090 and RED 090, or placement in ENG 110 or 111, and MAT 060</b>				
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Approved for transfer as a general education core course in Natural Science. (F)				
<b>BIO 111</b>	<b>General Biology I</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisites: ENG 090 and RED 090, or placement in ENG 110 or 111, and MAT 060</b>				
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. Approved for transfer as a general education core course in Natural Science. (F,S)				
<b>BIO 112</b>	<b>General Biology II</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite: BIO 111</b>				
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. Approved for transfer as a general education core course in Natural Science. (F,S)				



<b>BIO 120</b>	<b>Introductory Botany</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite: BIO 110 or BIO 111</b>				
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. Approved for transfer as a general education core course in Natural Science. (On Demand)				
<b>BIO 130</b>	<b>Introductory Zoology</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite: BIO 110 or BIO 111</b>				
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. Approved for transfer as a general education core course in Natural Science. (On Demand)				
<b>BIO 140</b>	<b>Environmental Biology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090, or placement in ENG 110 or 111, and MAT 060</b>				
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. Approved for transfer as a general education core course in Natural Science. (S)				
<b>BIO 140A</b>	<b>Environmental Biology Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: BIO 140</b>				
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. Approved for transfer as a general education core course in Natural Science. (On Demand)				
<b>BIO 150</b>	<b>Genetics in Human Affairs</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: BIO 110 or BIO 111</b>				
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>BIO 161</b>	<b>Introduction to Human Biology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090, or placement in ENG 110 or 111, and MAT 060</b>				
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology. (On Demand)				
<b>BIO 163</b>	<b>Basic Anatomy and Physiology</b>	<b>4</b>	<b>2</b>	<b>5</b>
<b>Prerequisites: ENG 090 and RED 090, or placement in ENG 110 or 111, and MAT 060</b>				
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. Approved for transfer as a pre-major and/or elective course. (F)

**BIO 165 Anatomy and Physiology I 3 3 4**

**Prerequisites:** *ENG 090 and RED 090, or placement in ENG 110 or 111, and MAT 060*

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Approved for transfer as a pre-major and/or elective course. (F, S)

**BIO 166 Anatomy and Physiology II 3 3 4**

**Prerequisite:** *BIO 165*

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Approved for transfer as a pre-major and/or elective course. (S)

**BIO 175 General Microbiology 2 2 3**

**Prerequisite:** *BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168*

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Approved for transfer as a pre-major and/or elective course. (S)

**BIO 232 Vertebrate Zoology 3 3 4**

**Prerequisite:** *BIO 112*

This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. Approved for transfer as a pre-major and/or elective course. (On Demand)

**BIO 236 Mammalogy 3 3 4**

**Prerequisite:** *BIO 112*

This course is designed to study the biology of mammals. Topics include taxonomy, reproduction, development, anatomy, physiology, and ecology with emphasis on special adaptations of the selected families. Upon completion, students should be able to demonstrate an understanding of the organization and adaptations of mammals to their environment. Approved for transfer as a pre-major and/or elective course. (On Demand)

**BIO 243 Marine Biology 3 3 4**

**Prerequisite:** *BIO 110 or BIO 111*

This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. Approved for transfer as a pre-major and/or elective course. (On Demand)

**BIO 280 Biotechnology 2 3 3**

**Prerequisite:** *BIO 111, CHM 131, or CHM 151*

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able

to identify laboratory techniques and instrumentation in basic biotechnology. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Baking and Pastry Arts

**BPA 130 European Cakes and Tortes** 1 4 3  
**Prerequisites:** CUL 110, CUL 160, and 260

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher. (F)

**BPA 150 Artisan and Specialty Bread** 1 6 4  
**Prerequisites:** CUL 110 and CUL 160

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics. (S)

**BPA 210 Cake Design and Decorating** 1 4 3  
**Prerequisites:** CUL 110, CUL 160, and 260

This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling and assembling cakes; cake design; and finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create and finish wedding and specialty cakes. (S)

**BPA 240 Plated Desserts** 1 4 3  
**Prerequisites:** CUL 110, CUL 160, and 260

This course provides a study in the elements and principles of design as it relates to plated desserts. Topics include plate composition, portioning, flavor combinations, textures, eye appeal, balance, color harmony and plate decorating techniques such as stenciling, chocolate striping, and plate painting. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques. (S)

**BPA 250 Dessert and Bread Production** 1 8 5  
**Prerequisites:** BPA 150, BPA 210, CUL 110, CUL 160, and CUL 260

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Topics include quantity bread and roll-in dough production, plated and platter presentations, and seasonal/theme product utilization with an emphasis on cost effectiveness. Upon completion, students should be able to plan and prepare breads and desserts within a restaurant environment and determine production costs and selling prices. (S)

**BPA 260 Pastry and Baking Marketing** 2 2 3  
**Prerequisite:** BPA 150, BPA 210  
**Corequisite:** BPA 250

This course examines the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products and strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience. (S)

## Blueprint Reading

**BPR 111 Blueprint Reading** 1 2 2  
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. (F)

**BPR 121 Blueprint Reading: Mechanical** 1 2 2  
**Prerequisite:** BPR 111 or MAC 131  
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. (On Demand)

**BPR 130 Blueprint Reading/Construction** 1 2 2  
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. (F)

**BPR 135 Schematics and Diagrams** 2 0 2  
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. (On Demand)

## Business

**BUS 110 Introduction to Business** 3 0 3  
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (F,S) *Online-(S)*

**BUS 115 Business Law I** 3 0 3  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (F) *Online-(F)*

**BUS 116 Business Law II** 3 0 3  
**Prerequisite:** BUS 115  
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. (S) *Online-(S)*

**BUS 121 Business Mathematics** 2 2 3  
**Prerequisite:** MAT 070  
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. (F) *Online-(F)*

<b>BUS 135</b>	<b>Principles of Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. (S)				
<b>BUS 137</b>	<b>Principles of Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (S) <i>Online-(S)</i>				
<b>BUS 139</b>	<b>Entrepreneurship I</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. (S)				
<b>BUS 153</b>	<b>Human Resource Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. (S) <i>Online-(F)</i>				
<b>BUS 217</b>	<b>Employment Law and Regulations</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. (F)				
<b>BUS 225</b>	<b>Business Finance</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites: ACC 120 and MAT 070</b>				
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. (F,S) <i>Online-(F)</i>				
<b>BUS 234</b>	<b>Training and Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. (S)				
<b>BUS 240</b>	<b>Business Ethics</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. (S) <i>Online-(F)</i>				
<b>BUS 256</b>	<b>Recruit Select and Per Plan</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques,				

maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. (F)

**BUS 258 Compensation and Benefits 3 0 3**

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. (F)

**BUS 259 HRM Applications 3 0 3**

**Prerequisite:** BUS-217, BUS-234, BUS-256, and BUS-258

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. (S)

**BUS 260 Business Communication 3 0 3**

**Prerequisite:** ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. (F,S) *Online-(F)*

**BUS 280 REAL Small Business 4 0 4**

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. (On Demand)

## Carpentry

**CAR 111 Carpentry I 3 15 8**

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. (F)

**CAR 112 Carpentry II 3 15 8**

**Prerequisite:** CAR 111

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision. (S)

## Computer Engineering Technology

**CET 110 Intro to CET 0 3 1**

This course introduces the basic skills required for computer technicians. Topics include career choices, safety practices, technical problem solving, scientific calculator usage, soldering/desoldering, keyboarding skills, engineering computer applications, and other related topics. Upon completion, students should be able to safely solder/desolder and use a scientific calculator and computer applications to solve technical problems.

- CET 111 Computer Upgrade/Repair I** 2 3 3  
 This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. (F)
- CET 121 Assembly Programming** 2 3 3  
 This course provides an introduction to efficient assembly language programming with emphasis on microcontrollers and microprocessors. Topics include registers, instruction sets, data types, memory layout, I/O, bit manipulation, debugging, and code efficiency considerations. Upon completion, students should be able to create and modify program modules written in assembly language.
- CET 125 Voice and Data Cabling** 2 3 3  
 This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling.
- CET 130 Operating Systems Prin** 2 3 3  
 This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.
- CET 161 Procedural Programming** 2 3 3  
 This course introduces procedural computer programming for Engineering applications. Emphasis is placed on event-driven programming methods, including creating and manipulating data, sequencing, iteration, and blocking of code. Upon completion, students should be able to design, code, test and debug at a beginning level.
- CET 172 Internet Technologies** 2 3 3  
 The goal of this course is to provide an introduction to Internet technologies and prepare students to pass vendor independent internet technology certification exams. Topics cover using different Internet protocols, programming on the Internet, the OSI model, the Internet infrastructure, security, and e-commerce. Upon completion, students should be prepared to take vendor independent Internet technology certification exams.
- CET 211 Computer Upgrade/Repair II** 2 3 3  
 This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. (S)
- CET 212 Integrated Mfg Systems** 1 3 2  
 This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

## Chemistry

**CHM 130 General, Organic and Biochemistry** 3 0 3

**Prerequisite:** MAT 060

**Corequisite:** CHM 130A

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. Approved for transfer as a pre-major and/or elective course. (F)

**CHM 130A General, Organic and Biochemistry Lab** 0 2 1

**Prerequisite:** MAT 060

**Corequisite:** 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. Approved for transfer as a pre-major and/or elective course. (F)

**CHM 131 Introduction to Chemistry** 3 0 3

**Prerequisite:** MAT 070

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

**CHM 131A Introduction to Chemistry Lab** 0 3 1

**Prerequisite:** MAT 070

**Corequisite:** CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. Approved for transfer as a general education core course in Natural Science. (On Demand)

**CHM 132 Organic and Biochemistry** 3 3 4

**Prerequisites:** CHM 131 and CHM 131A or CHM 151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. Approved for transfer as a general education core course in Natural Science. (On Demand)

**CHM 151 General Chemistry I** 3 3 4

**Prerequisite:** MAT 070

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. Approved for transfer as a general education core course in Natural Science. (F)

**CHM 152 General Chemistry II** 3 3 4

**Prerequisite:** CHM 151

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. Approved for transfer as a general education core course in Natural Science. (S)

**CHM 251 Organic Chemistry I** 3 3 4

**Prerequisite:** CHM 152

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. Approved for transfer as a pre-major and/or elective course. (On Demand)

**CHM 252 Organic Chemistry II** 3 3 4

**Prerequisite:** CHM 251

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. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Computer Information Systems

**CIS 110 Introduction to Computers** 2 2 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. Approved for transfer as a general education core course in Mathematics (Quantitative). (F,S,SS) *Online-(F,S)*

**CIS 111 Basic PC Literacy** 1 2 2

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. (F,S) *Online-(F,S)*

**CIS 115 Introduction to Programming and Logic** 2 3 3

**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

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. This course is a computer science prerequisite for students who do not meet the prerequisites for CSC 120. Approved for transfer as a general education core course in Mathematics (Quantitative). (F)

**CIS 164 DTP Layout and Design** 2 2 3

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. (F)

**CIS 165 Desktop Publishing I** 2 2 3  
 This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. (S)

## Civil Engineering Technology

**CIV 230 Construction Estimating** 2 3 3  
**Prerequisite:** CIS 111 or EGR 115 or CIS 110 or ARC 111  
 This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project. (F)

## Criminal Justice

**CJC 100 Basic Law Enforcement Training** 9 30 19  
 This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. (F,S)

**CJC 111 Introduction to Criminal Justice** 3 0 3  
 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. Approved for transfer as a pre-major and/or elective course. (F)

**CJC 112 Criminology** 3 0 3  
 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. (F)

**CJC 113 Juvenile Justice** 3 0 3  
 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. (F)

**CJC 121 Law Enforcement Operations** 3 0 3  
 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. Approved for transfer as a pre-major and/or elective course. (S)

**CJC 131 Criminal Law** 3 0 3  
 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. (F)

<b>CJC 132</b>	<b>Court Procedure and Evidence</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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. (S)</p>				
<b>CJC 141</b>	<b>Corrections</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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. Approved for transfer as a pre-major and/ or elective course. (F)</p>				
<b>CJC 212</b>	<b>Ethics and Community Relations</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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. (F)</p>				
<b>CJC 214</b>	<b>Victimology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. (S)</p>				
<b>CJC 215</b>	<b>Organization and Administration</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p><b>Prerequisites:</b> <i>CJC 111, 112, 131, 212</i></p> <p>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. (S)</p>				
<b>CJC 221</b>	<b>Investigative Principles</b>	<b>3</b>	<b>2</b>	<b>4</b>
<p>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. (S)</p>				
<b>CJC 231</b>	<b>Constitutional Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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. (S)</p>				
<b>CJC 232</b>	<b>Civil Liability</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. (S)</p>				

## Cooperative Education

**COE 111 Co-Op Work Experience I** 0 0 10 1  
 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. (F,S,SS)

**COE 112 Co-Op Work Experience I** 0 0 20 2  
 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. (F,S,SS)

**COE 115 Work Experience Seminar I** 1 0 0 1  
**Corequisite: COE 111, 112, 113 or 114**  
 This course is designed for Human Services Technology students to allow them to discuss issues during the Co-Op Work Experience. Students are required to be enrolled in the Human Services Technology program and in the appropriate Co-Op Work Experience. (F)

