



WILKES
COMMUNITY
COLLEGE



2014 - 15
catalog

WILKES COMMUNITY COLLEGE

Catalog 2014-2015

Volume XXXIII



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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.

Programs of Study

Wilkes Community College offers the following programs of study:

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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.

Interpreter Education (A.A.S.) - A55300	Blue Ridge Community College
Paralegal Technology (A.A.S.) - A25380	Western Piedmont Community College and Surry Community College

College Calendar

School Year 2014-2015

Fall Semester 2014

June 16-June 20	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester.
June 16-August 18	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Fall Semester
July 8-July 25	New Student ⁴ Orientation & Registration* for Fall Semester
July 21-July 25	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester.
August 15, Friday (9 am - 4 pm)	Late Registration for Fall Semester
August 18, Monday (9 am - 7 pm)	Late Registration for Fall Semester
August 18, Monday	Last Day to Withdraw to Receive a 100% Refund
August 20, Wednesday	First Day of Classes Fall Semester
August 20-August 22	Drop/Add Period
August 20-October 15	First Session Fall Semester
August 29, Friday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
September 1, Monday	Labor Day Holiday
September 2, Tuesday	Classes Resume
October 16-October 17	Fall Break
October 20, Monday	Classes Resume
October 20-October 31	Advising for Currently Enrolled ¹ Students for Spring Semester
October 20-December 17	Second Session Fall Semester
October 31, Friday	Last Day to Withdraw from a Class
November 3-November 7	Priority Online Registration for Currently Enrolled ¹ Students for Spring Semester
November 10-November 14	New Student ⁴ Orientation & Registration* for Spring Semester
November 10-November 14	On Campus Registration for Currently

November 10-December 4	Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Spring Semester. Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
November 26-November 28	Thanksgiving Holiday
December 1, Monday	Classes Resume
December 11-January 5	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
December 17, Wednesday	Last Day of Classes Fall Semester

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

Spring Term 2015

October 20-October 31	Advising for Currently Enrolled ¹ Students for Spring Semester
November 3-November 7	Priority Online Registration for Currently Enrolled ¹ Students for Spring Semester
November 10-November 14	New Student ⁴ Orientation & Registration* for Spring Semester
November 10-November 14	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Spring Semester.
November 10-December 4	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
December 11-January 5	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
January 5, Monday (9 am - 7 pm)	Late Registration for Spring Semester
January 5, Monday	Last Day to Withdraw to Receive a 100% Refund
January 7, Wednesday	First Day of Classes Spring Semester
January 7-January 9	Drop/Add Period
January 7-March 4	First Session Spring Semester
January 16, Friday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)

January 19, Monday	Martin Luther King, Jr. Holiday
January 20, Tuesday	Classes Resume
March 5-May 13	Second Session Spring Semester
March 9-March 13	Spring Break/Snow Make-Up Days **
March 16, Monday	Classes Resume
March 23-April 2	Advising for Currently Enrolled ¹ Students for Summer Term and Fall Semester
March 25, Wednesday	Last Day to Withdraw from a Class
April 3-April 6	Easter Holiday
April 7, Tuesday	Classes Resume
April 7-April 8	Priority Online Registration for Currently Enrolled ¹ Students for Summer Term
April 9-April 10	New Student ⁴ Orientation & Registration* for Summer Term
April 9-April 10	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Summer Term; Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Summer Term
April 13-April 17	Priority Online Registration for Currently Enrolled ¹ Students for Fall Semester
April 22-April 26	MerleFest-No Classes
April 27, Monday	Classes Resume
May 13, Wednesday	Last Day of Classes Spring Semester
May 15, Friday (6:00 pm)	Graduation

**Designates built-in make-up days. March 9 – 1st make-up day.

Summer Term 2015

April 7-April 8	Priority Online Registration for Currently Enrolled ¹ Students for Summer Term
April 9-April 10	New Student ⁴ Orientation & Registration* for Summer Term
April 9-April 10	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Summer Term; Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Summer Term

April 13-April 17	Priority Online Registration for Currently Enrolled ¹ Students for Fall Semester
May 28, Thursday (9 am – 7 pm)	Late Registration for Summer Term
May 28, Thursday	Last Day to Drop to Receive 100% refund for Summer Term
June 1, Monday	First Day of Classes Summer Term
June 1, Monday	Drop/Add Period
June 1-June 26	First Session Summer Term
June 15-June 19	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester
June 15-July 31	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Fall Semester
June 17, Wednesday	Last Day to Withdraw from a First Session Class
June 29-July 3	Summer Break
July 6, Monday	Classes Resume
July 6-July 31	Second Session Summer Term
July 7-July 24	New Student ⁴ Orientation & Registration* for Fall Semester.
July 10, Friday	Last Day to Withdraw from a Summer Term Class
July 20-July 24	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester
July 22, Wednesday	Last Day to Withdraw from a Second Session Class
July 31, Friday	Last Day of Classes Summer Term

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

School Year 2015-2016

Fall Term 2015

June 15-June 19	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester.
June 15-July 31	Online Registration available for

July 7-July 24	Currently Enrolled ¹ and Currently Admitted ² Students for Fall Semester New Student ⁴ Orientation & Registration* for Fall Semester
July 20-July 24	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester.
August 6-August 18	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Fall Semester
August 17, Monday (9 am - 4 pm)	Late Registration for Fall Semester
August 18, Tuesday (9 am - 7 pm)	Late Registration for Fall Semester
August 18, Tuesday	Last Day to Withdraw to Receive a 100% Refund
August 20, Thursday	First Day of Classes Fall Semester
August 20-August 24	Drop/Add Period
August 20-October 15	First Session Fall Semester
August 31, Monday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
September 7, Monday	Labor Day Holiday
September 8, Tuesday	Classes Resume
October 16-December 17	Second Session Fall Semester
October 19-October 20	Fall Break
October 21, Wednesday	Classes Resume
October 21-October 30	Advising for Currently Enrolled ¹ Students for Spring Semester
November 2, Monday	Last Day to Withdraw from a Class
November 2-November 6	Priority Online Registration for Currently Enrolled ¹ Students for Spring Semester
November 9-November 13	New Student ⁴ Orientation & Registration* for Spring Semester
November 9-November 13	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Spring Semester.
November 9-December 3	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
November 25-November 27	Thanksgiving Holiday

November 30, Monday	Classes Resume
December 10-January 5	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
December 17, Thursday	Last Day of Classes Fall Semester

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

Spring Term 2016

October 21-October 30	Advising for Currently Enrolled ¹ Students for Spring Semester
November 2-November 6	Priority Online Registration for Currently Enrolled ¹ Students for Spring Semester
November 9-November 13	New Student ⁴ Orientation & Registration* for Spring Semester
November 9-November 13	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Spring Semester.
November 9-December 3	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
December 10-January 5	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Spring Semester
January 5, Tuesday (9 am - 7 pm)	Late Registration for Spring Semester
January 5, Tuesday	Last Day to Withdraw to Receive a 100% Refund
January 6, Wednesday	First Day of Classes Spring Semester
January 6-January 8	Drop/Add Period
January 6-March 2	First Session Spring Semester
January 15, Friday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
January 18, Monday	Martin Luther King, Jr. Holiday
January 19, Tuesday	Classes Resume
March 3-May 11	Second Session Spring Semester
March 7-March 9	Spring Break/Snow Make-Up Days **
March 10, Thursday	Classes Resume
March 21-March 24	Advising for Currently Enrolled ¹ Students for Summer Term and Fall Semester

March 24, Thursday	Last Day to Withdraw from a Class
March 25-March 30	Easter Holiday
March 31, Thursday	Classes Resume
March 31-April 1	Advising for Currently Enrolled ¹ Students for Summer Term and Fall Semester
April 4-April 5	Priority Online Registration for Currently Enrolled ¹ Students for Summer Term
April 6-April 8	New Student ⁴ Orientation & Registration* for Summer Term
April 6-April 8	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Summer Term; Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Summer Term
April 11-April 15	Priority Online Registration for Currently Enrolled ¹ Students for Fall Semester
April 27-May 1	MerleFest-No Classes
May 2, Monday	Classes Resume
May 11, Wednesday	Last Day of Classes Spring Semester
May 13, Friday (6:00 pm)	Graduation

**Designates built-in make-up days. March 7 – 1st make-up day.

Summer Term 2016

April 4-April 5	Priority Online Registration for Currently Enrolled ¹ Students for Summer Term
April 6-April 8	New Student ⁴ Orientation & Registration* for Summer Term
April 6-April 8	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Summer Term; Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Summer Term
April 11-April 15	Priority Online Registration for Currently Enrolled ¹ Students for Fall Semester
June 2, Thursday (9 am – 7 pm)	Late Registration for Summer Term
June 2, Thursday	Last Day to Drop to Receive 100% refund for Summer Term
June 6, Monday	First Day of Classes Summer Term

June 6, Monday	Drop/Add Period
June 6-July 1	First Session Summer Term
June 20-June 24	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester
June 20 - Late Registration August 2016	Online Registration available for Currently Enrolled ¹ and Currently Admitted ² Students for Fall Semester
June 22, Wednesday	Last Day to Withdraw from a First Session Class
July 4-July 8	Summer Break
July 11, Monday	Classes Resume
July 11-August 5	Second Session Summer Term
July 12-July 29	New Student ⁴ Orientation & Registration* for Fall Semester.
July 15, Friday	Last Day to Withdraw from a Summer Term Class
July 25-July 29	On Campus Registration for Currently Enrolled ¹ , Currently Admitted ² , and Readmitted Students ³ for Fall Semester
July 27, Wednesday	Last Day to Withdraw from a Second Session Class
August 5, Friday	Last Day of Classes Summer Term

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

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

²Currently 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 2014 or Fall 2014 in order to participate in the "Currently Admitted Student" registration period for Spring 2015. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

³Readmitted 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 2014 or Fall 2014 must apply for readmission for the Spring 2015 registration period. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

⁴New 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 Commission on Colleges

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

The Wilkes Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

The Wilkes Community College Respiratory Therapy Program holds Initial Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

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

The WCC Associate degree nursing program operates under the full approval of the North Carolina Board of Nursing.

North Carolina Board of Nursing
Post Office Box 2129
Raleigh, North Carolina 27602-2129
www.ncbon.com

The WCC Dental Assisting program has been granted the Accreditation Status of Approval Without Reporting Requirements by the American Dental Association Commission on Dental Accreditation.

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Suite 1900
Chicago, Illinois 60611

The Wilkes Community College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300 - mail@jrcert.org.

National Automotive Technicians Education Foundation, Inc.

North Carolina Criminal Justice Education and Training Standards Commission

North Carolina Sheriff's Education and Training Standards Commission

North Carolina State Board of Cosmetic Arts

Member

North Carolina Community College System

American Association of Community College

August 2014

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; Dr. Gordon G. Burns, Jr., March 3, 1996, to June 1, 2014; Morgan Francis, acting president, June 2, 2014, to June 30, 2014; and Dr. Jeffrey Alan Cox, the college’s current president who assumed duties on July 1, 2014. 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, who serves in an ex-officio capacity.

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, Randolph Hall/Bumgarner Gymnasium and Building 7 in 1978; the Industrial Classroom building in 1980; the Continuing Education building in 1981; and the John A. Walker Community Center, a convention 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 Lowe’s Hall, which was occupied in spring of 2007. An Automotive Technology Complex comprising two buildings, the McNeill Automotive Center and the Collision Repair Center, was dedicated in January 2014. These facilities make up the current 17 buildings and 151.7 acres of the Wilkes campus.

WCC’s North Wilkesboro Center, which houses the College Readiness Division, opened in 1984 on 10th Street and relocated to White Pine Street in North Wilkesboro in 2004.

In 2013, the WCC Endowment Corporation purchased a vacated office building on Oakwoods Road and is renovating the property for use as a Health Sciences Center, to be named Herring Hall, with a projected completion date of March 2015.

The college also has an Alleghany County center in Sparta, which began offering continuing education courses in 1974 from its downtown Sparta location. The center began offering curriculum classes in 1983. Alleghany County remodeled the Bassett Walker plant to co-house the Business Development Corporation and the WCC-Alleghany Center in 2003.

The Ashe County campus in Jefferson, which was elevated to multi-campus status in 2008, began operations in 1985. The facility underwent renovations and additions in 1996 and 2005.

In 2009 the Wilkes Early College High School opened on the Wilkes Campus of the college.

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.

Mission 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 **caring, collaboration, creativity, engagement, and responsibility.**

Vision

Wilkes Community College provides programs, resources, and services which create quality educational, 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 2014

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 2014 Critical Success Factors report are located in the table below. WCC was above the baseline on all eight measures and exceeded the goal on 2 measures in 2014.

Measure		2013 CSF			2014 CSF		
		Baseline/ Goal*	WCC Performance	Average NCCCS College Performance	Baseline/ Goal*	WCC Performance	Average NCCCS College Performance
A	Basic Skills Progress	2	44.6%	41.0%	2	47.1%	41.3%
B	GED Pass Rate	1	91.3%	71.1%	1	94.7%	73.6%
C	Developmental English Subsequent Success	3	56.1%	63.7%	2	70.0%	64.4%
D	Developmental Math Subsequent Success	1	75.7%	64.8%	1	76.2%	64.4%
E	Year One Progress	2	73.6%	67.8%	2	74.6%	68.3%
F	Curriculum Completion Rate	2	43.9%	41.6%	3	41.1%	43.6%
G	Licensure Pass Rate	3	81.4%	85.2%	2	86.4%	83.2%
H	Transfer Performance	1	90.2%	87.6%	3	87.8%	87.8%

*

1. Met or Exceeded Goal
2. Above Mean, Below Goal
3. Above Baseline, Below Mean
4. Below Baseline

Note: Data are based on 2012-13 academic year or the most current data available as of May 2014.

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 juniors and seniors may be admitted into college credit and continuing education courses in accordance with the Career and College Promise policies adapted 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

High school students may take eligible college-level courses through the North Carolina Career and College Promise program. Under this program, high school juniors and seniors may enroll in a College Transfer Pathway or in a Career/Technical Education Pathway.

To qualify for enrollment in the College Transfer Pathway, students must meet the following requirements:

- Be a high school junior or senior;
- Have at least a 3.00 cumulative grade point average in their high school courses;
- Demonstrate college readiness in Reading, English and Math on an approved assessment or placement test;
- Make progress toward high school graduation and maintain at least a 2.00 GPA in college coursework after completing two courses.

To qualify for enrollment in the Career/Technical Education Pathway, students must meet the following requirements:

- Be a high school junior or senior;
- Have at least a 3.00 cumulative grade point average in their high school courses or have the recommendation of the high school principal;
- Meet course prerequisites;

- Make progress toward high school graduation and maintain at least a 2.00 GPA in college coursework after completing two courses.

A student whose cumulative GPA falls below 2.0 is subject to academic warning which may be followed by probation and suspension.

For additional information regarding academic probation and suspension, see page 40 in the catalog.

For additional information about the NC Career and College Promise program please contact Wilkes Community College or visit the following websites:

- <http://www.careercollegenc.org/>
- <http://www.nccommunitycolleges.edu/programs/ccp.htm>

Enrollment Procedures

1. Submit an online application for admission found on the college website at www.wilkescc.edu/admissions or through the College Foundation of North Carolina website at www.cfcc.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.

Note: An official transcript is an exact and complete copy of the student's academic record at the time it is issued. It contains all course work taken at the high school or college. It will contain the seal or signature of a designated administrator from the high school or the college/university Registrar. An official transcript must be received by WCC through either a sealed envelope or an official electronic process managed by either the high school or college/university.

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. Instructions about how to request an official copy of GED scores is available at www.nccommunitycolleges.edu/basic_skills/ged.html.

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. Career and College Promise (CCP) applicants 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, radiography, 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 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. 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 competitive. Enrollment in the program is restricted to the fall semester. 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 Wilkes Community College (WCC) application for admission to the ADN program and indicate the Wilkes or Ashe Campus Cohort; you can only apply for one cohort, not both. Applicants must reapply for each year they wish to be considered for admission to the ADN 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, Radiography, 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 the applicant's Minimum Admission Requirement's (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 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 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 or the NC – DAP has been completed at another North Carolina 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 2015 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 course work completed and the official graduation date.)

5. Submission of official transcripts of all secondary and postsecondary education.

6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better:

- High school biology or community college BIO 110 or BIO 111 and BIO 112
- High school chemistry or community college CHM 130 and CHM 130A or CHM 151 and CHM 152
- 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 course work 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.

If an applicant has successfully completed BIO 165 and BIO 166 or BIO 168 and BIO 169 with a grade of "C" or better, then the applicant has completed the anatomy and physiology curriculum requirements. However, if an applicant has only completed BIO 168 they will not be able to enroll in BIO 166 at WCC to complete the sequence. A nursing applicant must successfully complete either the BIO 165/166 sequence or the BIO 168/169 sequence; the two sequences cannot be combined.

8. Successful completion of a MAR review. When applicants have met all of the above minimum admission requirements, they 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 2015 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 Program Director/Lead Instructor of the Nursing program by July 13, 2015. Failure to submit all required documentation by July 27, 2015 will result in the withdrawal of the offer for a space in the ADN program:

1. Evidence of current listing as a Nursing Assistant 1 (CNA 1) in the State of North Carolina 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 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.

2. Evidence 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).

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.

Please Note: To maintain enrollment in the ADN program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer policy if interested in reapplying for the ADN program.

Please 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.

Ashe Campus Cohort

Wilkes Community College admits approximately ten students each year into the nursing cohort that is based at the Ashe Campus (a new cohort begins each fall semester). The admission criteria and ranking/selection process are the same for all applicants who apply for the Wilkes Campus Cohort and the Ashe Campus Cohort. Applicants who apply for the Ashe Campus Cohort will be ranked and selected with applicants who have submitted an Ashe Campus Cohort application only. Likewise, applicants who apply for the Wilkes Campus Cohort will be ranked and selected with applicants who have submitted a Wilkes Campus Cohort application only. Applicants may apply for either the Ashe Campus Cohort or the Wilkes Campus cohort,

but, not both. Students wishing to apply for the Ashe Campus Cohort will need to complete an application for the Associate Degree Nursing program and indicate Ashe Campus Cohort on the application. For more information about ADN program admissions, email the Health Sciences Admissions Coordinator at elisabeth.blevins@wilkescc.edu or the Program Director/Lead Instructor of the Nursing program at amy.lankford@wilkescc.edu.

Readmission/Transfer Policy for the Associate Degree Nursing Program

Applicants with prior nursing credits from an associate degree 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 course work, 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 program at other institutions within the last two years.

The Advanced Entry option has been suspended for the 2015 application cycle due to the implementation of a conceptually-based curriculum in the 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.)

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 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 course work prior to withdrawal and applicants will be required to meet minimal competencies appropriate for the point of reentry. The comprehensive tests will include the following:
 - The WCC final exam for each nursing course an applicant is attempting to earn credit for
 - 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 2015 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 Program Director/Lead Instructor of Nursing program prior to beginning classes or forfeit their class space:

1. Evidence of current listing as a Nursing Assistant 1 (CNA 1) in the State of North Carolina 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 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.
2. Evidence 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).

Please Note: To maintain enrollment in the ADN program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

Please 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 or the Program Director/Lead Instructor of the Nursing program at amy.lankford@wilkescc.edu.

Associate Degree Nursing Hickory Regionally Increasing Baccalaureate Nurses (RIBN) Articulation Agreement

Wilkes Community College Associate Degree in Nursing and Lenoir- Rhyne University Bachelor of Science Degree with a Major in Nursing

This articulation agreement between Wilkes Community College (WCC) and Lenoir-Rhyne University (LRU) allows graduates of Hickory RIBN to earn both an Associate Degree in Nursing from WCC and a Bachelor of Science Degree with a Major in Nursing from LRU in 10 semesters through dual admission and continued enrollment. Minimum time for completion of the A.A.S. portion is seven semesters full-time attendance. During this time students will be dually enrolled in WCC and LRU. For more information concerning the Hickory RIBN program, please contact the Health Sciences Admissions Coordinator, Elisabeth Blevins at elisabeth.blevins@wilkescc.edu.

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 competitive. Enrollment in the program is restricted to the fall semester. 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, Radiography, and Respiratory Therapy.
2. Submission of official transcripts of all secondary and postsecondary 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 course work 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.)
- If the applicant has successfully completed MAT 060 or DMA 010, DMA 020, DMA 030, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 98 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 or the NC – DAP has been completed at another North Carolina 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. 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.

Applicants should refer to the 2015 dental assisting admission packet to review the ranking and selection process.

Applicants selected for admission to the Dental Assisting program must complete and present documentation of the following steps 1-3 to the Program Director/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).

Please Note: To maintain enrollment in the Dental Assisting program, a student must earn a "C" or better in all courses required for the diploma. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer/advanced standing policy if interested in reapplying for the Dental Assisting 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 Dental Assisting admissions, email the Health Sciences Admissions Coordinator at elisabeth.blevins@wilkescc.edu or the Program Director/Lead Instructor of the Dental Assisting program at jennifer.hastings@wilkescc.edu.

Readmission/Transfer/Advanced Standing Policy for the Dental Assisting Program

Applicants withdrawing from a Dental Assisting program due to personal or academic difficulties may be eligible for readmission/transfer/advanced standing the following year.

Readmission/transfer/advanced standing at any level beyond the first semester will be based on space availability, prior progression of course work, and the following procedures:

Readmission Option: Applicants who have been enrolled in WCC's Dental Assisting program within the last year.

Transfer Option: Applicants transferring to WCC who have previously been enrolled in a Dental Assisting program at another institution within the last year.

Advanced Standing Option: All students requesting advanced standing will have their records evaluated individually by the Student Services Office and Program Director/ Lead Instructor of the Dental Assisting program prior to credit being awarded. Credit may be awarded only for courses with a grade of "C" or better which was earned from a regionally accredited institution. The course being transferred must contain content parallel to that taught at WCC to be listed in the "Combined Course Library" maintained by the North Carolina Department of Community Colleges. The maximum credit transferable from other institutions is seventy-five percent of the total credits required. Twenty-five percent of total credit hours must be earned by instruction occurring at WCC.

Eligibility:

- Applicants must apply for readmission/transfer/advanced standing and begin the program within one year of having exited a Dental Assisting program. Applicants who exceed more than a one year lapse must reapply as a new applicant for the first semester of the program.
1. Applicants must submit to the Student Services Office a WCC application for the Dental Assisting program and indicate readmission/transfer/advanced standing on the application.
 2. Applicants must meet WCC and Dental Assisting program admission requirements for the college year in which readmission is desired.

Applicants should refer to the 2015 readmission/transfer/advanced standing dental assisting admission packet to review the ranking and selection process.

Applicants selected for readmission/transfer/advanced standing to the Dental Assisting program must complete and present documentation of the following steps 1-2 to the Program Director/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).

Please Note: To maintain enrollment in the Dental Assisting program, a student must earn a "C" or better in all courses required for the diploma. The first "D" or "F" earned will result in a student being withdrawn from 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 Dental Assisting admissions, email the Health Sciences Admissions Coordinator at elisabeth.blevins@wilkescc.edu or the Program Director/Lead Instructor of the Dental Assisting program at 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, Radiography, and Respiratory Therapy.
2. Submission of official transcripts of all secondary and postsecondary 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 course work 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 biology or community college BIO 110 or BIO 111 and BIO 112
 - b. 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 Requirement's (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.)
- If the applicant has successfully completed MAT 060 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 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 or the NC – DAP has been completed at another North Carolina 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.)

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 2015 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 an applicant 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 Program Director/Lead Instructor 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)
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).

Please Note: To maintain enrollment in the EMS program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer policy if interested in reapplying for the EMS program.

Please 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 or the Program Director/Lead Instructor of the EMS program at bobby.gentry@wilkescc.edu.

Readmission/Transfer 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 course work, and the following procedures:

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

Transfer Option: Applicants transferring to WCC who have previously been enrolled in an EMS program at another institution within the last two years.

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/transfer on the application.
2. Applicants must meet WCC and EMS program admission requirements for the college year in which readmission/transfer is desired.
3. Any applicant seeking readmission/transfer 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 Program Director/Lead Instructor of the EMS program, Bobby Gentry.

Applicants selected for readmission to the EMS program must furnish documentation of the following steps to the Program Director/Lead Instructor 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 WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please Note: To maintain enrollment in the EMS program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

Please 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 or the Program Director/Lead Instructor of the EMS program at bobby.gentry@wilkescc.edu.

Emergency Medical Science Bridge Program Admission Requirements (Pending Approval)

Applicants 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 into 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 Program Director/Lead Instructor 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)
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).

Please Note: To maintain enrollment in the EMS Bridge program, a student must earn a “C” or better in all courses required for the degree. The first “D” or “F” earned will result in a student being withdrawn from the program. Please refer to the readmission/transfer policy if interested in reapplying for the EMS program.

Please 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 or the Program Director/Lead Instructor of the EMS program at bobby.gentry@wilkescc.edu.

Radiography Program Admission Requirements

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

1. Submission of a completed Wilkes Community College (WCC) application for admission to the Radiography 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, Radiography, 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 Requirement’s (MAR) review date.

Radiography 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.)
- If the applicant has successfully completed MAT 060 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 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 or the NC – DAP has been completed at another North Carolina 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.)

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

3. It is mandatory that each applicant attend a radiography information session. Applicants must complete an admission application for the Radiography program before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2015 radiography admission packet. Applicants who do not attend an information session will not be considered for admission to the Radiography 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 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 course work completed and the official graduation date.)

5. Submission of official transcripts of all secondary and postsecondary education.

6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.

- a. High school biology or community college BIO 110 or BIO 111 and BIO 112
- b. High school chemistry or community college CHM 130 and CHM 130A or CHM 151 and CHM 152
- 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.

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 2015 radiography admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants who are selected for admission to the Radiography program must complete and furnish documentation of the following steps to the Program Director/Lead Instructor of the Radiography program prior to beginning classes in the fall semester or forfeit their class space:

1. Radiography program orientation.
2. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
3. 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).

Please Note: To maintain enrollment in the Radiography program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/advanced entry policy if interested in reapplying for the Radiography program.

Please Note: Applicants admitted to the program may 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 Radiography program admissions, email the Health Sciences Admissions Coordinator at elisabeth.blevins@wilkescc.edu.

Readmission/Transfer Policy for the Radiography Program

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

Eligibility:

- Readmission/Transfer applicants must begin the program within two years of having previously exited a Radiography 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 a Radiography program are not eligible for readmission/advanced entry.
1. Applicants must submit to the Student Services Office a WCC application for the Radiography program and indicate readmission/transfer on the application.
 2. Applicants must meet WCC and Radiography program admission requirements for the college year in which readmission/transfer is desired.
 3. Any applicant seeking readmission/transfer will be required to take a test of radiography aptitude. The applicant will be required to meet minimal competency appropriate for the point of reentry. This test must be arranged with the Program Director/Lead Instructor of the Radiography program.

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 2015 readmission//transfer radiography admission packet for a listing of deadline dates and to review the ranking and selection process.

Applicants selected for readmission/transfer to the Radiography program must furnish documentation of the following steps to the Program Director/Lead Instructor of the Radiography 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 enrollment).

Please Note: To maintain enrollment in the Radiography program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

Please Note: Applicants admitted to the program may 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 Radiography program admissions, email the Health Sciences Admissions Coordinator at elisabeth.blevins@wilkescc.edu.

Respiratory Therapy Program Admission Requirements

Enrollment in the Respiratory Therapy program is limited and admission is competitive. Enrollment in the program is restricted to the fall semester. 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. Submission of a completed 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, Radiography, 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 Requirement's (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.)
- If the applicant has successfully completed MAT 060 and MAT 070, or DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098 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 or the NC – DAP has been completed at another North Carolina 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 the Respiratory Therapy program before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2015 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 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 course work completed and the official graduation date.)

5. Submission of official transcripts of all secondary and postsecondary education.
6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better.
 - a. High school biology or community college BIO 110 or BIO 111 and BIO 112
 - b. 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 2015 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 Clinical Education Coordinator for the Respiratory Therapy program prior to beginning classes in the fall semester or forfeit their class space:

1. Respiratory Therapy program orientation.
2. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
3. 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).

Please Note: To maintain enrollment in the Respiratory Therapy program, a student must earn a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program. Please refer to the readmission/advanced entry policy if interested in reapplying for the Respiratory Therapy program.

Please Note: Applicants admitted to the program may 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 or the Dean of Health Sciences/Program Director/Lead Instructor of the Respiratory Therapy program at 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 course work, 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.
 - 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 postsecondary institution attended must be sent to the Student Services 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.
1. Applicants must submit to the Student Services Office a WCC application for the Respiratory Therapy program and indicate readmission/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 Dean of Health Sciences/Program Director/Lead Instructor 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 2015 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 Clinical Education Coordinator for the Respiratory Therapy 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).

Please Note: To maintain enrollment in the Respiratory Therapy program, a student must earn

a "C" or better in all courses required for the degree. The first "D" or "F" earned will result in a student being withdrawn from the program.

Please Note: Applicants admitted to the program may 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 or the Dean of Health Sciences/Program Director/Lead Instructor of the Respiratory Therapy program at 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) 838-6519 or visit the college website at 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 SGA, intramural activities, intercollegiate athletics, and other designated student activities and events.

Campus Access Fee

There is a \$15.00 campus access 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, Radiography 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 \$4.00 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 and ART 284, \$35; Dental Assisting, \$50 (fall and spring semesters); and Basic Law Enforcement Training, \$200.

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 214 (\$50.00 only), CUL 230, CUL 240, CUL 260, CUL 270, CUL 280, BPA 130, BPA 150, BPA 210, 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, American Express or Discover - Credit card payments are accepted at the Business Office window in Thompson Hall or on-line via the student's WebAdvisor account.
- 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.
Payment options subject to change.

Continuing Education Programs

Registration Fees

Basic Skills: ABE, High School Equivalency, ESL, Adult High School : 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 "Residence 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.

Persons who are not U.S. citizens but who have certain visa and immigration statuses that grant them the legal ability to establish and maintain a bonafide domicile in this country are subject to the same considerations as U.S. citizens in determining residence status for tuition purposes. Non-U.S. citizens present in the United States under certain visa statuses such as tourists, visitors on business, and temporary foreign/international students do not have the legal capacity to establish a bonafide domicile in this country (and thus, not in North Carolina).