**COE 121 Co-Op Work Experience II** 0 0 10 1  
 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. (F,S,SS)

**COE 122 Co-Op Work Experience II** 0 0 20 2  
 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. (F,S,SS)

**COE 125 Work Experience Seminar II** 1 0 0 1  
**Corequisite: COE 121, 122, 123 or 124**  
 This course is a continuation of COE 115. This course is designed for Human Services Technology students to allow them to discuss issues during the Co-Op Work Experience. Students are required to be enrolled in the Human Services Technology program and in the appropriate Co-Op Work Experience. (S)

**COE 131 Co-Op Work Experience III** 0 0 10 1  
 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. (F,S,SS)

**COE 132 Co-Op Work Experience III** 0 0 20 2  
 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. (F,S,SS)

**COE 211 Co-Op Work Experience IV** 0 0 10 1  
 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. (F,S,SS)

**COE 221 Co-Op Work Experience V** 0 0 10 1  
 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. (F,S,SS)

## Communication

**COM 110 Introduction to Communication** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course will also analyze self perception, non-verbal communication, and listening skills. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (F,S) Online-(F,S)

**COM 120 Introduction to Interpersonal Communication** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course will also examine how gender, culture, and technology affect interpersonal communication. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (S)

**COM 140 Introduction to Intercultural Communication** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (On Demand)

**COM 231 Public Speaking** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

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. The basic principles of argument, refutation, research and logic will also be covered. Approved for transfer as a general education core course in Humanities/Fine Arts (Substitute). (F,S)

## Computer Science

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

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

**CSC 139 Visual BASIC Programming** 2 3 3  
 This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. Approved for transfer as a pre-major and/or elective course. (F)

**CSC 151 JAVA Programming** 2 3 3  
 This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. Approved for transfer as a pre-major and/or elective course. (F)

**CSC 239 Advanced Visual BASIC Programming** 2 3 3  
**Prerequisite: CSC 139**  
 This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. Approved for transfer as a pre-major and/or elective course. (S)

**CSC 251 Advanced JAVA Programming** 2 3 3  
**Prerequisite: CSC 151**  
 This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (S)

## Construction

**CST 131 OSHA/Safety/Certification** 2 2 3  
 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. (S)

**CST 211 Construction Surveying** 2 3 3  
**Prerequisite: MAT 115, MAT 120, MAT 121, MAT 161, MAT 171 or MAT 175**  
 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 surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings. (F)

**CST 221 Statics/Structures** 3 3 4  
**Prerequisites: MAT 115, MAT 120, MAT 121, MAT 161, MAT 171 or MAT 175 and ARC 112 or CAR 112 or CST 112**  
 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. (S)

**CST 241 Planning/Estimating I** 2 2 3  
**Prerequisite:** BPR 130 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175  
 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. (F)

**CST 242 Planning/Estimating II** 3 2 4  
**Prerequisite:** CST 241  
 This course covers planning and estimating practices which are applicable to commercial construction. Emphasis is placed on planning and developing take-offs of materials, labor, and equipment in accordance with industry formats. Upon completion, students should be able to accurately complete take-offs and planning time lines necessary to complete a commercial structure. (S)

**CST 251 Electrical Wiring Systems** 2 2 3  
 This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning, overcurrent protection, and installation of conduits, cables, and conductors. Upon completion, students should be able to correctly identify tools, materials, and procedures for electrical installation. (F)

## Computer Information Technology

**CTS 120 Hardware/Software Support** 2 3 3  
**Prerequisite:** CIS 110 or CIS 111  
 This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (F)

**CTS 125 Presentation Graphics** 2 2 3  
**Prerequisite:** CIS 110 or CIS 111  
 This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. (F,S) *Online-(F)*

**CTS 130 Spreadsheet** 2 2 3  
**Prerequisite:** CIS 110 or CIS 111 or OST 137  
 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. (F, S) *Online-(F)*

**CTS 285 Systems Analysis and Design** 3 0 3  
**Prerequisite:** CIS 115  
 This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. (F)

**CTS 289 System Support Project** 1 4 3

**Prerequisite:** CTS 285

**Prerequisites/Corequisites:** CSC 239, CSC 251 or WEB 215

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. (S)

## Culinary

**CUL 110 Sanitation and Safety** 2 0 2

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry. (F)

**CUL 112 Nutrition for Foodservice** 3 0 3

**Prerequisite:** CUL 110 and CUL 140

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include fundamentals of personal nutrition, nutrition over the life cycle, weight management and exercise, health aspects of nutrition, developing healthy recipes and menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutrition concepts to food preparation and selection. (F)

**CUL 120 Purchasing** 2 0 2

**Prerequisite:** CUL 110 and CUL 140

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. (F)

**CUL 135 Food and Beverage Service** 2 0 2

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages. (S)

**CUL 140 Culinary Skills I** 2 6 5

**Prerequisite:** MAT 060

**Corequisite:** CUL 110

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. (F)

**CUL 160 Baking I** 1 4 3

**Prerequisite:** MAT 060

**Corequisite:** CUL 110

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products. (F)



<b>CUL 170</b>	<b>Garde Manger I</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Corequisite: CUL 110 and CUL 140</b>				
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology. (S)				
<b>CUL 214</b>	<b>Wine Appreciation</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: CUL 110 and CUL 140</b>				
This course provides comprehensive and detailed information about wine from all the major wine producing countries. Emphasis is placed on the history of wine, production characteristics, laws, and purchasing and storing requirements. Upon completion, students should be able to determine what wines compliment various cuisines and particular tastes. (S)				
<b>CUL 230</b>	<b>Global Cuisines</b>	<b>1</b>	<b>8</b>	<b>5</b>
<b>Prerequisites: CUL 110, CUL 140 and CUL 170</b>				
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. (F)				
<b>CUL 240</b>	<b>Culinary Skills II</b>	<b>1</b>	<b>8</b>	<b>5</b>
<b>Prerequisites: CUL 110 and CUL 140</b>				
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. (S)				
<b>CUL 245</b>	<b>Contemporary Cuisines</b>	<b>1</b>	<b>8</b>	<b>5</b>
<b>Prerequisites: CUL 110, CUL 140, and CUL 230</b>				
This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. (S)				
<b>CUL 260</b>	<b>Baking II</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite: CUL 110 and CUL 160</b>				
This course is a continuation of CUL 160. Topics include specialty breads, understanding, development and maintaining of natural sourdough, classical desserts, laminated pastry dough, cake and torte decorating and dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation and plating, specialty sourdough production, cake decorating, and dessert buffet production skills. (S)				
<b>CUL 270</b>	<b>Garde Manger II</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisites: CUL 110, CUL 140, and CUL 170</b>				
This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces. (F)				
<b>CUL 280</b>	<b>Pastry and Confections</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisites: CUL 110, CUL 140, and CUL 160</b>				
<b>Corequisite: CUL 260</b>				
This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on				

showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces.(S)

## Dance

**DAN 127 Dance for Musical Theatre** 0 4 2  
 This course is designed to teach alignment fundamentals and different styles of jazz, tap, and folk dance used in musical theatre performances. Emphasis is placed on stretching, ballet barre, jazz, tap, and folk dance fundamentals. Upon completion, students should be able to demonstrate proper posture and fundamental techniques of jazz, tap, and folk dance. (On Demand)

## Database Management Technology

**DBA 110 Database Concepts** 2 3 3  
 This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (S)

**DBA 120 Database Programming I** 2 2 3  
 This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.(F)

**DBA 221 SQL Server DB Prog II** 2 2 3  
**Prerequisite: DBA 120**  
 This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.(S)

## Design Drafting

**DDF 211 Design Process I** 1 6 4  
 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 a finished product.

**DDF 212 Design Process II** 1 6 4  
**Prerequisite: DDF 211**  
 This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

## Dental

**DEN 101 Preclinical Procedures** 4 6 0 7  
**Prerequisite: Enrollment in the Dental Assisting Program**  
**Corequisites: ACA 115, BIO 106, DEN 110, DEN 111, and DEN 112**  
 This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession,

infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. This is a diploma level course. (F)

**DEN 102 Dental Materials 3 4 0 5**

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 103, DEN 104, DEN 105, and DEN 106*

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This is a diploma-level course. (S)

**DEN 103 Dental Sciences 2 0 0 2**

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 104, DEN 105, and DEN 106*

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This is a diploma-level course. (S)

**DEN 104 Dental Health Education 2 2 0 3**

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 103, DEN 105, and DEN 106*

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This is a diploma-level course. (S)

**DEN 105 Practice Management 2 0 0 2**

**Prerequisites:** *ACA 115, BIO 106, DEN 101, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 103, DEN 104, and DEN 106*

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This is a diploma-level course. (S)

**DEN 106 Clinical Practice I 1 0 12 5**

**Prerequisites:** *DEN 101, ACA 115, BIO 106, DEN 110, DEN 111, and DEN 112*

**Corequisites:** *ENG 102, DEN 102, DEN 103, DEN 104, and DEN 105*

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This is a diploma-level course. (S)

**DEN 107 Clinical Practice II 1 0 12 5**

**Prerequisites:** *DEN 106, ACA 115, BIO 106, ENG 102, DEN 101, DEN 102, DEN 103, DEN 104, DEN 105, DEN 110, DEN 111, and DEN 112*

**Corequisite:** *PSY 118*

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. This is a diploma-level course. (SS)

**DEN 110 Orofacial Anatomy** 2 2 0 3

**Prerequisite:** Enrollment in the Dental Assisting Program

**Corequisites:** ACA 115, BIO 106, DEN 101, DEN 111, and DEN 112

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. (F)

**DEN 111 Infection/Hazard Control** 2 0 0 2

**Prerequisite:** Enrollment in the Dental Assisting Program

**Corequisites:** ACA 115, BIO 106, DEN 101, DEN 110, and DEN 112

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (F)

**DEN 112 Dental Radiography** 2 3 0 3

**Prerequisite:** Enrollment in the Dental Assisting Program

**Corequisites:** ACA 115, BIO 106, DEN 101, DEN 110, and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (F)

## Drafting

**DFT 111 Technical Drafting I** 1 3 2

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

**Corequisite:** 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.

**DFT 112 Technical Drafting II** 1 3 2

**Prerequisite:** DFT 111

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.

**DFT 112A Technical Drafting II Lab** 0 3 1

**Corequisite:** DFT 112

This course provides a laboratory setting to enhance advance 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.

<b>DFT 119</b>	<b>Basic CAD</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings. (F,S,SS)				
<b>DFT 120</b>	<b>Advanced CAD</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Prerequisite: DFT 119</b>				
This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter. (On Demand)				
<b>DFT 121</b>	<b>Intro to GD and T</b>	<b>1</b>	<b>2</b>	<b>2</b>
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.				
<b>DFT 151</b>	<b>CAD I</b>	<b>2</b>	<b>3</b>	<b>3</b>
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.				
<b>DFT 152</b>	<b>CAD II</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.				
<b>DFT 154</b>	<b>Intro Solid Modeling</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.				
<b>DFT 189</b>	<b>Emerging Tech in CAD</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course provides an opportunity to explore new and emerging technologies related to Computer-Aided Drafting. Emphasis is placed on introducing a selected CAD technology or topic, identified as being "new" or "emerging," from a variety of drafting disciplines. Upon completion, students should be able to demonstrate an understanding of and practical skill in the use of the CAD technology studied.				
<b>DFT 211</b>	<b>Gears, Cams, and Pulleys</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisites: DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175</b>				
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.				
<b>DFT 222</b>	<b>CAD/CAM Applications</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisites: DFT 111, DFT 151, and MEC 210, 250, 250 or 252</b>				
This course provides the skills and knowledge necessary to integrate CAD/CAM technology. Topics include CNC programming, CAM software, data transfer and verification, and equipment setup. Upon completion, students should be able to draw, transfer data, and generate and verify programs using CNC codes to produce parts.				

**DFT 252 Solid Models and Renderings** 2 2 3

**Prerequisite:** DFT 153

This course provides an in-depth study of three-dimensional solid modeling and design software. Topics include parametric design; creation, editing, and rendering of solid models; and generation of views. Upon completion, students should be able to use parametric design techniques to create and edit a three-dimensional solid model, render it, and generate two-dimensional views.

**DFT 254 Interme Solid Model/Render** 2 3 3

**Prerequisite:** DFT 154

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

## Drama/Theatre

**DRA 111 Theatre Appreciation** 3 0 3

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. Approved for transfer as a general education core course in Humanities/Fine Arts. (F,S)

**DRA 112 Literature of the Theatre** 3 0 3

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. Approved for transfer as a general education core course in Humanities/Fine Arts.. (S-Alternate Years)

**DRA 115 Theatre Criticism** 3 0 3

**Prerequisite:** DRA 111

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 120 Voice for Performance** 3 0 3

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 122 Oral Interpretation** 3 0 3

**Prerequisites:** ENG 090 and RED 090 or placement in ENG 110 or 111

This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 124 Readers Theatre** 3 0 3

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script

following the conventions of readers theatre. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 126 Storytelling 3 0 3**

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**DRA 128 Children's Theatre 3 0 3**

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 130 Acting I 0 6 3**

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 131 Acting II 0 6 3**

**Prerequisite: DRA 130**

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 140 Stagecraft I 0 6 3**

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. Approved for transfer as a pre-major and/or elective course. (F-Alternate Years)

**DRA 141 Stagecraft II 0 6 3**

**Prerequisite: DRA 140**

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 142 Costuming 2 2 3**

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 145 Stage Make-up 1 2 2**

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. Approved for transfer as a pre-major and/or elective course. (On Demand)

<b>DRA 150 Stage Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: DRA 140</b>			
This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel, paperwork, and organization. Upon completion, students should be able to effectively stage-manage entertainment productions. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 170 Play Production I</b>	<b>0</b>	<b>9</b>	<b>3</b>
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (F)			
<b>DRA 171 Play Production II</b>	<b>0</b>	<b>9</b>	<b>3</b>
<b>Prerequisite: DRA 170</b>			
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 211 Theatre History I</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>DRA 212 Theatre History II</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>DRA 240 Lighting for the Theatre</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 260 Directing</b>	<b>0</b>	<b>6</b>	<b>3</b>
<b>Prerequisite: DRA 130</b>			
<b>Corequisite: DRA 140</b>			
This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>DRA 270 Play Production III</b>	<b>0</b>	<b>9</b>	<b>3</b>
<b>Prerequisite: DRA 171</b>			
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to			



participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)

**DRA 271 Play Production IV** 0 9 3

**Prerequisite:** DRA 270

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Economics

**ECO 151 Survey of Economics** 3 0 3

**Prerequisites:** ENG 090 and RED 090 or placement in ENG 110 or 111, MAT 070

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F)

**ECO 251 Principles of Microeconomics** 3 0 3

**Prerequisites:** ENG 090 and RED 090 or placement in ENG 110 or 111, MAT 070

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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F) *Online-(S)*

**ECO 252 Principles of Macroeconomics** 3 0 3

**Prerequisite:** ECO 251

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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (S)

## Education

**EDU 119 Intro to Early Child Educ** 4 0 4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. (F)

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

**Prerequisites:** ENG 080 and RED 080 or ENG 085

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills

and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. (F)

**EDU 144 Child Development I 3 0 3**

**Prerequisites: Take one set**

**Set 1: ENG 080, RED 080**

**Set 2: ENG 085**

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. Approved for transfer as a pre-major and/or elective course. (F)

**EDU 145 Child Development II 3 0 3**

**Prerequisites: Take one set and EDU 144**

**Set 1: ENG 080, RED 080**

**Set 2: ENG 085**

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. Approved for transfer as a pre-major and/or elective course. (S)

**EDU 146 Child Guidance 3 0 3**

**Prerequisites: Take one set**

**Set 1: ENG 080, RED 080**

**Set 2: ENG 085**

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. Approved for transfer as a pre-major and/or elective course. (F)

**EDU 151 Creative Activities 3 0 3**

**Prerequisites: ENG 080 and RED 080 or ENG 085**

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. (S)

**EDU 153 Health, Safety, and Nutrition 3 0 3**

**Prerequisites: ENG 080 and RED 080 or ENG 085**

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state

regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. (F)

**EDU 154 Social/Emotion/Behav Dev 3 0 3**

**Prerequisites:** Take one set

**Set 1: ENG 080, RED 080, EDU 144 and EDU 145**

**Set 2: ENG 080, RED 080, PSY 244 and PSY 245**

**See CCL for additional prerequisite options**

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

**EDU 163 Classroom Mgt and Instruct 3 0 3**

**Prerequisites:** ENG 080 and RED 080 or ENG 085

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success. (S)

**EDU 216 Foundations of Education 4 0 4**

**Prerequisites:** ENG 090 and RED 090 or ENG 095

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. Approved for transfer as a pre-major and/or elective course at select institutions only. (On Demand)

**EDU 221 Children with Exceptionalities 3 0 3**

**Prerequisites:** Take one set

**Set 1: ENG 090, RED 090, EDU 144 EDU 145**

**Set 2: ENG 090, RED 090, PSY 244 PSY 245**

**Set 3: ENG 095, EDU 144 EDU 145**

**Set 4: ENG 095, PSY 244 PSY 245**

**See CCL for additional prerequisite options**

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. Approved for transfer as a pre-major and/or elective course at select institutions only. (F)

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

**Prerequisites:** ENG 090 and RED 090 or ENG 095 and EDU 119, EDU 144

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. (S)

<b>EDU 235</b>	<b>School-Age Development and Programs</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> ENG 090 and RED 090 or ENG 095 and EDU 119, EDU 144				
This course covers the unique needs and rapid changes that occur in the first three years of life. This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.				
<b>EDU 247</b>	<b>Sensory and Physical Disab</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> Take one set				
<b>Set 1:</b> ENG 090, RED 090, EDU 144 and EDU 145				
<b>Set 2:</b> ENG 090, RED 090, PSY 244 and PSY 245				
<b>See CCL for additional prerequisite options</b>				
This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.(S)				
<b>EDU 248</b>	<b>Developmental Delays</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> Take one set				
<b>Set 1:</b> ENG 080, RED 080, EDU 144 and EDU 145				
<b>Set 2:</b> ENG 080, RED 080, PSY 244 and PSY 245				
<b>See CCL for additional prerequisite options</b>				
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.(S)				
<b>EDU 251</b>	<b>Exploration Activities</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> ENG 090 and RED 090 or ENG 095				
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. (S)				
<b>EDU 251A</b>	<b>Exploration Activities Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisites:</b> ENG 090 and RED 090 or ENG 095				
<b>Corequisite:</b> EDU 251				
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.(S)				
<b>EDU 256</b>	<b>Inst Strat/Social Studies</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites:</b> ENG 090 and RED 090 or ENG 095				
This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study.(S)				

<b>EDU 257</b>	<b>Inst Strat/Math</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095 and MAT 060</b>				
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study. (S)				
<b>EDU 259</b>	<b>Curriculum Planning</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095 and EDU 119, EDU 145</b>				
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. (F)				
<b>EDU 261</b>	<b>Early Childhood Administration I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095</b>				
<b>Corequisite: EDU 119</b>				
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. (S)				
<b>EDU 262</b>	<b>Early Childhood Administration II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095 and EDU 261</b>				
<b>Corequisite: EDU 119</b>				
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (S)				
<b>EDU 271</b>	<b>Educational Technology</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095</b>				
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. (F)				
<b>EDU 280</b>	<b>Language and Literacy Experiences</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095</b>				
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. (S)				

<b>EDU 281</b>	<b>Instruc Strat/Read and Writ</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or ENG 095</b>				
This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study. This course is also available through the Virtual Learning Community (VLC).(S)				
<b>EDU 282</b>	<b>Early Childhood Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites ENG 090 and RED 090 or ENG 095</b>				
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.(F,S)				
<b>EDU 284</b>	<b>Early Child Capstone Prac</b>	<b>1</b>	<b>9</b>	<b>4</b>
<b>Prerequisites: Take one set</b>				
<b>Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151</b>				
<b>Set 2: ENG 090, RED 090, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151</b>				
<b>Set 3: ENG 090, RED 090, EDU 119, PSY 245, EDU 144, EDU 146, EDU 151</b>				
<b>Set 4: ENG 090, RED 090, EDU 119, PSY 244, EDU 145, EDU 146, EDU 151</b>				
<b>See CCL for additional prerequisite options</b>				
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.(S)				

## Engineering

<b>EGR 110</b>	<b>Intro to Engineering Tech</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. (F).				
<b>EGR 120</b>	<b>Eng and Design Graphics</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the graphical tools used for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features of two-dimensional and three-dimensional objects using the proper tools and methods.				
<b>EGR 125</b>	<b>Appl Software for Tech</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats. (F)				

**EGR 131 Intro to Electronics Tech** 1 2 2  
 This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, Semiconductor Applications, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator. (F)

**EGR 220 Engineering Statics** 3 0 3  
**Prerequisite:** PHY 251  
**Corequisites:** MAT 272

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

**EGR 285 Design Project** 0 4 2  
 This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects. (S)

## Electricity

**ELC 112 DC/AC Electricity** 3 6 5  
 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, troubleshoot, and repair DC/AC circuits. (F)

**ELC 113 Basic Wiring I** 2 6 4  
 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. (F)

**ELC 114 Basic Wiring II** 2 6 4  
 This course provides 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. (S)

**ELC 117 Motors and Controls** 2 6 4  
 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. (S)

**ELC 118 National Electrical Code** 1 2 2  
 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. (F)

<b>ELC 126</b>	<b>Electrical Computations</b>	<b>2</b>	<b>2</b>	<b>3</b>
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. (F)				
<b>ELC 127</b>	<b>Software for Technicians</b>	<b>1</b>	<b>3</b>	<b>2</b>
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications. (F)				
<b>ELC 128</b>	<b>Introduction to PLC</b>	<b>2</b>	<b>3</b>	<b>3</b>
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. (F,S,SS)				
<b>ELC 131</b>	<b>DC/AC Circuit Analysis</b>	<b>4</b>	<b>3</b>	<b>5</b>
<b>Corequisite: MAT 070</b>				
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (F)				
<b>ELC 131A</b>	<b>DC/AC Circuit Analysis Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: ELC 131</b>				
This course introduces provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.				
<b>ELC 213</b>	<b>Instrumentation</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.				
<b>ELC 228</b>	<b>PLC Applications</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. (S)				
<b>ELC 231</b>	<b>Electric Power Systems</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.				
<b>ELC 233</b>	<b>Energy Management</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative				



energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

**ELC 234 Electrical System Design 2 3 3**

This course introduces the principles of electrical design for commercial and industrial facilities. Topics include services, high and low power distribution, switchboards, panelboards, motor control centers, switchgear, overcurrent protection, and grounding. Upon completion, students should be able to design services, feeders, and branch circuits for typical commercial/industrial applications in accordance with the National Electrical Code.

## Electronics

**ELN 112 Diesel Electronics System 2 6 4**

This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems. (S)

**ELN 131 Semiconductor Applications 3 3 4**

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. (S)

**ELN 132 Linear IC Applications 3 3 4**

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment. (SS)

**ELN 133 Digital Electronics 3 3 4**

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

**ELN 152 Fabrication Techniques 1 3 2**

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, 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. (F)

**ELN 154 Intro to Data Comm 2 3 3**

This course introduces the principal elements and theory (analog and digital techniques) of data communication systems and how they are integrated as a complete network. Topics include an overview of data communication, OSI model, transmission modes, interfaces, applications of ICs, protocols, network configurations, modems, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems and high speed networks.

**ELN 229 Industrial Electronics 3 3 4**

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon

completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. (F)

**ELN 231 Industrial Controls 2 3 3**

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (F)

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

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

**ELN 233 Microprocessor Systems 3 3 4**

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**ELN 234 Communication Systems 3 3 4**

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. (S)

**ELN 235 Data Communication Systems 3 3 4**

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. (S)

**ELN 236 Fiber Optics and Lasers 3 2 4**

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 237 Local Area Networks 2 3 3**

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network. (F)

**ELN 246 Cert Elect Tech Prep 3 0 3**

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination. (S)

**ELN 275 Troubleshooting 1 3 2**

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. (S)

## Emergency Medical Care

**EMS 110 EMT-Basic** 5 6 0 7

**Corequisites:** *ACA 115, BIO 165, ENG 111, EMS 150, and PSY 150*

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

**EMS 120 Intermediate Intervention** 2 3 0 3

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 121, EMS 130, EMS 131, BIO 166, and EMS 140*

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases. (S)

**EMS 121 EMS Clinical Practicum I** 0 0 6 2

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 120, EMS 130, EMS 131, BIO 166, and EMS 140*

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills. (S)

**EMS 130 Pharmacology I for EMS** 1 3 0 2

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 120, EMS 131, BIO 166, EMS 121, and EMS 140*

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. (S)

**EMS 131 Advanced Airway Management** 1 2 0 2

**Prerequisite:** *EMS 110, ACA 115, BIO 165, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 120, EMS 131, BIO 166, EMS 130, and EMS 140*

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. (S)

**EMS 140 Rescue Scene Management** 1 3 0 2

**Prerequisite:** *ACA 115, BIO 165, EMS 110, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *BIO 166, EMS 120, EMS 130, EMS 131, and EMS 140*

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment. (S)

**EMS 150 Emerg Vehicles and EMS Comm 1 3 0 2**

**Corequisites:** *ACA 115, BIO 165, EMS 110, ENG 111, and PSY 150*

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs. (F)

**EMS 210 Advanced Patient Assessment 1 3 0 2**

**Prerequisites:** *EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 220, EMS 221, EMS 230, ENG 111, and PSY 150*

**Corequisites:** *EMS 231, EMS 250, EMS 260, and a Humanities/Fine Arts Elective*

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data. (F)

**EMS 220 Cardiology 2 6 0 4**

**Prerequisites:** *EMS 120, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 121, EMS 140, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 221 and EMS 230*

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines. (SS)

**EMS 221 EMS Clinical Practicum II 0 0 9 3**

**Prerequisites:** *EMS 121, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 130, EMS 131, EMS 140, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 220 and EMS 230*

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (SS)

**EMS 230 Pharmacology II for EMS 1 3 0 2**

**Prerequisites:** *EMS 130, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 121, EMS 131, EMS 140, EMS 150, ENG 111, and PSY 150*

**Corequisites:** *EMS 220 and EMS 221*

This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course. (SS)

**EMS 231 EMS Clinical Practicum III 0 0 9 3**

**Prerequisites:** *EMS 221, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 121, EMS 130, EMS 131, EMS 140, EMS 150, EMS 220, ENG 111, and PSY 150*

**Corequisites:** *EMS 210, EMS 250, EMS 260, and a Humanities/Fine Arts Elective*

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (F)