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 and online at www.northcarolina.edu/?q=legal-affairs/state-residence. 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 1 of the State Board of Community Colleges Code (1E SBCCC.900.1) 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 in Associate in Applied Science (AAS) programs are required to complete ACA 115 within their first semester hours of enrollment at WCC.

All Associate in Arts (AA) and Associate in Science (AS) students (those planning to transfer to a four-year college or university) are encouraged to take ACA 122 during their first semester of enrollment at WCC.

ACA 115 Success and Study Skills

ACA 115 is organized according to three major concepts—extended orientation, academic success strategies, and applied critical thinking. The extended orientation concept involves connecting students to WCC technology, services, and expectations. Students practice reading, note taking, and test taking strategies to enhance their college academic success skills. Finally, information literacy, financial literacy, and global and cultural awareness make up the applied critical thinking approach in ACA 115.

ACA 122 College Transfer Success

Beginning in 2014-15, students enrolling in the Associate in Arts (AA) and Associate in Science (AS) programs will be required to take ACA 122 as their student success course. Students will be involved in activities that support six outcomes: developing a plan to complete community college goals, creating a transfer plan, understanding North Carolina transfer guidelines, enhancing learning strategies, connecting to college resources, and working with college policies and procedures. Students will be expected to compare resources, policies, and procedures between the community college and university levels.

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
CE	Credit by Exam
I	Incomplete
P	Pass (Developmental or Credit by Exam)
R	Repeat (Developmental Course Not Passed or 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.
- CE A "CE" grade is awarded if a grade of "C" or better is earned on a credit by examination.
- 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 student completes and passes a developmental course or if a "C" or better is earned on a credit by examination.
- R A grade of "R" is awarded if a student does not complete or pass a developmental course or if a course has been repeated. 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 Following the add/drop period, a withdrawal grade of "W" or "WA" is given when a student officially withdraws from a course. A withdrawal grade is awarded through the tenth week of the fall or spring semesters. For summer terms, a withdrawal grade is awarded through the 12th day of a four week term or the 24th day of an eight week term. Students who wish to withdraw from a course after these deadlines must have permission from their instructor.
- 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 An "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 drop/add period for the semester of enrollment. An audit cannot be changed to credit after the drop/add 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 Admissions 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. Career & College Promise students may only repeat courses where they earned a grade of D, F, or W.

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 are responsible for completing 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 effect 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.

Non-Credit to Credit Policy

Continuing Education to Curriculum

Wilkes Community College awards academic credit for work on a non-credit basis only when there is documentation that the non-credit course work is equivalent to a designated credit experience. (Non-credit to credit)

The procedure to award credit is done by using the Request for Credit by Exam. Students must demonstrate knowledge of at least 80% of course content with documentation provided by the curriculum instructor and approved by the Division Dean.

The non-credit course must consist of learning outcomes with an assessment at the conclusion of the course. Students must pass the assessment with an 80% or better and must also attend 80% of the course to successfully complete.

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. Developmental (Pass/Repeat) grades can be transferred to Wilkes Community College from other NC Community Colleges due to the use of a state-wide grading system for these courses.
2. **Transfer of Credits from Accredited Programs**
Official transcripts from programs which are accredited by national programmatic accrediting organizations that are recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE) will be evaluated only after students have been admitted to the college and placed in a related 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.
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. At least 25 percent of the credit hours required for graduation must be earned through instruction by Wilkes Community College. This 25 percent cannot include credit by examination hours taken at 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.

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, radiography, 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;
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*

Wilkes Community College Honors Program

Purpose:

The honors program will allow students at WCC to earn honors course credit while at the community college in order to

- Provide courses which challenge certain advanced students to achieve the highest levels of their academic potential in analysis, synthesis and critical thinking
- Enable transfer students to be more competitive for scholarships
- Facilitate transfer into honors programs at four-year institutions

Entrance Requirements:

Current community college students must meet the following criteria to enter the honors program:

- 3.5 GPA
- Reference letter from a college instructor who has taught the student
- 500 word essay explaining how honors classes will benefit the student
- Interview with the Director of Honors or with an honors committee member

New WCC students must meet the following criteria to enter the honors program:

- Top 20% of high school class (where such rankings are made)
- Reference letter from a college instructor who has taught the student
- 500 word essay explaining how honors classes will benefit the student
- Interview with the Director of Honors or with an honors committee member

Program Completion:

In order to complete the program a student must complete:

- Minimum of 12 hours of honors coursework
- 3.5 total GPA with no grade below a "B" in any honors course
- Capstone project: A service learning or career-engagement project

Such students will be honored at graduation as completer of the WCC Honors Program with designation in the graduation program.

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 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 20 credit hours that can be applied to an associate degree, 3) have an accumulative 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.

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.

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 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) 903-7638 or (336) 903-7640, the Alleghany County Sheriff's Office at (336) 372-4455, or the Ashe County Sheriff's Office at (336) 846-5605.

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 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. 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 director, the Human Resources Office, Student Services or visit the college website at www.wilkescc.edu/current_students/campus_safety_home.asp.

Drug and Alcohol Policy/Prevention Program

STUDENTS

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 work experiences) 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."

Legal Consequences

North Carolina law makes it illegal to possess, to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic in controlled substances. Violations of North Carolina law may result in imprisonment, fine, court costs, mandatory community services, and/or loss of driving privileges. Individuals convicted of drug or alcohol violations may have a criminal history that would affect them for the rest of their lives. Graduate schools, limited admissions programs, professional organizations, and employers could use such a record to reject an applicant. The following information is not meant to be an inclusive list of NC law but represents some of the laws pertaining to substance use:

Underage drinking and drunk driving

- The drinking age in North Carolina is 21. The legal blood alcohol limit to drive on the highway or state right-of-way is .08%. Driving with any amount of alcohol in the body is illegal for those under 21. A person can be charged with driving while impaired with blood alcohol concentrations less than .08% if law enforcement observes erratic driving and/or the driver fails field sobriety tests.
- Driving-Under-Influence convictions carry a range of sentences and fines, depending on prior convictions. Penalties can include: from 24 hours to two years in prison, between \$100 and \$2000 court fines, and from one year to permanent suspension of license. If someone is injured or dies as a result of your drunk driving, you can face additional criminal and civil charges and go to jail for much longer.
- If you are under 21 years of age, it is illegal to purchase, attempt to purchase or possess alcohol (including beer, fortified wines, spirits, and mixed drinks). The legal penalties include fines, court costs, and possible imprisonment.
- It is a criminal offense to aid or abet in the purchase of alcoholic beverages or give alcoholic beverages to anyone under the age of 21. If you buy an underage person alcohol you can face fines, court costs, possible imprisonment, and loss of driver's license for a year. Additionally, if you serve underage persons alcohol while under your supervision, or provide or aid underage persons in consuming alcohol resulting in death or serious injury, North Carolina laws allow suit for civil damages up to \$500,000.00 per occurrence.
- If you use a fake, altered, or borrowed ID to buy alcohol (including at concerts), or lend your ID to someone, you risk criminal charges and having your own driver's license suspended.
- It is illegal to have an open container of alcohol in any part of a vehicle's passenger area if the driver has any blood alcohol content. Open containers of spirituous liquors or fortified wine in the passenger area are unlawful, regardless of driver consumption. It is illegal to transport spirituous liquors or fortified wine in any container other than in the manufacturer's original unopened container.

For more complete information on laws and consequences pertaining to alcohol, contact NC Highway patrol, local DMV, or visit the following websites: www.ncga.state.nc.us/gascrpts/Statutes/Statutes.asp (site search: alcohol); www.abc.nc.gov, www.nccrimecontrol.org.

Illegal Possession of a Controlled Substance

- The Controlled Substance Act is the federal law that prohibits the manufacture, importation, possession, distribution, and use of certain substances. The CSA created five schedules of substances, ranked according to the substance's potential for abuse and accepted medical use. Schedule I drugs rank high in potential for abuse with no accepted medical value (e.g., marijuana and heroin). Schedule V drugs rank low in abuse and dependence potentials and high in medical value (e.g., anticonvulsants, cough medicine).
- Controlled substances include narcotics, hallucinogens, stimulants, depressants, anesthetics, opiates, and steroids. They are all ranked in the CSA Schedule I-V classification system.
- The federal penalties and sanctions depend upon the drug schedule, prior convictions, and type of use (i.e., trafficking vs. personal use).
- Based on these factors, legal consequences can include: between 15 days and 20

years in prison; fines between \$1000 and \$250,000; forfeiture of housing, vehicles, boats or aircraft used to possess or transport, and civil fines of up to \$100,000.

- For more information concerning schedules of drugs and penalties, please see www.deadiversion.usdoj.gov/schedules/index.html or Title 18 (Section 922) and Title 21 (Sections 844, 853, 881) of the United States Code at: <http://uscode.house.gov/search/criteria.shtml>

Additionally, if convicted of an alcohol or drug-related offense, there can be other tangible consequences. Federal and state sanctions can cause revocation of certain licenses such as pilot licenses, public housing tenancy, and professional licenses. There may be increases in insurance premiums, or denial of benefits in such areas as student loans, grants, contracts, and professional and commercial licenses. A record of a misdemeanor or felony conviction may prevent a person from entering a chosen career.

Health Risks

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as affect behavior.

The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g., AIDS and hepatitis). Generalized health problems may also develop as result of damage to the respiratory, circulatory, and other body systems. Every illicit drug has the potential to result in death—whether from the body’s own reaction to the abuse of drugs or from accidents caused by persons who are impaired.

Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other central nervous system depressants, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Available Resources and Treatment

Student Services provides mental health and substance abuse assessments for students 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. For faculty and staff, the college maintains an Employee Assistance Program (EAP), which provides three treatment sessions with a community provider at no cost to the employee. Staff or faculty requesting EAP assistance can contact the director of human resources at 838-6422.

Resources include public and private agencies for those needing assistance with drug or alcohol issues. Public resources have 24-hour emergency care services. The following numbers reach the public mental health system serving our region:

- Wilkes County: 667-5151
- Alleghany County: 372-4095

- Ashe County: 246-3844
- 24-hour, toll-free crisis number: 1-877-492-2785.

Another resource is the Federal Government Hotline: 1-800-662-HELP. This is the Drug Abuse Information and Treatment Referral Line where individuals can get information and referrals to appropriate treatment facilities. The National Alliance on Mental Illness (NAMI) maintains a website that includes links to a helpline and screening facilities in NC: www.naminc.org. Additionally, a variety of referral information is available on the college website at www.wilkescc.edu/personalcounseling. For lists or discussion about treatment options and help in determining the most appropriate actions, contact a Student Services Counselor at 838-6135.

Drug-free events abound throughout the year. The college has a game room, walking trails, student commons, a gymnasium, and a wellness center that are drug and alcohol-free and promote wellness. Additionally, any student activities sponsored through WCC (Spring Fling, Fall Festival, outings, SGA and club events) are drug and alcohol-free.

Educational activities and information are provided for students and employees to stress prevention. These activities are highlighted each October during Drug and Alcohol Awareness Week. Events are promoted through local media, social media, the college webpage, and advertisements throughout the campus. Events include guest speakers, interactional demonstrations, and promotional items that encourage a drug and alcohol-free lifestyle. Counselors are available throughout the year for classroom educational presentations, based on instructor request. Student and college personnel participation is encouraged in all aspects of WCC's program to prevent illegal drug and alcohol abuse.

EMPLOYEE

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 when serving in a work capacity in any other location. Equally, being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or when serving in a work capacity in any other location.

An employee who violates any of these prohibited acts is subject to disciplinary actions such as but not limited to: a counseling assessment, required treatment, probation, suspension, or dismissal from the college. An exception 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.

It is the responsibility of each employee 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, and college sponsored transportation (including, but not limited to WCC vehicles, rented/chartered vans/buses and any other property that is owned, leased, or controlled by WCC). Employees shall not report to or remain at the campus or any campus worksites when unable to adequately perform their duties because of the effect of any alcoholic beverage, controlled substances, and/or drugs whether illegal, prescribed or over-the-counter.

Any employee found in violation of this policy shall be subject to disciplinary action including suspension, termination, or dismissal, at the discretion of the president. Administrative response to such situations shall be in accordance with the requirements and other procedures established in support of this policy:

- a. Any employee determined to be involved in the unlawful manufacture, distribution, dispensing, and/or selling of alcoholic beverages, illegal drugs, and/or controlled substances on the college premises or any college worksite shall be terminated.
- b. Any employee determined to be in possession of alcohol or illegal drugs on the college premises or any college worksite shall receive one written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal. A second offense shall be grounds for dismissal.

c. Any employee determined to be using or impaired by alcohol on the college premises or any college worksite shall receive a written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal and shall be referred for counseling assistance. If the employee fails to receive counseling or fails to participate in recommended action, he/she may be dismissed. A second offense shall be grounds for dismissal.

d. Any employee determined to be using and/or impaired by an illegal drug or controlled substance on the college premises or any college worksite shall be subject to drug screening tests. Such determination will be based on reasonable suspicion and such tests will be authorized only by the president/designee. The employee shall be suspended with pay pending the outcome of the test results. The employee will have the right to request a back-up test. The employee will bear the cost of such back-up testing. If test results are positive, the employee shall be given one written warning and will be referred for counseling assistance. If the employee fails to receive counseling assistance and/or fails to participate in recommended action, he/she may be dismissed. Refusal to submit to such test shall result in disciplinary actions which may include dismissal. A second offense shall be grounds for dismissal. Any employee who intentionally tampers with a sample provided for drug screening violates a chain-of-custody or identification procedures, or falsifies a test result shall be subject to dismissal.

The college shall report illegal drug and/or alcoholic use activity defined by this policy to the appropriate law enforcement authority.

Any employee convicted of any criminal drug and/or alcoholic beverage law, statute or regulation occurring on college premises or any college worksite shall notify the president/designee no later than (5) five calendar days after such conviction. Failure to report such information will be grounds for automatic dismissal. When required by federal law, the college administration shall notify the appropriate federal agency of such a conviction within (10) ten days of college notification.

All employees, as a condition of employment, shall be required, upon the request of the president/designee, based on reasonable suspicion of a violation of this policy, to submit to the following: searches of college and personal vehicles brought on or parked on college premises or any college worksite; reasonable searches of all clothing, packages, purses, briefcases, tool boxes, lunch boxes, or other containers on college premises or any college worksite; searches of desks, file cabinets, lockers, or other office or shop equipment in or on college premises or any college worksite. Failure to comply with such a request as part of an administrative investigation shall be deemed grounds for disciplinary actions which may include dismissal.

If the employee has reason to believe that an error was made, an appeal may be made utilizing the due process policy set forth in Section 2 of the policy manual.

The college will maintain an awareness program to inform employees and students about the dangers of alcohol and drug abuse. The college maintains an Employee Assistance Program (EAP), which can authorize three treatment sessions with a community provider at no cost to the employee. Staff or faculty needing further information about the EAP can contact the director of human resources at 838-6422. The president shall designate the responsibility of the Drug and Alcohol Prevention Program to the director of human resources and Student Services personnel.

Every employee will be given a copy of this policy regarding an alcohol and drug free worksite.

All employees shall be required to report to their immediate supervisors any observed and/or suspected violations of this policy.

While visiting campus, members of the public are required to adhere to this policy.

The board of trustees shall establish supplemental policies and procedures as necessary to implement, administer, and update this policy. The president/designee shall inform all employees of this policy and any supplemental procedures promulgated hereunder and of their rights and obligations thereunto.

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 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.

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/ consumer information. A paper copy of the information is available upon request from 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. The prohibition includes any electronic devices. 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 (except as permitted in House Bill 937), 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 at 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 Commission on Colleges (SACSCOC) and other accrediting agencies.

The Office of Instruction includes the instructional divisions: Arts and Sciences Division (general education courses and transfer programs); Business and Public Service Technologies Division; College Readiness Division (Developmental Education and Basic Skills); Health Sciences Division; and Industrial and Workforce Development Division.

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 Program provides 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

Global Perspectives Scholars (GPS)

Students at Wilkes Community College have the opportunity to earn the distinction of graduating as a Global Perspectives Scholar. This distinction involves completion of 15 credit hours of globally intensive courses with a B or above grade for each course, participating in 8 international-oriented activities and dialogue, gaining a global experience that involves at least 30 hours of participation, and a capstone presentation related to their global learning participation. Students interested in this program should contact Global Education director Julie Mullis at jamullis875@email.wilkescc.edu

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:

Work-Based Learning

Work-Based Learning(WBL) 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.

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

Eligibility

To be eligible to participate in Work-Based Learning, students must meet the following minimum criteria:

1. Must be enrolled in a curriculum area that includes Work-Based Learning for academic credit (requirement or an elective);
2. Must have a grade point average of 2.00 or higher*;
3. Must be willing to participate at a Work-Based Learning worksite a minimum of 160 clock hours;
4. Must have or be willing to obtain a work experience job that is related to the program of study in which they are enrolled;**
5. Must have approval of the Work-Based Learning Director.

*An exception could be made for students on academic probation who have demonstrated academic progress. An appeal must be made in writing to the work-based learning director prior to registering for the class. The appeal will be reviewed by the academic appeals committee. The decision of the committee is final.

**Students who are currently employed may seek to have their present employment approved for work-based learning. 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.

Expectation

Students benefit most from work-based learning if they have a background in their chosen program of study. It is the expectation that all students have a base knowledge of their program of study prior to enrolling in work-based learning.

Application Procedure

Students interested in work-based learning should obtain an *Informational Application* from the office of the director of Work-Based Learning, located in Room 215, Thompson Hall, or print the form from the website: www.wilkescc.edu, Student Resources, Instructional Support Services, Work-Based Learning. The phone number is 336-838-6173. Work-Based Learning applications must be reviewed and approved by the faculty coordinator and/or the work-based learning director prior to registration.

Registration

Prior to registering for Work-Based Learning courses (designated WBL in college catalog), students must contact the Work-Based Learning director. An *Informational Application* should be completed and reviewed prior to registration.

Academic Credit

Credit hour(s) for Work-Based Learning are determined by hours worked per semester; a one hour Work-Based Learning credit has a 160 hour minimum requirement (average of 10 hours per week); a two hour Work-Based Learning credit has a 320 hour minimum requirement (average of 20 hours per week). Grades are awarded by the Work-Based Learning 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 course delivery formats such as Internet courses, hybrid courses, web-supported courses, and courses delivered through the cyber classroom.

The Instructional Support Services Division coordinates activities with Student Services to ensure 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 (I)

Internet courses provide 100% of course content and assessment through online instruction. Internet courses are accessed through Moodle, a learning management system. Students may go to www.wilkescc.edu/WCCProwler to access a link to Moodle. Students can enter Internet courses from home, networked computers located on campus, or anywhere with a high speed internet connection.

Internet courses cover the same material and have the same credit hours as traditional 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.

Hybrid Courses (H)

Hybrid courses blend traditional face-to-face classroom instruction with online instruction. A course is designated as a hybrid course where face-to-face instruction is equal or less than 50% of the class with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college.

Web Supported/Web Assisted Courses (WB)

A course is designated as a web-supported/assisted course where face-to-face instruction is greater than 50% of the class with a requirement that students have Internet access as a supplemental part of the course.

Traditional Classes

Instructor and students meet face-to-face, according to designated dates/times/location, and where there is no other method of delivery requirement.

Cyber Courses (C) or Information Highway

A course is designated as a cyber course where 100% of instruction is delivered by two- or more way video. 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.

Career & College Promise

Career & College Promise provides opportunities for high school juniors and seniors 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. High school students also have the opportunity to earn articulated college credit for some high school career and technical courses.

Learning Resources Center – Pardue Library

The mission of the Learning Resources Center/Pardue Library is to support the college in its educational, research and cultural endeavors by supporting information literacy; selecting, organizing and delivering information resources and services; collaborating with the college community to enhance student learning; and partnering with other academic institutions and library consortia to promote and enhance access to library resources and services.

Learning Resources include Pardue Library and the James Larkin Pearson Library. Cooperative agreements are in place with Alleghany and Ashe Public Libraries to support off-campus centers and distance learning.

Pardue Library, on the top floor of Alumni Hall, houses printed and audio-visual media including 60,000 volumes of books, newspapers, magazines and videos, as well as several databases. Library orientation is provided for groups or individuals.

Circulation Policies

Books

Books, other than reference or reserve materials, are checked out for a period of two weeks. Students may renew books for an additional two weeks. Overdue books are charged 10 cents per item per day.

DVD/VHS Materials

Items in the DVD and VHS collections are available to students, faculty and staff and may be checked out overnight. Overdue items are charged \$1.00 each per day.

CDs

CDs may be checked out overnight. Overdue items are charged \$1.00 each per day.

Lost/Damaged Materials

Patrons who lose or damage materials are fined the replacement cost of the item plus a \$5.00 processing fee per item.

Library Fees and Fines

Transcripts and degrees are not released until all library fines and fees are paid in full. Unpaid library fines and fees may prevent students from registering for classes and from picking up Pell Grant or Work Study checks.

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.

WCC Identification/Library Cards

Student ID/Library Cards

Students need WCC ID cards to:

- use financial aid in the book store
- participate in book buy back at the book store
- use the Wellness Center

check out materials from Pardue Library

attend student activities

present any time a student ID is required

Student IDs are valid for two years. The first issue of a student ID card is free. Replacement cost for additional ID cards is \$10.00.

IDs are made in Pardue Library (2nd Floor, Alumni Hall). Proof of registration (current course schedule or tuition receipt) AND a valid photo ID (current driver's license, state issued photo ID or passport) are required. Early College High School students may present their Wilkes County Schools ID card.

Community Patron Cards

Residents of Wilkes, Ashe, and Alleghany counties age 18 and over are eligible for Pardue Library cards. Community patrons must present a valid photo ID (driver's license, passport, state issued identification card, or other valid photo ID) in order to obtain a library card. The first issue of a community patron card is free. Replacement cost for additional cards is \$10.00.

Community patrons must present their Pardue Library cards when borrowing materials or when asked to do so by library staff. Loaning or allowing someone else to use your card is prohibited.

Pardue Library cards allow community patrons to check out 3 books at a time for a period of two weeks. Community patrons are not eligible to borrow from certain collections, including Bestsellers, DVDs, VHSs and CDs.

Faculty and Staff ID/Library Cards

WCC faculty and staff may have college employee IDs made in the library.

Interlibrary Loans

Interlibrary loans are available if the Pardue 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. Upon receipt of these materials, the patron is notified via campus email 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 online databases. Use of these databases requires a password that is available by contacting the library. Distance learning instructors and students who cannot travel to the Pardue 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 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 relating to children on campus.

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. The Student Success Center, located on the top floor of Thompson Hall, provides students with 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, the Math Center, and the Prowler Help Desk. The ASC is open on class days during fall and spring semesters, Monday through Thursday, 8:00 am to 8:00 pm, and Friday, 8:00 am to 3:00 pm. Call 838-6565 for summer term hours.

Academic Support

The Center is committed to assisting students, faculty, and staff members with all their academic needs. If you have a specific need or question, regardless of subject, please contact the ASC director, at 838-6565 or in his office, Thompson 252C.

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. The Academic Support Center offers writing services for students attending classes at Ashe Campus or Alleghany Center, or who are taking online courses. Papers may be submitted for review to this email address: wccpaperreview@email.wilkescc.edu. Please allow 24 hours to receive your reviewed paper.

Open Computer Lab

The Open Computer Lab (OCL) has forty-seven computers where students can access Gmail and Moodle, 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, Moodle, 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. Computers are available for online testing.

Math Center

The Math Center provides free, drop-in tutoring for all levels of math taught at Wilkes Community College. The Academic Support Center offers math services for students attending classes at Ashe Campus or Alleghany Center, or who are taking online courses. Math questions may be submitted to: wccmathtutor@email.wilkescc.edu. Please allow 24 hours to receive an answer to your math question.

Prowler Help Desk

The Prowler Help Desk provides support for logging into Gmail, WebAdvisor, and Moodle accounts. The Help Desk may be reached by calling 336-838-6485 or by email at prowlerhelp@email.wilkescc.edu. You will normally receive a response in 24 hours or less.

For in-person assistance with this college services, you may come to the Academic Support Center during our normal hours.

Accessibility Services

Wilkes Community College is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the ADA (The Americans with Disabilities Act Amendments Act of 2008), and Section 504 of the Rehabilitation Act of 1973. If you have a disability and need reasonable accommodations while attending Wilkes Community College's courses, programs and activities, please call: Accessibility Services, (336)838-6212 or (336)838-6560 or email: sherry.thompson@wilkescc.edu.

The Americans with Disabilities Act (ADA), amended in 2008 as the ADA (The Americans with Disabilities Act Amendments Act of 2008) has a three-part definition of disability. Under ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment.

Persons requiring accommodations should fill out an accommodation request form (located on the WCC website under Student Services; Accessibility Services) to begin the accommodation process. Individuals will meet with the Accessibility Services Director to discuss eligibility and documentation requirements. After the documentation is received, decisions regarding accommodations will be made during an interactive process between the student and the Director of Accessibility Services. Once accommodation plans are determined, students will be given an accommodation letter that they can share with faculty in order to exercise their rights to accommodations.

Some accommodations may take longer to implement than others so please plan ahead for a smooth accommodation process. Students must schedule accommodations for the placement test one week in advance of the testing date. To schedule test accommodations, students should call (336) 838-6212. Students may also schedule appointments to inquire about the process and required documentation. Any questions about accommodations or processes should be directed to the Director of Accessibility Services, (336) 838-6560. Documentation may be confidentially faxed to (336) 903-3209.

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. Please call (336)838-6557 with any questions.

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

Campus Visits to four-year colleges help students navigate the university system and make connections with key departments and personnel, and other TRiO programs;

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, and locating financial aid and scholarships;

Grant Aid Scholarships provide students with additional financial assistance;

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

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

Peer Mentor Workshops build academic success skills and guide students in connecting with campus resources;

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;

Study Groups provide structured, supportive networks to increase note taking skills, study skills and learning;

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

WCC Quality Enhancement Plan

All colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) go through a reaffirmation process every ten years. As part of the process, a college submits a Quality Enhancement Plan (QEP) which describes how it plans to impact student learning. The choice of a QEP topic involves broad-based collaboration among faculty, students, staff, and administrators who analyze institutional data and consult best practices as they go through the topic selection process and develop a QEP. After SACSCOC approves the QEP, an institution begins the implementation phase. Colleges report on the QEP impact in a Fifth Year Report to SACSCOC.

WCC's first QEP was approved by SACSCOC in 2006 with a goal of enhancing critical thinking. During 2013, WCC analyzed a range of institutional data in an effort to identify the direction of the second QEP and selected the topic of online learning. A broad-based group of faculty, staff, students, and administrators will spend 2014-15 developing and writing the online learning QEP to be reviewed by a SACSCOC visiting team in fall 2015 as WCC prepares for its 2016 reaffirmation.

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, career planning, 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.

Employability Services serves as the liaison between WCC students, alumni, and prospective employers. A variety of activities, events, workshops, and resources are available to help job seekers achieve their career goals. Assistance with resumes, interview preparation, and job search assistance is also available. Website: www.wilkescc.edu/career.

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 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. The distance learning homepage provides tutorials and other available resources. Each student will also be enrolled in a general information course located in Moodle. This course is provided as a service to help students learn to use Moodle 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 Accessibility 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 an English and/or mathematics course.
2. Applicants registering for a course that has an English or mathematics prerequisite.

Placement Testing Process

Step 1: An admission application must be submitted prior to taking the placement test.

Step 2: Study and prepare for the placement test. Links to test preparation resources are available at www.wilkescc.edu/placementtesting.

Note: Preparing for the placement test may reduce or eliminate the need for multiple levels of developmental coursework, which can save time and money.

Step 3: Schedule an appointment to take the placement test.

Wilkes Campus: 336-838-6136

- Check-in for the placement test in the Student Services Office, Alumni Hall.
- Testing appointments are available on Tuesday, Wednesday, and Thursday.

Ashe Campus: 336-846-3900, ext. 3115

Alleghany Center: 336-372-5061, ext. 229

Notes:

- Seating is limited. Please call at your earliest convenience to schedule an appointment.
- Allow 2 hours for each test (math) and (reading/writing).
- The math test cannot be taken on the same day that the reading/writing test is taken.
- A student cannot test on the same day that a testing appointment is scheduled.
- Placement test scores are recognized for a period of five years.
- To take the placement test, students must show picture identification, such as a driver's license.

Exemptions from Testing:

A student may be eligible to exempt from placement testing by satisfying any of the following criteria:

Exemptions to the placement testing policy are as follows:

- A recent high school graduate (see note below) who has an un-weighted high school GPA of 2.6 or higher and has completed Algebra I, Geometry, Algebra II and an approved fourth math course will be exempt from placement testing and will be considered "college ready" for gateway math (MAT 151, 171) and English (ENG 110 or 111) courses.

Approved high school fourth math courses include: Advanced Functions and Modeling, Analytical Geometry, Calculus, AP Statistics, Discrete Mathematics, Integrated Mathematics IV, Mindset, Pre-Calculus, Probability & Statistics, or Trigonometry.

Approved community college fourth math courses (taken in Career & College Promise Pathways) include: MAT 143 (Quantitative Literacy), MAT 151 (Statistics I), MAT 152 (Statistical Methods I), MAT 155 (Statistical Analysis), MAT 161 (College Algebra), MAT 162 (College Trigonometry), MAT 165 (Finite Mathematics), MAT 167 (Discrete Mathematics), MAT 171 (Pre-Calculus Algebra), MAT 172 (Pre-Calculus Trigonometry), MAT 175 (Pre-Calculus), MAT 200 or above.

*Note: This option is only available to someone who graduated from a high school that is legally authorized to operate in NC and who graduated from that high school within five years of enrollment.

- A student who has the required minimum ACT or SAT scores will be exempt from testing.