**EMS 240 Special Needs Patients** 1 2 0 2  
**Prerequisites:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 210, EMS 220, EMS 221, EMS 230, EMS 231, EMS 250, EMS 260, ENG 111, PSY 150, and a Humanities/Fine Arts Elective

**Corequisites:** COM 120, EMS 241, EMS 270, and EMS 285

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients. (S)

**EMS 241 EMS Clinical Practicum IV** 0 0 9 3  
**Prerequisites:** EMS 231, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 130, EMS 131, EMS 140, EMS 150, EMS 210, EMS 220, EMS 221, EMS 230, EMS 250, EMS 260, ENG 111, PSY 150, and a Humanities/Fine Arts Elective

**Corequisites:** COM 120, EMS 240, EMS 270, and EMS 285

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (S)

**EMS 250 Advanced Medical Emergencies** 2 3 0 3  
**Prerequisites:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 220, EMS 221, EMS 230, ENG 111, and PSY 150

**Corequisites:** EMS 210, EMS 231, EMS 260, and a Humanities/Fine Arts Elective

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression. (F)

**EMS 260 Advanced Trauma Emergencies** 1 3 0 2  
**Prerequisites:** EMS 120, EMS 121, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 220, EMS 221, EMS 230, ENG 111, and PSY 150

**Corequisites:** EMS 210, EMS 231, EMS 250, and a Humanities/Fine Arts Elective

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses. (F)

**EMS 270 Life Span Emergencies** 2 2 0 3  
**Prerequisites:** EMS 120, EMS 130, EMS 131, ACA 115, BIO 165, BIO 166, EMS 110, EMS 140, EMS 150, EMS 210, EMS 220, EMS 221, EMS 230, EMS 250, EMS 260, ENG 111, PSY 150, and a Humanities/Fine Arts Elective

**Corequisites:** COM 120, EMS 240, EMS 241, and EMS 285

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

**EMS 285 EMS Capstone** 1 3 0 2  
**Prerequisites:** EMS 220, EMS 250, EMS 260, ACA 115, BIO 165, BIO 166, EMS 110, EMS 120, EMS 130, EMS 131, EMS 140, EMS 150, EMS 210, EMS 221, EMS 230, EMS 231, ENG 111, PSY 150, and a Humanities/Fine Arts Elective

**Corequisites:** COM 120, EMS 240, EMS 241, and EMS 270

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

## English

**ENG 070 Basic Language Skills** 2 2 3

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A. (On Demand)

**ENG 080 Writing Foundations** 3 2 4

**Prerequisite:** ENG 070 or ENG 075 or *satisfactory placement score*

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A. (F,S)

**ENG 090 Composition Strategies** 3 0 3

**Prerequisite:** ENG 080 or ENG 085

**Corequisite:** ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirement for ENG 111 and ENG 111A. (F,S)

**ENG 090A Composition Strategies Lab** 0 2 1

**Prerequisite:** ENG 080 or ENG 085

**Corequisite:** ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. (F,S)

**ENG 101 Applied Communications I** 3 0 3

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This is a diploma-level course. (On Demand)

**ENG 102 Applied Communications II** 3 0 3

**Prerequisite:** ENG 080 or ENG 101

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. (On Demand)

**ENG 110 Freshman Composition** **3 0 3**  
**Prerequisites: ENG 090 and RED 080**

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers. (F,S)

**ENG 111 Expository Writing** **3 0 3**  
**Prerequisites: ENG 090 and RED 090; or ENG 095**

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 will use computers in the writing process. Approved for transfer as a general education core course in English Composition. (F,S,SS) Online-(F,SS)

**ENG 111A Expository Writing Lab** **0 2 1**  
**Prerequisites: ENG 090 and RED 090; or ENG 095**  
**Corequisite: ENG 111**

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. Students will use computers to revise and edit their texts. (On Demand)

**ENG 112 Argument-Based Research** **3 0 3**  
**Prerequisite: ENG 111**

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. Students will also be able to apply argumentative strategies in effective oral presentations. Approved for transfer as a general education core course in English Composition. (F,S,SS) Online-(F,SS)

**ENG 113 Literature-Based Research** **3 0 3**  
**Prerequisite: ENG 111**

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. Students will also apply course objectives in effective oral presentations. Approved for transfer as a general education core course in English Composition. (S)

**ENG 114 Professional Research and Reporting** **3 0 3**  
**Prerequisites: ENG 111**

**Corequisite: ARC 264, CIS 110, CIS 115, EGR 125, ELC 127, HOR 170, OST 130, OST 134, or OST 136.**

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. Approved for transfer as a general education core course in English Composition. (F,S) Online-(F,S,SS)

<b>ENG 116</b>	<b>Technical Report Writing</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 110 or ENG 111				
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models. Students without computer experience are advised to take a computer course, such as CIS 110 or CIS 111, before taking ENG 116. (F,S)				
<b>ENG 125</b>	<b>Creative Writing I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 111				
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. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>ENG 126</b>	<b>Creative Writing II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 125				
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>ENG 131</b>	<b>Introduction to Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 111				
<b>Corequisite:</b> ENG 112, ENG 113, or ENG 114				
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)				
<b>ENG 231</b>	<b>American Literature I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 112, ENG 113, or ENG 114				
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (F)				
<b>ENG 232</b>	<b>American Literature II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 112, ENG 113, or ENG 114				
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (S)				
<b>ENG 234</b>	<b>Modern American Poets</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite:</b> ENG 112, ENG 113, or ENG 114				
This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (On Demand)				



<b>ENG 235</b>	<b>Survey of Film as Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 113</b>				
This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>ENG 241</b>	<b>British Literature I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (F) Online-(F,SS)				
<b>ENG 242</b>	<b>British Literature II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (S) Online-(S)				
<b>ENG 261</b>	<b>World Literature I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)				
<b>ENG 262</b>	<b>World Literature II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)				
<b>ENG 272</b>	<b>Southern Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>ENG 273</b>	<b>African-American Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 112, ENG 113, or ENG 114</b>				
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. Approved for transfer as a pre-major and/or elective course. (On Demand)				

**ENG 274 Literature by Women** 3 0 3

**Prerequisite:** ENG 112, ENG 113, or ENG 114

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. Approved for transfer as a pre-major and/or elective course. (On Demand)

**ENG 275 Science Fiction** 3 0 3

**Prerequisite:** ENG 112, ENG 113, or ENG 114

This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. Approved for transfer as a pre-major and/or elective course. (On Demand)

## French

**FRE 110 Introduction to French** 2 0 2

This course provides an introduction to understanding, speaking, reading, and writing French. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in French. (On Demand)

**FRE 111 Elementary French I** 3 0 3

**Prerequisites:** ENG 090 and RED 090 or placement in ENG 110 or 111

**Corequisite:** FRE 181

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**FRE 112 Elementary French II** 3 0 3

**Prerequisite:** FRE 111

**Corequisite:** FRE 182

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**FRE 181 French Lab I** 0 2 1

**Corequisite:** FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)

**FRE 182 French Lab II** 0 2 1  
**Prerequisite:** FRE 181  
**Corequisite:** FRE 112  
 This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)

**FRE 211 Intermediate French I** 3 0 3  
**Prerequisite:** FRE 112  
 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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**FRE 212 Intermediate French II** 3 0 3  
**Prerequisite:** FRE 211  
 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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Geography

**GEO 111 World Regional Geography** 3 0 3  
**Prerequisite:** RED 080  
 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. Approved for transfer as a general education core course in Social/Behavioral Sciences.. (F.S)

**GEO 130 General Physical Geography** 3 0 3  
**Prerequisite:** RED 080  
 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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

## German

**GER 111 Elementary German I** 3 0 3  
**Prerequisites:** ENG 090 and RED 090 or placement in ENG 110 or 111  
**Corequisite:** GER 181  
 This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**GER 112 Elementary German II** 3 0 3

**Prerequisites:** GER 111

**Corequisite:** GER 182

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

**GER 181 German Lab I** 0 2 1

**Prerequisites:** ENG 090 and RED 090 or placement in ENG 110 or 111

**Corequisite:** GER 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)

**GER 182 German Lab II** 0 2 1

**Prerequisite:** GER 181

**Corequisite:** GER 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Graphics

**GRA 151 Computer Graphics I** 1 3 2

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. (F)

## Graphic Design

**GRD 110 Typography I** 2 2 3

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. (S)

**GRD 117 Design Career Exploration** 2 0 2

This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization. (F)

<b>GRD 131 Illustration I</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite: ART 131, DES 125, or GRD 121</b>			
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.(F)			
<b>GRD 141 Graphic Design I</b>	<b>2</b>	<b>4</b>	<b>4</b>
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. (S)			
<b>GRD 142 Graphic Design II</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>Prerequisite: ART 121, DES 135, or GRD 141</b>			
This course introduces the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. (F)			
<b>GRD 151 Computer Design Basics</b>	<b>1</b>	<b>4</b>	<b>3</b>
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. (F)			
<b>GRD 152 Computer Design Tech I</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite: GRD 151</b>			
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. (F)			
<b>GRD 160 Photo Fundamentals I</b>	<b>1</b>	<b>4</b>	<b>3</b>
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality. (F)			
<b>GRD 161 Photo Fundamentals II</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite: GRD 160</b>			
This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints. (S)			
<b>GRD 241 Graphic Design III</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>Prerequisite: DES 136 or GRD 142</b>			
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenges graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. (S)			
<b>GRD 280 Portfolio Design</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>Prerequisites: GRD 142 and GRD 152 or GRA 152</b>			
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and			

interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and relative self-promotional materials. (S)

## Gerontology

**GRO 120 Gerontology** 3 0 3  
**Prerequisite: PSY 150**

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. (S)

## Heavy Equipment Maintenance

**HET 110 Diesel Engines** 3 9 6

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines. (F)

**HET 112 Diesel Electrical Systems** 3 6 5

This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation, and gauges. Upon completion, students should be able to follow schematics to identify, repair, and test electrical circuits and components. (F)

**HET 114 Power Trains** 3 6 5

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components. (S)

**HET 115 Electronic Engines** 2 3 3

**Prerequisite: ELN 112, HET 110 and HET 112**

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines. (F)

**HET 116 Air Conditioning/Diesel Equipment** 1 2 2

This course provides a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigerant recovery, and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air conditioning systems according to industry standards. (SS)

**HET 119 Mechanical Transmissions** 2 2 3

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. (S)

**HET 125 Preventive Maintenance** 1 3 2

**Prerequisite: HET 110, HET 112 and HET 114**

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services,

DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers. (S)

**HET 126 Preventive Maintenance Lab** 0 3 1

**Corequisite:** HET 125

This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125. (S)

**HET 127 Shop Rules and Regulations** 1 0 1

This course introduces safety, OSHA, and EPA general requirements used in the mobile equipment industry. Topics include fire extinguisher use, MSDS sheets, oil contamination, protective gear, and other related topics. Upon completion, students should be able to properly use fire extinguishers and demonstrate knowledge of applicable general safety, OSHA, and EPA regulations. (F)

**HET 128 Medium/Heavy Duty Tune-up** 1 2 2

**Prerequisite:** HET 110, HET 112 and HET 114

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment. (S)

**HET 230 Air Brakes** 1 2 2

**Prerequisite:** HET 110, HET 112 and HET 114

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems. (S)

**HET 231 Medium/Heavy Duty Brake Systems** 1 3 2

**Prerequisite:** ELN 112 and HYD 112

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. (F)

**HET 233 Suspension and Steering** 2 4 4

**Prerequisite:** HET 110, HET 112 and HET 114

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles. (F)

## History

**HIS 111 World Civilization I** 3 0 3

**Prerequisite:** Satisfactory score on reading placement or completion of RED 080

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F) Online-(F)

<b>HIS 112</b>	<b>World Civilization II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: Satisfactory score on reading placement or completion of RED 080</b>				
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. Approved for transfer as a general education core course in Social/Behavioral Sciences. (S) Online-(S)				
<b>HIS 116</b>	<b>Current World Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: Satisfactory score on reading placement or completion of RED 080</b>				
This course covers current world events from a historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from a historical perspective. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>HIS 121</b>	<b>Western Civilization I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: Satisfactory score on reading placement or completion of RED 080</b>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,) Online-(F,S,SS)				
<b>HIS 122</b>	<b>Western Civilization II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: Satisfactory score on reading placement or completion of RED 080</b>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online-(F,S,SS)				
<b>HIS 131</b>	<b>American History I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or placement in ENG 110 or 111</b>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online-(F,S,SS)				
<b>HIS 132</b>	<b>American History II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites: ENG 090 and RED 090 or placement in ENG 110 or 111</b>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online-(F,S,SS)				
<b>HIS 163</b>	<b>The World Since 1945</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: Satisfactory score on reading placement or completion of RED 080</b>				
This course surveys world developments since the end of World War II. Topics include the Cold War, nationalism, colonialism, the Third World, the arms race, and global capitalism and regionalism. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the world since 1945. Approved for transfer as a pre-major and/or elective course. (On Demand)				



**HIS 211 Ancient History 3 0 3**

**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

This course traces the development of the cultural, intellectual, and political foundations of western civilization. Topics include the civilizations of the Near East, the classical Greek and Hellenistic eras, the Roman world, Judaism, and Christianity. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the ancient world. Approved for transfer as a pre-major and/or elective course. (F)

**HIS 233 History of Appalachia 3 0 3**

**Prerequisite:** *ENG 110 or 111*

This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Horticulture

**HOR 114 Landscape Construction 2 2 3**

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features. (F)

**HOR 134 Greenhouse Operations 2 2 3**

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. (S)

**HOR 142 Fruit and Vegetable Production 1 2 2**

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables. (S)

**HOR 152 Horticultural Practices 0 3 1**

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings. (F)

**HOR 160 Plant Materials I 2 2 3**

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. (F)

**HOR 162 Applied Plant Science 2 2 3**

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture. (F)

<b>HOR 164 Horticulture Pest Management</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license. (S)			
<b>HOR 166 Soils and Fertilizers</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media. (SS)			
<b>HOR 168 Plant Propagation</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants. (F)			
<b>HOR 170 Horticulture Computer Applications</b>	<b>1</b>	<b>3</b>	<b>2</b>
This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticulture situations. (S)			
<b>HOR 225 Nursery Production</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop. (F)			
<b>HOR 235 Greenhouse Production</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. (S)			
<b>HOR 245 Horticulture Specialty Crops</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest. (F)			
<b>HOR 260 Plant Materials II</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. (F)			
<b>HOR 265 Advanced Plant Materials</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses. (S)			
<b>HOR 271 Garden Center Management</b>	<b>2</b>	<b>0</b>	<b>2</b>
This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors, and the relationship with the broader horticultural community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center. (S)			

**HOR 273 Horticulture Management and Marketing 3 0 3**  
 This course covers the steps involved in starting or managing a horticulture business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business. (S)

## Hotel and Restaurant Management

**HRM 245 Human Resource Mgmt - Hospitality 3 0 3**  
**Prerequisite: CUL 110 and CUL 140**

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. (S)

## Human Services

**HSE 110 Introduction to Human Services 2 2 0 3**  
 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. (F)

**HSE 112 Group Process I 1 2 0 2**  
**Prerequisite: Enrollment in the Human Services Program**

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. (F)

**HSE 123 Interviewing Techniques 2 2 0 3**  
 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. (F)

**HSE 125 Counseling 2 2 0 3**  
**Prerequisite: PSY 150**

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. (S)

**HSE 145 Child Abuse and Neglect 3 0 0 3**  
 This course explores the abused and neglected child, including the nature and dimension of the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parent-child conflicts. (S)

**HSE 210 Human Services Issues 2 0 0 2**

**Prerequisite:** *Successful completion of 12 shc in the Human Services Program*

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. (S)

**HSE 225 Crisis Intervention 3 0 0 3**

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. (S)

**HSE 240 Issues in Client Services 3 0 0 3**

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

## Humanities

**HUM 110 Technology and Society 3 0 3**

**Prerequisites:** *ENG 080 and RED 080 or placement ENG 90 and RED 090 or ENG 110 or 111*

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. Approved for transfer as a general education core course in Humanities/Fine Arts. (F,S)

**HUM 115 Critical Thinking 3 0 3**

**Prerequisites:** *ENG 095 or RED 090 and ENG 090 or placement in ENG 110 or 111*

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. Approved for transfer as a general education core course in Humanities/Fine Arts. This course may meet the SACS humanities requirement for AAS degree programs. (On Demand)

**HUM 120 Cultural Studies 3 0 3**

**Prerequisites:** *ENG 080 and RED 080 or placement in ENG 090 or RED 090 or ENG 110 or 111*

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. Students will study the culture(s) as selected and announced for each section/term. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 121 The Nature of America 3 0 3**

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 122 Southern Culture 3 0 3**

**Prerequisites:** *ENG 080 and RED 080 or placement in ENG 090 and RED 090 or ENG 110 or 111*

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical

and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. Approved for transfer as a general education core course in Humanities/Fine Arts. (S)

**HUM 123 Appalachian Culture 3 0 3**

This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HUM 130 Myth in Human Culture 3 0 3**

**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

This course provides an inter-disciplinary study of the history, literature, and social roles of This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved for transfer as a general education core course in Humanities/Fine Arts (On Demand)

**HUM 150 American Women’s Studies 3 0 3**

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women’s roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 160 Introduction to Film 2 2 3**

**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand) Online-(F,S,SS)

**HUM 161 Advanced Film Studies 2 2 3**

**Prerequisites:** *HUM 160*

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 170 The Holocaust 3 0 3**

**Prerequisite:** *RED 080 or placement in RED 090 or ENG 110 or 111*

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HUM 180 International Cultural Exploration 2 3 3**

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should

be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. Approved for transfer as a pre-major and/or elective course. (On Demand)

**HUM 220 Human Values and Meaning 3 0 3**  
**Prerequisite: ENG 110 or ENG 111**

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**HUM 230 Leadership Development 3 0 3**  
**Prerequisite: ENG 110 or ENG 111**

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. Students will be required to participate in at least one co-curricula student organization during the course. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Hydraulics and Pneumatics

**HYD 110 Hydraulics/Pneumatics I 2 3 3**

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. (F)

**HYD 112 Hydraulics/Medium/Heavy Duty 1 2 2**

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals. (S, SS)

**HYD 115 Industrial Hydraulics 2 2 3**

This course introduces basic principles, components, and concepts of industrial hydraulic systems. Topics include standard symbols, actuators, control valves and other hydraulic components. Upon completion, the student should be able to demonstrate an understanding of the principles, concepts, and operation of an industrial hydraulic system.

**HYD 121 Hydraulics/Pneumatics II 1 3 2**  
**Prerequisite: HYD 110**

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems. (S)

**HYD 180 Pneumatics in Automation 2 3 3**

This course introduces the basic components and functions of pneumatic systems and their application to automated machinery. Topics include standard symbols, compressors, control valves, control circuits, actuators, maintenance procedures, switching and control devices as applied to automated machinery. Upon completion, students should be able to demonstrate

an understanding of the operation of compressed air and vacuum systems including design, troubleshooting, and applications.

**HYD 210 Advanced Hydraulics** 1 3 2

**Prerequisite:** HYD 110 or HYD 111 or HYD 112

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems.

## **Industrial Science**

**ISC 110 Workplace Safety** 1 0 1

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. (F)

**ISC 111 Quality Control** 2 0 2

This course provides training in inspection gaging methods, and statistical process control concepts. Topics include special gage design, production gaging, inspection, and statistical process control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts. (S)

**ISC 128 Industrial Leadership** 2 0 2

This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflicts, group dynamics, team building, counseling, motivation, and communications. Upon completion, students should be able to understand and apply leadership and management principles in work situations (S)

**ISC 129 Qual Testing Lab Tech** 2 2 3

This course provides practical training in destructive and non-destructive testing techniques. Emphasis is placed on quality testing in industrial laboratories. Upon completion, students should be able to perform basic laboratory testing functions and complete test forms.

**ISC 130 Intro to Quality Control** 3 0 3

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

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 Mfg Quality Control** 2 3 3

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.

**ISC 135 Principles of Industrial Mgmt** 3 0 3  
 This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**ISC 212 Metrology** 1 2 2  
 This course covers the principles and techniques of modern practical metrology and inspection methods. Topics include precision, accuracy, standards, and calibration. Upon completion, students should be able to perform various roles within a metrology system.

**ISC 220 Lean Manufacturing** 2 2 3  
 This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

## Journalism

**JOU 110 Introduction to Journalism** 3 0 3  
**Prerequisites:** *ENG 090 and RED 080 or placement in ENG 110 or 111*  
 This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. Approved for transfer as a pre-major and/or elective course. (On Demand)

**JOU 111 Publication Workshop I** 1 3 2  
**Prerequisite:** *JOU 110*  
 This course introduces the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (On Demand)

**JOU 112 Publication Workshop II** 1 3 2  
**Prerequisite:** *JOU 111*  
 This course is a continuation of the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (On Demand)

**JOU 120 JOU/Theory and Production** 2 2 3  
 This course provides a study of basic journalistic writing and production techniques. Emphasis is placed on interviewing, drafting, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of writing and producing a publication. (On Demand)

## Landscape Gardening

**LSG 121 Fall Gardening Lab** 0 6 2  
 This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape. (F)

**LSG 122 Spring Gardening Lab** 0 6 2  
 This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation,



planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season. (S)

**LSG 123 Summer Gardening Lab 0 6 2**

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape. (SS)

## Machining

**MAC 111 Machining Technology I 2 12 6**

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. (F)

**MAC 112 Machining Technology II 2 12 6**

**Prerequisite: MAC 111**

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. (S)

**MAC 113 Introduction to Metrology 2 12 6**

**Prerequisite: MAC 112**

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**MAC 114 Introduction to Metrology 2 0 2**

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (On Demand)

**MAC 121 Introduction to CNC 2 0 2**

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. (F)

**MAC 122 CNC Turning 1 3 2**

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. (F)

**MAC 124 CNC Milling 1 3 2**

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. (S)

**MAC 131 Blueprint Reading/Mach I** 1 2 2  
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (F)

**MAC 214 Machining Technology IV** 2 12 6  
**Prerequisite: MAC 112**  
This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 215 Machining Technology V** 2 12 6  
**Prerequisite: MAC 214**  
This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

**MAC 222 Advanced CNC Turning** 1 3 2  
**Prerequisite: MAC 122**  
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  
**Prerequisite: MAC 124**  
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 228 Advanced CNC Processes** 2 3 3  
This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

**MAC 229 CNC Programming** 2 0 2  
**Prerequisite: MAC 121, MAC 122, MAC 124, or MAC 226**  
This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

**MAC 231 CNC Graphics Prog: Turning** 1 4 3  
**Prerequisite: MAC 121 or MAC 122**  
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**MAC 232 CNC Graphics Prog: Milling** 1 4 3  
**Prerequisite: MAC 121 or MAC 124**  
 This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**MAC 233 Appl in CNC Machining** 2 12 6  
 This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

**MAC 234 Adv Four/Five-Axis Machin** 3 9 6  
 This course specializes in four- and five-axis machining using machining centers with full four- and five-axis capabilities. Emphasis is placed on generation of machining center output with a CAM system and setup and operation of pallet changer and rotary system for five-axis machining. Upon completion, students should be able to convert CAD to output for four- and five-axis machining centers, including tooling, setup, and debugging processes.

**MAC 245 Mold Construction I** 2 6 4  
**Prerequisite: MAC 112**  
 This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

## Masonry

**MAS 140 Introduction to Masonry** 1 2 2  
 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. (S)

## Mathematics

**MAT 050 Basic Math Skills** 3 2 4  
 This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. (On Demand)

**MAT 051 Fast Track Basic Mathematics** 1 0 1  
 This course is designed to offer a fast-paced review of basic arithmetic skills for students who have previously mastered these skills. Topics include all arithmetic operations on whole numbers, fractions, decimals and percents. Upon completion, students should be able to demonstrate mastery of basic computational skills, as well as their application to relevant mathematical problems. (On Demand)

**MAT 060 Essential Mathematics** 3 2 4  
**Prerequisite: MAT 050 or satisfactory placement score**  
 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. (F,S,SS)

**MAT 061 Fast Track Essential Mathematics** 1 0 1  
**Prerequisite:** MAT 050

This course is designed to offer a fast-paced, intensive review of skills taught in MAT 060. Emphasis is placed on working with signed numbers, problems involving proportions and per cents, as well as simplifying expressions and solving equations in algebra. Upon completion, students should be able to demonstrate mastery of pre-algebra computations and to solve relevant, multi-step problems. (On Demand)

**MAT 070 Introductory Algebra** 3 2 4  
**Prerequisite:** MAT 060

**Corequisite:** RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. (F,S,SS)

**MAT 071 Fast Track Introductory Algebra** 1 0 1  
**Prerequisite:** MAT 060

**Corequisite:** RED 080 or ENG 085

This course is designed to offer a fast-paced, intensive review of skills taught in MAT 070. Emphasis is placed on working with exponents, order of operations, simplifying algebraic expressions, solving linear equations and inequalities, graphing, formulas, polynomials, and factoring. Upon completion, students should be able to demonstrate mastery of introductory algebra concepts and apply these principles in solving problems. (On Demand)

**MAT 080 Intermediate Algebra** 3 2 4  
**Prerequisite:** MAT 070

**Corequisite:** RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. (F,S,SS)

**MAT 081 Fast Track Intermediate Algebra** 1 0 1  
**Prerequisite:** MAT 070

**Corequisite:** RED 080 or ENG 085

This course is designed to offer a fast-paced review of skills taught in Intermediate Algebra, MAT 080. Topics include factoring; graphing; functions; geometry; solving systems of equations and inequalities; and evaluating, simplifying, and solving rational, radical, and polynomial expressions and equations. Upon completion, students should be able to demonstrate mastery of intermediate algebra concepts and apply these principles in solving problems. (On Demand)

**MAT 101 Applied Mathematics I** 2 2 3  
**Prerequisite:** MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs. (On Demand)

**MAT 110 Mathematical Measurement** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

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. (S)

**MAT 115 Mathematical Models** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, or MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. (On Demand) Online-(SS)

**MAT 120 Geometry and Trigonometry** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, or MAT 095, MAT 121, MAT 161, MAT 171 or MAT 175

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology. (On Demand)

**MAT 121 Algebra/Trigonometry I** 2 2 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, or MAT 095

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. (On Demand)

**MAT 122 Algebra/Trigonometry II** 2 2 3  
**Prerequisite:** MAT 121, MAT 161, MAT 171, or MAT 175

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results. (On Demand)