English	ACT Reading 22*	OR	ACT English 18
	SAT Writing 500	OR	SAT Reading 500
*Note: The ACT Reading cut score is pending approval by the State Board of Community Colleges in March 2014.			
Math	ACT Math 22	OR	SAT Math 500

Note: A student is only required to have a minimum in either Reading OR Writing/English in order to be considered college ready in English. SAT and ACT scores are recognized for five years.

- Students who have completed transferable college-level coursework in English and math with a grade of C or better will be exempt from testing. Successful completion of developmental coursework at a regionally accredited higher education institution may also qualify a student to exempt from placement testing. Note: Students must meet the prerequisites for all courses that will be taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses.
- Students who have completed an associate degree or bachelor's degree from an accredited college or university will be exempt from placement testing. Note: Students must meet the prerequisites for all courses that will be taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses.

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

Testing Accommodations:

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

Retesting:

Students may retake each portion of the placement test (Math or Reading & Writing) once within a five year period.

In order to retake placement testing, a student must complete the following steps:

1. Obtain a retesting permission form from the Student Services Office.
2. Pay the nonrefundable \$10.00 fee for each testing session in the Business Office located in Thompson Hall.
3. Bring your receipt and return to the Student Services Office to schedule a retesting session date.

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 DRE 98, 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 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 Alumni Hall, call (336) 838-6136 or email the Testing and Services Specialist at wendy.nichols@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, 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 enrolled 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, register for classes, check grades, print an unofficial transcript and view account status (holds/ fines due/tuition and fees due). Students may go to www.wilkescc.edu/WCCProwler to access a link to WebAdvisor and login instructions.

Moodle and Gmail

Upon admission to the college, students are issued both Moodle and Gmail accounts. Moodle and Gmail work together to provide students with course content and email service. Moodle 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 an email account for WCC and personal use. Because WCC is a Google Apps for Education site, each user is provided a generous amount of cloud-based storage that is divided between Gmail, Google Drive, and other Google Apps. Students are encouraged to check Gmail regularly because this will be the primary method the college will use for communication, such as financial aid award letters, messages from instructors, and tuition payment announcements.

A link to Moodle and Gmail can be found on the college website at 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.

All students are enrolled in a general information course located in Moodle. This course is provided as a service to help students become familiar with Moodle and Gmail and also contains other resources for WCC students.

Students also should be aware of the responsibilities associated with the Moodle 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 made available 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 may be requested in WebAdvisor, by submitting a transcript request in Student Services, by mailing a transcript request to Student Services or by accessing the Online Transcript Request link at www.wilkescc.edu/transcripts. 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 and must be completed prior to the transcript being processed. Wilkes Community College is only authorized to provide WCC transcripts.

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 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. Hometown of members of President's list, Dean's list, and other officially recognized student honors, awards and special achievement;
9. Participation in officially recognized student activities and sports;
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, 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 two associate degrees that parallel the freshman and sophomore years at North Carolina public universities, the Associate in Arts (A.A.) and Associate in Science (A.S.). 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. Major components of the current transfer agreements with UNC institutions and participating colleges are outlined below:

- 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 will receive credit for transfer-approved courses at CAA institutions on a course-by-course basis. Courses that do not transfer with equivalency credit usually transfer as elective credit. Universal General Education Transfer Component (UGETC) courses will transfer to CAA universities for equivalency credit if taken according to requirements. Transfer of other individual course credit is at the discretion of the transfer institution.
- 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.

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. For elective and pre-major courses, students should take the steps below 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 approved for the AA or AS degree programs.
- Admission applications to NC senior colleges and universities are available online at www.cfnc.org or at the individual college or university website. Applications should be submitted at least six months prior to the date of intended enrollment. For more information about the CAA, please visit <http://www.northcarolina.edu/?q=prospective-students/transfer-student-resources>.

UNC Minimum Course Requirements (MCR)

Each student needs to be familiar with the Minimum Course Requirements (MCR) for admission to any UNC institution in effect at the time of the student's high school graduation. In North Carolina, meeting MCR makes 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. A completed AA or AS degree will satisfy MCR. 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, Ashe Campus and Alleghany Center. 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 15 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 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.

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.

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

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.

North Carolina Education Lottery Scholarship – The NC Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy NC resident students attending eligible colleges and universities located within the state of NC. Applicants must be a NC resident for tuition purposes, enroll in at least credit hours per semester, be meeting satisfactory academic progress requirements at WCC. The value of the grant varies according to information that is generated from the Free Application for Federal Student aid applications (FAFSA).

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. 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
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
Philip and Marjorie Eckman
Charles Elledge Memorial
Millard Hansford Eller
Gertrude Elliott Allied Health
Agnes Faw
Joe E. Faw Memorial/Wilkes County
Homebuilders
Elizabeth Cowles Finley
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
J.E. Hayes
Margaret Hayes Memorial
Samuel E. and Jean E. Hoss Memorial
Dr. Fred C. Hubbard
Tommy Huskey
John Idol Memorial
Milton James Ingram, Sr.
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
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
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
 Lori S. Shumate Memorial
 Skyline Telephone-Frank James Memorial
 N.B. and Hattie Smithey Scholarship
 Loan Fund
 Dr. J. Hugh Sowder Memorial
 State Employees Credit Union
 Foundation/People Helping People
 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
 Watauga/Ashe/Wilkes Foundation
 Merle Watson
 Wells Fargo
 West Jefferson Woman's Club
 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
 Women's Service League
 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 Direct Loans
2. Federal Pell Grant Program
3. Federal SEOG Program
4. NCCCCG 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 uses Title IV funds to register for a course(s) but does 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 Attorney Generals Office.

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.

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 will 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*	\$ 2,328.00		\$ 2,328.00
Books and Supplies	1,200.00		1,200.00
Room and Board	3,500.00		5,000.00
Transportation	2,900.00		2,900.00
Personal/Misc. Expenses	2,000.00		2,000.00
Total Expenses	\$11,928.00		\$13,428.00

*Add \$3,074.00 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.

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:

Post 9/11 GI Bill (Chapter 33).

As of August 1, 2009, the Post-9/11 GI Bill is effective for training. Approved training under the Post-9/11 GI Bill for Wilkes Community College includes undergraduate degrees, diplomas, or certificates under the curriculum programs listed in the school catalog. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

This benefit provides up to 36 months of education benefits. Generally benefits are payable for 15 years following your release from active duty.

The application requires that individuals currently eligible for benefits under the Montgomery GI BILL (MGIB a.k.s. chapter 30), MGIB-Selected Reserve (MGIB-SR a.k.a. chapter 1606) or Reserve Educational Assistance Program (REAP a.k.a. chapter 1607), make an irrevocable election from their existing program to Post-9/11 GI Bill.

Montgomery GI Bill (Chapter 30 or Chapter 1606).

Persons who entered active duty after June 30, 1985 and had military pay reduced \$100 a month for first 12 months are generally eligible. Persons also must have continuously served for 2 or 3 years or been a part of the "2 by 4" program.

The MGIB program provides up to 36 months of education benefits. This benefit may be used for undergraduate degrees, diplomas or certificates under the curriculum programs listed in the Wilkes Community College catalog. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty.

Survivors' & Dependents' Educational Assistance(Chapter 35).

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. This benefit may be used for undergraduate degrees, diplomas or certificates under the curriculum programs listed in the Wilkes Community College catalog. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

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 with exception to veterans eligible for 100% Chapter 33 benefits. 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, 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. SGA meetings are held the 1st and 3rd Thursday of each month during fall and spring semesters. Students interested in becoming involved with SGA at the Wilkes Campus should contact Advisor Curt Miller at 336-838-6142 or email curt.miller@wilkescc.edu. For SGA at the Ashe Campus, contact Advisor Marybeth Knight at 336-846-3900, Ext. 3127 or email marybeth.knight@wilkescc.edu. For SGA at the Alleghany Center, contact Kathryn Abernathy at 336-372-506, Ext. 229 or email kathryn.abernathy@wilkescc.edu.

Accessibility Awareness Club

The Accessibility Awareness Club (ACC) strives to connect all students with resources and build a network of support. The club does this by offering yearly disability awareness events and monthly meetings. The club strives to replace the walls of misunderstanding, discrimination,

and judgment with long-lasting friendships. This club hopes to provide a means of social interaction for students who may feel different from many of their peers, in addition to raising awareness on campus of the needs of the students with disabilities. For more information contact Advisor Sherry Thompson at 336-838-6560 or email sherry.thompson@wilkescc.edu.

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. For more information contact Advisor Stacie Taylor at 336-838-6551 or email stacie.taylor@wilkescc.edu.

Auto Body Club

The Auto Body Club is comprised of students enrolled in Collision Repair and Refinishing Technology. For more information contact Advisor Jamie Reavis at 336-838-6192 or email jamie.reavis@wilkescc.edu.

Automotive Systems Technology Club

The purpose of the Automotive Systems Technology Club is to allow students to become part of the bigger voice on campus. The club participates in fundraisers, community outreach, and many campus events and activities. Any student enrolled at least part-time in the automotive systems technology program is eligible to join this club. For more information, contact Advisor Johnny O'Connell at 336-838-6284 or email johnny.oconnell@wilkescc.edu.

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. For more information contact Advisor Kristen Macemore at 336-838-6247 or email kristen.macemore@wilkescc.edu.

Culinary & Baking Club

The Culinary & Baking 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. For more information contact Advisor Kimrey Jordan at 336-838-6506 or email kimrey.jordan@wilkescc.edu.

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. For more information contact Advisor Jennifer Hastings at 336-838-6253 or email jennifer.hastings@wilkescc.edu.

Diesel Club

The Diesel Club is comprised of students enrolled in Diesel and Heavy Equipment Technology. For more information contact Advisor Ricky Smith at 336-838-6225 or email ricky.smith@wilkescc.edu.

Enactus Club

The Enactus Club is a combination of business 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 Enactus Club will promote and foster the development of leadership and employability

skills in business and accounting students. For more information contact Robin Phillips-Hauser at 336-838-6122 or email robin.hauser@wilkescc.edu.

Game Room

The game room is a popular student “hang out” and is located in Alumni Hall. It has foosball and ping pong tables which are available for student use during regular college operating hours. A valid student ID is required for use of the game room. For more information visit Student Services.

HERO Club

The purpose of HERO (Helping Educate Regarding Orientation) is to provide a safe place and confidential place for LGBTQ, Straight, and Questioning students and staff of all races, ethnicities, sexual orientations/gender identities, and creeds to meet, support each other, educate the community around us, talk about issues related to sexual orientation, to foster diversity, and work to end homophobia, and prejudice against LGBTQ people. This group is open to all WCC students, WECHS students (enrolled in college classes), and supportive staff. For more information, contact Trish Gaitther at 336-838-6238 or email trish.gaitther@wilkescc.edu.

Horticulture Club

The Horticulture Club is open to students enrolled in classes in the horticulture program. The club takes part in community outreach by sponsoring wreath/roping sales and plant sales. Members are active in volunteer activities on campus through student activities and events. In order to learn more, contact Advisor Donna Riddle at 336-838-6435 or email donna.riddle@wilkescc.edu.

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. For more information contact Advisor Erica Sales-Walker at 336-838-6523 or email erica.walker@wilkescc.edu.

Industrial Technology and Electronics Club (ITEC)

The purpose of ITEC, located at the Ashe Campus, 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. For more information contact Advisor Chris Bare at 336-846-3900 ext. 3112 or email chris.bare@wilkescc.edu.

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. For more information contact Advisor Jennifer Mathis at 336-838-6526 or email jennifer.mathis@wilkescc.edu.

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. For more information contact John Hauser at 336-838-6149 or email john.hauser@wilkescc.edu.

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. For more information contact Blair Hancock at 336-838-6230 or email blair.hancock@wilkescc.edu.

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. For more information contact Advisor John Gleeson at 336-838-6472 or email john.gleeson@wilkescc.edu.

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. For more information contact Advisor Beth Foster at 336-838-6173 or email beth.foster@wilkescc.edu.

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. For more information contact Julie Mullis at 336-838-6502 or email julie.mullis@wilkescc.edu.

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, Curt Miller at 336-838-6142 or email curt.miller@wilkescc.edu.

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. For more information for 1st year club contact Advisor Pamela Rhoades at 336-838-6254 or email pamela.rhoades@wilkescc.edu. For 2nd year club contact Advisor Laura Walsh at 336-838-6250 or email laura.walsh@wilkescc.edu.

Veterans Association Club

The student Veterans Association Club was formed to assist veterans and their dependents at WCC in finding the necessary resources to aid in their education and everyday lives. The club creates mentorships between new and experienced veteran students and also promotes and coordinates activities that promote a wide range of interests among the veteran community. To learn more about this club or to join, please contact Denna Parsons at 336-838-6140 or email denna.parsons@wilkescc.edu.

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. For more information contact Advisor Hardin Kennedy at 336-838-6219 or email hardin.kennedy@wilkescc.edu.

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. Visit Student Services for more information.

Welding Club

The purpose of the Welding Club is to provide an organization within which its members are enabled to freely assemble and further the social contact and educational process of its members, as well as provide a civic service for Wilkes Community College and the entire surrounding community. For more information, please contact Ricky Smith at 336-838-6225 or email ricky.smith@wilkescc.edu.

Office of Administrative Services

The Office of Administrative Services of Wilkes Community College is divided into three 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.
3. **Facilities** is responsible for and maintains all building, grounds, construction, motorpool, custodian departments and general facilities.

Vending

The college contracts with commercial companies to provide and operate vending machines. Foods and drinks must meet all municipal, county and state health and sanitation laws. Vending areas are located in most campus buildings.

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. Students are also required to present their student ID card when making purchases using financial aid, charging to a third party or making purchases on a payment plan.

Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. 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 Safety and Security

The Office of Safety and Security is responsible for a safe and secure learning environment for all WCC students, faculty, staff and visitors. WCC security staff are responsible for physical security of WCC Facilities and enforcement of campus parking and driving policy.

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.

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.** (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 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 or Excessive Noise.** 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. ALL FINES MUST BE PAID BEFORE STUDENTS WILL BE ALLOWED TO REGISTER FOR THE NEXT SEMESTER, BEFORE THEY GRADUATE, OR BEFORE TRANSCRIPTS ARE SENT.

Effective January 1, 2014, parking fines are increased for subsequent violations of the same offenses in the same school year.

Illegal Parking	First Offense	Subsequent Offenses
Disabled	\$100.00	\$100.00
Faculty/Staff	10.00	25.00
Visitor	10.00	25.00
Reserved	10.00	25.00
Other Parking Violations	10.00	25.00
Driving		
Speeding/Reckless Driving	10.00	25.00
Noise Ordinance (Loud Music)	10.00	25.00
Littering	10.00	25.00

Office of Information Technology

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

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.

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 numerical concepts with problem applications and/or the reading and writing processes necessary to succeed in college-level courses.

Unless exempt based on SAT/ACT scores or GPA, 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, lab, and computer use with an emphasis on mastery-based learning in an accelerated format, which means that students continue studying skills until they achieve mastery.

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 nine Math modules and four Reading and English courses, which are listed by name and title below. For a complete description of each module or course, refer to the list of course descriptions in the back of this catalog.

DMA-010 – Operations with Integers

DMA-020 – Fractions and Decimals

DMA-030 – Proportions/Ratios/Rates/Percents

DMA-040 – Expressions, Linear Equations, Linear Inequalities

DMA-050 – Graphs and Equations of Lines

DMA-060 – Polynomials and Quadratic Applications

DMA-065 – Algebra for Precalculus

DMA-070 – Rational Expressions and Equations

DMA-080 – Radical Expressions and Equations

DRE-096– Integrated Reading and Writing I

DRE-097– Integrated Reading and Writing II

DRE-098– Integrated Reading and Writing III

DRE-099– Integrated Reading and Writing III (ENG 111 Co-requisite)

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 Workforce Center is also located at the center. The Alleghany Workforce Center provides employment and training services to residents through its partners which includes the North Carolina Division of Workforce Solutions, Workforce Investment Act Services, Get Real Youth Services and North Carolina Vocational Rehabilitation Services. 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, internet, or in cyber classroom. 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 improve their literacy skills, earn an adult high school diploma, or prepare for the GED exam. A Family Literacy Program, 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, and Associate Degree Nursing are examples of the curriculum programs offered at the campus. Additionally, 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 high school equivalency 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 Ashe Campus also offers numerous compensatory education courses and English as a Second Language courses, both on campus and at sites throughout the community.

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 Workforce Center is an integral partner of the Ashe Campus. Located at Family Central, the Workforce Center provides employment and training services to residents of the county through its partners, including N.C. Employment Security Commission, Workforce Investment Act (WIA), Division of Workforce Solutions, 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, weddings, 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 Science, and Associate in General Education.

High School to College Opportunities: Career & College Promise

High school students are offered opportunities to excel in their academic pursuits through concurrent enrollment course offerings. Students who are eligible under the NC Career and College Promise guidelines may enroll in courses offered by WCC during their junior and senior years in high school. Through the NC Career and College Promise programs, high school students can begin their college work, tuition-free, while they are in high school, allowing them to get a head start on their workplace and college preparation. Courses may be offered on the WCC campus, online and at the high schools. Credits earned will count toward an Associate in Arts, Associate in Science or Associate in Applied Science degree or diploma. For additional information, go to the WCC website at www.wilkescc.edu and click on Career College Promise.

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 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 CAA 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.

Online Programs

Wilkes Community College students cannot attend classes during the day may be able to complete the following programs by enrolling in online courses or through a combination of online and evening courses. (Courses with insufficient enrollment may be cancelled.)

	Degree	Diploma	Certificate
Associate in Arts	X		
Associate in General Education	X		
Accounting			X
Applied Engineering Technology	X	X	X
Architectural Technology	X		X
Automotive Systems Technology	X	X	X
Basic Law Enforcement Training			X
Business Administration	X	X	X
Collision Repair and Refinishing Technology	X	X	X
Computer Technology Integration-Networking			X
Early Childhood Education	X	X	X
Horticulture Technology	X	X	X
Medical Assisting			X
Office Administration			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

Status of Course for Transfer

Fine Arts

ART	111	Art Appreciation	UGETC/ transfer elective
ART	114	Art History Survey I	UGETC/ transfer elective
ART	115	Art History Survey II	UGETC/ transfer elective
ART	121	Two-Dimensional Design	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	283	Ceramics I	transfer elective
ART	284	Ceramics II	transfer elective
DRA	111	Theatre Appreciation	gen ed / transfer elective
DRA	126	Storytelling	gen ed / transfer elective
MUS	110	Music Appreciation	UGETC/ transfer elective
MUS	112	Introduction to Jazz	UGETC/ transfer elective
MUS	210	History of Rock Music	gen ed / transfer elective

Humanities

ENG	125	Creative Writing I	transfer elective
ENG	126	Creative Writing II	transfer elective
ENG	131	Intro to Literature	gen ed / transfer elective
ENG	231	American Literature I	UGETC / transfer elective
ENG	232	American Literature II	UGETC/ transfer elective
ENG	241	British Literature I	gen ed / transfer elective
ENG	242	British Literature II	gen ed / transfer elective
ENG	261	World Literature I	gen ed / transfer elective
ENG	262	World Literature II	gen ed / 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 / transfer elective (A.A., A.S. only)
FRE	112	Elementary French II	gen ed / transfer elective (A.A., A.S. only)
FRE	211	Intermediate French I	gen ed / transfer elective (A.A., A.S. only)
FRE	212	Intermediate French II	gen ed / transfer elective (A.A., A.S. only)
GER	111	Elementary German I	gen ed / transfer elective (A.A., A.S. only)
GER	112	Elementary German II	gen ed / transfer elective (A.A., A.S. only)
GER	211	Intermediate German I	gen ed / transfer elective (A.A., A.S. only)
GER	212	Intermediate German II	gen ed / transfer elective (A.A., A.S. only)
HUM	110	Technology and Society	gen ed / transfer elective
HUM	115	Critical Thinking	gen ed / transfer elective
HUM	120	Cultural Studies	gen ed / transfer elective

HUM	121	The Nature of America	gen ed / transfer elective
HUM	122	Southern Culture	gen ed / transfer elective
HUM	123	Appalachian Culture	transfer elective
HUM	130	Myth in Human Culture	gen ed / transfer elective
HUM	150	American Women's Studies	gen ed / transfer elective
HUM	160	Intro to Film	gen ed / transfer elective
HUM	161	Advanced Film Studies	gen ed / transfer elective
HUM	170	The Holocaust	transfer elective
HUM	180	International Cultural Exploration	transfer elective (A.A., A.S., only)
HUM	220	Human Values and Meaning	gen ed / transfer elective
PHI	240	Intro to Ethics	UGETC/ transfer elective
REL	110	World Religions	gen ed / transfer elective
REL	211	Intro to the Old Testament	gen ed / transfer elective
REL	212	Intro to the New Testament	gen ed / transfer elective
SPA	111	Elementary Spanish I	gen ed / transfer elective (A.A., A.S. only)
SPA	112	Elementary Spanish II	gen ed / 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 / transfer elective (A.A., A.S. only)
SPA	212	Intermediate Spanish II	gen ed / transfer elective (A.A., A.S. only)
SPA	221	Spanish Conversation	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	220	Cultural Anthropology	gen ed / transfer elective
ECO	151	Survey of Economics	gen ed / transfer elective
ECO	251	Principles of Microeconomics	UGETC/ transfer elective
ECO	252	Principles of Macroeconomics	UGETC/ transfer elective
GEO	111	World Regional Geography	gen ed / transfer elective
GEO	130	General Physical Geography	gen ed / transfer elective
HIS	116	Current World Problems	transfer elective
HIS	111	World Civilization I	UGETC/ transfer elective
HIS	112	World Civilization II	UGETC / transfer elective
HIS	121	Western Civilization I	gen ed / transfer elective
HIS	122	Western Civilization II	gen ed / transfer elective
HIS	131	American History I	UGETC/ transfer elective
HIS	132	American History II	UGETC/ transfer elective
HIS	145	The Second World War	transfer elective
HIS	163	The World Since 1945	transfer elective
HIS	211	Ancient History	transfer elective
POL	120	American Government	UGETC/ transfer elective
PSY	118	Interpersonal Psychology	non-transfer elective
PSY	150	General Psychology	UGETC/ transfer elective
PSY	241	Developmental Psychology	gen ed / transfer elective
PSY	281	Abnormal Psychology	gen ed / transfer elective
SOC	210	Intro to Sociology	UGETC/ transfer elective
SOC	213	Sociology of the Family	gen ed / transfer elective
SOC	220	Social Problems	gen ed / transfer elective

UGETC = Universal General Education Component

Courses designated as UGETC will transfer for equivalency credit to UNC and most NC colleges and universities.

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background. 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 60 semester hours of credit (shc) with a grade of "C" or higher. These 60 hours should be selected from the following areas and courses:

Course	Semester Credit Per Course	Hours Total
English Composition		6 shc
UGETC ENG 111 Writing and Inquiry	3 shc	
UGETC ENG 112 Writing and Research in the Disciplines	3 shc	
Communications, Humanities and Fine Arts		9 shc
UGETC Required: COM 231 Public Speaking	3 shc	
Select TWO courses from the following:		
ART 111 Art Appreciation		
ART 114 Art History Survey I		
ART 115 Art History Survey II		
ENG 231 American Literature I		
ENG 232 American Literature II		
MUS 110 Music Appreciation		
MUS 112 Introduction to Jazz		
PHI 240 Introduction to Ethics		
<i>NOTE: If ENG 231 or 232 is not selected, a literature must be taken as a general education elective or transfer elective.</i>		
Social / Behavioral Sciences		9 shc
Select THREE courses from TWO different disciplines:		
UGETC At least one must be a history course.		
ECO 251 Principles of Microeconomics		
ECO 252 Principles of Macroeconomics		
HIS 111 World Civilizations I		
HIS 112 World Civilizations II		
HIS 131 American History I		
HIS 132 American History II		
PSY 150 General Psychology		
POL 120 American Government		
SOC 210 Introduction to Sociology		
Mathematics		3-4 shc
Select ONE course:		
UGETC MAT 143 Quantitative Literacy		
MAT 152 Statistical Methods		

Natural Sciences **4 shc**

Select **ONE** course

- UGETC **BIO 110** Principles of Biology
- BIO 111 General Biology I
- CHM 151 General Chemistry I
- PHY 110 Conceptual Physics and PHY 110 A Lab

Mathematics or Natural Sciences **3-4 shc**

GENED Select **ONE** additional Math or Science course from the lists above or the general education course list below.

(Math and Science courses are designated in bold.)

NOTE: Students may not earn credit for both BIO 110 and BIO 111 or BIO 112

Academic Transition **1 shc**

ACA 122 College Transfer Success

UGETC = Universal General Education Component

Courses designated as UGETC will transfer for equivalency credit to UNC and most other NC colleges and universities.

Students should select courses based on their intended major and transfer institution.

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

General Education Electives* **10-11 shc**

Select an additional 10-11 SHC courses classified as general education within the Comprehensive Articulation Agreement(CAA).

Transfer Electives* **14 shc**

Select 14 SHC of courses classified as transfer electives or as general education courses within the Comprehensive Articulation Agreement.

See complete list of courses classified as general education courses and transfer electives below.

Total Semester Hours Credit (SHC) in Program: **60 shc**

General Education Courses / Electives (Designated Math and Science Courses in Bold)

ANT 220	COM 110	FRE 111	HUM 110	MAT 271	PSY 281
ART 111	COM 120	FRE 112	HUM 115	MAT 272	REL 110
ART 114	COM 140	FRE 211	HUM 120	MAT 273	REL 211
ART 115	DRA 111	FRE 212	HUM 121	MUS 110	REL 212
BIO 110	DRA 126	GEO 111	HUM 122	MUS 112	SOC 210
BIO 111	ECO 151	GEO 130	HUM 130	MUS 210	SOC 213
BIO 112	ECO 251	GER 111	HUM 150	PHI 240	SOC 220
BIO 120	ECO 252	GER 112	HUM 160	PHY 110	SPA 111

BIO 130	ENG 114	HIS 111	HUM 161	PHY 110A	SPA 112
BIO 140	ENG 231	HIS 112	HUM 220	PHY 151	SPA 211
CHM 151	ENG 232	HIS 121	MAT 143	PHY 152	SPA 212
CHM 152	ENG 241	HIS 122	MAT 152	PHY 251	
CIS 110	ENG 242	HIS 131	MAT 171	PHY 252	
CIS 115	ENG 261	HIS 132	MAT 172	POL 120	
	ENG 262		MAT 263	PSY 150	
				PSY 241	

Transfer Electives

ACC 120	BIO 166	CSC 151	FRE 181	MUS 132	PED 145
ACC 121	BIO 175	CSC 239	FRE 182	PED 110	PED 146
ART 121	BUS 110	DRA 130	GER 181	PED 113	PED 171
ART 131	BUS 115	DRA 131	GER 182	PED 114	PED 186
ART 132	BUS 137	DRA 170	HIS 116	PED 117	SPA 161
ART 240	CHM 130	DRA 171	HIS 145	PED 118	SPA 181
ART 241	CHM 130A	DRA 270	HIS 163	PED 119	SPA 182
ART 283	CHM 251	DRA 271	HIS 211	PED 120	SPA 221
ART 284	CHM 252	ENG 125	HUM 123	PED 121	SPA 281
BIO 140A	CJC 111	ENG 126	HUM 170	PED 122	SPA 282
BIO 150	CJC 141	ENG 273	HUM 180	PED 123	
BIO 155	CSC 134	ENG 274	MAT 280	PED 130	
BIO 163	CSC 139	ENG 275	MUS 131	PED 131	
BIO 165					

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.

Course	Semester Hours Per Course	Credit Total
Composition		6 shc
ENG 111	3 shc	
ENG 112 or ENG 113 or ENG 114	3 shc	
Humanities and Fine Arts (3 hrs)		3 shc
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>		
Social and Behavioral Sciences (3 hrs)		3 shc
Select one course from the following areas: HIS, ANT, ECO, GEO, POL, PSY, OR SOC		
Natural Sciences/Mathematics (3-4 hrs)		3 shc
Select one course from the following areas: BIO, CHM, MAT, PHY (Lab courses/sections recommended.)		
College Student Success and Physical Education		1-7 shc
Required ACA 115	1 shc	
Electives (49 hrs)		
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
Total Semester Hours Credit		65 shc

Students must make a satisfactory score on the placement test or pass DMA 010--DMA 050 or 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 is designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds. 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.

ASSOCIATE IN SCIENCE - A10400

All students awarded the Associate in Science Degree by Wilkes Community College must earn a minimum of 60 semester hours of credit (shc) with a grade of "C" or higher. These 60 hours should be selected from the following areas and courses:

Course	Semester	
	Hours Per Course	Credit Total
English Composition		6 shc
UGETC ENG 111 Writing and Inquiry	3 shc	
UGETC ENG 112 Writing and Research in the Disciplines	3 shc	
Communications, Humanities and Fine Arts		6 shc
UGETC Required: COM 231 Public Speaking	3 shc	
Select ONE course from the following:		
ART 111 Art Appreciation	3 shc	
ART 114 Art History Survey I		
ART 115 Art History Survey II		
ENG 231 American Literature I		
ENG 232 American Literature II		
MUS 110 Music Appreciation		
MUS 112 Introduction to Jazz		
PHI 240 Introduction to Ethics		
NOTE: If ENG 231 or 232 is not selected, a literature must be taken as a general education elective or transfer elective.		
Social / Behavioral Sciences		6 shc
UGETC History (3 SHC) Select ONE course:	3 shc	
HIS 111 World Civilizations I		
HIS 112 World Civilizations II		
HIS 131 American History I		
HIS 132 American History II		
UGETC Social Science (3 SHC) Select ONE course:	3 shc	
ECO 251 Principles of Microeconomics		
ECO 252 Principles of Macroeconomics		
PSY 150 General Psychology		
POL 120 American Government		
SOC 210 Introduction to Sociology		

Mathematics

8 shc

UGETC Select **TWO** courses: (follow prerequisites):

MAT 171 Pre-calculus Algebra

MAT 172 Pre-calculus Trigonometry

MAT 263 Brief Calculus

MAT 271 Calculus I

Natural Sciences

8 shc

UGETC Select a **TWO-course sequence** from the following:

BIO 111 General Biology I **and**

BIO 112 General Biology II

CHM 151 General Chemistry I **and**

CHM 152 General Chemistry II

PHY 151 College Physics I **and**

PHY 152 College Physics II

PHY 251 General Physics I **and**

PHY 252 General Physics II

Academic Transition

1 shc

ACA 122 College Transfer Success

UGETC = Universal General Education Component

Courses designated as UGETC will transfer for equivalency credit to UNC and most other NC colleges and universities.