**MAT 140 Survey of Mathematics** 3 0 3  
**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Approved for transfer as a general education core course in Mathematics. (F,S,SS) Online-(F,S,SS)

**MAT 140A Survey of Mathematics Lab** 0 2 1  
**Prerequisite:** MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175  
**Corequisite:** MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 155 Statistical Analysis** 3 0 3  
**Prerequisite:** MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. Approved for transfer as a general education core course in Mathematics. (Quantitative Option). (S) Online-(SS)

**MAT 155A Statistics Analysis Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175  
**Corequisite:** MAT 155

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 161 College Algebra** 3 0 3  
**Prerequisite:** MAT 080, MAT 090, or MAT 095

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Approved for transfer as a general education core course in Mathematics. (F)

**MAT 161A College Algebra Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, or MAT 095  
**Corequisite:** MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MAT 171 Precalculus Algebra** 3 0 3  
**Prerequisite:** MAT 080, MAT 090, MAT 095, or MAT 161

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. Approved for transfer as a general education core course in Mathematics. (F)

**MAT 171A Precalculus Algebra Lab** 0 2 1  
**Prerequisite:** MAT 080, MAT 090, MAT 095, or MAT 161  
**Corequisite:** MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand) Online-(F)

<b>MAT 172 Precalculus Trigonometry</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: MAT 171</b>			
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Approved for transfer as a general education core course in Mathematics. (S)			
<b>MAT 172A Precalculus Trigonometry Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: MAT 171</b>			
<b>Corequisite: MAT 172</b>			
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>MAT 175 Precalculus</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>Prerequisite: MAT 080, MAT 090, or MAT 095</b>			
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. Approved for transfer as a general education core course in Mathematics. (On Demand)			
<b>MAT 175A Precalculus Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: MAT 080, MAT 090, or MAT 095</b>			
<b>Corequisite: MAT 175</b>			
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>MAT 223 Applied Calculus</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: MAT 122</b>			
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.			
<b>MAT 263 Brief Calculus</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: MAT 161, MAT 171, or MAT 175</b>			
This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. Approved for transfer as a general education core course in Mathematics. (On Demand)			
<b>MAT 263A Brief Calculus Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: MAT 161, MAT 171, or MAT 175</b>			
<b>Corequisite: MAT 263</b>			
This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. Approved for transfer as a pre-major and/or elective course. (On Demand)			

**MAT 271 Calculus I** 3 2 4

**Prerequisite:** MAT 172 or MAT 175

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. Approved for transfer as a general education core course in Mathematics. (F)

**MAT 272 Calculus II** 3 2 4

**Prerequisite:** MAT 271

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. Approved for transfer as a general education core course in Mathematics. (S)

**MAT 273 Calculus III** 3 2 4

**Prerequisite:** MAT 272

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. Approved for transfer as a general education core course in Mathematics. (On Demand)

## Mechanical

**MEC 110 Intro to CAD/CAM** 1 2 2

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

**MEC 111 Machine Processes I** 1 4 3

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

**MEC 112 Machine Processes II** 2 3 3

**Prerequisite:** MEC 111

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. (S)

**MEC 125 Non-Machining Mfg Processes** 2 2 3

This course introduces non-machining manufacturing processes used in industry. Topics include casting and molding, metal forming, joining and assembly, finishing, and other related topics. Upon completion, students should be able to identify and select appropriate manufacturing processes.

**MEC 128 CNC Machine Processes** 2 4 4

This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.



<b>MEC 145</b>	<b>Mfg Materials I</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.				
<b>MEC 161</b>	<b>Manufacturing Processes I</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.				
<b>MEC 161A</b>	<b>Manufacturing Proc I Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Corequisite: MEC 161</b>				
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.ent.				
<b>MEC 165</b>	<b>Fabrication Techniques</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisite: WLD 112 and MEC 111</b>				
This course expands skills in bench work, welding, and machinery. Emphasis is placed on integrating techniques of welding and machine processes. Upon completion, students should be able to design, fabricate, and repair parts and/or modify existing equipment.				
<b>MEC 172</b>	<b>Intro to Metallurgy</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.				
<b>MEC 180</b>	<b>Engineering Materials</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. This course is also available through the Virtual Learning Community (VLC).				
<b>MEC 187</b>	<b>Composite Materials</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces composite engineering materials. Topics include selection and processing of composites. Upon completion, students should be able to select appropriate materials and demonstrate knowledge in processing and curing of composites.				
<b>MEC 210</b>	<b>Applied Mechanics</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course is a study of forces, stresses, and strains acting upon mechanical components. Topics include static equilibrium; normal, shear, and bending stresses; mathematical and graphical solution techniques; and the relationship between stress and strain. Upon completion, students should be able to demonstrate proficiency in analyzing the forces, stresses, and strains common to applications in the workplace.				
<b>MEC 211</b>	<b>Engineering Mats and Testing</b>	<b>3</b>	<b>3</b>	<b>4</b>
This course introduces the electrical, physical, and mechanical properties of materials and appropriate test methods and equipment. Topics include ferrous and non-ferrous metals, plastics, and other engineering materials. Upon completion, students should be able to solve				

problems regarding material selection and processing based on knowledge of the behavior and characteristics of engineering materials.

**MEC 231 Comp-Aided Manufact I** 1 4 3  
 This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

**MEC 232 Comp-Aided Manufact II** 1 4 3  
**Prerequisite:** MEC 231  
 This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

**MEC 245 Mfg Materials II** 2 3 3  
**Prerequisite:** MEC 145  
 This course covers advanced materials and processing techniques used in modern manufacturing. Emphasis is placed on processing, testing, and application of materials such as polymers, ceramics, and coatings and nontraditional manufacturing processes. Upon completion, students should be able to demonstrate a comprehensive understanding of modern manufacturing processes, engineering materials, and production systems.

**MEC 250 Statics and Strength of MAT** 4 3 5  
 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.

**MEC 251 Statics** 2 2 3  
 This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.

**MEC 252 Strength of Materials** 2 2 3  
**Prerequisite:** MEC 251  
 This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.

**MEC 272 Dynamics** 2 2 3  
**Prerequisite:** PHY 131 or PHY 151  
 This course covers the forces associated with motion. Topics include translation, rotation, acceleration, displacement, and velocity. Upon completion, students should be able to analyze forces and motion in a dynamic mechanical system.

## Medical Assisting

**MED 110 Orientation to Medical Assisting** 1 0 0 1  
 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. (F)

**MED 114 Professional Interactions in Health Care** 1 0 0 1  
 This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and

needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality. (F)

**MED 118 Medical Law and Ethics** 2 0 0 2  
**Prerequisites:** *ENG 090 and RED 090*

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. (F)

**MED 121 Medical Terminology I** 3 0 0 3  
**Prerequisites:** *ENG 090 and RED 090*

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. (F)

**MED 122 Medical Terminology II** 3 0 0 3  
**Prerequisite:** *MED 121*

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. (S)

**MED 130 Administrative Office Procedures I** 1 2 0 2

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. (S)

**MED 131 Administrative Office Procedures II** 1 2 0 2  
**Prerequisite:** *MED 130*

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (F)

**MED 140 Exam Room Procedures I** 3 4 0 5  
**Prerequisites:** *MAT 060 and enrollment in the Medical Assisting Program*

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. (S)

**MED 150 Laboratory Procedures I** 3 4 0 5

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. (S)

**MED 182 CPR First Aid and Emergency** 1 2 0 2

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care.

Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care. (F)

**MED 232 Medical Insurance Coding 1 3 0 2**

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. (S)

**MED 240 Exam Room Procedures II 3 4 0 5**

**Prerequisite: MED 140**

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. (F)

**MED 260 MED Clinical Practicum 0 0 15 5**

**Corequisite: MED 262**

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. (S,SS)

**MED 262 Clinical Perspectives 1 0 0 1**

**Corequisite: MED 260**

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. (S,SS)

**MED 272 Drug Therapy 3 0 0 3**

**Prerequisite: MED 140**

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. (F)

## Marketing and Retailing

**MKT 120 Principles of Marketing 3 0 3**

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. (F) Online (F)

**MKT 123 Fundamentals of Selling 3 0 3**

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. (F)

**MKT 220 Advertising and Sales Promotion 3 0 3**

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. (S)

**MKT 223 Customer Service 3 0 3**

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (F)

## Maintenance

**MNT 110 Introduction to Maintenance Procedures 1 3 2**

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. (F)

**MNT 130 Control Systems 2 4 4**

This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems. (On Demand)

**MNT 165 Mechanical Industrial Sys 1 3 2**

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.

**MNT 240 Industrial Equipment Troubleshoot 1 3 2**

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment. (On Demand)

## Music

**MUS 110 Music Appreciation 3 0 3**

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand) Online-(F,S,SS)

**MUS 112 Introduction to Jazz 3 0 3**

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**MUS 113 American Music 3 0 3**

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills

in basic listening and understanding of American music. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**MUS 131 Chorus I** 0 2 1

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MUS 132 Chorus II** 0 2 1

**Prerequisite:** MUS 131

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. Approved for transfer as a pre-major and/or elective course. (On Demand)

**MUS 210 History of Rock Music** 3 0 3

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Networking Technology

**NET 113 Home Automation Systems** 2 2 3

This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems. (S)

**NET 125 Networking Basics** 1 4 3

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

**NET 126 Routing Basics** 1 4 3

**Prerequisite:** NET 125, *Typing Placement test of 30 wpm or OST 080*

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs. (S)

**NET 225 Router and Switching I** 1 4 3

**Prerequisite:** NET 126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (F)

<b>NET 226 Router and Switching II</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Prerequisite: NET 225</b>			
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. (S)			
<b>NET 240 Network Design</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: NET 110 or NET 125</b>			
This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements. (F)			
<b>NET 289 Networking Project</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Corequisite: NET 226</b>			
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. (S)			

## Networking Operating Systems

<b>NOS 110 Operating System Concepts</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. (F)			
<b>NOS 120 Linux/UNIX Single User</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: NOS 110 or CET 211</b>			
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. (S)			
<b>NOS 130 Windows Single User</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: NOS 110 or CET 211</b>			
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. (S)			
<b>NOS 220 Linux/UNIX Admin I</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite: NOS 120</b>			
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network. (F)			

<b>NOS 221</b>	<b>Linux/UNIX Admin II</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 220				
This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements. (S)				
<b>NOS 230</b>	<b>Windows Admin I</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 130				
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment. (F)				
<b>NOS 231</b>	<b>Windows Admin II</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> NOS 230				
This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment. (S)				

## Nursing

<b>NUR 111</b>	<b>Intro to Health Concepts</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>
<b>Prerequisite:</b> <i>Enrollment in the Associate Degree Nursing Program</i>					
<b>Corequisites:</b> <i>ACA 115, BIO 165, ENG 111, and PSY 150</i>					
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F)					
<b>NUR 112</b>	<b>Health-Illness Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>Prerequisites:</b> <i>NUR 111, ACA 115, BIO 165, ENG 111, and PSY 150</i>					
<b>Corequisites:</b> <i>BIO 166, and PSY 281</i>					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S)					
<b>NUR 113</b>	<b>Family Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>Prerequisites:</b> <i>NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 114, NUR 212, PSY 150, PSY 241, and PSY 281</i>					
<b>Corequisites:</b> <i>ENG 112, 113, or 114; and any Humanities/Fine Arts Elective</i>					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F)					



**NUR 114 Holistic Health Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 212, PSY 150, and PSY 281

**Corequisites:** PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (SS)

**NUR 211 Health Care Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 113, NUR 114, NUR 212, PSY 150, PSY 241, and PSY 281

**Corequisites:** ENG 112, 113, or 114; and any Humanities/Fine Arts Elective

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F)

**NUR 212 Health System Concepts** 3 0 6 5  
**Prerequisites:** NUR 111, ACA 115, BIO 165, ENG 111, NUR 112, and PSY 150

**Corequisites:** BIO 166, and PSY 281

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S)

**NUR 213 Complex Health Concepts** 4 3 15 10  
**Prerequisites:** NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212 and, ACA 115, BIO 165, BIO 166, ENG 111, ENG 112, 113, or 114; PSY 150, PSY 241, PSY 281, and any

**Humanities/Fine Arts Elective**

**Corequisites:** COM 120 or COM 231

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (S)

## Office Administration

**OST 080 Keyboarding Literacy** 1 2 2

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. (F)

**OST 130 Comprehensive Keyboarding** 2 2 3

**Prerequisite:** Typing placement of 30 wpm or OST 080

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. (F)

<b>OST 134</b>	<b>Text Entry and Formatting</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisite:</b> OST 130				
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 documents and key timed writings at speeds commensurate with employability. (S)				
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (F) Online-(S)				
<b>OST 164</b>	<b>Text Editing Applications</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. (F)				
<b>OST 184</b>	<b>Records Management</b>	<b>2</b>	<b>2</b>	<b>3</b>
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. (F)				
<b>OST 289</b>	<b>Administrative Office Mgt</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>Prerequisites:</b> OST 164 and either OST 134 or OST 136				
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. (S)				

## Process Control Instrumentation

<b>PCI 150</b>	<b>Process Control Systems</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course introduces the procedures and techniques for integrating process instrumentation into computerized control systems. Emphasis is placed on the techniques used to take digital and analog signals to control industrial processes. Upon completion, students should be able to install, maintain, and calibrate process control systems.				