Students should select courses based on their intended major and transfer institution.

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

Additional General Education Hours

11 shc

Mathematics

GENED Select **ONE** course (follow prerequisites):

MAT 152 Statistical Methods I

MAT 172 Pre-calculus Trigonometry

MAT 263 Brief Calculus

MAT 271 Calculus

MAT 272 Calculus II

MAT 273 Calculus III

Natural Sciences

GENED Select **ONE** course (follow prerequisites):

BIO 111 General Biology I

BIO 112 General Biology II

BIO 130 Introductory Zoology

CHM 151 General Chemistry I

CHM 152 General Chemistry II

PHY 151 College Physics I

PHY 152 College Physics II

PHY 251 General Physics I

PHY 252 General Physics II

General Education Elective**3 shc**GENED Select **ONE** course (3 shc) from general education courses.**Electives****14 shc****Math and Science Electives**Select 8 SHC from Math and Science courses approved for transfer. Courses in **BOLD** in lists below.**Transfer Electives (6 SHC)**

Select 6 SHC of courses from courses classified as transfer electives or as general education courses.

Total Semester Hours Credit (SHC) in Program:**60 shc****General Education Courses / Electives (Designated Math and Science Courses in Bold)**

ANT 220	COM 110	FRE 111	HUM 110	MAT 263	PSY 150
ART 111	COM 120	FRE 112	HUM 115	MAT 271	PSY 241
ART 114	COM 140	FRE 211	HUM 120	MAT 272	PSY 281
ART 115	DRA 111	FRE 212	HUM 121	MAT 273	REL 110
BIO 110	DRA 126	GEO 111	HUM 122	MUS 110	REL 211
BIO 111	ECO 151	GEO 130	HUM 130	MUS 112	REL 212
BIO 112	ECO 251	GER 111	HUM 150	MUS 210	SOC 210
BIO 120	ECO 252	GER 112	HUM 160	PHI 240	SOC 213
BIO 130	ENG 114	HIS 111	HUM 161	PHY 110	SOC 220
BIO 140	ENG 231	HIS 112	HUM 220	PHY 110A	SPA 111
BIO 140A	ENG 232	HIS 121	MAT 143	PHY 151	SPA 112
CHM 151	ENG 241	HIS 122	MAT 152	PHY 152	SPA 211
CHM 152	ENG 242	HIS 131	MAT 171	PHY 251	SPA 212
CIS 110	ENG 261	HIS 132	MAT 172	PHY 252	
CIS 115	ENG 262			POL 120	

Transfer Electives (Designated Math and Science Courses in Bold)

ACC 120	BIO 166	CSC 151	FRE 181	MUS 132	PED 145
ACC 121	BIO 175	CSC 239	FRE 182	PED 110	PED 146
ART 121	BUS 110	DRA 130	GER 181	PED 113	PED 171
ART 131	BUS 115	DRA 131	GER 182	PED 114	PED 186
ART 132	BUS 137	DRA 170	HIS 116	PED 117	SPA 161
ART 240	CHM 130	DRA 171	HIS 145	PED 118	SPA 181
ART 241	CHM 130A	DRA 270	HIS 163	PED 119	SPA 182
ART 283	CHM 251	DRA 271	HIS 211	PED 120	SPA 221
ART 284	CHM 252	ENG 125	HUM 123	PED 121	SPA 281
BIO 150	CJC 111	ENG 126	HUM 170	PED 122	SPA 282
BIO 155	CJC 141	ENG 273	HUM 180	PED 123	
BIO 163	CSC 134	ENG 274	MAT 280	PED 130	
BIO 165	CSC 139	ENG 275	MUS 131	PED 131	

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.

Program Learning Outcomes

Graduates of the WCC Accounting Program will:

- Apply appropriate financial accounting principles and concepts to identify, record, and communicate financial results.
- Apply appropriate cost accounting principles and concepts to identify, record, and communicate managerial accounting results.
- Prepare a basic individual income tax return in compliance with federal laws and regulations.
- Perform accounting procedures using current and appropriate computer software.
- Communicate information effectively in written or oral form.
- Reason through accounting information by formulating relevant questions, checking assumptions, pursuing best information, and examining different points of view.

ACCOUNTING - A25100
Associates Degree
Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	140	Payroll Accounting	2
CIS	110	Introduction to Computers or	3	ACC	220	Intermediate Accounting I	4
CIS	111	Basic PC Literacy	2	ACC	225	Cost Accounting	3
ENG	111	Writing and Inquiry	3	BUS	225	Business Finance	3
MAT	110	Math Measurement & Literacy or	3	ECO	151	Survey of Economics** or	3
MAT	143	Quantitative Literacy		ECO	251	Principles of Microeconomics	
ACC	120	Principles of Financial Accounting	4			Humanities/Fine Arts Elective***	3
BUS	115	Business Law I	3				18
			16/17				
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
ACC	121	Principles of Managerial Accounting	4	ACC	221	Intermediate Accounting II	4
ACC	150	Accounting Software Applications	2	ACC	269	Auditing and Assurance Services	3
ENG	112	Writing/Research in the Disc or	3	BUS	240	Business Ethics	3
ENG	113	Literature-Based Research		BUS	260	Business Communication	3
ACC	129	Individual Income Taxes	3	DBA	110	Database Concepts	3
CTS	130	Spreadsheet	3			PSY or SOC Elective (PSY 118, PSY 150, ECO 252, SOC 210, Or SOC 213)**	3
		Business Elective*	3				19
			18				
						Minimum Semester Hours	71

*To be selected from: BUS 110, BUS 116, BUS 137, BUS 153, or MKT 223.

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

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

Award: Associate in Applied Science Degree

ACCOUNTING - D25100

Diploma

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	121	Principles of Managerial Accounting	4
CIS	110	Introduction to Computers or	3	ACC	129	Individual Income Taxes	3
CIS	111	Basic PC Literacy	2	ACC	150	Accounting Software Applications	2
ENG	111	Writing and Inquiry	3	BUS	240	Business Ethics	3
MAT	110	Math Measurement & Literacy or	3	ACC	140	Payroll Accounting	2
MAT	143	Quantitative Literacy		CTS	130	Spreadsheet	3
ECO	151	Survey of Economics or	3	DBA	110	Database Concepts	3
ECO	251	Principles of Microeconomics					20
ACC	120	Principles of Financial Accounting	4				
BUS	115	Business Law I	3				
			19/20				

Minimum Semester Hours 39

Award: Diploma

ACCOUNTING - C25100AC

Certificate - ACCOUNTING CLERK

Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACC	120	Principles of Financial Accounting	4	CIS	110	Introduction to Computers or	3
ACC	121	Principles of Managerial Accounting	4	CIS	111	Basic PC Literacy	2
ACC	140	Payroll Accounting	2	CTS	130	Spreadsheet	3

Minimum Semester Hours 15

Award: Certificate

ACCOUNTING - C25100CA

Certificate - COMPUTERIZED ACCOUNTING CLERK

Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACC	120	Principles of Financial Accounting	4	CTS	130	Spreadsheet	3
ACC	140	Payroll Accounting	2	DBA	110	Database Concepts	3
ACC	150	Accounting Software Applications	2				
CIS	110	Introduction to Computers or	3				
CIS	111	Basic PC Literacy	2				

Minimum Semester Hours 16

Award: Certificate

ACCOUNTING C25100CS
Certificate - ACCOUNTING CUSTOMER SERVICE CLERK
Course Requirements
(ALSO AVAILABLE ONLINE)

			<i>Credit</i>				<i>Credit</i>
ACC	120	Principles of Financial Accounting	4	MKT	223	Customer Service	3
ACC	150	Accounting Software Applications	2	DBA	110	Database Concepts	3
CIS	110	Introduction to Computers or	3	Minimum Semester Hours			
CIS	111	Basic PC Literacy	2	14			

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.

Program Learning Outcomes

Graduates of the WCC Advertising and Graphic Design Program will:

- Use critical thinking strategies to research client needs, based upon the given information and information about the client's business.
- Use either the Windows or Macintosh operating platforms effectively.
- Determine a client's best course of action for print and web media needs and advise them of that course.
- Articulate the best visual solution with industry-appropriate terminology and effectively communicate that to the client.
- Determine the best use of typography and textual forms to inquire the desired visual response.
- Recognize photographic compositions on site and to direct models and set designers to achieve specified visuals requested by a client and use digital photo manipulating techniques to achieve a client's desired visual.
- Effectively communicate with marketing and merchandising persons in working toward a mutually agreeable visual solution.
- Discuss, explain and justify their visual solutions to a potential employer via a standard job interview process.

ADVERTISING and GRAPHIC DESIGN - A30100

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	GRD	167	Photographic Imaging II		3
BUS	110	Introduction to Business		3	GRD	152	Computer Design Tech I		3
ENG	111	Writing and Inquiry		3	GRD	131	Illustration I		2
CIS	110	Introduction to Computers or		3	GRD	142	Graphic Design II		4
CIS	111	Basic PC Literacy		2	WEB	140	Web Development Tools		3
CIS	165	Desktop Publishing		3			Humanities/Fine Arts Elective*		<u>3</u>
GRD	151	Computer Design Basics		3					18
		Social/Behavioral Science Elect.		<u>3</u>	Spring Semester Second Year				
				18/19	GRD	241	Graphic Design III		4
Spring Semester First Year					GRD	280	Portfolio Design		4
WEB	115	Web Markup and Scripting		3	WBL	111	Work-Based Learning I**		1
GRD	110	Typography I		3	MAT	110	Math Measurement & Literacy or		3
GRD	121	Drawing Fundamentals I		2	MAT	143	Quantitative Literacy		
GRD	141	Graphic Design I		4	SGD	171	Flash SG Programming		<u>3</u>
ENG	112	Writing/Research in the Disc or		3					15
ENG	114	Prof. Research and Report.			Minimum Semester Hours				69
MKT	220	Advertising and Sales Promotion		<u>3</u>					
				18					

*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 WBL classes, any of the following course numbers may be used: WBL 121, 131 or 211.

Award: Associate in Applied Science Degree

ADVERTISING and GRAPHIC DESIGN - D30100

Diploma

Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills		1	GRD	110	Typography 1		3
CIS	110	Introduction to Computers or		3	GRD	121	Drawing Fundamentals I		2
CIS	111	Basic PC Literacy		2	GRD	141	Graphic Design I		4
CIS	165	Desktop Publishing I		3	GRD	142	Graphic Design II		4
ENG	111	Writing and Inquiry		3	MAT	110	Math Measurement & Literacy or		3
GRD	151	Computer Design Basics		3	MAT	143	Quantitative Literacy		
GRD	152	Computer Design Tech I		3	MKT	220	Advertising and Sales Promotion		<u>3</u>
GRD	167	Photographic Imaging I		<u>3</u>					19
				18/19	Minimum Semester Hours				37

AWARD: Diploma

ADVERTISING and GRAPHIC DESIGN - C30100GD

Certificate - GRAPHIC DESIGN

Course Requirements

			<i>Credit</i>				<i>Credit</i>
CIS	165	Desktop Publishing I	3	CIS	110	Introduction to Computers or	3
GRD	151	Computer Design Basics	3	CIS	111	Basic PC Literacy	<u>2</u>
GRD	141	Graphic Design I	4	Minimum Semester Hours			15
GRD	110	Typography I	3				

AWARD: Certificate

ADVERTISING and GRAPHIC DESIGN - C30100WD

Certificate - WEB DESIGN

Course Requirements

			<i>Credit</i>				<i>Credit</i>
SGD	171	Flash SG Programming	3	CIS	110	Introduction to Computers or	3
WEB	115	Web Markup	3	CIS	111	Basic PC Literacy	<u>2</u>
WEB	140	Web Development Tools	3	Minimum Semester Hours			15
GRD	141	Graphic Design I	4				

AWARD: Certificate

APPLIED ANIMAL SCIENCE TECHNOLOGY - A15280

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ANS	120	Beef Production	3
ACM	110	Intro to Animal Care	3	ANS	150	Animal Health Management	3
ENG	111	Writing and Inquiry	3	ANS	170	Sheep and Goat Production	3
ANS	110	Animal Science	3	AGR	220	Ag Mechanization	3
ANS	116	Intro to the Equine Industry	3	PSY	118	Interpersonal Psychology	3
ANS	191	Selected Topics in Anim. Sci.	1				15
			14				
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
AGR	111	Basic Farm Maintenance	2	ANS	140	Swine Production	3
ANS	115	Animal Feeds and Nutrition	3	AGR	261	Agronomy	3
ANS	130	Poultry Production	3	ACM	112	Facility Management	3
BIO	140	Environmental Biology	3	BUS	137	Principles of Management	3
CIS	110	Introduction to Computers	3	BUS	139	Entrepreneurship	3
COM	231	Public Speaking	3	HUM	110	Technology and Society	3
			17				18
<i>Summer Semester First Year</i>				Minimum Semester Hours			65
WBL	111	Work Based Learning	1				

***Award: Associate in Applied Science Degree**

ENGINEERING AND TECHNOLOGY: APPLIED, AUTOMATION, MECHATRONICS ENGINEERING TECHNOLOGY

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

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

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

Applied Engineering Technology: A course of study that prepares students to use basic engineering principles and technical skills 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.

Disciplines of Study in Applied Engineering Technology include:

- | | |
|--|-----------|
| • Applied Engineering Technology | A40130 |
| • CNC Machining Technology | A40130CN |
| • Computer Engineering Technology | A40130CE |
| • Electronics Engineering Technology | A40130EE |
| • Industrial Systems Technology | A40130ISS |
| • Machining and Maintenance Technology | A40130MM |
| • Mechanical Design Technology | A40130DD |
| • Robotics, Automation, and Mechatronics | A40130RM |

Program Learning Outcomes:

- Evaluate and assess industrial work environments and practices to ensure compliance with relevant safety standards.
- Design, construct and troubleshoot electrical circuits for applications including control systems, communications, signal processing and computer networks.
- Design, construct and troubleshoot hydraulic, pneumatic and mechanical systems .
- Utilize mechanical drawings and CAD software to communicate technical information.
- Articulate and defend technical solutions to diverse audiences using mathematics and oral and written communication.
- Diagnose, repair, and maintain equipment and processes within their area of specialization.

2+2 Transfer Opportunities:

University of North Carolina at Charlotte
Western Carolina University

APPLIED ENGINEERING TECHNOLOGY - A40130

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.

Associate Degree Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ECO	151	Survey of Economics or		3	
DFT	119	Basic CAD	2	GEO	111	World Regional Geography or			
CIS	110	Introduction to Computers or	3	PSY	118	Interpersonal Psychology or			
EGR	111	Engineer Comp and Careers or		PSY	150	General Psychology or			
EGR	125	Appl Software for Tech or	2	SOC	210	Introduction to Sociology			
ELC	127	Software for Technicians							
EGR	120	Engineering and Design Graphics	3	Summer Semester					
ENG	111	Writing and Inquiry	3			Specialty Major Hours**			
HUM	110	Technology and Society or	3			Specialty Major Hours**			
HUM	115	Critical Thinking		Fall Semester Second Year					
ISC	112	Industrial Safety	2	ATR	112	Intro to Automation or		3	
MAT	121	Algebra / Trigonometry I or	3	CET	110	Intro to CET or		1	
MAT	171	Precalculus Algebra or	4	ELN	131	Analog Electronics I or		4	
MAT	172	Precalculus Trigonometry or		ISC	129	Qual Testing Lab Tech or		3	
MAT	271	Calculus I		MEC	110	Intro to CAD/CAM or		2	
				PCI	150	Process Control Systems		4	
						Specialty Major Hours**			
Spring Semester First Year						Specialty Major Hours**			
HYD	110	Hydraulics/Pneumatics I or	3			Specialty Major Hours**			
MNT	165	Mechanical Ind. Systems	2			Specialty Major Hours**			
ELC	128	Introduction to PLCs or	3			Specialty Major Hours**			
ELC	117	Motors and Controls	4			Specialty Major Hours**			
ELC	131	Circuit Analysis I	4			Specialty Major Hours**			
ELC	131A	Circuit Analysis I Lab	1						
ENG	112	Writing/Research in the Disciplines	3						

Spring Semester Second Year			Credit
EGR	285	Design Project	2
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	

Minimum Semester Hours 65

***Specialty Major Hours—Choose a minimum of 33 hours from a list.*

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - A40130CN

SPECIALTY - CNC MACHINING TECHNOLOGY

The CNC Machining Technology curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product. Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry	3		
MEC	111	Machine Processes I**	3	MAC	122	CNC Turning**	2		
EGR	111	Engineer Comp and Careers	3	DFT	121	Intro to GD&T**	2		
CIS	110	Introduction to Computers or	3	DFT	119	Basic CAD	2		
EGR	125	Applied Software for Technicians** or	2	MEC	231	Computer Aided Manuf. I	3		
ELC	127	Software for Technicians		HUM	110	Technology and Society or	3		
ENG	111	Writing and Inquiry	3	HUM	115	Critical Thinking			
ISC	112	Industrial Safety	2	ATR	112	Intro to Automation*	3		
BPR	111	Print Reading**	2						
				<i>Spring Semester Second Year</i>					
				ECO	151	Survey of Economics or	3		
				GEO	111	World Regional Geography or			
				PSY	118	Interpersonal Psychology or			
				PSY	150	General Psychology or			
				SOC	210	Introduction to Sociology			
				EGR	285	Design Project**	2		
				MEC	232	Computer Aided Manuf. II**	3		
				MAC	124	CNC Milling**	2		
				MAC	228	Advanced CNC Processes**	3		
				ISC	212	Metrology**	2		
<i>Spring Semester First Year</i>								Minimum Semester Hours	
HYD	110	Hydraulics/Pneumatics I or	3						
MNT	165	Mechanical Ind. Systems	2						
ELC	131	Circuit Analysis I	4						
ELC	131A	Circuit Analysis I Lab	1						
ENG	112	Writing/Research in the Disciplines	3						
MAC	121	Intro to CNC**	2						
MEC	112	Machine Processes II**	3						
<i>Summer Semester</i>									
ELC	117	Motors and Controls or	4						
ELC	128	Introduction to PLCs	3						

Specialty Major Hours—Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

** **Specialty Major Hours—Choose a minimum of 33 hours from a list.*

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130CN

Diploma - CNC MACHINING TECHNOLOGY

Course Requirements

			<i>Credit</i>				
				ELC	131	Circuit Analysis I	4
MEC	111	Machine Processes I	3	ELC	131A	Circuit Analysis I Lab	1
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry or	3
CIS	110	Introduction to Computers or	3	MAT	171	Precalculus Algebra or	4
EGR	125	Applied Software for Technicians or	2	MAT	172	Precalculus Trigonometry or	
				MAT	271	Calculus I	
ELC	127	Software for Technicians		MAC	124	CNC Milling	2
ENG	111	Writing and Inquiry	3	DFT	121	Intro to GD&T	2
ISC	112	Industrial Safety	2	MEC	231	Computer Aided Manuf.I	3
ATR	112	Intro to Automation	3	MEC	112	Machine Processes II**	3
MAC	122	CNC Turning	2				
BPR	111	Print Reading	2				
HYD	110	Hydraulics/Pneumatics I	3				
						Minimum Semester Hours	39

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130BC

Certificate - LEVEL I CNC MACHINING

Course Requirements

			<i>Credit</i>				
MEC	111	Machine Processes I	3				
MEC	112	Machine Processes II	3				
MAC	121	Intro to CNC	2				
DFT	121	Intro to GD&T	2				
BPR	111	Print Reading	2				
						Minimum Semester Hours	12

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY- C40130AC

Certificate - LEVEL II CNC MACHINING

Course Requirements

			<i>Credit</i>				
MEC	111	Machine Processes I	3				
MAC	124	CNC Milling	2				
MAC	122	CNC Turning	2				
DFT	119	Basic CAD	2				
MEC	231	Computer Aided Manuf. I	3				
						Minimum Semester Hours	12

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - A40130CE

SPECIALTY -COMPUTER ENGINEERING TECHNOLOGY

A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	MAT	121	Algebra/Trigonometry		3
DFT	119	Basic CAD		2	ELC	228	PLC Applications**		4
EGR	111	Engineer Comp and Careers		3	CET	111	Computer Upgrade / Repair I**		3
CIS	110	Introduction to Computers or		3	CSC	139	Visual Basic**		3
EGR	125	Applied Software for Technicians** or		2	ATR	215	Sensors and Transducers**		3
ELC	127	Software for Technicians							
ENG	111	Writing and Inquiry		3	<i>Spring Semester Second Year</i>				
ISC	112	Industrial Safety		2	ECO	151	Survey of Economics or		3
HUM	110	Technology & Society or		3	GEO	111	World Regional Geography or		
HUM	115	Critical Thinking			PSY	118	Interpersonal Psychology or		
					PSY	150	General Psychology or		
					SOC	210	Introduction to Sociology		
<i>Spring Semester First Year</i>					EGR	285	Design Project**		2
HYD	110	Hydraulics/Pneumatics I or		3	CET	211	Computer Upgrade / Repair 2**		3
MNT	165	Mechanical Ind. Systems			BUS	139	Entrepreneurship**		3
ELC	131	Circuit Analysis I		4	ELN	235	Data Comm Systems**		4
ELC	131A	Circuit Analysis I Lab		1	NET	113	Home Automation Systems		3
ENG	112	Writing/Research in the Disciplines		3					
ELN	133	Digital Electronics**		4					
<i>Summer Semester</i>					Minimum Semester Hours				67
ELC	128	Introduction to PLCs or		3					
ELC	117	Motors and Controls							
ELN	131	Analog Electronics I**		4					

Specialty Major Hours—Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

** **Specialty Major Hours—Choose a minimum of 33 hours from a list.*

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130CE

Diploma - COMPUTER ENGINEERING TECHNOLOGY

Course Requirements

			Credit	ELC	131	Circuit Analysis I	4
ACA	115	Success and Study Skills	1	ELC	131A	Circuit Analysis I Lab	1
DFT	119	Basic CAD	2	CET	211	Computer Upgrade/Repair 2**	3
EGR	111	Engineer Comp and Careers	3				
ENG	111	Writing and Inquiry	3	NET	113	Home Automation Systems**	3
ISC	112	Industrial Safety	2	ELN	133	Digital Electronics**	4
CET	111	Computer Upgrade/Repair 1**	3	ELC	128	Introduction to PLCs	3
MAT	121	Algebra/Trigonometry	3	ELN	131	Analog Electronics I**	4
HYD	110	Hydraulics/Pneumatics 1	3				
Minimum Semester Hours							42

Credit

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130CR

Certificate - COMPUTER REPAIR TECHNICIAN

Course Requirements

			Credit				Credit
CET	111	Computer Upgrade / Repair I	3	ELC	131A	Circuit Analysis I Lab	1
NET	113	Home Automation Systems	3	ELN	133	Digital Electronics	4
Minimum Semester Hours							15
ELC	131	Circuit Analysis I	4				

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY- C40130HA

Certificate - HOME AUTOMATION

Course Requirements

			Credit
Fall Semester			
ELC	128	Introduction to PLCs	3
NET	113	Home Automation Systems	3
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
Minimum Semester Hours			14

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - A40130EE

SPECIALTY -ELECTRONICS ENGINEERING TECHNOLOGY

A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry or		3	
DFT	119	Basic CAD	2	MAT	171	Precalculus Algebra or		4	
EGR	111	Engineer Comp and Careers or	3	MAT	172	Precalculus Trigonometry or			
CIS	110	Introduction to Computers or		MAT	271	Calculus I			
EGR	125	Applied Software for Technicians** or	2	ELN	152	Fabrication Techniques		2	
ELC	127	Software for Technicians		ELN	229	Industrial Electronics**		4	
ENG	111	Writing and Inquiry	3	ELN	135	Electronic Circuits**		4	
ISC	112	Industrial Safety	2	HUM	110	Technology & Society or		3	
ELC	126	Electrical Computations	3	HUM	115	Critical Thinking			
 <i>Spring Semester First Year</i>				 <i>Spring Semester Second Year</i>					
HYD	110	Hydraulics/Pneumatics 1 or	3	ECO	151	Survey of Economics or		3	
MNT	165	Mechanical Ind. Systems	2	GEO	111	World Regional Geography or			
ELC	131	Circuit Analysis I	4	PSY	118	Interpersonal Psychology or			
ELC	131A	Circuit Analysis I Lab	1	PSY	150	General Psychology or			
ENG	112	Writing/Research in the Disciplines	3	SOC	210	Introduction to Sociology			
ELN	133	Digital Electronics**	4	EGR	285	Design Project**		2	
 <i>Summer Semester</i>				ELN	235	Data Comm Systems**		4	
ELC	117	Motors and Controls or	4	BUS	139	Entrepreneurship**		3	
ELC	128	Introduction to PLCs	3	ELN	275	Troubleshooting**		2	
ELN	131	Analog Electronics**	4	ISC	220	Lean Manufacturing		3	
Minimum Semester Hours								68	

Specialty Major Hours–Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

** *Specialty Major Hours–Choose a minimum of 33 hours from a list.*

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130EE
Diploma - ELECTRONICS ENGINEERING TECHNOLOGY
Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ISC	220	Lean Manufacturing	3		
NET	113	Home Automation Systems	3	ELN	133	Digital Electronics	4		
EGR	120	Engineering & Graphics	3	ELN	131	Analog Electronics I	4		
ELC	128	Introduction to PLC	3	MAT	121	Algebra/Trigonometry	3		
ELC	131	Circuit Analysis I	4	ELN	152	Fabrication Techniques	2		
ELC	131A	Circuit Analysis I Lab	1	ELN	235	Data Communications Systems	4		
ENG	111	Writing and Inquiry	3						
ISC	112	Industrial Safety	2						
Minimum Semester Hours							40		

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130E1
Certificate - LEVEL I ELECTRONICS TECHNOLOGY
Course Requirements

				<i>Credit</i>
EGR	120	Engineering & Graphics	3	
ELC	131	Circuit Analysis I	4	
ELC	131A	Circuit Analysis I Lab	1	
ISC	112	Industrial Safety	2	
ELN	133	Digital Electronics	4	
Minimum Semester Hours			14	

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130E2
Certificate - LEVEL II ELECTRONICS TECHNOLOGY
Course Requirements

				<i>Credit</i>
ELC	128	Introduction to PLC	3	
ELN	131	Analog Electronics	4	
ELN	235	Data Communications Systems	4	
ISC	112	Industrial Safety	2	
NET	113	Home Automation Systems	3	
Minimum Semester Hours			16	

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - A40130IS SPECIALTY - 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 print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered. Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Associate Degree Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry I or	3		
MEC	111	Machine Processes I**	3	MAT	171	Precalculus Algebra or	4		
CIS	110	Introduction to Computers or	3	MAT	172	Precalculus Trigonometry or			
EGR	111	Engineer Comp and Careers or		MAT	271	Calculus I			
EGR	125	Applied Software for Technicians** or	2	MAC	122	CNC Turning**	2		
ELC	127	Software for Technicians		ELC	113	Residential Wiring**	4		
ENG	111	Writing and Inquiry	3	ELN	131	Analog Electronics I**	4		
ISC	112	Industrial Safety	2	DFT	119	Basic CAD	2		
EGR	120	Eng and Design Graphics** or	3	HUM	110	Technology & Society or	3		
BPR	111	Print Reading**	2	HUM	115	Critical Thinking			
MNT	165	Mechanical Industrial Systems	2						
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
HYD	110	Hydraulics/Pneumatics I or	3	ECO	151	Survey of Economics or	3		
MNT	165	Mechanical Industrial Systems	2	GEO	111	World Regional Geography or			
ELC	131	Circuit Analysis I	4	PSY	118	Interpersonal Psychology or			
ELC	131A	Circuit Analysis I Lab	1	PSY	150	General Psychology or			
ENG	112	Writing/Research in the Disciplines	3	SOC	210	Introduction to Sociology			
MAC	121	Intro to CNC**	2	EGR	285	Design Project** or	2		
MEC	112	Machine Processes II**	3	MNT	240	Ind Eq Troubleshooting**			
				ELC	128	Intro to PLCs** or	3		
				ELC	117	Motors and Controls**	4		
				MAC	124	CNC Milling**	2		
				WLD	112	Basic Welding Processes** or	2		
				MEC	110	CAD/CAM			
<i>Summer Semester</i>									
AHR	110	Intro to Refrigeration	5						

Minimum Semester Hours 67

Specialty Major Hours–Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

* *Specialty Major Hours–Choose a minimum of 33 hours from a list.