## Physical Education

<b>PED 110</b>	<b>Fit and Well for Life</b>	<b>1</b>	<b>2</b>	<b>2</b>
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. Approved for transfer as a pre-major and/or elective course. (F,S)				
<b>PED 111</b>	<b>Physical Fitness I</b>	<b>0</b>	<b>3</b>	<b>1</b>
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. Approved for transfer as a pre-major and/or elective course. (On Demand)				

<b>PED 112 Physical Fitness II</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Prerequisite: PED 111</b>			
This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>PED 113 Aerobics I</b>	<b>0</b>	<b>3</b>	<b>1</b>
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. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>PED 114 Aerobics II</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Prerequisite: PED 113</b>			
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. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>PED 115 Step Aerobics I</b>	<b>0</b>	<b>3</b>	<b>1</b>
This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>PED 116 Step Aerobics II</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Prerequisite: PED 115</b>			
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>PED 117 Weight Training I</b>	<b>0</b>	<b>3</b>	<b>1</b>
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. Approved for transfer as a pre-major and/or elective course. (F,S)			
<b>PED 118 Weight Training II</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Prerequisite: PED 117</b>			
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Approved for transfer as a pre-major and/or elective course. (F,S)			
<b>PED 119 Circuit Training</b>	<b>0</b>	<b>3</b>	<b>1</b>
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>PED 120 Walking for Fitness</b>	<b>0</b>	<b>3</b>	<b>1</b>
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students			

should be able to participate in a recreational walking program. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 121 Walk, Jog, Run** 0 3 1  
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. Approved for transfer as a pre-major and/or elective course.. (On Demand)

**PED 122 Yoga I** 0 2 1  
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 123 Yoga II** 0 2 1  
**Prerequisite: PED 122**  
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 125 Self-Defense-Beginning** 0 2 1  
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 126 Self-Defense-Intermediate** 0 2 1  
**Prerequisite: PED 125**  
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self defense stances, blocks, punches, and kick combinations. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 130 Tennis-Beginning** 0 2 1  
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. Approved for transfer as a pre-major and/or elective course.. (On Demand)

**PED 131 Tennis-Intermediate** 0 2 1  
**Prerequisite: PED 130**  
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. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 143 Volleyball-Beginning** 0 2 1  
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. Approved for transfer as a pre-major and/or elective course. (On Demand)

<b>PED 144</b>	<b>Volleyball-Intermediate</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: PED 143</b>				
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. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 145</b>	<b>Basketball-Beginning</b>	<b>0</b>	<b>2</b>	<b>1</b>
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. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 146</b>	<b>Basketball-Intermediate</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: PED 145</b>				
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. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 148</b>	<b>Softball</b>	<b>0</b>	<b>2</b>	<b>1</b>
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 150</b>	<b>Baseball-Beginning</b>	<b>0</b>	<b>3</b>	<b>1</b>
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 151</b>	<b>Baseball-Intermediate</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Prerequisite: PED 150</b>				
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 152</b>	<b>Swimming-Beginning</b>	<b>0</b>	<b>2</b>	<b>1</b>
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 153</b>	<b>Swimming-Intermediate</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: PED 152</b>				
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PED 175</b>	<b>Horseback Riding I</b>	<b>0</b>	<b>2</b>	<b>1</b>
This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate				

riding, safety, and horse management skills. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 181 Snow Skiing-Beginning 0 2 1**

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 182 Snow Skiing-Intermediate 0 2 1**

**Prerequisite:** PED 181

This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. Approved for transfer as a pre-major and/or elective course. (On Demand)

**PED 186 Dancing for Fitness 0 2 1**

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Philosophy

**PHI 240 Introduction to Ethics 3 0 3**

**Prerequisite:** ENG 111

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## Physics

**PHY 121 Applied Physics I 3 2 4**

**Prerequisite:** MAT 060 or placement in MAT 070 or higher

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 studied as applied in industrial and service fields. (On Demand)

**PHY 122 Applied Physics II 3 2 4**

**Prerequisite:** MAT 060 or placement in MAT 070 or higher

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. (On Demand)

<b>PHY 131</b>	<b>Physics-Mechanics</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite:</b> MAT 121, MAT 161, MAT 171 or MAT 175				
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. (On Demand)				
<b>PHY 132</b>	<b>Physics-Elec and Magnetism</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite:</b> PHY 131				
This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.				
<b>PHY 140</b>	<b>Physics-Mech Structures</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite:</b> PHY 131				
This algebra/trigonometry-based course introduces the analysis of mechanical structures. Topics include equilibrium of two- and three-dimensional forces, centroids, center of gravity, and the analysis of trusses and frames. Upon completion, students should be able to analyze typical structural systems and calculate internal and external forces on structural members.				
<b>PHY 151</b>	<b>College Physics I</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite:</b> MAT 161, MAT 171, or MAT 175				
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. Approved for transfer as a general education core course in Natural Science. (F)				
<b>PHY 152</b>	<b>College Physics II</b>	<b>3</b>	<b>2</b>	<b>4</b>
<b>Prerequisite:</b> PHY 151				
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. Approved for transfer as a general education core course in Natural Science. (S)				
<b>PHY 251</b>	<b>General Physics I</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisite:</b> MAT 271				
<b>Corequisite:</b> 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. Approved for transfer as a general education core course in Natural Science. (On Demand)				
<b>PHY 252</b>	<b>General Physics II</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Prerequisites:</b> MAT 272 and PHY 251				
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. Approved for transfer as a general education core course in Natural Science. (On Demand)

## Plumbing

**PLU 111 Introduction to Basic Plumbing** 1 3 2  
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system. (S)

## Power Mechanics

**PME 211 Advanced Equipment Repair** 2 6 4  
**Prerequisite:** *HET 110, HET 112 and HET 114*  
This course provides advanced training in equipment repair through hands-on training along with additional training aids. Emphasis is placed on systems and components found on construction equipment. Upon completion, students should be able to adjust, troubleshoot, and repair most construction equipment systems. (S)

## Political Science

**POL 110 Introduction to Political Science** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*  
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

**POL 120 American Government** 3 0 3  
**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*  
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F) Online (S,SS)

## Psychology

**PSY 118 Interpersonal Psychology** 3 0 3  
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. (F,S,SS)



<b>PSY 141</b>	<b>Psychology of Death and Dying</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying. (On Demand)				
<b>PSY 150</b>	<b>General Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> <i>ENG 080 and RED 090</i>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online (F,S,SS)				
<b>PSY 231</b>	<b>Forensic Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> <i>PSY 150 and ENG 090</i>				
This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PSY 237</b>	<b>Social Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> <i>PSY 150 or SOC 210, ENG 090 and RED 090</i>				
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)				
<b>PSY 241</b>	<b>Developmental Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> <i>PSY 150 and ENG 090</i>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,SS) Online (F,S)				
<b>PSY 259</b>	<b>Human Sexuality</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> <i>PSY 150 and ENG 090</i>				
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. Approved for transfer as a pre-major and/or elective course. (On Demand)				
<b>PSY 265</b>	<b>Behavioral Modification</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisites:</b> <i>PSY 150 and ENG 090</i>				
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. (On Demand)				

**PSY 281 Abnormal Psychology** 3 0 3  
**Prerequisites:** PSY 150 and ENG 090  
 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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S) Online (F,S,SS)

## Respiratory Care

**RCP 110 Intro to Respiratory Care** 3 3 0 4  
**Prerequisite:** Enrollment in the Respiratory Therapy Program  
**Corequisites:** ACA 115, BIO 163, CIS 110, ENG 111, and RCP 113  
 This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (F)

**RCP 111 Therapeutics/Diagnostics** 4 3 0 5  
**Prerequisites:** RCP 110, ACA 115, BIO 163, CIS 110, ENG 111, and RCP 113  
**Corequisites:** ENG 112, 113, or 114; PSY 150, RCP 115, and RCP 135  
 This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (S)

**RCP 112 Patient Management** 3 3 0 4  
**Prerequisites:** RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 113, RCP 115, and RCP 135  
**Corequisite:** RCP 144  
 This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (SS)

**RCP 113 RCP Pharmacology** 2 0 0 2  
**Prerequisite:** Enrollment in the Respiratory Therapy Program  
**Corequisites:** ACA 115, BIO 163, CIS 110, ENG 111, and RCP 110  
 This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations. (F)

**RCP 115 C-P Pathophysiology** 2 0 0 2  
**Prerequisites:** ACA 115, BIO 163, CIS 110, ENG 111, RCP 110, and RCP 113  
**Corequisites:** ENG 112, 113 or 114; PSY 150, RCP 111, and RCP 135  
 This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations. (S)

<b>RCP 135</b>	<b>RCP Clinical Practice I</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
<b>Prerequisites:</b> <i>ACA 115, BIO 163, CIS 110, ENG 111, RCP 110, and RCP 113</i>					
<b>Corequisites:</b> <i>ENG 112, 113 or 114; PSY 150, RCP 111, and RCP 115</i>					
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (S)					
<b>RCP 144</b>	<b>RCP Clinical Practice II</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>
<b>Prerequisites:</b> <i>RCP 110, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 111, RCP 113, RCP 115, and RCP 135</i>					
<b>Corequisite:</b> <i>RCP 112</i>					
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (SS)					
<b>RCP 155</b>	<b>RCP Clinical Practice III</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
<b>Prerequisites:</b> <i>RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 112, RCP 113, RCP 115, RCP 135, and RCP 144</i>					
<b>Corequisites:</b> <i>RCP 210, RCP 214, and any Humanities/Fine Arts Elective</i>					
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (F)					
<b>RCP 210</b>	<b>Critical Care Concepts</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Prerequisites:</b> <i>ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 111, RCP 112, RCP 113, RCP 115, RCP 135, and RCP 144</i>					
<b>Corequisites:</b> <i>RCP 155, RCP 214, and any Humanities/Fine Arts Elective</i>					
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (F)					
<b>RCP 211</b>	<b>Adv Monitoring/Procedures</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Prerequisites:</b> <i>RCP 210, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 111, RCP 112, RCP 113, RCP 115, RCP 135, RCP 144, RCP 155, RCP 214, and any Humanities/Fine Arts Elective</i>					
<b>Corequisites:</b> <i>COM 120 or 231; RCP 215 and RCP 237</i>					
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations. (S)					
<b>RCP 214</b>	<b>Neonatal/Peds Rc.</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
<b>Prerequisites:</b> <i>RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 112, RCP 113, RCP 115, RCP 135, and RCP 144</i>					
<b>Corequisites:</b> <i>RCP 155, RCP 210, and any Humanities/Fine Arts Elective</i>					
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations. (F)					
<b>RCP 215</b>	<b>Career Prep-Adv Level</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>Prerequisites:</b> <i>ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 111, RCP 112, RCP 113, RCP 115, RCP 135, RCP 144, RCP 155, RCP 210, RCP 214, and any Humanities/Fine Arts Elective</i>					
<b>Corequisites:</b> <i>COM 120 or 231; RCP 211 and RCP 237</i>					
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to					

successfully complete the appropriate self-assessment examinations and meet the requirements for employment. (S)

**RCP 237 RCP Clinical Practice IV** 0 0 21 7  
**Prerequisites:** RCP 111, ACA 115, BIO 163, CIS 110, ENG 111, ENG 112, 113 or 114; PSY 150, RCP 110, RCP 112, RCP 113, RCP 115, RCP 135, RCP 144, RCP 155, RCP 210, RCP 214, and any Humanities/Fine Arts Elective  
**Corequisites:** COM 120 or 231; RCP 211 and RCP 215

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. (S)

## Reading

**RED 080 Introduction to College Reading** 3 2 4  
**Prerequisite:** RED 070 or ENG 075 or *satisfactory placement score*

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A. (F,S)

**RED 090 Improved College Reading** 3 2 4  
**Prerequisite:** RED 080 or ENG 085

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A. (F,S)

## Religion

**REL 110 World Religions** 3 0 3  
**Prerequisites:** ENG 080 and RED 080 or placement in ENG 090 and RED 090 or higher

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. TApproved for transfer as a general education core course in Humanities/Fine Arts. (F, S)

**REL 111 Eastern Religions** 3 0 3

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**REL 112 Western Religions** 3 0 3

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**REL 211 Introduction to the Old Testament** 3 0 3  
**Prerequisite:** ENG 110 or 111

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (F)

**REL 212 Introduction to the New Testament 3 0 3**

**Prerequisites:** *ENG 110 or 111; REL 211 is recommended*

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

**REL 221 Religion in America 3 0 3**

**Prerequisite:** *ENG 110 or 111*

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)

## **Substance Abuse**

**SAB 110 Substance Abuse Overview 3 0 3**

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (S)

**SAB 135 Addictive Process 3 0 3**

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

## **Information Systems Security**

**SEC 110 Security Concepts 3 0 3**

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. (F,S)

**SEC 160 Secure Admin I 2 2 3**

**Prerequisites:** *SEC 110 and NET 110 or NET 125*

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. (S,SS)

## Simulation and Game Development

<b>SGD 111</b>	<b>Introduction to SGD</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. (F)				
<b>SGD 112</b>	<b>SGD Design</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. (F)				
<b>SGD 113</b>	<b>SGD Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. (S)				
<b>SGD 114</b>	<b>3D Modeling</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools. (F)				
<b>SGD 134</b>	<b>SG Quality Assurance</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry. (F)				
<b>SGD 135</b>	<b>Serious Games</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games. (On Demand)				
<b>SGD 158</b>	<b>SGD Business Management</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer. (On Demand)				
<b>SGD 171</b>	<b>Flash SG Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash. (F)				
<b>SGD 174</b>	<b>SG Level Design</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course introduces the tools used to create levels for real-time simulations and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools. (S)				

<b>SGD 212</b>	<b>SGD Design II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 112</b>				
The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game. (S)				
<b>SGD 213</b>	<b>SGD Programming II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 113</b>				
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game. (On Demand)				
<b>SGD 214</b>	<b>3D Modeling II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 114</b>				
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools. (On Demand)				
<b>SGD 271</b>	<b>Advanced Flash Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 171</b>				
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game. (On Demand)				
<b>SGD 274</b>	<b>SG Level Design II</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 174</b>				
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools. (On Demand)				
<b>SGD 289</b>	<b>SGD Project</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SGD 212, SGD 213, SDG 214, or SGD 285</b>				
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game. (On Demand)				

## Sociology

<b>SOC 210</b>	<b>Introduction to Sociology</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 110 or 111</b>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S,SS)				
<b>SOC 213</b>	<b>Sociology of the Family</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: ENG 110 or 111</b>				
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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F, S)

**SOC 220 Social Problems** 3 0 3

**Prerequisite:** *ENG 110 or 111*

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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (F,S)

**SOC 225 Social Diversity** 3 0 3

**Prerequisite:** *SOC 210*

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. Approved for transfer as a general education core course in Social/Behavioral Sciences. (On Demand)

## Spanish

**SPA 110 Introduction to Spanish** 2 0 2

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish. (On Demand)

**SPA 111 Elementary Spanish I** 3 0 3

**Prerequisites:** *ENG 090 and RED 090 or placement in ENG 110 or 111*

**Corequisite:** *SPA 181*

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (F)

**SPA 112 Elementary Spanish II** 3 0 3

**Prerequisite:** *SPA 111*

**Corequisite:** *SPA 182*

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. Approved for transfer as a general education core course in Humanities/Fine Arts. (S)

**SPA 120 Spanish for the Workplace** 3 0 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. The career-specific vocabulary (e.g., law enforcement, social services, etc.) will be determined based on the needs of the students. (On Demand)



<b>SPA 161 Cultural Immersion</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Prerequisite: SPA 111</b>			
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. Approved for transfer as a pre-major and/or elective course. (Online Demand)			
<b>SPA 181 Spanish Lab I</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Corequisite: SPA 111</b>			
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (F)			
<b>SPA 182 Spanish Lab II</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: SPA 181</b>			
<b>Corequisite: SPA 112</b>			
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. Approved for transfer as a pre-major and/or elective course. (S)			
<b>SPA 211 Intermediate Spanish I</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: SPA 112</b>			
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>SPA 212 Intermediate Spanish II</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: SPA 211</b>			
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. Approved for transfer as a general education core course in Humanities/Fine Arts. (On Demand)			
<b>SPA 221 Spanish Conversation</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Prerequisite: SPA 212</b>			
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. Approved for transfer as a pre-major and/or elective course. (On Demand)			
<b>SPA 281 Spanish Lab III</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Prerequisite: SPA 182</b>			
This course provides an opportunity to enhance the 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 through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately,			

and creatively about the past, present, and future. Approved for transfer as a pre-major and/or elective course. (On Demand)

**SPA 282 Spanish Lab IV** 0 2 1  
**Prerequisite: SPA 281**

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Approved for transfer as a pre-major and/or elective course. (On Demand)

## Turfgrass Management

**TRF 110 Intro Turfgrass Cult and ID** 3 2 4

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas. (F)

**TRF 151 Introductory Landscape Design** 2 2 3

This course covers the principles and practices of landscape design with application to landscape problems associated with lawn areas. Topics include site analysis, drafting techniques, cost estimating, plant selection, and presentation of plans. Upon completion, students should be able to design and install a landscape plan. (S)

## Web Technologies

**WEB 115 Web Markup and Scripting** 2 2 3

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded websites using current markup standards. (F)

**WEB 140 Web Development Tools** 2 2 3

This course provides an introduction to web development software suites. Topics include the creation of websites and applets using web development software. Upon completion, students should be able to create entire websites and supporting applets. (F)

**WEB 215 Adv Markup and Scripting** 2 2 3

**Prerequisite: WEB 115**

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language. (S)

## Welding

**WLD 110 Cutting Processes** 1 3 2

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. (F,S)

<b>WLD 112 Basic Welding Processes</b>	<b>1</b>	<b>3</b>	<b>2</b>
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. (F,S,SS)			
<b>WLD 115 SMAW (Stick) Plate</b>	<b>2</b>	<b>9</b>	<b>5</b>
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. (S)			
<b>WLD 121 GMAW (MIG) FCAW/Plate</b>	<b>2</b>	<b>6</b>	<b>4</b>
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. (F)			
<b>WLD 131 GTAW (TIG) Plate</b>	<b>2</b>	<b>6</b>	<b>4</b>
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. (S)			
<b>WLD 141 Symbols and Specifications</b>	<b>2</b>	<b>2</b>	<b>3</b>
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. (F)			
<b>WLD 143 Welding Metallurgy</b>	<b>1</b>	<b>2</b>	<b>2</b>
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. (S)			
<b>WLD 151 Fabrication I</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>Prerequisite:</b> WLD 115 and WLD 121			
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. (SS)			
<b>WLD 261 Certification Practices</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Prerequisites:</b> WLD 115 and WLD 121 and WLD 131			
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. (SS)			

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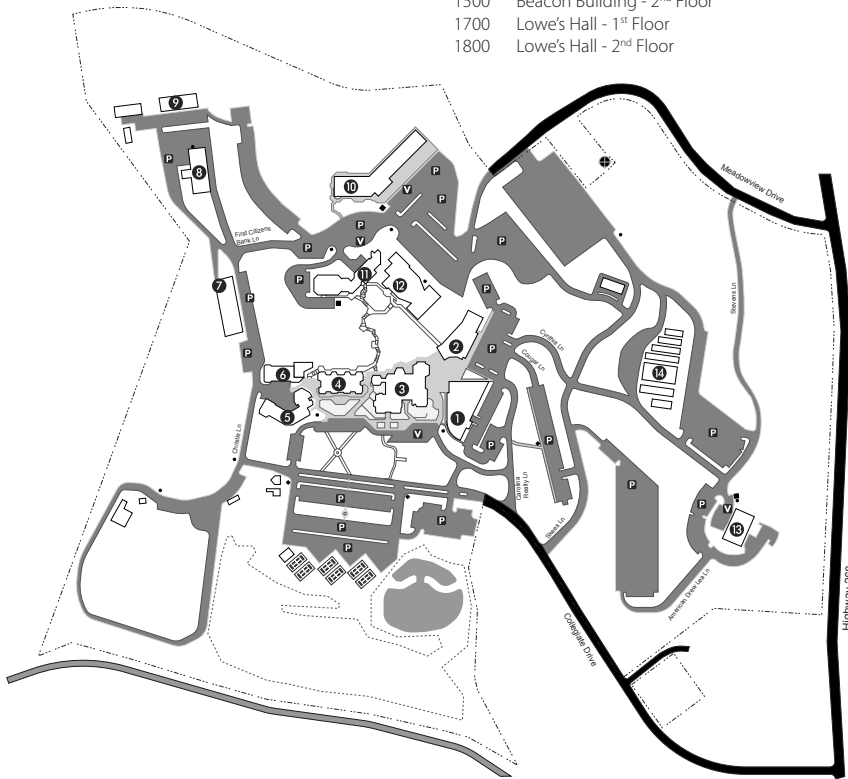
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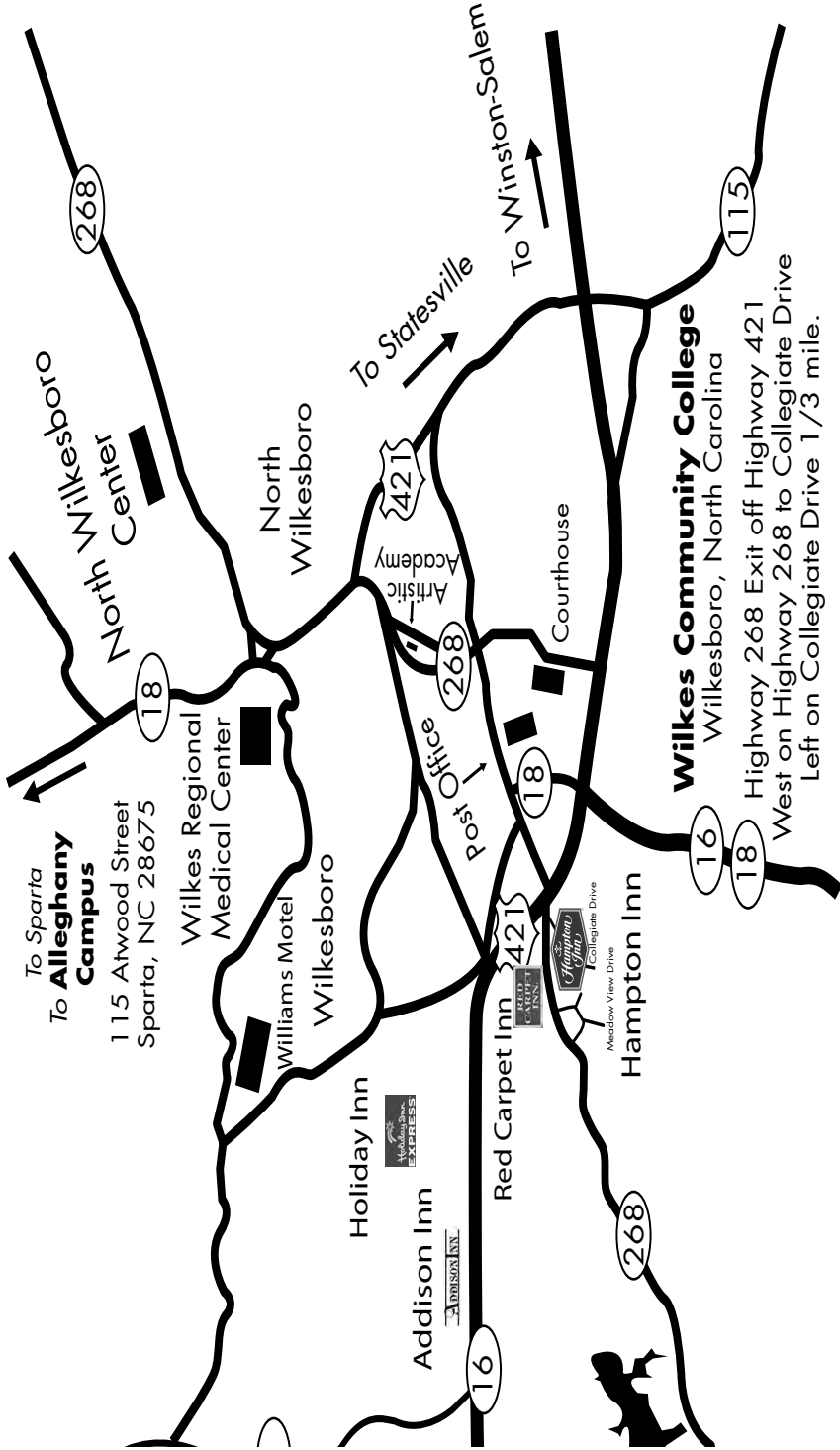
# WILKES COMMUNITY COLLEGE Wilkes Campus

Admissions.....Alumni Hall 1st Floor  
 Bumgarner Gymnasium.....Randolph Hall 1st Floor  
 Pardue Library.....Alumni Hall 2nd Floor

Room #	Building
100	Thompson Hall - 1 <sup>st</sup> Floor
200	Thompson Hall - 2 <sup>nd</sup> Floor
300	Hayes Hall - 1 <sup>st</sup> Floor
400	Hayes Hall - 2 <sup>nd</sup> Floor
500	Lovette Hall
575	Classroom Building 7
600	Power Mechanics Building
700	Randolph Hall - 1 <sup>st</sup> Floor
800	Randolph Hall - 2 <sup>nd</sup> Floor
900	John A. Walker Community Center
1000	Daniel Hall
1100	Alumni Hall- 1 <sup>st</sup> Floor
1200	Alumni Hall- 2 <sup>nd</sup> Floor
1400	Beacon Building - 1 <sup>st</sup> Floor
1500	Beacon Building - 2 <sup>nd</sup> Floor
1700	Lowe's Hall - 1 <sup>st</sup> Floor
1800	Lowe's Hall - 2 <sup>nd</sup> Floor



- |                 |                              |                         |
|-----------------|------------------------------|-------------------------|
| 1 Alumni Hall   | 8 Power Mechanics            | 14 Horticulture Complex |
| 2 Lowe's Hall   | 9 Industrial Classroom Bldg. | P Student Parking       |
| 3 Thompson Hall | 10 Daniel Hall               | V Visitor Parking       |
| 4 Hayes Hall    | 11 Randolph Hall             | ● Fire Hydrant          |
| 5 Lovette Hall  | 12 Bumgarner Gym             | ◆ Security Call Box     |
| 6 Continuing Ed | 13 Walker Center             |                         |
| 7 Building 7    | 14 Beacon Hall               |                         |



**Wilkes Community College**

Wilkesboro, North Carolina  
 Highway 268 Exit off Highway 421  
 West on Highway 268 to Collegiate Drive  
 Left on Collegiate Drive 1/3 mile.





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