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130IS

Diploma - INDUSTRIAL SYSTEMS

Course Requirements

<i>Fall Semester</i>				<i>Credit</i>	<i>Spring Semester</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ELC	131	Circuit Analysis I	4		
EGR	125	Appl Software for Tech	2	ELC	131A	Circuit Analysis I Lab	1		
DFT	119	Basic CAD	2	HYD	110	Hydraulics and Pneumatics	3		
BPR	111	Print Reading	2	WLD	112	Basic Welding Processes	2		
ENG	111	Writing and Inquiry	3	MEC	112	Machine Processes II	3		
ISC	112	Industrial Safety	2	MAC	121	Intro to CNC	2		
MEC	111	Machine Processes I	3	MAT	121	Algebra/Trigonometry I or	3		
ATR	112	Intro to Automation	3	MAT	171	Precalculus Algebra or	4		
MNT	110	Intro to Maint. Procedures or	2	MAT	172	Precalculus Trigonometry or			
MNT	165	Mechanical Industrial Systems		MAT	271	Calculus I			
							Minimum Semester Hours	46	
<i>Summer Semester</i>									
AHR	110	Intro to Refrigeration	5						
ELC	128	Intro to PLC	3						

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130EM

Certificate - EQUIPMENT MAINTENANCE

Course Requirements

				<i>Credit</i>
BPR	111	Print Reading	2	
HYD	110	Hydraulics and Pneumatics	3	
MEC	111	Machine Processes I	3	
WLD	112	Basic Welding Processes	2	
ISC	112	Industrial Safety	2	
Minimum Semester Hours				12

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130HV
Certificate - HEATING, VENTILATION AND AIR CONDITIONING
Course Requirements

			<i>Credit</i>
AHR	110	Intro to Refrigeration	5
MNT	130	Control Systems or	4
ELC	117	Motors and Controls	
ELC	113	Basic Wiring I	4

Minimum Semester Hours **13**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130IA
Certificate - INDUSTRIAL ELECTRONIC SYSTEMS
Course Requirements

			<i>Credit</i>
ELC	126	Electrical Computations	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELN	131	Analog Electronics I or	4
ELN	133	Digital Electronics	
ELN	229	Industrial Electronics	4

Minimum Semester Hours **16**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130IB
Certificate - INDUSTRIAL ELECTRICAL SYSTEMS
Course Requirements

			<i>Credit</i>
ELC	113	Basic Wiring I	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	117	Motors and Controls or	4
MNT	130	Control Systems	4
ELC	118	National Electric Code	2

Minimum Semester Hours **15**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130MS

Certificate - MACHINE SHOP

Course Requirements

			<i>Credit</i>
BPR	111	Print Reading	2
DFT	119	Basic CAD	2
MEC	111	Machine Processes I	3
WLD	112	Basic Welding Processes	2
MAC	121	Intro to CNC	2
MEC	112	Machine Processes II	3

Minimum Semester Hours **14**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130PL

Certificate - PLC CONTROL SYSTEMS

Course Requirements

			<i>Credit</i>
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	117	Motors and Controls	4
ELC	128	Intro to PLCs	3
ELC	228	PLC Applications	4

Minimum Semester Hours **16**

AWARD: Certificate

**APPLIED ENGINEERING TECHNOLOGY - A40130MM
SPECIALTY - MACHINING AND MAINTENANCE TECHNOLOGY**

This program provides the necessary foundational skills required for entry level machinists and maintenance technicians. It is intended for those seeking careers in equipment maintenance, engineering, machining, and design technology fields within an industrial or commercial setting. Instruction includes theory and skills training needed for inspection, testing, troubleshooting, and diagnosing machining and maintenance systems. Students will learn basic technical skills in print reading, mechanical systems, maintenance, control systems, electronics, hydraulics/pneumatics, welding, machining CAD/CAM, CNC, PLC, and automation as well as new and evolving technologies related to the field. Upon completion, students can enter the workforce and/or choose to enroll in an engineering technology 2+2 transfer program in one of our partner universities.

**Associate Degree
Course Requirements**

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry or	3		
DFT	119	Basic CAD	2	MAT	171	Precalculus Algebra or	4		
CIS	110	Introduction to Computers or	3	MAT	172	Precalculus Trigonometry or			
EGR	111	Engineer Comp and Careers or		MAT	271	Calculus I			
EGR	125	Applied Software for Technicians or	2	MAC	122	CNC Turning**	2		
ELC	127	Software for Technicians		ELC	113	Residential Wiring I**	4		
ENG	111	Writing and Inquiry	3	MEC	112	Machine Processes II**	3		
ISC	112	Industrial Safety	2	ELN	237	Local Area Networks**	3		
EGR	120	Eng and Design Graphics	3	HUM	110	Technology & Society or	3		
				HUM	115	Critical Thinking			
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
HYD	110	Hydraulics/Pneumatics I or	3	ECO	151	Survey of Economics or	3		
MNT	165	Mechanical Ind. Systems	2	GEO	111	World Regional Geography or			
ELC	131	Circuit Analysis I*	4	PSY	118	Interpersonal Psychology or			
ELC	131A	Circuit Analysis I Lab	1	PSY	150	General Psychology or			
ENG	112	Writing/Research in the Disciplines	3	SOC	210	Introduction to Sociology			
MNT	110	Intro to Maint Procedures**	2	EGR	285	Design Project** or	2		
MAC	121	Intro to CNC**	2	MNT	240	Ind Eq Troubleshooting**			
MEC	111	Machine Processes I**	3	MEC	110	Intro to CAD/CAM**	2		
				MAC	124	CNC Milling**	2		
<i>Summer Semester</i>					ISC	212	Intro to Metrology**	2	
ELC	117	Motors and Controls or	4	WLD	112	Basic Welding Processes**	2		
ELC	128	Introduction to PLCs	3						
ELN	131	Analog Electronics I**	4						
						Minimum Semester Hours	68		

Specialty Major Hours--Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

* *Specialty Major Hours--Choose a minimum of 33 hours from a list.

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130MM Diploma - MACHINING AND MAINTENANCE TECHNOLOGY Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ENG	111	Writing and Inquiry	3
DFT	119	Basic CAD	2	ELN	131	Analog Electronics I	4
BPR	111	Print Reading	2	ELN	237	Local Area Networks	3
EGR	125	Appl Software for Tech	2	ISC	112	Industrial Safety	2
ELC	117	Motors and Controls	4	MAT	121	Algebra/Trigonometry	3
ELC	118	National Electric Code	2	MEC	110	Intro to CAD/CAM	2
ELC	131	Circuit Analysis I	4	MEC	111	Machine Processes I	3
ELC	131A	Circuit Analysis I Lab	1				
MNT	110	Intro to Maintenance Procedures	2	Minimum Semester Hours			40

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130MM Certificate - MACHINING AND MAINTENANCE TECHNOLOGY Course Requirements

			<i>Credit</i>
DFT	119	Basic CAD	2
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	117	Motors and Controls	4
ISC	112	Industrial Safety	2
MNT	110	Intro to Maintenance Procedures	2
MEC	111	Machine Processes I	3
Minimum Semester Hours			18

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - A40130DD

SPECIALTY - MECHANICAL DESIGN TECHNOLOGY

A course of study that prepares the students to apply technical skills and advanced computer software and hardware to develop plans and related documentation, and manage the hardware and software of a CAD system. Graduates should qualify for CAD jobs in mechanical manufacturing, engineering consulting firms and industrial design businesses.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	MAT	121	Algebra/Trigonometry I	or	3	
DFT	119	Basic CAD	2	MAT	171	Precalculus Algebra	or	4	
CIS	110	Introduction to Computers	or	3	MAT	172	Precalculus Trigonometry	or	
EGR	111	Engineer Comp and Careers	or	3	MAT	271	Calculus I		
EGR	125	Applied Software for Technicians**	or	2	DFT	154	Intro to Solid Modeling**	3	
ELC	127	Software for Technicians			DFT	121	Intro to GD&T**	2	
ENG	111	Writing and Inquiry	3	CSC	139	Visual Basic**		3	
ISC	112	Industrial Safety	2	ATR	112	Intro to Automation*		3	
MEC	161	Manufacturing Processes I**	3	HUM	110	Technology & Society	or	3	
MEC	161A	Manufacturing Processes I Lab**	1	HUM	115	Critical Thinking			
					<i>Spring Semester Second Year</i>				
<i>Spring Semester First Year</i>					ECO	151	Survey of Economics	or	3
HYD	110	Hydraulics/Pneumatics I	3	GEO	111	World Regional Geography	or		
ELC	131	Circuit Analysis I	4	PSY	118	Interpersonal Psychology	or		
ELC	131A	Circuit Analysis I Lab	1	PSY	150	General Psychology	or		
ENG	112	Writing/Research in the Disciplines	3	SOC	210	Introduction to Sociology			
MEC	180	Engineering Materials**	3	EGR	285	Design Project**		2	
MEC	130	Mechanisms**	3	DFT	254	Intermed Solid Model/Rendering*		3	
<i>Summer Semester</i>					MEC	251	Statics**		3
ELC	117	Motors and Controls	or	4	DFT	189	Emerging Tech in CAD**		2
ELC	128	Introduction to PLCs	3	ISC	212	Metrology**		2	
MNT	165	Mechanical Industrial Systems	2	Minimum Semester Hours				70	

Specialty Major Hours--Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

***Specialty Major Hours--Choose a minimum of 33 hours from a list.*

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130DD

Diploma - MECHANICAL DESIGN TECHNOLOGY

Course Requirements

						<i>Credit</i>	
ACA	115	Success and Study Skills	1	HYD	110	Hydraulics/Pneumatics I	3
DFT	119	Basic CAD	2	ELC	131	Circuit Analysis I	4
EGR	125	Applied Software for Technicians	2	ELC	131A	Circuit Analysis I Lab	1
ENG	111	Writing and Inquiry	3	MEC	180	Engineering Materials	3
ISC	112	Industrial Safety	2	MEC	130	Mechanisms	3
DFT	121	Intro to GD&T	2	DFT	254	Intermediate Solid Model/ Rendering	3
DFT	154	Intro to Solid Modeling	3	ISC	212	Metrology	2
MAT	121	Algebra/Trigonometry I or	3	Minimum Semester Hours			37
MAT	171	Precalculus Algebra or	4				
MAT	172	Precalculus Trigonometry or					
MAT	271	Calculus I					

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130DD

Certificate - MECHANICAL DESIGN TECHNOLOGY

Course Requirements

						<i>Credit</i>	
DFT	119	Basic CAD	2				
DFT	154	Intro to Solid Modeling	3				
MEC	180	Engineering Materials	3				
MEC	130	Mechanisms	3				
HYD	110	Hydraulics & Pneumatics	3				
ISC	212	Metrology	2				
Minimum Semester Hours			16				

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - A40130RM
SPECIALTY - ROBOTICS, AUTOMATION, AND MECHATRONICS TECHNOLOGY

A course of study that prepares the students to use basic engineering principles and technical skills to develop, install, calibrate, modify and maintain automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks. The graduates of this curriculum will be prepared for employment in industries that utilize control systems, computer hardware and software, electrical, mechanical and electromechanical devices in their automation systems.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Summer Semester</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ELN	131	Analog Electronics I**		4	
DFT	119	Basic CAD	2						
CIS	110	Introduction to Computers or	3	Fall Semester Second Year					
EGR	111	Engineer Comp and Careers or	3	MAT	121	Algebra/Trigonometry I or		3	
EGR	125	Applied Software for Technicians** or	2	MAT	171	Precalculus Algebra or		4	
ELC	127	Software for Technicians		MAT	172	Precalculus Trigonometry or			
ENG	111	Writing and Inquiry	3	MAT	271	Calculus I			
ISC	112	Industrial Safety	2	ELC	228	PLC Applications**		4	
HUM	110	Technology & Society or	3	ATR	112	Intro to Automation*		3	
HUM	115	Critical Thinking		ATR	215	Sensors and Transducers**		3	
Spring Semester First Year				Spring Semester Second Year					
HYD	110	Hydraulics/Pneumatics I or	3	ECO	151	Survey of Economics or		3	
MNT	165	Mechanical Industrial Systems	2	GEO	111	World Regional Geography or			
ELC	131	Circuit Analysis I	4	PSY	118	Interpersonal Psychology or			
ELC	131A	Circuit Analysis I Lab	1	PSY	150	General Psychology or			
ENG	112	Writing/Research in the Disciplines	3	SOC	210	Introduction to Sociology			
ELN	133	Digital Electronics**	4	EGR	285	Design Project**		2	
ELC	117	Motors and Controls** or	4	ATR	211	Robot Programing**		3	
ELC	128	Introduction to PLCs	3	ATR	219	Automation Troubleshooting**		2	
				ATR	281	Automation Manufacturing**		4	
Minimum Semester Hours								67	

Specialty Major Hours—Select ONE course from the following:

ATR 112, CET 110, ELN 131, ISC 129, MEC 110, PCI 150

* Specialty Major Hours—Choose a minimum of 33 hours from a list.

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

AWARD: Associate in Applied Science Degree

APPLIED ENGINEERING TECHNOLOGY - D40130RM
Diploma-ROBOTICS, AUTOMATION AND MECHATRONICS TECHNOLOGY
Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	ELC	131A	Circuit Analysis I Lab	1		
EGR	111	Eng Comp and Careers	3	ELN	131	Analog Electronics I	4		
DFT	119	Basic CAD	2	ELN	133	Digital Electronics	4		
MAT	121	Algebra/Trigonometry	3	ELC	128	Introduction to PLCs	3		
HYD	110	Hydraulics and Pneumatics	3	ATR	215	Sensors and Transducers	3		
ENG	111	Writing and Inquiry	3	ATR	211	Robot Programming	3		
ISC	112	Industrial Safety	2	ATR	219	Automation Troubleshooting	2		
ELC	131	Circuit Analysis I	4						
								Minimum Semester Hours	41

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130RM
Certificate-ROBOTICS, AUTOMATION AND MECHATRONICS TECHNOLOGY -
Course Requirements

				<i>Credit</i>
ISC	112	Industrial Safety	2	
ELC	131	Circuit Analysis I	4	
ELC	131A	Circuit Analysis I Lab	1	
ELN	133	Digital Electronics	4	
ELC	117	Motors and Controls	4	
Minimum Semester Hours			15	

AWARD: Certificate

CONSTRUCTION: ARCHITECTURE & CONSTRUCTION TECHNOLOGY

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Disciplines of Study Include:

- Architecture Technology A40100

Graduates of the Architecture Technology Program will:

- Visualize and translate drawing information to actual physical objects and completed construction.
- Graduates will be able to apply building codes and standards as they pertain to the life, health, and safety of the public.
- Demonstrate skill and proficiency in computer-aided drafting and design by showing technical mastery in the use of industry-relevant computer technology and software.
- Graduates will be able to use drafting conventions including symbols, line types, line weights and dimensions styles as applicable to the design profession.
- Visualize and translate drawing information to actual physical objects and completed construction components.
- Understand the construction process from the transformation of an idea or need into a completed project.
- Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.
- Graduates will be able to demonstrate communication skills, critical thinking and problem solving skills to be successful in the employment environment.
- Graduates will have the opportunity to transfer with junior standing to certain four-year colleges with a major in Engineering or Construction Field.
- Graduates will have the opportunity to be a certified Autodesk User.

2+2 Transfer Opportunities:

- Appalachian State University
- UNC-Greensboro
- UNC-Charlotte
- Winston-Salem State University
- Western Carolina University

ARCHITECTURAL TECHNOLOGY - A40100

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

Associate Degree Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ARC	230	Environmental Systems	4		
ARC	111	Intro to Architectural Technology	3	CST	241	Planning and Estimating I	3		
ARC	112	Constr. Materials and Methods	4	CST	211	Construction Surveying or	3		
ARC	114	Architectural CAD	2	LAR	111	Intro to Landscape Arc Tech or			
ARC	114A	Architectural CAD Lab	1	LAR	113	Res Landscape Design or			
ENG	111	Writing and Inquiry	3	LAR	211	Commercial Site Design			
BPR	130	Print Reading -Construction	3	HUM	110	Technology & Society or	3		
				HUM	115	Critical Thinking			
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
CMT	120	Codes and Inspections	3	ARC	221	3D Architectural CAD	3		
ARC	220	Advanced Architectural CAD	2	ARC	213	Design Project	4		
ARC	264	Digital Architectural	2	ARC	240	Site Planning	3		
SST	140	Green Building and Design	3	ARC	141	Elementary Structure for Arch	4		
MAT	121	Algebra and Trigonometry	3	ARC	132	Specs and Contracts	2		
						Elective* (PSY 118 recommended)	3		
<i>Summer Term First Year</i>									
ENG	112	Writing/Research in the Disciplines	3						
ARC	211	Light Construction	3						
						Minimum Semester Hours			68

* Elective to be selected from the following: ECO 151, GEO 111, PSY 118, PSY 150, or SOC 210.

AWARD: Associate in Applied Science Degree

ARCHITECTURE TECHNOLOGY-D40100
Diploma - ARCHITECTURE TECHNOLOGY
Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	CST	241	Planning and Estimating I	3		
ARC	111	Intro to Architectural Technology	3	CMT	120	Codes and Inspections	3		
ARC	112	Constr. Materials and Methods	4	ARC	220	Advanced Architectural CAD	2		
ARC	114	Architectural CAD	2	ARC	264	Digital Architectural	2		
ARC	114A	Architectural CAD Lab	1	SST	140	Green Building and Design	3		
ENG	111	Writing and Inquiry	3	MAT	121	Algebra and Trigonometry	3		
BPR	130	Print Reading -Construction	3	ARC	211	Light Construction	3		
Minimum Semester Hours							36		

AWARD: Diploma

ARCHITECTURE TECHNOLOGY - D40100LA
Diploma - LANDSCAPE ARCHITECTURE
Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	HOR	265	Advanced Plant Materials	2		
LAR	111	Intro to Landscape Arc Tech	3	HOR	253	Horticulture Turfgrass	3		
BPR	130	Print Reading -Construction	3	TRF	151	Intro to Landscape Design	3		
ARC	114	Architectural CAD	2	ARC	240	Site Planning	3		
HOR	160	Plant Materials I	3	LAR	211	Commercial Site Design	3		
HOR	114	Landscape Construction	3	ARC	220	Advanced Architectural CAD	2		
ENG	111	Writing and Inquiry	3	MAT	121	Algebra and Trigonometry	3		
Minimum Semester Hours							37		

AWARD: Diploma

ARCHITECTURE TECHNOLOGY-C40100CT

Certificate - CAD TECHNIQUES

Course Requirements

			<i>Credit</i>
DFT	119	Basic CAD or	2
ARC	114A	Architectural CAD Lab	1
ARC	114	Architectural CAD	2
BPR	130	Print Reading-Construction	3
ARC	220	Advanced Architecture CAD	2
ARC	264	Digital Architecture	2
ARC	221	3D Architecture CAD or	3
DFT	154	Intro Solid Modeling	

Minimum Semester Hours **13**

AWARD: Certificate

ARCHITECTURE TECHNOLOGY-C40100LA

Certificate - LANDSCAPE ARCHITECTURE

Course Requirements

			<i>Credit</i>
LAR	111	Intro to Landscape Arc Tech	3
BPR	130	Print Reading- Construction	3
ARC	114	Architectural CAD	2
HOR	160	Plant Materials I	3
HOR	265	Advanced Plant Materials	2
ARC	220	Advanced Architectural CAD	2
TRF	151	Intro to Landscape Design	3

Minimum Semester Hours **18**

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.

Program Learning Outcomes

Graduates of the WCC Associate Degree Nursing Program will:

- Prioritize nursing care for individuals across the life span considering the concepts of needs assessment, and physiologic integrity.
- Provide patient-centered, holistic nursing care to individuals and groups with common complex alterations in health, based on evidence based practice and the nursing process.
- Communicate effectively with other members of an interdisciplinary healthcare team, as well as with individuals/families through the use of written expression, verbal and non-verbal expression.
- Actively participate in quality improvement initiatives in directing nursing care for individuals and groups with common complex alterations in health.
- Collaboratively participate as a member of the healthcare team, upholding legal, ethical, and professional standards of nursing practice.
- Utilize principles of critical thinking including pursuing best information, examining underlying assumptions, engaging in inquiry and analyzing different points of view when exercising nursing judgment.

Accreditation: The WCC Associate Degree Nursing program operates under the full approval of the NC Board of Nursing.

ASSOCIATE DEGREE NURSING - A45110

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>					<i>Fall Semester Second Year</i>				
			<i>Clinical</i>	<i>Credit</i>				<i>Clinical</i>	<i>Credit</i>
NUR	111	Intro to Health Concepts	6	8	NUR	113	Family Health Concepts	6	5
BIO	165	Anatomy and Physiology I	0	4	NUR	211	Health Care Concepts	6	5
ENG	111	Writing and Inquiry	0	3	ENG	112	Writing/Research in the Disc	0	3
PSY	150	General Psychology	0	3			Humanities/Fine Arts Elective*	0	3
ACA	115	Success and Study Skills	0	1				12	16
			6	19					
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
NUR	112	Health-Illness Concepts	6	5	NUR	213	Complex Health Concepts	15	10
NUR	212	Health System Concepts	6	5	COM	231	Public Speaking	0	3
BIO	166	Anatomy and Physiology II	0	4				15	13
PSY	281	Abnormal Psychology	0	3					
			12	17					
<i>Summer Term First Year</i>					Minimum Semester Hours				
NUR	114	Holistic Health Concepts	6	5	73				
PSY	241	Developmental Psychology	0	3					
			6	8					

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

AWARD: Associate in Applied Science Degree

MOBILE EQUIPMENT MAINTENANCE AND REPAIR

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

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Disciplines of Study Include:

- Automotive Systems Technology A60160

Automotive Systems Technology Program Learning Outcomes:

Upon completion of this program students will be able to prove competency in the following Learning Outcomes:

- Seek best information, measure, analyze, manufacture, diagnose, repair, and verify the repair in the Transportation sector.
- Demonstrate computer competencies, communicate, and work independently and in a team environment to service, repair, diagnose, manufacture, and maintain Transport vessels.
- Examine and validate underlying assumptions dealing with Transportation Industry and repair using proper safety procedures, practices, chemical/solvent disposal, and management of waste streams reducing their impact on the global environment.
- Demonstrate the tasks and skills necessary to achieve professional (ASE) certification in the Transportation Industry.
- Exhibit communication, writing, and critical thinking skills dealing with customer needs and complaints in a professional manner.
- Demonstrate the technical, communication, computation, and personal responsibility skills needed to be successful in the ever-changing advanced technologies of the Transportation Industry.
- Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific Transportation vessel services, repairs, and manufacture.
- Evaluate data collected from the Transportation vessel to insure the vessel is performing efficiently and pollution is minimized to assist with reversing the effects on global problematic issues. which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

AUTOMOTIVE SYSTEMS TECHNOLOGY - A60160

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Typical instruction includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	AUT	163	Adv Auto Electricity		3
AUT	116	Engine Repair		3	AUT	163A	Adv Auto Electricity Lab *		1
AUT	116A	Engine Repair Lab		1	AUT	183	Engine Performance 2		4
TRN	110	Intro to Transport Tech		2	AUT	221	Auto Transm/Transaxles		3
TRN	120	Basic Transport Electricity		5	AUT	221A	Auto Transm/Transax Lab *		1
TRN	170	PC Skills for Transp		2	ENG	116	Tech Report Writing or		3
TRN	180	Basic Welding for Transp		3	ENG	114	Prof Research & Report Writing		
					PSY	118	Interpersonal Psychology or		3
					SOC	210	Introduction to Sociology or		
					ECO	151	Survey of Economics or		
					PSY	150	General Psychology		
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
AUT	141	Suspension and Steering Sys.		3	AUT	114	Safety and Emissions		2
AUT	141A	Suspension and Steering Lab *		1	AUT	231	Man Trans/Axles/Drtrains		3
AUT	151	Brake Systems		3	AUT	231A	Man Trans/Axles/Drtrains Lab		1
AUT	151A	Brake Systems Lab *		1	AUT	281	Adv Engine Performance		3
AUT	181	Engine Performance 1		3	TRN	145	Adv Transp Electronics		3
AUT	181A	Engine Performance 1 Lab *		1	HUM	110	Technology & Society or		3
ENG	111	Writing and Inquiry** or		3	HUM	115	Critical Thinking		
ENG	110	Freshman Composition							
MAT	110	Math Measurement & Literacy or		3					
MAT	120	Geometry and Trigonometry or							
MAT	121	Algebra/ Trigonometry or							
MAT	143	Quantitative Literacy							
					Minimum Semester Hours				75
<i>Summer Term First Year</i>									
TRN	130	Intro to Sustainable Transp		3					
TRN	140	Transp Climate Control		2					
TRN	140A	Transp Climate Control Lab		2					

**Work-Based Learning Option: This may include up to 5 shc from WBL course/combination of courses: WBL 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.*

AWARD: Associate in Applied Science Degree

AUTOMOTIVE SYSTEMS TECHNOLOGY - D60160

Diploma-AUTOMOTIVE SYSTEMS TECHNOLOGY

Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	AUT	141	Suspension and Steering Sys.	3		
AUT	116	Engine Repair	3	AUT	141A	Suspension and Steering Lab *	1		
AUT	116A	Engine Repair Lab	1	AUT	151	Brake Systems	3		
TRN	110	Intro to Transport Tech	2	AUT	151A	Brake Systems Lab *	1		
TRN	120	Basic Transport Electricity	5	AUT	181	Engine Performance 1	3		
TRN	170	PC Skills for Transp	2	AUT	181A	Engine Performance 1 Lab *	1		
TRN	180	Basic Welding for Transp	3	ENG	111	Writing and Inquiry** or	3		
				ENG	110	Freshman Composition			
				MAT	110	Math Measurement & Literacy	3		
				TRN	130	Intro to Sustainable Transp	3		
				TRN	140	Transp Climate Control	2		
				TRN	140A	Transp Climate Control Lab	2		
Minimum Semester Hours								42	

**Web-Based Learning Option: This may include up to 5 shc from WBL course/combination of courses: WBL 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.*

AWARD: Diploma

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160BT

Certificate - BASIC TRANSPORTATION

Course Requirements

				<i>Credit</i>
TRN	110	Intro to Transportation Technology	2	
TRN	120	Basic Transport Electricity	5	
TRN	170	PC Skills for Transp	2	
TRN	180	Basic Welding for Transp	3	

Minimum Semester Hours **12**

AWARD: Certificate

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160DC

Certificate - DRIVETRAIN

Course Requirements

			<i>Credit</i>
AUT	116	Engine Repair	3
AUT	221	Auto Transm/Transaxles	3
AUT	231	Man Trans/Axles/Drtrains	3
TRN	120	Basic Transport Electricity	5

Minimum Semester Hours **14**

AWARD: Certificate

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160EC

Certificate-ELECTRICAL ELECTRONICS

Course Requirements

			<i>Credit</i>
AUT	163	Adv Automotive Electricity	3
TRN	110	Intro to Transport Technology	2
TRN	120	Basic Transport Electricity	5
TRN	145	Adv Transp Electronics	3

Minimum Semester Hours **13**

AWARD: Certificate

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160EP

Certificate - ENGINE PERFORMANCE

Course Requirements

			<i>Credit</i>
AUT	116	Engine Repair	3
AUT	181	Engine Performance I	3
AUT	183	Engine Performance II	4
AUT	281	Adv Engine Performance	3

Minimum Semester Hours **13**

AWARD: Certificate

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160SC

Certificate - SUSPENSION SYSTEMS

Course Requirements

			<i>Credit</i>
TRN	120	Basic Transport Electricity	5
AUT	141	Suspension & Steering	3
AUT	141A	Suspension & Steering Lab	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1

Minimum Semester Hours **13**

AWARD: Certificate

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.

Program Learning Outcomes

Graduates of the WCC Baking & Pastry Arts Program will:

- Maintain sanitation levels required by Federal, State and Local Officials.
- Apply fundamental concepts of Pastry/Baking tools, knife skills and baking equipment knowledge.
- Pursue best research and use of recipes for all types of Baking/Pastry products.
- Organize, purchase, and plan for the production of Baking/Pastry goods.
- Access, compile, and evaluate food cost, labor cost, beverage cost, and operation cost from the point of making profit.
- Apply knowledge of culinary math, written & oral communication, restaurant business knowledge, kitchen supervision, and cooking abilities.
- Recognize and demonstrate work habits that model the professional chef and ethical behavior in the food service industry.

BAKING AND PASTRY ARTS - A55130

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	BPA	210	Cake Design and Decoration	3
CIS	110	Introduction to Computers	3	BPA	130	European Cakes and Tortes	3
CUL	110	Sanitation and Safety	2	CUL	280	Pastry and Confections	3
CUL	140	Culinary Skills I	5	HRM	220	Cost Control - Food and Beverage	3
CUL	160	Baking I	3	WBL	111	Work-Based Learning I**	1
ENG	111	Writing and Inquiry	3			Humanities/Fine Arts Elective*	3
			17			Social/Behavioral Science Elective	3
							19
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
CUL	260	Baking II	3	BPA	240	Plated Desserts	3
CUL	170	Garde Manager I	3	BPA	250	Dessert and Bread Production	5
ENG	112	Writing/Research in the Disc	3	BPA	260	Pastry and Baking Marketing	3
BPA	150	Artisan and Specialty Breads	4	HRM	245	Human Resource Mgmt - Hospitality	3
MAT	110	Math Measurement & Literacy or	3	WBL	121	Work-Based Learning II**	1
MAT	143	Quantitative Literacy	—				15
			16				
Minimum Semester Hours						67	

* 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.

**If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 131 or 211. Second option - Students may take one two-hour WBL to meet this requirement. The following course numbers may be used: WBL 112, 122, or 132.

AWARD: Associate in Applied Science Degree

BAKING AND PASTRY ARTS - D55130

Diploma

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	BPA	210	Cake Design and Decoration	3
CUL	110	Sanitation and Safety	2	BPA	130	Euro Cakes and Tortes	3
CUL	140	Culinary Skills I	5	HRM	220	Cost Control - Food and Beverage	3
CUL	160	Baking I	3	CUL	280	Pastry and Confections	3
ENG	111	Writing and Inquiry	<u>3</u>	WBL	121	Work-Based Learning II*	<u>1</u>
			14				13
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
BPA	150	Artisan and Specialty Breads	4	BPA	250	Dessert and Bread Production	5
CUL	260	Baking II	3				
MAT	110	Math Measurement & Literacy or	3	Minimum Semester Hours			46
MAT	143	Quantitative Literacy					
CIS	110	Introduction to Computers	3				
WBL	111	Work-Based Learning I	<u>1</u>				
			14				

**If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 131 or 211. Second option - Students may take one two-hour WBL to meet this requirement. The following course numbers may be used: WBL 112, 122, or 132.*

AWARD: Diploma

BASIC LAW ENFORCEMENT TRAINING

The Basic Law Enforcement Training (BLET) Curriculum is designed to prepare entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina.

The course is comprised of 36 separate blocks of instruction to include topics such as Firearms, Driver Training, Motor Vehicle Law, and Arrest, Search and Seizure. The BLET course is filled with practical exercises and an extensive ethics section that is woven throughout the training experience.

The BLET course has been thoroughly researched, legally reviewed and contains the most current law enforcement information available. The Commission mandated 620-hour course takes approximately 16 weeks to complete and concludes with a comprehensive written exam and skills testing.

Upon successful completion of the BLET State Comprehensive Written Examination, the BLET Cadet has one year from the date of the State Comprehensive Examination to be duly appointed and sworn as a law enforcement officer in North Carolina. However, most agencies include an additional period of field training. To achieve certification within BLET the cadet must pass (competency of 70% or better) a six (6) unit commission standardized test. The content of those six units are;

- Legal Knowledge: Cadets in the BLET program will demonstrate their knowledge of local, state, and federal legal matters through written examinations and scenario based exercises.
- Patrol Duties Knowledge: Cadets in the BLET program will demonstrate their knowledge of police/sheriff patrol duties through written examinations and scenario based exercises.
- Law Enforcement Communication Knowledge: Cadets in the BLET program will demonstrate their knowledge of law enforcement communication matters through written examinations and scenario based exercises.
- Investigation Knowledge: Cadets in the BLET program will demonstrate their knowledge of police/sheriff investigative matters through written examinations and scenario based exercises.
- Practical Application Knowledge: Cadets in the BLET program will demonstrate their practical application knowledge written examinations and hands-on demonstration of learned skills.
- Sheriff Specific Knowledge: Cadets in the BLET program will demonstrate their knowledge of sheriff specific matters through written examinations and scenario based exercises.

BASIC LAW ENFORCEMENT TRAINING - C55120
Certificate
Course Requirements

		<i>Credit</i>		
CJC 100	Basic Law Enforcement Training	19		
<i>Subject</i>		<i>Contact</i>	<i>Subject</i>	<i>Contact</i>
<i>Legal</i>			<i>Investigation</i>	
Motor Vehicle Law	20		Fingerprinting and Photographing Arrestees	6
Preparing for Court and Testifying in Court	12		Field Note-Taking and Report Writing	16
Elements of Criminal Law	24		Criminal Investigation	38
Juvenile Laws and Procedures	8		Interviews: Field and In-Custody	16
Arrest, Search and Seizure/Const. Law	28		Controlled Substances	12
ABC Laws and Procedure	4		Human Trafficking	2
<i>Patrol Duties</i>			<i>Practical Applications</i>	
Techniques of Traffic Law Enforcement	24		First Responder	32
Explosives and Hazardous Materials Emergencies	12		Firearms	48
Traffic Accident Investigation	20		Law Enforcement Driver Training	40
In-Custody Transportation	8		Physical Fitness Training	54
Crowd Management	12		Subject Control Arrest Techniques	40
Patrol Techniques	28		<i>Sheriff-Specific</i>	
Law Enforce. Comm. and Radio Procedures	8		Civil Process	24
Anti Terrorism	4		Sheriffs' Responsibilities: Detention Duties	4
Rapid Deployment	8		Sheriffs' Responsibilities: Court Duties	6
<i>Communications</i>			<i>Miscellaneous</i>	
Dealing with Victims and the Public	10		Course Orientation	2
Domestic Violence Response	12		Testing	<u>20</u>
Ethics for Professional Law Enforcement	4		Total Contact Hours:	628
Ind. with Mental Illness and Mental Retardation	8		Total Hours:	19
Crime Prevention Techniques	6			
Comm. Skills for Law Enforcement Officers	8			

AWARD: Certificate

Accreditations: North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission.

CONSTRUCTION: ARCHITECTURE & CONSTRUCTION TECHNOLOGY

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Disciplines of Study Include:

- Building Construction Technology A35140

Graduates of the Building Construction Technology Program will:

- Gain the entry level skills needed to gain employment in fields that require plumbing, blueprint reading, frame construction and electrical skills.
- Show competency through simulated or live construction projects in the following areas: masonry, insulation, site preparation, roofing, plumbing, electrical wiring, material quality estimating.
- Seek best information to analyze damaged existing construction to determine repair or replacement decisions involving remodeling, retrofitting or repair.
-
- Demonstrate an understanding and explain the importance of safe work practices and OSHA guidelines and building codes.
- Show an understanding, knowledge and ability to create an estimate and complete a bill of sale for construction projects.
- Set up a transit and leveling tools needed for site preparation and the construction of footings.
- Explain and analyze the strengths and characteristics of various building materials.

2+2 Transfer Opportunities:

- Appalachian State University
- UNC-Greensboro
- UNC-Charlotte
- Winston-Salem State University
- Western Carolina University

BUILDING CONSTRUCTION TECHNOLOGY - A35140

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CST	241	Planning and Estimating I		3
ARC	112	Constr. Materials and Methods		4	CST	211	Construction Surveying		3
ARC	114	Architectural CAD		2	AHR	211	Residential Systems Design		3
CAR	111	Carpentry I		8	CST	251	Electrical Wiring Systems		3
HUM	110	Technology & Society or		3	ENG	112	Writing/Research in the Disciplines		3
HUM	115	Critical Thinking			PLU	111	Intro to Basic Plumbing		3
BPR	130	Print Reading- Construction		3	MAS	140	Introduction to Masonry		2
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
ENG	111	Writing and Inquiry		3	CMT	120	Codes and Inspections		3
CAR	112	Carpentry II		8	CST	242	Planning and Estimating II		4
CST	131	OSHA/Safety/Certification		3	CST	221	Statics/Structures		4
ECO	151	Survey of Economics or		3	SST	140	Green Building & Design Concepts		3
GEO	111	World Regional Geography or							
PSY	118	Interpersonal Psychology or							
PSY	150	General Psychology or							
SOC	210	Introduction to Sociology							
MAT	121	Algebra and Trigonometry		3					
								Minimum Semester Hours	74

AWARD: Associate in Applied Science Degree

BUILDING CONSTRUCTION TECHNOLOGY-D35140
Diploma - BUILDING CONSTRUCTION TECHNOLOGY
Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ENG	111	Writing and Inquiry	3
ARC	112	Construction Materials and Methods	4	CAR	112	Carpentry II	8
ARC	114	Architectural Technology	2	CST	131	OSHA/Safety/Certification	3
CAR	111	Carpentry I	8	MAT	121	Algebra and Trigonometry I	3
BPR	130	Print Reading-Construction	3	PLU	111	Introduction to Basic Plumbing	2
SST	140	Green Bldg & Design Concepts	3	Minimum Semester Hours			40

AWARD: Diploma

BUILDING CONSTRUCTION TECHNOLOGY-C35140CA
Certificate - CARPENTRY
Course Requirements

			<i>Credit</i>
CAR	111	Carpentry I	8
CAR	112	Carpentry II	8
Minimum Semester Hours			16

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY-C35140CM
Certificate -CONSTRUCTION MANAGEMENT
Course Requirements

			<i>Credit</i>
ARC	112	Construction Materials and Methods	4
CMT	120	Codes and Inspections	3
CST	241	Planning/Estimating I *	3
CST	242	Planning/Estimating II	4
Minimum Semester Hours			14

AWARD: Certificate

* Course has prerequisites of BPR 130 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175.

BUILDING CONSTRUCTION TECHNOLOGY - C35140MT Certificate -CONSTRUCTION MECHANICAL TRADES

Course Requirements

			<i>Credit</i>
BPR	130	Print Reading/ Construction	3
CST	131	OSHA/Safety/Certification	3
CMT	120	Codes and Inspections	3
AHR	211	Residential System Design	3
CST	251	Electrical Wiring Systems	3
PLU	111	Introduction to Basic Plumbing	2

Minimum Semester Hours **17**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY - C35140ST Certificate -SUSTAINABLE TECHNOLOGY

Course Requirements

			<i>Credit</i>
ARC	112	Construction Materials and Methods	4
CMT	120	Codes and Inspections	3
SST	140	Green Building & Design Concepts	3
CST	244	Sustainable Building Design	3
CST	241	Planning/Estimating I*	3

Minimum Semester Hours **16**

AWARD: Certificate

* Course has prerequisites of BPR 130 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175.

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.

Program Learning Outcomes

Graduates of the WCC Business Administration Program will:

- Apply appropriate financial accounting principles and concepts to identify, record, classify, summarize, interpret, and communicate financial results.
- Demonstrate effective communication and critical thinking skills in the business and professional environment.
- Use the marketing concept to successfully identify customer needs and deliver a product which meets those needs.
- Understand and apply the fundamental legal concepts of contract law and employment law.
- Apply the theories and concepts of economics, finance, and human resource management to various business problems and decisions.
- Demonstrate the ability to access, compile, evaluate, and present relevant information using spreadsheet, document production, and presentation software.
- Recognize and demonstrate work habits that model professional and ethical behavior in the workplace.

BUSINESS ADMINISTRATION - A25120

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	BUS	225	Business Finance	3		
ACC	120	Principles of Financial Accounting	4	ECO	151	Survey of Economics* or	3		
BUS	110	Introduction to Business	3	ECO	251	Principles of Microeconomics			
BUS	115	Business Law I	3	MAT	110	Math Measurement & Literacy or	3		
CIS	111	Basic PC Literacy or	2	MAT	143	Quantitative Literacy			
CIS	110	Introduction to Computers	3	MKT	120	Principles of Marketing	3		
ENG	111	Writing and Inquiry	3			Humanities/Fine Arts Elective**	3		
			16/17			Elective***	3		
Spring Semester First Year					Spring Semester Second Year				18
ACC	121	Principles of Managerial Account.	4	ACA	220	Professional Transition	1		
BUS	116	Business Law II	3	BUS	137	Principles of Management	3		
BUS	153	Human Resource Management	3	BUS	240	Business Ethics and Social Problems	3		
CTS	130	Spreadsheet	3	BUS	260	Business Communication	3		
ENG	112	Writing/Research in the Disc or	3	BUS					
ENG	113	Literature-Based Research		CTS	125	Presentation Graphics	3		
BUS	121	Business Mathematics	3	WBL	111	Work-Based Learning I ****	1		
			19			PSY or SOC Elective (PSY 118, PSY 150, ECO 252, SOC 210, or SOC 213)*	3		
							17		
Minimum Semester Hours								70	

*Students planning to enroll in a Degree Completion Program should enroll in 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 selected from ACC 129, BUS 217, BUS 234, BUS 280, CIS 164, DBA 110, MKT 123, MKT 220, MKT 223.

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

AWARD: Associate in Applied Science Degree

BUSINESS ADMINISTRATION - D25120

Diploma

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	121	Principles of Manag. Accounting	4
BUS	115	Business Law I	3	BUS	137	Principles of Management	3
ACC	120	Principles of Financial Accounting	4	BUS	240	Business Ethics	3
ENG	111	Writing and Inquiry	3	CIS	111	Basic PC Literacy or	2
MKT	120	Principles of Marketing	3	CIS	110	Introduction to Computers	3
BUS	110	Introduction to Business	3	BUS	260	Business Communication	3
ECO	151	Survey of Economics or	3	BUS	116	Business Law II	3
ECO	251	Principles of Microeconomics	—			Humanities/Fine Arts Elective*	3
			20				21/22
Minimum Semester Hours							41

*Foreign language courses may not be used as a humanities/fine arts elective for this program of study. Elective to be selected from the following: ART 111, ART 114, HUM 110, HUM 115, HUM 121, HUM 122, MUS 110, MUS 113, MUS 210, REL 110, or REL 221.

AWARD: Diploma

BUSINESS ADMINISTRATION - C251201

Certificate - MANAGEMENT TRAINEE I

Course Requirements

			<i>Credit</i>
ACC	120	Principles of Financial Accounting	4
BUS	115	Business Law I	3
CIS	111	Basic PC Literacy or	2
CIS	110	Introduction to Computers	3
MKT	120	Principles of Marketing	3
Minimum Semester Hours			12

AWARD: Certificate

BUSINESS ADMINISTRATION - C251202
Certificate - MANAGEMENT TRAINEE II
Course Requirements

			<i>Credit</i>
ACC	121	Principles of Mngt. Accounting	4
CTS	125	Presentation Graphics	3
BUS	137	Principles of Management	3
BUS	240	Business Ethics	3
Minimum Semester Hours			13

AWARD: Certificate

BUSINESS ADMINISTRATION - C251203
Certificate -CREDIT ASSISTANT
Course Requirements

			<i>Credit</i>
ACC	120	Principles of Fin. Accounting	4
BUS	115	Business Law I	3
BUS	116	Business Law II	3
BUS	225	Business Finance	3
Minimum Semester Hours			13

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.

Program Learning Outcomes

Graduates of the WCC Accounting Program will have a sound business educational base for lifelong learning.

- Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.
- Communicate effectively and think critically in the business and professional environment.
- Model professional and ethical behavior in the workplace.
- Evaluate management theory, functional areas of responsibility in organizations, and contemporary management issues.
- Examine human resource practices such as staffing, training and development, the legal environment, and ethical implications.
- Use technology as a tool for developing and managing a basic compensation system

BUSINESS ADMINISTRATION - A2512C
CONCENTRATION IN HUMAN RESOURCES MANAGEMENT
Associate Degree
Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	ACC	140	Payroll Accounting		2
ACC	120	Principles of Financial Accounting		4	BUS	217	Employment Law and Regs		3
BUS	110	Introduction to Business		3	BUS	256	Recruit Select and Pre Plan		3
BUS	115	Business Law I		3	BUS	258	Compensation and Benefits		3
CIS	111	Basic PC Literacy or		2	ECO	151	Survey of Economics** or		3
CIS	110	Introduction to Computers		3	ECO	251	Principles of Microeconomics		
ENG	111	Writing and Inquiry		3	MKT	120	Principles of Marketing		3
				16/17					17
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
BUS	137	Principles of Management		3	ACA	220	Professional Transition		1
BUS	153	Human Resource Management		3	BUS	240	Business Ethics		3
BUS	234	Training and Development		3	BUS	259	HRM Applications		3
ENG	112	Writing/Research in the Disc or		3	BUS	260	Business Communication		3
ENG	113	Literature-Based Research			WBL	111	Work-Based Learning I ***		1
MAT	110	Math Measurement & Literacy or		3			PSY or SOC Elective (PSY 118 ,		3
MAT	143	Quantitative Literacy					PSY 150, SOC 210, SOC 213, or		
		Humanities/Fine Arts Elective*		3			ECO 252)**		
				18			Elective****		3
									17
Minimum Semester Hours									67

*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 enroll in ECO 251 and ECO 252.

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

****Elective to be chosen from ACC 129, ACC 150, BUS 116, CTS 125, CTS 130, DBA 110, MKT 220, or MKT 223.

AWARD: Associate in Applied Science Degree

BUSINESS ADMINISTRATION - D2512C
CONCENTRATION IN HUMAN RESOURCES MANAGEMENT
Diploma
Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	BUS	217	Employment Law and Regulations	3
ACC	120	Principles of Financial Accounting	4	BUS	256	Recruit Select and Pre Plan	3
BUS	115	Business Law I	3	BUS	258	Compensation and Benefits	3
CIS	110	Introduction to Computers or	3	MKT	120	Principles of Marketing	3
CIS	111	Basic PC Literacy	2				12
ECO	151	Survey of Economics or	3	Minimum Semester Hours			40
ECO	251	Principles of Microeconomics	—				
			13/14				
 <i>Spring Semester First Year</i>							
ENG	111	Writing and Inquiry	3				
BUS	137	Principles of Management	3				
BUS	153	Human Resource Management	3				
BUS	234	Training and Development	3				
PSY	118	Interpersonal Psychology	3				
			15				

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

AWARD: Diploma

MOBILE EQUIPMENT MAINTENANCE AND REPAIR

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

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Disciplines of Study Include:

- Collision Repair and Refinishing Technology A60130

Transportation Technology Program Learning Outcomes:

Upon completion of this program students will be able to prove competency in the following Learning Outcomes:

- Seek best information, measure, analyze, manufacture, diagnose, repair, and verify the repair in the Transportation sector.
- Demonstrate computer competencies, communicate, and work independently and in a team environment to service, repair, diagnose, manufacture, and maintain Transport vessels.
- Examine and validate underlying assumptions dealing with Transportation Industry and repair using proper safety procedures, practices, chemical/solvent disposal, and management of waste streams reducing their impact on the global environment.
- Demonstrate the tasks and skills necessary to achieve professional (ASE) certification in the Transportation Industry.
- Exhibit communication, writing, and critical thinking skills dealing with customer needs and complaints in a professional manner.
- Demonstrate the technical, communication, computation, and personal responsibility skills needed to be successful in the ever-changing advanced technologies of the Transportation Industry.
- Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific Transportation vessel services, repairs, and manufacture.
- Evaluate data collected from the Transportation vessel to insure the vessel is performing efficiently and pollution is minimized to assist with reversing the effects on global problematic issues.

COLLISION REPAIR AND REFINISHING TECHNOLOGY - A60130

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	TRN	180	Basic Welding for Transp	3
AUB	111	Painting and Refinishing I	4	AUT	163	Adv Auto Electricity	3
AUB	121	Non-Structural Damage I	3	AUT	163A	Adv Auto Electricity Lab *	1
AUB	131	Structural Damage I	4	TRN	170	PC Skills for Transp	2
TRN	110	Intro to Transport Tech	2	ENG	116	Tech Report Writing or	3
TRN	120	Basic Transport Electricity	5	ENG	114	Prof Research & Report Writing	
<i>Spring Semester First Year</i>				PSY	118	Interpersonal Psychology or	3
AUB	162	Autobody Estimating	2	SOC	210	Introduction to Sociology or	
AUT	141	Suspension and Steering Sys.	3	ECO	151	Survey of Economics or	
AUT	141A	Suspension and Steering Lab *	1	PSY	150	General Psychology	
AUT	151	Brake Systems	3	<i>Spring Semester Second Year</i>			
AUT	151A	Brake Systems Lab *	1	AUB	112	Painting and Refinishing II	4
ENG	111	Writing and Inquiry** or	3	AUB	122	Non-Structural Damage II	4
ENG	110	Freshman Composition		AUB	132	Structural Damage II	4
MAT	110	Math Measurement & Literacy or	3	AUB	160	Body Shop Operations	1
MAT	120	Geometry and Trigonometry or		HUM	110	Technology & Society or	3
MAT	121	Algebra/Trigonometry or		HUM	115	Critical Thinking	
MAT	143	Quantitative Literacy		Minimum Semester Hours			75
<i>Summer Term First Year</i>							
AUB	114	Special Finishes	2				
AUB	136	Plastics and Adhesives	3				
TRN	140	Transp Climate Control	2				
TRN	140A	Transp Climate Control Lab	2				

**Work-Based Learning Option: This may include up to 3 shc from WBL course/combination of courses: WBL 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.*

AWARD: Associate in Applied Science Degree

COLLISION REPAIR AND REFINISHING TECHNOLOGY - D60130

Diploma - COLLISION REPAIR & REFINISHING

Course Requirements

				<i>Credit</i>					<i>Credit</i>
ACA	115	Success and Study Skills	1	AUB	160	Body Shop Operations	1		
AUB	111	Painting and Refinishing I	4	AUB	162	Autobody Estimating	2		
AUB	121	Non-Structural Damage I	3	AUT	141	Suspension and Steering Sys.	3		
AUB	131	Structural Damage I	4	AUT	141A	Suspension and Steering Lab *	1		
TRN	110	Intro to Transport Tech	2	AUT	151	Brake Systems	3		
TRN	120	Basic Transport Electricity	5	AUT	151A	Brake Systems Lab *	1		
				ENG	111	Writing and Inquiry**or	3		
				ENG	110	Freshman Composition			
				MAT	110	Math Measurement & Literacy or	3		
				MAT	120	Geometry and Trigonometry or			
				MAT	121	Algebra/Trigonometry or			
				MAT	143	Quantitative Literacy			
				AUB	114	Special Finishes	2		
				AUB	136	Plastics and Adhesives	3		
				TRN	140	Transp Climate Control	2		
				TRN	140A	Transp Climate Control Lab	2		
Minimum Semester Hours								47	

**Work-Based Learning Option: This may include up to 3 shc from WBL course/combination of courses: WBL 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.*

AWARD: Diploma

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130A

Certificate - PAINTING & REFINISHING

Course Requirements

				<i>Credit</i>
AUB	111	Painting and Refinishing I	4	
AUB	112	Painting and Refinishing II	4	
AUB	114	Special Finishes	2	
TRN	110	Intro to Transport Tech	2	
Minimum Semester Hours				12

AWARD: Certificate

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130B
Certificate-NON-STRUCTURAL DAMAGE
Course Requirements

			<i>Credit</i>
AUB	121	Non-Structural Damage I	3
AUB	122	Non-Structural Damage II	4
AUB	136	Plastics and Adhesives	3
TRN	110	Intro to Transport Tech	2
Minimum Semester Hours			12
AWARD: Certificate			

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130C
Certificate - STRUCTURAL DAMAGE
Course Requirements

			<i>Credit</i>
AUB	131	Structural Damage I	4
AUB	132	Structural Damage II	4
TRN	180	Basic Welding for Transportation	3
TRN	110	Intro to Transport Tech	2
Minimum Semester Hours			13
AWARD: Certificate			

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130D
Certificate - BODY SHOP OPERATIONS
Course Requirements

			<i>Credit</i>
AUB	121	Non-Structural Damage I	3
AUB	131	Structural Damage I	4
AUB	160	Body Shop Operations	1
AUB	162	Autobody Estimating	2
TRN	110	Intro to Transport Tech	2
Minimum Semester Hours			12
AWARD: Certificate			

COMPUTER TECHNOLOGY INTEGRATION

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

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

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

Disciplines of Study in Computer Technology Integration Include:

- Specialty in Game Development A25500G
- Specialty in Networking Technology A25500N
- Specialty in Programming A25500P

Program Learning Outcomes:

- Examine networking systems and identify security risks.
- Analyze and determine appropriate hardware and software components for computer systems.
- Create a database driven website.
- Utilize management capabilities of various operating systems.

In addition, depending upon the Specialty chosen a graduate will be able to:

- Develop a basic business application using a database. (Programming A25500P)
- Develop LAN/WAN solutions for a given network scenario. (Networking A25500N)
- Develop original game-ready graphical assets. (Game Design A25500G)

COMPUTER TECHNOLOGY INTEGRATION- A25500G

SPECIALTY - GAME DEVELOPMENT

This curriculum specializes in practical applications in visual arts, audio/videotechnology, modeling, design, and game programming. Students receive hands-on training in design, 3-D modeling, programming, environment creation, and computer animation. This curriculum prepares graduates for employment as graphic designers, modelers, animators, and game developers. Employment industries could include entertainment, healthcare, engineering, education, NASA, film studios, and governmental agencies. Skills taught in this program provide opportunity for entrepreneurial ventures within the indie game scene. The program will incorporate the competencies of industry-recognized certification exams from Autodesk.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CTI	120	Network & Sec Foundation		3
CTI	110	Web, Pgm, & DB Foundation		3	CTS	120	Hardware/Software Support		3
CTS	115	Info Sys Business Concept		3	SGD	172	Virtual SG Environments		3
NOS	110	Operating System Concepts		3	SGD	213	SG Programming II		3
SGD	111	Intro to SGD		3	SGD	214	3D Modeling II		3
SGD	114	3D Modeling I		3	ENG	112	Writing/Research in the Disc		3
				16					18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
SGD	116	Graphic Design Tools		3	SGD	125	SG Artificial Intelligence		3
SGD	162	SG 3D Animation		3	SGD	237	Rigging 3D Models		3
SGD	113	SG Programming I		3	CTI	289	CTI Capstone Project		3
MAT	143	Quantitative Literacy		3			Humanities/Fine Arts Elective		3
ENG	111	Writing & Inquiry		3			Social/Behavioral Science Elective		3
		Technical Elective*		1/3					15
				16/18					
Minimum Semester Hours									65

* Elective to be chosen from the following prefixes:

CCT, CIS, CSC, CTS, DBA, GRD, ITN, NET, NOS, SEC, SGD, WBL, or WEB.

A maximum of 1 credit hour with WBL prefix

Note: Curriculum outlines are designed to assist in the advising process during the current academic year and are subject to change. For the most current program information please refer to the catalog for the year you entered your current program

AWARD: Associate in Applied Science Degree

COMPUTER TECHNOLOGY INTEGRATION- D25500GC
Diploma-GAME CONTENT CREATION
Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	SGD	214	3D Modeling II		<u>3</u>
SGD	111	Intro to SGD		3					3
SGD	114	3D Modeling I		3					
CTI	120	Network & Sec Foundation		3	<i>Spring Semester Second Year</i>				
SGD	172	Virtual SG Environments		3	SGD	237	Rigging 3D Models		<u>3</u>
CTI	110	Web, Pgm, & DB Foundation		<u>3</u>					3
				16					
					Minimum Semester Hours				37

Spring Semester First Year

ENG	111	Writing and Inquiry		3
MAT	143	Quantitative Literacy		3
SGD	116	Graphic Design Tools		3
SGD	162	SG 3D Animation		3
		Technical Elective*		<u>3</u>
				15

* Elective to be chosen from the following prefixes:
 CCT, CIS, CSC, CTS, DBA, GRD, ITN, NET, NOS, SEC, or WEB.

AWARD: Diploma

COMPUTER TECHNOLOGY INTEGRATION- D25500GP
Diploma-GAME PROGRAMMING
Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Spring Semester First Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	ENG	111	Writing and Inquiry		3
CTI	110	Web, Pgm, & DB Foundation		3	MAT	143	Quantitative Literacy		3
CTI	120	Network & Sec Foundation		3	SGD	113	SG Programming I		3
CTS	120	Hardware/Software Support		3	SGD	125	SG Artificial Intelligence		3
NOS	110	Operating Systems Concepts		3	CTI	289	CTI Capstone Project		<u>3</u>
SGD	111	Intro to SGD		3					15
SGD	172	Virtual SG Environments		<u>3</u>					
				19	<i>Fall Semester Second Year</i>				
					SGD	213	SG Programming II		<u>3</u>
									3
					Minimum Semester Hours				37

AWARD: Diploma

COMPUTER TECHNOLOGY INTEGRATION- C25500G

Certificate - GAME DESIGN

Course Requirements

<i>Fall Semester</i>	<i>Credit</i>	<i>Spring Semester</i>	<i>Credit</i>
SGD 111 Into to SGD	3	SGD 116 Graphic Design Tools	3
SGD 114 3D Modeling I	<u>3</u>	SGD 113 SG Programming	<u>3</u>
	6		6
		Minimum Semester Hours	12

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- C25500GA

Certificate - 3D ANIMATION

Course Requirements

<i>Fall Semester First Year</i>	<i>Credit</i>	<i>Fall Semester Second Year</i>	<i>Credit</i>
SGD 114 3D Modeling I	<u>3</u>	SGD 214 3D Modeling II	<u>3</u>
	3		3
		Minimum Semester Hours	12

Spring Semester First Year

SGD 162 SG 3D Animation	3
SGD 237 Rigging 3D Models	<u>3</u>
	6

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- C25500GM

Certificate - 3D MODELING

Course Requirements

<i>Fall Semester First Year</i>	<i>Credit</i>	<i>Fall Semester Second Year</i>	<i>Credit</i>
SGD 114 3D Modeling I	<u>3</u>	SGD 214 3D Modeling II	<u>3</u>
	3		3
		Minimum Semester Hours	12

Spring Semester First Year

SGD 116 Graphic Design Tools	3
SGD 162 SG 3D Animation	<u>3</u>
	6

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- C25500GP
Certificate - GAMING PROGRAMMING
Course Requirements

<i>Fall Semester First Year</i>	<i>Credit</i>	<i>Fall Semester Second Year</i>	<i>Credit</i>
SGD 111 Into to SGD	<u>3</u>	SGD 213 SG Programming II	<u>3</u>
	3		3

<i>Spring Semester First Year</i>	<i>Minimum Semester Hours</i>	<i>Credit</i>
SGD 113 SG Programming		3
SGD 125 SG Artificial Intelligence		<u>3</u>
		6

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- C25500VR
Certificate - VR ENVIROMENTS
Course Requirements

<i>Fall Semester First Year</i>	<i>Credit</i>	<i>Fall Semester Second Year</i>	<i>Credit</i>
SGD 111 Into to SGD	3	SGD 172 Virtual SG Environments	<u>3</u>
SGD 114 3D Modeling I	<u>3</u>		3
	6		

<i>Spring Semester First Year</i>	<i>Minimum Semester Hours</i>	<i>Credit</i>
SGD 113 SG Programming		<u>3</u>
		3

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- A25500N

SPECIALTY - NETWORKING TECHNOLOGY

This curriculum prepares graduates for employment as network technicians, network administrators, system administrators, or support technicians with organizations that utilize computer technology to manage information. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers. Graduates should qualify for employment in entry-level positions with

businesses, educational and healthcare systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Associate Degree Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CTS	120	Hardware/Software Support		3
CTI	110	Web, Pgm, and DB Foundation		3	NET	126	Routing Basics		3
CTI	120	Network and Sec Foundation		3	NOS	230	Windows Admin I		3
NOS	110	Operating System Concepts		3	ENG	112	Writing/Research in the Disc		3
CTS	115	Info Sys Business Concept		3			Technical Elective*		<u>3</u>
CIS	110	Intro to Computers		<u>3</u>					15
				16	<i>Spring Semester Second Year</i>				
<i>Spring Semester First Year</i>					NET	225	Routing and Switching I		3
ENG	111	Writing and Inquiry		3	ITN	150	Internet Protocols		3
NET	125	Networking Basics		3	CTI	289	CTI Capstone Project		3
NOS	120	Linux/UNIX Single User		3	MAT	110	Math Measurement & Literacy or		3
NOS	130	Windows Single User		3	MAT	143	Quantitative Literacy or		
		Humanities/Fine Arts Elective		3	MAT	171	Precalculus Algebra		
		Technical Elective*		<u>3</u>			Technical Elective*		1/3
				18			Social/Behavioral Science Elective		<u>3</u>
									16/18
					Minimum Semester Hours				65

* Elective to be chosen from the following prefixes:

CCT, CIS, CSC, CTS, DBA, GRD, ITN, NET, NOS, SEC, SGD, WBL, or WEB.

A maximum of 1 credit hour with WBL prefix

Note: Curriculum outlines are designed to assist in the advising process during the current academic year and are subject to change. For the most current program information please refer to the catalog for the year you entered your current program

AWARD: Associate in Applied Science Degree

COMPUTER TECHNOLOGY INTEGRATION- D25500N
Diploma-NETWORKING TECHNOLOGY
Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	ENG	111	Writing and Inquiry	3
CTI	110	Web, Pgm, and DB Foundation	3	NET	125	Networking Basics	3
CTI	120	Network and Sec Foundation	3	NOS	120	Linux/UNIX Single User	3
NOS	110	Operating System Concepts	3	NOS	130	Windows Single User	3
CTS	115	Info Sys Business Concept	3			Technical Elective*	3
CTS	120	Hardware/Software Support	3			Humanities/Fine Arts Elective	3
CIS	110	Into to Computers	3				18
			19				
Minimum Semester Hours							37

* Students must make a satisfactory score on the entry placement test or pass DMA 030.

* Elective to be chosen from the following prefixes:

CCT, CIS, CSC, CTS, DBA, GRD, ITN, NET, NOS, SEC, SGD, WBL, or WEB.

A maximum of 1 credit hour with WBL prefix

AWARD: Diploma

COMPUTER TECHNOLOGY INTEGRATION- C25500N
Certificate - NETWORKING TECHNOLOGY
Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
CTI	120	Network and Sec Foundation	3	NET	126	Routing Basics	3
			3				3
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
NET	125	Networking Basics	3	NET	225	Routing and Switching I	3
			3				3
Minimum Semester Hours							12

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- C25500S

Certificate - NETWORKING SECURITY

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
CTI	120	Network and Sec Foundation	<u>3</u>	NET	126	Routing Basics	<u>3</u>
			3				3
 <i>Spring Semester First Year</i>				 <i>Spring Semester Second Year</i>			
NET	125	Networking Basics	<u>3</u>	ITN	150	Internet Protocols	3
			3	NET	225	Routing and Switching I	<u>3</u>
							6
				Minimum Semester Hours			15
AWARD: Certificate							

COMPUTER TECHNOLOGY INTEGRATION- C25500CC

Certificate - CYBER CRIME

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester First Year</i>			<i>Credit</i>
CTI	120	Network and Sec Foundation	3	CCT	121	Computer Crime Investigations	4
CCT	240	Data Recovery Techniques	3	CCT	241	Advanced Data Recovery Techniques	<u>3</u>
		CJC Elective	<u>3</u>				7
			9				
				Minimum Semester Hours			16
AWARD: Certificate							

COMPUTER TECHNOLOGY INTEGRATION- A25500P

SPECIALTY - PROGRAMMING

This curriculum prepares graduates for employment as designers, programmers, testers, and systems support specialists with organizations that utilize computer technology to manage information. Students will develop programs with graphical user interfaces to access, manipulate, and store data on

server-side databases. Graduates should qualify for employment in entry-level positions with businesses,

educational and healthcare systems, and governmental agencies which rely on computer systems to design and manage information.

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	CTS	120	Hardware/Software Support	3		
CTI	110	Web, Pgm, and DB Foundation	3	CSC	139	Visual Basic Programming	3		
CTI	120	Network and Sec Foundation	3	CSC	251	Advanced JAVA Programming	3		
NOS	110	Operating System Concepts	3	WEB	215	Advanced Markup and Scripting	3		
CTS	115	Info Sys Business Concept	3	ENG	112	Writing/Research in the Disc	3		
CIS	110	Intro to Computers	3			Technical Elective*	3		
			16						18
 <i>Spring Semester First Year</i>					 <i>Spring Semester Second Year</i>				
ENG	111	Writing and Inquiry	3	DBA	110	Database Concepts	3		
NET	125	Networking Basics	3	CTI	289	CTI Capstone Project	3		
NOS	120	Linux/UNIX Single User	3	MAT	110	Math Measurement & Literacy or	3		
CSC	151	JAVA Programming	3	MAT	143	Quantitative Literacy or			
WEB	115	Web Markup and Scripting	3	MAT	171	Precalculus Algebra			
		Humanities/Fine Arts Elective	3			Technical Elective*	3		
			18			Social/Behavioral Science Elective	3		
									15
						Minimum Semester Hours			67

* Elective to be chosen from the following prefixes:

CCT, CIS, CSC, CTS, DBA, GRD, ITN, NET, NOS, SEC, SGD, WBL, or WEB.

A maximum of 1 credit hour with WBL prefix.

Note: Curriculum outlines are designed to assist in the advising process during the current academic year and are subject to change. For the most current program information please refer to the catalog for the year you entered your current program

AWARD: Associate in Applied Science Degree

COMPUTER TECHNOLOGY INTEGRATION- D25500P
Diploma-PROGRAMMING
Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Spring Semester First Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	ENG	111	Writing and Inquiry		3
CTI	110	Web, Pgm, and DB Foundation		3	NET	125	Networking Basics		3
CTI	120	Network and Sec Foundation		3	NOS	120	Linux/UNIX Single User		3
NOS	110	Operating System Concepts		3	CSC	151	JAVA Programming		3
CTS	115	Info Sys Business Concept		3	WEB	115	Web Markup and Scripting		3
CTS	120	Hardware/Software Support		3	Humanities/Fine Arts Elective				3
CIS	110	Into to Computers		3					18
				19					
Minimum Semester Hours									37

* Students must make a satisfactory score on the entry placement test or pass DMA 030.

AWARD: Diploma

COMPUTER TECHNOLOGY INTEGRATION- C25500C
Certificate - COMPUTER TECHNOLOGY INTEGRATION
Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>
CTI	110	Web, Pgm, and DB Foundation		3
CTI	120	Network and Sec Foundation		3
NOS	110	Operating System Concepts		3
CTS	115	Info Sys Business Concept		3
Minimum Semester Hours				12

AWARD: Certificate

COMPUTER TECHNOLOGY INTEGRATION- C25500WP
Certificate - WEB PROGRAMMING
Course Requirements

<i>Spring Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
CSC	151	JAVA Programming		3	CSC	251	Advanced JAVA Programming		3
WEB	115	Web Markup and Scripting		3	WEB	215	Advanced Markup and Scripting		3
				6					6
Minimum Semester Hours									12

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.

Program Learning Outcomes:

Graduates of the WCC Criminal Justice Technology Program will:

- Analyze the totality of the circumstances for a given situation and be able to apply the appropriate criminal, civil, constitutional, or juvenile law.
- Demonstrate and understand a working knowledge of law enforcement operations, investigations, patrol procedures and private security.
- Identify and understand the different functions within the corrections system including jails, prisons, probation and parole on a local, state and federal level.
- Demonstrate a working knowledge of the local state and federal court system, including the hierarchy, jurisdiction, and the court room group functions.
- Identify professional and ethical conduct through review of ethical dilemmas, review of policy and the law to enable them with the ability to properly apply ethical standards to difficult situations.
- Demonstrate an ability to think critically and to use critical thinking skills to solve problems.

** In order to obtain employment as a local law enforcement officer, the graduate must successfully complete Basic Law Enforcement Training or obtain a bachelor's degree to meet the hiring requirements for most state and federal law enforcement agencies.*

CRIMINAL JUSTICE - A55180

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	CJC	113	Juvenile Justice		3
CIS	110	Introduction to Computers		3	CJC	131	Criminal Law		3
CJC	111	Introduction to Criminal Justice		3	CJC	141	Corrections		3
CJC	112	Criminology		3	CJC	212	Ethics and Comm. Relations		3
ENG	111	Writing and Inquiry		3	PSY	150	General Psychology		3
		Elective*		<u>3</u>			Elective*		<u>3</u>
				16					18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
CJC	121	Law Enforcement Operations or		3	CJC	214	Victimology		3
CCT	121	CyberCrime Investigations		4	CJC	215	Organization and Administration		3
CJC	132	Court Procedure and Evidence		3	CJC	221	Investigative Principles		4
CJC	231	Constitutional Law		3	CJC	232	Civil Liability		3
ENG	112	Writing/Research in the Disc or		3			Elective or WBL-111**		<u>1/3</u>
ENG	114	Professional Research and Reporting							14/16
MAT	143	Quantitative Literacy		3	Minimum Semester Hours				66
		Humanities/Fine Arts Elective		<u>3</u>					
				18					

Students successfully completing a Basic Law Enforcement Training Course Accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-121, CJC-131, CJC-132, and CJC-221 toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985.

*Elective to be chosen from the following prefixes: BIO, CCT, HIS, POL, PSY or SOC. A maximum of 1 credit hour with WBL prefix.

**Elective to be chosen from the following prefixes: BIO, CTI, HIS, POL, PSY, SOC, SPA, WBL.

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

AWARD: Associate in Applied Science Degree

CRIMINAL JUSTICE TECHNOLOGY - D55180

Diploma

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Spring Semester First Year</i>				<i>Credit</i>	
ACA	115	Success and Study Skills	1	CIS	110	Introduction to Computers	3			
ENG	111	Writing and Inquiry	3	CJC	121	Law Enforcement Operations	3			
CJC	111	Introduction to Criminal Justice	3	CJC	231	Constitutional Law	3			
CJC	112	Criminology	3	CJC	232	Civil Liability	3			
CJC	113	Juvenile Justice	3	CJC	132	Court Procedure and Evidence	3			
CJC	131	Criminal Law	3	MAT	143	Quantitative Literacy	3			
CJC	141	Corrections	3	CJC	221	Investigative Principles	4			
			19						22	
Minimum Semester Hours								41		

AWARD: Diploma

CRIMINAL JUSTICE TECHNOLOGY - C55180

Certificate - CORRECTIONS

Course Requirements

				<i>Credit</i>					<i>Credit</i>	
ENG	111	Writing and Inquiry	3	CJC	231	Constitutional Law	3			
CIS	110	Introduction to Computers	3	CJC	112	Criminology	3			
CJC	141	Corrections	3	Minimum Semester Hours				18		
CJC	111	Introduction to Criminal Justice	3							

AWARD: Certificate

Cyber Crime Certificate - C25500CC course requirements listed under Computer Technology Integration-Networking Technology.

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.

Program Learning Outcomes:

Graduates of the WCC Culinary Program will:

- Maintain sanitation levels required by Federal, State, and Local Officials.
- Apply fundamental concepts of knife skills, basic food preparation, and equipment knowledge.
- Pursue best research and use of standard menus for all types of foods and services.
- Operate & clean commercial equipment properly.
- Access, compile, and evaluate food cost, labor cost, beverage cost, and operation cost from the point of making profit.
- Apply knowledge of culinary math, written & oral communication, restaurant business knowledge, kitchen supervision, and cooking ability.
- Recognize and demonstrate work habits that model the professional chef and ethical behavior in the food service work place.

CULINARY ARTS - A55150

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	NUT	110	Nutrition	3
CIS	110	Introduction to Computers	3	HRM	220	Cost Control - Food and Beverage	3
CUL	110	Sanitation and Safety	2	CUL	230	Global Cuisines	5
CUL	140	Culinary Skills I	5	CUL	270	Garde Manger II	3
CUL	160	Baking I	3	WBL	111	Work-Based Learning I**	1
ENG	111	Writing and Inquiry	3				15
			17				
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
CUL	135	Food and Beverage Service	2	CUL	214	Wine Appreciation	2
CUL	170	Garde Manger I	3	CUL	240	Culinary Skills II	5
CUL	260	Baking II or	3	CUL	240A	Culinary Skills II Lab	1
BPA	150	Artisan and Speciality Bread	4	HRM	245	Human Resource Mgmt - Hosp	3
ENG	112	Writing / Research in the Disc	3	WBL	121	Work-Based Learning II**	1
HOR	142	Fruit and Vegetable Production	2			Social/Behavioral Science Elective	3
MAT	110	Math Measurement & Literacy or	3				15
MAT	143	Quantitative Literacy		Minimum Semester Hours			66
		Humanities/Fine Arts Elective	3				
			19/20				

*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.

***If a student has completed prior WBL courses, any of the following course numbers may be used: WBL 131 or 211. Second option - Students may take one two-hour WBL to meet this requirement. The following course numbers may be used: WBL 112, 122, or 132.

Note: Curriculum outlines are designed to assist in the advising process during the current academic year and are subject to change. For the most current program information please refer to the catalog for the year you entered your current program.

AWARD: Associate in Applied Science Degree

CULINARY ARTS - D55150

Diploma

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	CUL	230	Global Cuisines	5
CUL	110	Sanitation and Safety	2	HRM	220	Cost Control - Food and Beverage	3
CUL	140	Culinary Skills I	5	CUL	270	Garde Manger II	3
CUL	160	Baking I	3	WBL	121	Work-Based Learning II*	1
ENG	111	Writing and Inquiry	3				12
			14				
				Minimum Semester Hours			43
<i>Spring Semester First Year</i>							
CUL	135	Food and Beverage Service	2				
CUL	170	Garde Manger I	3				
CUL	240	Culinary Skills II	5				
CIS	110	Introduction to Computers	3				
MAT	110	Math Measurement & Literacy or	3				
MAT	143	Quantitative Literacy					
WBL	111	Work-Based Learning I*	1				
			17				

***If a student has completed prior WBL courses, any of the following course numbers may be used: WBL 131 or 211. Second option - Students may take one two-hour WBLs to meet this requirement. The following course numbers may be used: WBL 112, 122, or WBL 132.*

AWARD: Diploma

CULINARY ARTS - C55150C

Certificate - Line Cook

Course Requirements

			<i>Credit</i>
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
CUL	170	Garde Manger I	3
			13
Minimum Semester Hours			13

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.

Program Learning Outcomes:

- Graduates of the WCC Dental Assisting Program will:
- Apply key concepts of dentistry.
- Utilize standards of infection and hazard control.
- Produce radiographs of diagnostic quality.
- Perform clinical supportive treatments and dental laboratory procedures.
- Model professional behaviors, ethics and appearance.

The WCC Dental Assisting program has been granted the Accreditation Status of Approval Without Reporting Requirements by the American Dental Association Commission on Dental Accreditation.

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Suite 1900
Chicago, Illinois 60611

DENTAL ASSISTING - D45240

Diploma

Course Requirements

<i>Fall Semester</i>			<i>Clinical</i>	<i>Credit</i>	<i>Summer Term</i>			<i>Clinical</i>	<i>Credit</i>
DEN	101	Preclinical Procedures	0	7	DEN	107	Clinical Practice II	12	5
DEN	110	Orofacial Anatomy	0	3	PSY	118	Interpersonal Psychology	<u>0</u>	<u>3</u>
DEN	111	Infection/Hazard Control	0	2				12	<u>8</u>
DEN	112	Dental Radiography	0	3	Minimum Semester Hours				47
ACA	115	Success and Study Skills	0	1					
BIO	106	Introduction to Anatomy/ Physiology/Micro	<u>0</u>	<u>3</u>					
			0	19					
<i>Spring Semester</i>									
DEN	102	Dental Materials	0	5					
DEN	103	Dental Sciences	0	2					
DEN	104	Dental Health Education	0	3					
DEN	105	Practice Management	0	2					
DEN	106	Clinical Practice I	12	5					
ENG	102	Applied Communications II	0	<u>3</u>					
			12	20					

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, 020 and 030

Accreditation: Commission on Dental Accreditation.

AWARD: Diploma

MOBILE EQUIPMENT MAINTENANCE AND REPAIR

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

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Disciplines of Study Include:

- Diesel and Heavy Equipment Technology A60460

Transportation Technology Program Learning Outcomes:

Upon completion of this program students will be able to prove competency in the following Learning Outcomes:

- Seek best information, measure, analyze, manufacture, diagnose, repair, and verify the repair in the Transportation sector.
- Demonstrate computer competencies, communicate, and work independently and in a team environment to service, repair, diagnose, manufacture, and maintain Transport vessels.
- Examine and validate underlying assumptions dealing with Transportation Industry and repair using proper safety procedures, practices, chemical/solvent disposal, and management of waste streams reducing their impact on the global environment.
- Demonstrate the tasks and skills necessary to achieve professional (ASE) certification in the Transportation Industry.
- Exhibit communication, writing, and critical thinking skills dealing with customer needs and complaints in a professional manner.
- Demonstrate the technical, communication, computation, and personal responsibility skills needed to be successful in the ever-changing advanced technologies of the Transportation Industry.
- Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific Transportation vessel services, repairs, and manufacture.
- Evaluate data collected from the Transportation vessel to insure the vessel is performing efficiently and pollution is minimized to assist with reversing the effects on global problematic issues.

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - A60460

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Associate Degree Course Requirements

Fall Semester First Year			Credit	Fall Semester Second Year			Credit	
ACA	115	Success and Study Skills	1	ENG	116	Technical Report Writing or	3	
HET	110	Diesel Engines	6	ENG	114	Prof Research & Report Writing		
TRN	110	Intro to Transport Tech	2	HET	115	Electronic Engines	3	
TRN	120	Basic Transport Electricity	5	HET	231	Medium/Heavy Duty Brake Systems*	2	
TRN	170	PC Skills for Transp	2	HET	233	Suspension and Steering*	4	
TRN	180	Basic Welding for Transp	3	PSY	118	Interpersonal Psychology or	3	
				PSY	150	General Psychology or		
				SOC	210	Introduction to Sociology or		
				ECO	151	Survey of Economics		
Spring Semester First Year				Spring Semester Second Year				
ELN	112	Diesel Electronics Systems	4	HET	125	Preventive Maintenance	2	
ENG	111	Writing and Inquiry or	3	HET	126	Preventive Maintenance Lab*	1	
ENG	110	Freshman Composition		HET	128	Medium/Heavy Duty Tune-Up	2	
HET	114	Power Trains	5	HET	230	Air Brakes*	2	
MAT	110	Math Measurement & Literacy or	3	PME	211	Advanced Equipment Repair*	4	
MAT	120	Geometry and Trigonometry or		HUM	110	Technology & Society or	3	
MAT	121	Algebra/ Trigonometry or		HUM	115	Critical Thinking		
MAT	143	Quantitative Literacy						
Summer Term First Year				Minimum Semester Hours				70
TRN	130	Intro to Sustainable Transp	3					
TRN	140	Transp Climate Control	2					
TRN	140A	Transp Climate Control Lab	2					

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.

*Work-Based Learning Option: This may include up to 8 shc from WBL course/combination of courses: WBL 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.

AWARD: Associate in Applied Science Degree

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - D60460

Diploma - DIESEL AND HEAVY EQUIPMENT

Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	TRN	130	Intro to Sustainable Transp	3
HET	110	Diesel Engines	6	TRN	140	Transp Climate Control	2
TRN	110	Intro to Transport Tech	2	TRN	140A	Transp Climate Control Lab	2
TRN	120	Basic Transport Electricity	5				
TRN	170	PC Skills for Transp	2	Minimum Semester Hours			43
TRN	180	Basic Welding for Transp	3				
ELN	112	Diesel Electronics Systems	4				
ENG	111	Writing and Inquiry** or	3				
ENG	110	Freshman Composition					
HET	114	Power Trains	5				
HET	125	Preventative Maintenance	2				
MAT	110	Math Measurement & Literacy or	3				
MAT	120	Geometry and Trigonometry or					
MAT	121	Algebra/Trigonometry or					
MAT	143	Quantitative Literacy					

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.

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

AWARD: Diploma

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460ES

Certificate-ENGINE SYSTEMS

Course Requirements

			<i>Credit</i>
HET	110	Diesel Engines	6
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
Minimum Semester Hours			13

AWARD: Certificate

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.

Program Learning Outcomes:

Graduates of the WCC Early Childhood Associate Program will:

- Create environments that are healthy, respectful, supportive, and challenging based on their knowledge of child development.
- Create respectful, reciprocal relationships that support and empower families, and involve all families in their children's development and learning.
- Use systematic observations, documentation, and other effective assessment strategies in a partnership with families and other professionals, to positively influence children's development.
- Integrate functional concepts to develop and design, implement, and evaluate experiences using developmentally appropriate practice.
- Recognize and demonstrate ethical guidelines and other professional standards related to early childhood practice.

EARLY CHILDHOOD EDUCATION - A55220

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	EDU	153	Health, Safety, Nutrition	3		
ENG	111	Writing and Inquiry	3	EDU	221	Children with Exceptionalities	3		
EDU	119	Intro to Early Childhood Education	4	EDU	234	Infants, Toddlers, and Twos	3		
EDU	131	Child, Family, and Community	3	EDU	271	Educational Technology	3		
EDU	144	Child Development I	3	WBL	121	Work-Based Learning II****	1		
EDU	146	Child Guidance	<u>3</u>			Social/Behavioral Science Elective	3		
			17			Humanities/Fine Arts Elective*****	<u>3</u>		
<i>Spring Semester First Year</i>									19
CIS	110	Introduction to Computers	3						
ENG	112	Writing/Research in the Disc or	3						
COM	120	Intro to Interpersonal Comm.	3						
EDU	145	Child Development II	3						
EDU	151	Creative Activities	3						
EDU	280	Language and Literacy	3						
WBL	111	Work-Based Learning I* or	1						
EDU	184	Early Child Intro Pract	2						
		Science or Math Elective	<u>3/4</u>						
		(BIO 110, BIO 111, or MAT 143)							
			19-20						

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.

<i>Track 1 Early Childhood Curriculum (A55220EC)</i>				<i>Credit</i>	<i>Minimum Semester Hours</i>	65
EDU	251	Exploration Activities	3			
EDU	282	Early Childhood Literature	3			
EDU	284	Early Childhood Capstone	<u>4</u>			
			10			
<i>Track 2 Special Education (A55220SE)</i>				<i>Credit</i>	<i>Minimum Semester Hours</i>	71
EDU	154	Social Emotional / Behav Dev	3			
EDU	247	Sensory and Physical Disability	3			
EDU	248	Developmental Delays	3			
EDU	282	Early Childhood Literature	3			
EDU	284	Early Childhood Capstone	<u>4</u>			
			16			

Track 3 Administration (A55220AD)			Credit		Credit
EDU 261	Early Childhood Administration I	3		Choose one from: BUS 135, BUS 137, BUS 139, BUS 153, BUS 240	<u>3</u>
EDU 262	Early Childhood Administration II	3			13
EDU 284	Early Childhood Capstone	4			
Minimum Semester Hours					68

Track 4 College Transfer (A55220CT)			Credit		Credit
EDU 284	Early Childhood Capstone	4		General Education Elective	<u>3</u>
	General Education Elective	3			16
	General Education Elective	3			
	General Education Elective	3			
Minimum Semester Hours					71

**If a student has completed one or more WBL classes, any of the following course numbers may be substituted: WBL 131, 211, or 221. Second option - students may take one two-hour WBL to meet this requirement. The following course number may be used WBL 112.*

***Students must make a satisfactory score on the entry placement test or pass DMA 030.*

****If a student has completed one or more WBL classes, any of the following course numbers may be substituted: WBL 131, 211 or 221.*

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

AWARD: Associate in Applied Science Degree

EARLY CHILDHOOD EDUCATION - C55220

Certificate - EARLY CHILDHOOD

Course Requirements

			Credit			Credit
EDU 119	Introduction to Early Child Education	4		EDU 145	Child Development II	3
EDU 131	Child, Family and Community	3		EDU 153	Health, Safety and Nutrition	3
EDU 146	Child Guidance	<u>3</u>		EDU 184	Early Child Intro Practicum	<u>2</u>
			10	Minimum Semester Hours		18

AWARD: Certificate

Students who complete the certificate will initiate their own application to the Division of Child Development for their certification.

No course substitutions allowed if CDA Certificate is desired.

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.

Program Learning Outcomes:

Graduates of the WCC Emergency Medical Service Program will:

- Outcomes TBD

EMERGENCY MEDICAL SCIENCE - A45340

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Clinical Credit</i>		<i>Fall Semester Second Year</i>			<i>Clinical Credit</i>	
ACA	115	Success and Study Skills	0	1	EMS	220	Cardiology II	0	3
BIO	165	Anatomy and Physiology I	0	4	EMS	231	EMS Clinical Practicum III	9	3
EMS	110	EMT	0	8	EMS	250	Medical Emergencies	0	4
EMS	150	Emerg Vehicles and EMS Comm	0	2	EMS	260	Trauma Emergencies	0	2
MED	120	Survey of Medical Terminology	<u>0</u>	<u>2</u>	PSY	150	General Psychology	0	3
			0	17	HUM		Humanities/Fine Arts Elective*	<u>0</u>	<u>3</u>
								9	18
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
BIO	166	Anatomy and Physiology II	0	4	EMS	240	Patients w/Special Challenges	0	2
ENG	111	Writing and Inquiry	0	3	EMS	241	EMS Clinical Practicum IV	12	4
EMS	122	EMS Clinical Practicum I	3	1	EMS	270	Life Span Emergencies	0	3
EMS	130	Pharmacology	0	4	EMS	285	EMS Capstone	0	2
EMS	131	Advanced Airway Management	0	2	COM	120	Introduction to Interpersonal Communication or	0	3
EMS	140	Rescue Scene Management	<u>0</u>	<u>2</u>	COM	231	Public Speaking	<u>0</u>	<u>3</u>
			3	16				12	14
<i>Summer Term First Year</i>					Minimum Semester Hours		69		
EMS	160	Cardiology I	0	2					
EMS	221	EMS Clinical Practicum II	<u>6</u>	<u>2</u>					
			6	4					

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

AWARD: Associate in Applied Science Degree

PLANT SYSTEMS: HORTICULTURAL SCIENCE TECHNOLOGY

These curricula are 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 identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Disciplines of Study Include:

- Horticulture Technology A15240

Program Learning Outcomes:

- Graduates of the WCC Horticulture Technology Program will:
- Understanding of construction principles and operational skills related to the greenhouse industry.
- Gain knowledge in identification, cultural practices and landscape values.
- Demonstrate construction skills that are components of the landscape trade.
- Learn the correct protocols for the application of pesticides in the ornamental and turf industry.
- Understand production techniques that apply to the propagation and growing of horticulture crops.
- Gain knowledge in business practices and concepts.
- Learn and understand theories in design work. By practical application they will transfer theory into designs consisting of traditional methods and computer generated.
- Gain knowledge demonstrate skills related to turfgrass.

2+2 Transfer Opportunities:

NC A&T University

North Carolina State University

HORTICULTURE TECHNOLOGY - A15240

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Associate Degree Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Summer Term First Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	WBL	111, 112, 121, 122, 131, 132, 211		2
ENG	111	Writing and Inquiry or	3		Work-Based Learning or		
ENG	110	Freshman Composition		TRF	152	Landscape Maintenance	3
HOR	114	Landscape Construction	3	HOR	166	Soils and Fertilizers	3
HOR	160	Plant Materials I	3				
HOR	162	Applied Plant Science	3	<i>Fall Semester Second Year</i>			
HOR	168	Plant Propagation	3	ENG	112	Writing/Research in the Disciplines or	3
LSG	121	Fall Gardening Lab or	2	ENG	114	Prof Research & Report Writing or	
WBL		111, 112, 121, 122, 131, 132, 211 Work-Based Learning		ENG	116	Technical Report Writing	
				HOR	225	Nursery Production	3
				HOR	170	Horticulture Computer Applications	2
<i>Spring Semester First Year</i>				HOR	161	Plant Materials II	3
BIO	110	Principles of Biology or	4	HOR	253	Horticulture Turfgrass	3
BIO	111	General Biology I or		GEO	110	Introduction to Geography or	3
BIO	140	Environmental Biology or	3	GEO	111	World Regional Geography or	
MAT	110	Math Measurement & Literacy or		POL	120	American Government or	
MAT	120	Geometry and Trigonometry or		PSY	118	Interpersonal Psychology or	
MAT	121	Algebra/ Trigonometry or		PSY	150	General Psychology or	
MAT	143	Quantitative Literacy		SOC	210	Introduction to Sociology	
HOR	134	Greenhouse Operations	3				
AGR	139	Intro to Sustainable Agriculture	3				
HOR	164	Horticulture Pest Management	3				
LSG	122	Spring Gardening Lab or	2				
WBL		111, 112, 121, 122, 131, 132, 211 Work-Based Learning					
TRF	151	Introduction to Landscape Design	3				

HORTICULTURE TECHNOLOGY - C15240BC
Certificate - BASIC HORTICULTURE
Course Requirements

			<i>Credit</i>
HOR	160	Plant Materials	3
HOR	162	Applied Plant Science	3
HOR	164	Horticulture Pest Management	3
HOR	168	Plant Propagation	3
Minimum Semester Hours			12

AWARD: Certificate

HORTICULTURE TECHNOLOGY - C15240GM
Certificate - GARDEN CENTER MANAGEMENT
Course Requirements

			<i>Credit</i>
HOR	114	Landscape Construction	3
HOR	164	Horticulture Pest Management	3
HOR	166	Soils and Fertilizers	3
HOR	265	Advanced Plant Materials	2
HOR	273	Horticulture Management & Marketing	3
Minimum Semester Hours			14

AWARD: Certificate

HORTICULTURE TECHNOLOGY - C15240LT
Certificate - LANDSCAPE TECHNIQUES
Course Requirements

			<i>Credit</i>
HOR	114	Landscape Construction	3
HOR	160	Plant Materials I	3
TRF	151	Introduction to Landscape Design	3
HOR	161	Plant Materials II	3
Minimum Semester Hours			12

AWARD: Certificate

HORTICULTURE TECHNOLOGY - C15240PP
Certificate - PLANT PRODUCTION TECHNOLOGY
Course Requirements

			<i>Credit</i>
HOR	168	Plant Propagation	3
HOR	142	Fruit and Vegetable Production	2
HOR	225	Nursery Production	3
HOR	235	Greenhouse Production	3
HOR	245	Horticulture Specialty Crops	3
Minimum Semester Hours			14

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.

Program Learning Outcomes:

- Graduates of the WCC Human Services Program will:
- Interview clients using appropriate interviewing skills and document interview accurately.
- Communicate effectively in writing and interpersonally with clients, service providers, and other professionals within a human services setting.
- Recognize crisis situations and apply knowledge of first aid/safety, crisis intervention, child abuse, substance abuse and children/adolescents in crisis to such situations while determining options for the client.
- Make appropriate client referrals to agencies within communities based upon knowledge of community resources.
- Work effectively as a team member in human services settings.
- Evaluate and apply relevant knowledge of human development, counseling, psychology, sociology and other quality research/information and research/compile additional information as needed.
- Select or develop activities for a variety of populations based upon knowledge of needs/characteristics and lead appropriate activities.
- Reason through human services issues with depth, breadth, and logic and apply ethical standards to process.

HUMAN SERVICES TECHNOLOGY - A45380

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1	HSE	123	Interviewing Techniques	3
CIS	110	Introduction to Computers	3	HSE	125	Counseling	3
ENG	111	Writing and Inquiry	3	HSE	220	Case Management	3
HSE	110	Introduction to Human Services	3	SOC	220	Social Problems	3
HSE	112	Group Process I	2	WBL	111	Work-Based Learning I	1
PSY	150	General Psychology	3	WBL	115	Work-Based Learning Seminar I	1
		Humanities/Fine Arts Elective*	<u>3</u>			Natural Science/Mathematics Elective**	<u>3/4</u>
			18				17
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
ENG	112	Writing/Research in the Disc	3	GRO	120	Gerontology	3
HSE	145	Child Abuse and Neglect	3	HSE	210	Human Services Issues	2
HSE	225	Crisis Intervention	3	SOC	213	Sociology of the Family	3
PSY	241	Developmental Psychology	3	PSY	281	Abnormal Psychology	3
SAB	110	Substance Abuse Overview	3	WBL	121	Work-Based Learning II	1
		Social/Behavioral Science Elective		WBL	125	Work-Based Learning Seminar II	<u>1</u>
		(Recommend: SOC 210)	<u>3</u>				13
			18				
				Minimum Semester Hours			66

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

**Elective to be selected from the following: BIO 110, BIO 111, BIO 140, or MAT 143. If science option is elected, students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030. If electing mathematics, students may need to take MAT 070 or DMA 040 and DMA 050 before taking an additional mathematics course.

AWARD: Associate in Applied Science Degree

HUMAN SERVICES TECHNOLOGY - D45380

Diploma - HUMAN SERVICES TECHNOLOGY

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Spring Semester Second Year</i>			<i>Credit</i>
HSE	110	Introduction to Human Services	3	HSE	145	Child Abuse and Neglect	3
HSE	112	Group Process I	2	PSY	241	Developmental Psychology	3
ACA	115	Success and Study Skills	1				6
			6	<i>Fall Semester Third Year</i>			
				WBL	115	Work-Based Learning Seminar I	1
<i>Spring Semester First Year</i>				WBL	111	Work-Based Learning I	1
SAB	110	Substance Abuse Overview	3				2
PSY	150	General Psychology	3				
			6	<i>Spring Semester Third Year</i>			
<i>Fall Semester Second Year</i>				SOC	213	Sociology of the Family	3
ENG	111	Writing and Inquiry	3	WBL	125	Work-Based Learning Seminar II	1
HSE	123	Interviewing Techniques	3	WBL	121	Work-Based Learning II	1
CIS	110	Introduction to Computers	3	HSE	225	Crisis Intervention	3
			9			Social/Behavioral Science Elective *	3
							11
				Minimum Semester Hours			40

AWARD: Diploma

*Elective to be selected from the following: GEO 111, HIS 121, HIS 131, POL 110, POL 120, PSY 118, or SOC 210. If science option is elected, students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030. If electing mathematics, students may need to take MAT 070 or DMA 040 and DMA 050 before taking an additional mathematics course.

HUMAN SERVICES TECHNOLOGY - C45380

Certificate - HUMAN SERVICES TECHNOLOGY

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
HSE	110	Introduction to Human Services	3	WBL	115	Work-Based Learning Seminar I	1
HSE	123	Interviewing Techniques	3	WBL	111	Work-Based Learning I	1
			6	HSE	112	Group Process I	2
							4
<i>Spring Semester First Year</i>				Minimum Semester Hours			16
HSE	145	Child Abuse and Neglect	3				
PSY	150	General Psychology	3				
			6				

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 Requirements

			<i>Credit</i>				<i>Credit</i>
EDU	119	Introduction to Early Child Education	4	EDU	153	Health, Safety and Nutrition	3
EDU	131	Child, Family and Community	3	EDU	184	Early Child Intro Practicum	2
EDU	144	Child Development I	3	EDU	234	Infants, Toddlers, and Twos	3
			10				8
					Minimum Semester Hours		18

AWARD: Certificate

Students who complete the certificate will initiate their own application to the Division of Child Development for their certification.

No course substitutions allowed if CDA Certificate is desired.

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, 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.

Program Learning Outcomes:

- Graduates of the WCC Medical Assisting Program will:
- Display professionalism by projecting a positive attitude, working as a team member, and showing initiative and responsibility.
- Practice in a legal and ethical manner upholding the five high principles of the AAMA's Code of Ethics.
- Demonstrate competence in the performance of administrative duties as outlined in the AAMA's DACUM for entry-level medical assistants.
- Demonstrate competence in the performance of clinical skills as outlined in the AAMA's DACUM for entry-level medical assistants.
- Pursue professional and nationally recognized credentialing certification, post graduation, by making application to the AAMA's credentialing board during externship.

Accreditation: The Wilkes Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

MEDICAL ASSISTING - A45400

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>					<i>Fall Semester Second Year</i>				
			<i>Clinical</i>	<i>Credit</i>				<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	1	ENG	112	Writing/Research in the Disc	0	3
BIO	163	Basic Anatomy and Physiology	0	5	MED	114	Professional Interactions in Health Care	0	1
ENG	111	Writing and Inquiry	0	3	MED	131	Administrative Office Procedures II	0	2
MED	110	Orientation to Medical Assisting	0	1	MED	182	CPR First Aid and Emergency	0	2
MED	118	Medical Law and Ethics	0	2	MED	240	Exam Room Procedures II	0	5
MED	121	Medical Terminology I	0	3	MED	272	Drug Therapy	0	3
OST	130	Comprehensive Keyboarding	0	3				0	16
PSY	150	General Psychology	0	3					
			0	21					
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
MED	122	Medical Terminology II	0	3	BIO	175	General Microbiology	0	3
MED	130	Administrative Office Procedures I	0	2	MED	232	Medical Insurance Coding	0	2
MED	140	Exam Room Procedures I	0	5	MED	260	MED Clinical Practicum	15	5
MED	150	Laboratory Procedures I	0	5	MED	262	Clinical Perspectives	0	1
OST	134	Text Entry and Formatting	0	3			Humanities/Fine Arts Elective*	0	3
			0	18				15	14
			0	18					
					Minimum Semester Hours				69

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.

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

AWARD: Associate in Applied Science Degree

MEDICAL ASSISTING - D45400

Diploma - MEDICAL ASSISTING

Course Requirements

<i>Fall Semester</i>			<i>Clinical Credit</i>		<i>Summer Term</i>			<i>Clinical Credit</i>	
ACA	115	Success and Study Skills	0	1	MED	272	Drug Therapy	0	3
BIO	163	Basic Anatomy and Physiology	0	5	MED	260	MED Clinical Practicum	15	5
ENG	111	Writing and Inquiry	0	3	MED	262	Clinical Perspectives	0	1
MED	110	Orientation to Medical Assisting	0	1				15	9
MED	118	Medical Law and Ethics	0	2	Minimum Semester Hours				48
MED	121	Medical Terminology I	0	3					
OST	130	Comprehensive Keyboarding	0	3					
PSY	150	General Psychology	0	3					
			0	21					

Spring Semester

MED	122	Medical Terminology II	0	3
MED	130	Administrative Office Procedures	0	2
MED	140	Exam Room Procedures I	0	5
MED	150	Laboratory Procedures I	0	5
OST	134	Text Entry and Formatting	0	3

AWARD: Diploma

Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.

MEDICAL ASSISTING - C45400CO

Certificate - CODING

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
MED	121	Medical Terminology I	3	MED	131	Administrative Office Procedures II	2
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
MED	122	Medical Terminology II	3	MED	232	Medical Insurance Coding	2
MED	130	Administrative Office Procedures I	2	Minimum Semester Hours			12
			5				

AWARD: Certificate

MEDICAL ASSISTING - C45400ER
Certificate - EXAM ROOM PROCEDURES

Course Requirements

<i>Spring Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
MED	140	Exam Room Procedures I	5	MED	182	CPR First Aid and Emergency	2
MED	150	Laboratory Procedures I	<u>5</u>	MED	240	Exam Room Procedures II	<u>5</u>
			10				7
Minimum Semester Hours							17

AWARD: Certificate

MEDICAL ASSISTING - C45400OP
Certificate - OFFICE PROCEDURES

Course Requirements

<i>Fall Semester First Year</i>			<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Credit</i>
MED	110	Orientation to Medical Assisting	1	MED	114	Professional Interactions in Health Care	1
MED	121	Medical Terminology I	<u>3</u>	MED	131	Administrative Office Procedures II	<u>2</u>
			4				3
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>			
MED	122	Medical Terminology II	3	MED	232	Medical Insurance Coding	2
MED	130	Administrative Office Procedures I	<u>2</u>				
			5	Minimum Semester Hours			14

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.

Program Learning Outcomes:

Graduates of the WCC Office Administration Program will:

- Engage in inquiry to describe and demonstrate the use of appropriate business office procedures (including scheduling, task coordination, records management, and time management).
- Key with speed and accuracy at a level commensurate with employability.
- Operate properly business office technology (including copiers, fax machines, 10-key, and computer).
- Access, compile, and evaluate relevant information and use it to correctly apply basic accounting principles and practices considering the point of view of various users.
- Pursue best information and use it to create documents, databases, presentations, publications and spreadsheets using appropriate business office software.
- Recognize and demonstrate work habits that model professional and ethical behavior in the workplace.

OFFICE ADMINISTRATION - A25370

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Credit</i>	<i>Fall Semester Second Year</i>				<i>Credit</i>
ACA	115	Success and Study Skills		1	MAT	110	Math Measurement & Literacy or		3
BUS	110	Introduction to Business		3	MAT	143	Quantitative Literacy		
CIS	111	Basic PC Literacy or		2	CTS	130	Spreadsheet		3
CIS	110	Introduction to Computers		3	CIS	164	DTP Layout and Design		3
ENG	111	Writing and Inquiry		3	MKT	223	Customer Service		3
OST	130	Comprehensive Keyboarding*		3	OST	136	Word Processing		3
ACC	115	College Accounting		4	OST	164	Text Editing Applications		<u>3</u>
OST	184	Records Management		<u>3</u>					18
				19/20					
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
ACC	150	Accounting Software Application		2	BUS	260	Business Communication		3
BUS	135	Principles of Supervision		3	DBA	110	Database Concepts		3
ENG	114	Professional Research and Reporting or		3	CTS	125	Presentation Graphics		3
ENG	116	Technical Report Writing			OST	289	Administrative Office Management		3
BUS	121	Business Mathematics		3	WBL	111	Work-Based Learning *** or		1
OST	134	Text Entry and Formatting		3	ACA	220	Professional Transition		1
		Humanities/Fine Arts Elective**		<u>3</u>			Social/Behavioral Science Elec.		<u>3</u>
				17					16
					Minimum Semester Hours				70

*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 WBL classes, any of the following course numbers may be substituted: WBL 121, 131, or 211.

AWARD: Associate in Applied Science Degree

OFFICE ADMINISTRATION - D25370

Diploma

Course Requirements

			<i>Credit</i>				<i>Credit</i>
ACA	115	Success and Study Skills	1	ACC	150	Accounting Software Application	2
ACC	115	College Accounting	4	BUS	135	Principles of Supervision	3
CIS	111	Basic PC Literacy or	2	BUS	260	Business Communication	3
CIS	110	Introduction to Computers	3	CTS	125	Presentation Graphics	3
ENG	111	Writing and Inquiry	3	ENG	114	Professional Research and Reporting or	3
MKT	223	Customer Service	3	ENG	116	Technical Report Writing	
OST	130	Comprehensive Keyboarding*	3	OST	134	Text Entry and Formatting	3
OST	164	Text Editing Applications	3	OST	136	Word Processing	3
OST	184	Records Management	3				20
			22/23				
						Minimum Semester Hours	42

*OST 080 if placement is less than 30 wpm/5 errors

AWARD: Diploma

OFFICE ADMINISTRATION - C25370CC

Certificate - CALL CENTER AGENT

Course Requirements

(ALSO AVAILABLE ONLINE)

			<i>Credit</i>				<i>Credit</i>
BUS	121	Business Mathematics	3	OST	130	Comprehensive Keyboarding*	3
CIS	111	Basic PC Literacy or	2	CTS	130	Spreadsheet	3
CIS	110	Introduction to Computers	3			Minimum Semester Hours	14
MKT	223	Customer Service	3				

*OST 080 if placement is less than 30 wpm/5 errors

AWARD: Certificate

OFFICE ADMINISTRATION - C25370CO

Certificate - COMPUTER OPERATOR

Course Requirements

(ALSO AVAILABLE ONLINE)

			<i>Credit</i>				<i>Credit</i>
CIS	111	Basic PC Literacy or	2	OST	130	Comprehensive Keyboarding*	3
CIS	110	Introduction to Computers	3	OST	136	Word Processing	3
CTS	130	Spreadsheet	3			Minimum Semester Hours	14
DBA	110	Database Concepts	3				

*OST 080 if placement is less than 30 wpm/5 errors

AWARD: Certificate

OFFICE ADMINISTRATION - C25370FC
Certificate - Financial Records Clerk
Course Requirements

			<i>Credit</i>				<i>Credit</i>
BUS	121	Business Mathematics	3	ACC	150	Accounting Software App.	2
CIS	111	Basic PC Literacy or	2	CTS	130	Spreadsheet	<u>3</u>
CIS	110	Introduction to Computers	3	Minimum Semester Hours			14
ACC	115	College Accounting	4				

AWARD: Certificate

OFFICE ADMINISTRATION - C25370R
Certificate - RECEPTIONIST
Course Requirements

			<i>Credit</i>				<i>Credit</i>
BUS	110	Introduction to Business	3	OST	134	Text Entry and Formatting	3
CIS	111	Basic PC Literacy or	2	OST	184	Records Management	3
CIS	110	Introduction to Computers	3	MKT	223	Customer Service	<u>3</u>
OST	130	Comprehensive Keyboarding*	3	Minimum Semester Hours			17

*OST 080 if placement is less than 30 wpm/5 errors

AWARD: Certificate

OFFICE ADMINISTRATION - C25370WP
Certificate - WORD PROCESSING
Course Requirements

			<i>Credit</i>				<i>Credit</i>
CIS	111	Basic PC Literacy or	2	OST	136	Word Processing	3
CIS	110	Introduction to Computers	3	OST	164	Text Editing Applications	<u>3</u>
OST	130	Comprehensive Keyboarding*	3	Minimum Semester Hours			14
OST	134	Text Entry and Formatting	3				

*OST 080 if placement is less than 30 wpm/5 errors

AWARD: Certificate

RADIOGRAPHY

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

The Wilkes Community College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

(312) 704-5300 - mail@jrcert.org

RADIOGRAPHY– A45700

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>			<i>Clinical</i>	<i>Credit</i>	<i>Fall Semester Second Year</i>			<i>Clinical</i>	<i>Credit</i>
ACA	115	Success and Study Skills	0	1	RAD	211	Rad Procedures III	0	3
BIO	163	Basic Anatomy and Physiology	0	5	RAD	231	Rad Physics II	0	2
RAD	110	Rad Intro and Patient Care	0	3	RAD	241	Radiobiology/Protection	0	2
RAD	111	Rad Procedures I	0	4	RAD	251	Rad Clinical Ed IV	21	7
RAD	151	Rad Clinical Ed. I	<u>6</u>	<u>2</u>	ENG	112	Writing/Research in the Disc	<u>0</u>	<u>3</u>
			6	15				21	17
<i>Spring Semester First Year</i>					<i>Spring Semester Second Year</i>				
ENG	111	Writing and Inquiry	0	3	RAD	245	Image Analysis	0	2
MAT	143	Quantitative Literacy	0	3	RAD	261	Rad Clinical Ed V	21	7
RAD	112	Rad Procedures II	0	4	RAD	271	Radiography Capstone	0	1
RAD	121	Rad Imaging I	0	3	PSY	150	General Psychology	0	3
RAD	161	Rad Clinical Ed II	<u>15</u>	<u>5</u>			HUM/Fine Arts Elective*	<u>0</u>	<u>3</u>
			15	18				21	16
<i>Summer Semester First Year</i>					Minimum Semester Hours				74
RAD	122	Rad Imaging II	0	2					
RAD	131	Rad Physics I	0	2					
RAD	171	Rad Clinical Ed III	<u>12</u>	<u>4</u>					
			12	8					

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

AWARD: Associate in Applied Science Degree

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.

Program Learning Outcomes:

- Graduates of the WCC Respiratory Therapy Program will:
- Utilize critical thinking, diagnostic, and therapeutic skills to accurately assess the patients' condition, develop a plan of care, and modify the treatment plan as needed so that safe and effective respiratory care is given.
- Document completely and accurately using proper grammar and medical terminology.
- Exhibit ethical, caring, and culturally competent behaviors toward the patients, and their family members.
- Utilize professional communication and behavior when dealing with patients, their families, and other members of the healthcare team.

Accreditation: The Wilkes Community College Respiratory Therapy Program holds Initial Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

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

RESPIRATORY THERAPY – A45720

Associate Degree

Course Requirements

<i>Fall Semester First Year</i>				<i>Fall Semester Second Year</i>						
			<i>Clinical</i>	<i>Credit</i>			<i>Clinical</i>	<i>Credit</i>		
ACA	115	Success and Study Skills	0	1	RCP	210	Critical Care Concepts	0	4	
RCP	110	Intro to Respiratory Care	0	4	RCP	214	Neonatal/Peds Rc.	0	2	
RCP	113	RCP Pharmacology	0	2	RCP	155	Clinical Practice III	15	5	
BIO	163	Basic Anatomy and Physiology	0	5			Humanities/Fine Arts Elective*	0	<u>3</u>	
CIS	110	Introduction to Computers	0	3				15	14	
ENG	111	Writing and Inquiry	0	<u>3</u>						
			0	18						
<i>Spring Semester First Year</i>				<i>Spring Semester Second Year</i>						
RCP	111	Therapeutics/Diagnostics	0	5	RCP	211	Adv Monitoring/Procedures	0	4	
RCP	115	C-P Pathophysiology	0	2	RCP	215	Career Prep-Adv Level	0	1	
RCP	135	Clinical Practice I	15	5	RCP	237	RCP Clinical Practice IV	21	7	
PSY	150	General Psychology	0	3	COM	231	Public Speaking	0	<u>3</u>	
ENG	112	Writing/Research in the Disc	0	3				21	15	
			15	18						
<i>Summer Semester First Year</i>				Minimum Semester Hours				73		
RCP	112	Patient Management	0	4						
RCP	144	RCP Clinical Practice II	12	<u>4</u>						
			12	8						

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

AWARD: Associate in Applied Science Degree

PRODUCTION: 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 metalworking industry.

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

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

Disciplines of Study Include:

- Welding Technology D50420

Program Learning Outcomes:

- Graduates of the WCC Welding Technology Program will:
- Have the skills needed to be employed as entry-level technicians in welding and metalworking industry by demonstrating the technical, communication, computation, and personal responsibility.
- Demonstrate computer competency, communicate, and work independently and as a team to design, layout, measure, and as a team to design, layout, measure, and construct components using the correct welding technique.
- Examine and validate underlying assumptions dealing with welding shop and construction safety procedures, practices, chemical/solvent disposal, adhere to the EPA/OSHA regulatory requirements, and management of waste streams reducing their impact on the global environment.
- Demonstrate the knowledge and abilities necessary to achieve "American Welding Society, (AWS)" certification.
- Demonstrate positive communication, writing, and critical thinking skills dealing with customer/business needs and complaints, understandably, and in a professional manner.
- Be able to seek best information, measure, analyze, design, layout, and correct equipment operation in the following processes:
 - Cutting (Oxy-Fuel, Plasma Arc)
 - Shielded Metal Arc (SMAW)
 - Gas Metal Arc (MIG)
 - Gas Tungsten Arc (TIG)
 - Metallurgy/Machining
 - Oxygen-Fuel

WELDING TECHNOLOGY - D50420
Diploma - WELDING TECHNOLOGY - D50420
Course Requirements

<i>Fall Semester</i>			<i>Credit</i>
ACA	115	Success and Study Skills	1
BPR	111	Print Reading	2
DFT	119	Basic CAD	2
MEC	111	Machine Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	141	Symbols and Specifications	3

Spring Semester

ENG	110	Freshman Composition or	3
ENG	111	Writing and Inquiry	
WLD	115	SMAW (Stick) Plate	5
WLD	131	GTAW (TIG) Plate	4
MAC	121	Introduction to CNC	2
MAT	110	Math Measurement & Literacy or	3
MAT	120	Geometry & Trigonometry or	
MAT	121	Algebra/Trigonometry I or	
MAT	143	Quantitative Literacy	

Summer Term

WLD	151	Fabrication I	4
WLD	261	Certification Practices	2

Minimum Semester Hours 40

AWARD: Diploma

Workforce Development and Community Services

(Corporate and Continuing Education)

Purpose

Wilkes Community College offers a wide range of continuing education (non-credit) courses throughout Alleghany, Ashe and Wilkes counties that are designed for personal and professional enrichment. Courses include licensing and certification programs; specialized workforce skills training; public safety (fire, emergency services, and law enforcement) training; special interest classes; and customized training for businesses and industries throughout the three-county service area. Additionally, the division provides college readiness training, including the Adult High School Diploma program, GED preparation, and English as a Second Language. The course offerings reflect the interests and needs of the service area and prepare students to succeed in an ever-changing workforce. Many of the courses are approved for teacher renewal credit through the local boards of education.

General Information

Admission

Continuing education courses are available to adults 18 years of age and older. Certain courses are available to students 16 or older with the permission of the high school principal. Students must also meet specified admission requirements for selected courses. For additional information call the Wilkes Campus at 336-838-6203; the Alleghany Center at 336-372-5061; or the Ashe Campus at 336-846-3900. You may also email us at continuingeducation@wilkescc.edu.

Attendance

Because attendance is pivotal to student success, students are expected to regularly attend all scheduled class meetings. Individual attendance records are maintained and retained, and students must meet attendance requirements to receive recognition for the course. Many certification and licensure courses have specific attendance requirements that must be met for successful completion of the course. In certain instances, missed class time may be made up within a specified timeframe, with the permission of the faculty, the respective program director and in accordance with state auditing and accrediting body guidelines.

Certificates

Continuing education courses do not earn college credit. Certificates, however, are awarded for the completion of some courses. Licenses, diplomas, or other forms of recognition may be awarded for specific courses by agencies outside the college upon successful completion of the specified course.

Continuing Education Units (CEUs)

Continuing Education Units (CEUs) are awarded to students who satisfactorily complete specific courses. One CEU is awarded for each ten contact hours of participation in a specific continuing education course of the college. A permanent record of each student's CEUs is maintained by the colleges. Individuals, firms, and professional organizations may use compilations of CEUs for measures of recognition or non-credit educational attainment.

Class Locations

Classes are offered at the college's campuses in Wilkes, Ashe and Alleghany counties and in various other locations throughout the three-county service area. Customized training courses are often offered at specific businesses or industries.

Online Courses

A wide variety of online continuing education courses are available through the college. Typically, students have the option of logging in to the courses through the Internet at times

that are most convenient to them. Examples of online courses are Computer Applications, Web and Graphic Design, Grant Proposal Writing, Personal Finance and Enrichment, Medical Terminology, and many others.

Class Hours and Schedule

Class times and meeting schedules vary. Students should consult the continuing education course schedule (available at www.wilkescc.edu) or contact the Wilkes Campus at 336-838-6203; the Alleghany Center at 336-372-5061; or the Ashe Campus at 336-846-3900 for details on meeting time and dates.

Course Registration

Students are encouraged to pre-register for courses through email or in person. Specific courses, particularly allied health courses, require pre-registration and payment of fees in advance of the first class meeting date.

Fees

The registration fees for continuing education courses vary and are based on the number of hours for the course. Self-supporting course fees also vary, depending on the instructional costs, including the cost for the instructor and any textbooks, supplies and materials. In accordance with North Carolina statutes in effect at the time of the registration, registration fees for qualifying individuals may be waived for specified continuing education courses. There are no charges for College Readiness courses offered through continuing education.

Course Repetition

Students who take the same occupational extension course more than twice within a five-year period are required to pay a registration fee based upon a pro-rata share of the full cost of instruction. This provision is waived if the course is required by the standards governing the certification or licensure in which the student is enrolled.

Minimum Enrollment Requirements

Courses are generally offered with a minimum enrollment of ten students. The College reserves the right to determine the minimum number of students required for the course to be offered.

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 (Basic Skills: ABE, HSE, ESL)

The College Readiness Division provides a range of instructional opportunities for adults who have not completed a high school credential or who are functioning below high school level to: become literate; obtain the knowledge and skills necessary for employment and self-sufficiency; complete secondary education; for parents, to obtain the educational skills necessary to become full partners in the educational development of their children; and, for persons whose first language is other than English, to acquire English language proficiency.

Offerings available through the College Readiness Division include High School Equivalency (HSE), Adult Basic Education (ABE), and English as a Second Language (ESL). 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. Basic Skills Plus is a program that provide employability skills, job-specific occupational and technical skills, and developmental education, to students who are dual enrolled in curriculum and the HSE program. College Readiness classes are free and most offer flexible scheduling. Some classes are available online through the Distance Learning program.

High School Equivalency (HSE) includes the Adult High School Diploma program 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. Adult high school courses can also be taken online. 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 College Readiness program. Students must complete all the course work outlined in the curriculum for:

English

Social Studies

Mathematics

Science

Health/PE

Transition Course

Electives

The high school equivalency program makes it possible for adults to take a series of equivalency tests. This series of tests in core academic subjects permits participants to demonstrate mastery and thus be awarded the HSE certificate issued by the State Board of Community Colleges.

Instruction is offered in a classroom setting or through supervised individual programmed learning activities. HSE preparation can also be taken online through the Distance Learning program. There is no charge for the instructional program; however, a fee of is required for taking the HSE test.

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 becoming competent in reading, mathematics, and English. Students will begin their programs of study at their individual levels and advance at their own pace.

English as a Second Language (ESL)

This program is designed to assist persons whose first language is not English in acquiring 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 may be 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.

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 services 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, Trailer Towing Operations, 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 347 hours and is divided into many subject areas. It is offered to agencies upon request in classes ranging in length from 6 to 38 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.

Instructor Level I & II

The Instructor I & II program will present the instructor candidate with the knowledge, skills, and abilities needed to satisfy the requirements of Chapter 4 and 5 of NFPA 1021: Standard for Fire Service Instructor Professional Qualification. Candidates must meet the required prerequisites to take this course. Candidates successfully completing the course will be eligible to take the appropriate NC Fire and Rescue Commission state certification examination. This program will also fulfill requirements for Fire Officer Certification.

In addition, extra information will be added to fulfill requirements for NC Emergency Medical Services Instructor Level 1. This credential will be issued from the NC Office of Emergency Medical Services.

Northwest Fire and Rescue College

The Northwest Fire and Rescue College is a weekend school held the first full 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 Rescue 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 continuing education 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) 838-6167.

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) 838-6167.

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) 838-6167.

Pharmacy Technician Training

This course (96 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) 838-6167.

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) 838-6167.

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. For complete information call (336) 838-6167.

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 Development Division.

Business and Industry Division

Wilkes Community College enhances and supports the workforce and economic development of the region through various programs offered through the North Carolina Community College System.

Customized Training provides essential training for North Carolina businesses and industries that is developed specifically for their needs. The college uses individualized needs assessments and consultations to design and implement targeted, customized training for businesses and industries that need to upgrade workers' skills because of technological or process advances or job growth.

Community Services/Personal Enrichment

The community services program offers a variety of special interest courses that enhance the quality of life throughout our service area. Courses provide skills in various avocational areas, creative activities, and personal and academic interest areas.

Computer Courses

Computer courses are taught at various locations throughout our three-county service area, ranging from beginner through advanced training. Certifications offered include CISCO and A+. All courses, excepting UNIX and Quickbooks, are approved for teacher renewal credit through the Wilkes County Board of Education.

Human Resources Development

The Human Resources Development (HRD) department provides employability skills training, skill assessment services, and career development counseling for unemployed and underemployed adults. The HRD program addresses six core components: assessment of the student's assets and liabilities; development of a positive self-concept; development of employment skills; development of communication skills; development of problem-solving skills; and development of awareness of technology in the workplace. Students enrolled in HRD courses receive assistance with applications, job interview skills, computerized job searches, and résumé preparation. Tuition and fees for HRD courses vary and may be waived for individuals who are unemployed, have received notice of a pending layoff or who meet specific income guidelines.

JobLink Centers

Wilkes Community College is a partner in the three JobLink Career Centers in our service area. The Wilkes JobLink is located Midtown Plaza in North Wilkesboro. The Alleghany JobLink is co-located with the Blue Ridge Business Development Center and the Alleghany Center of WCC in Sparta. The JobLink Center in Ashe County is located at Ashe Family Central in Jefferson.

The JobLink centers provide comprehensive programs and services for those seeking employment through partnerships with a variety of organizations. Partners in each center include Wilkes Community College, the Division of Employment Security, the Urban League, Vocational Rehabilitation, Workforce Investment Act services, Human Resources Development, and Department of Social Services/Workfirst.

Most of the JobLink Center services are provided at no cost to the customer. The centers work with jobseekers in either finding employment or in receiving training for employment. Customers may sign up for employment services, use the center's computer resources for job seeking, receive a vocational evaluation and receive assistance with developing a résumé and preparing for a job interview.

The centers also work with local businesses and industries, emphasizing services to small businesses in each county. Each center has a Business Services Representative who works to identify the needs of businesses and offers information and resources to meet those needs. Businesses may use the JobLink to recruit potential employees who have been assessed by the center to meet the requirements of that specific employer. The centers also facilitate job fairs, focus groups, and career panels to meet the needs of jobseekers and employers. Services can be tailored to a specific business to meet its training and hiring requirements. Additionally, the centers coordinate rapid response efforts during a company's downsizing or closing.

Occupational Training

Occupational Extension courses are designed to prepare students for entry into an occupation, to upgrade the occupational skills of already-employed individuals or to retrain students for new fields of work. These are generally stand-alone courses and many lead to state licensure or certification.

The courses are open to anyone age 18 or older who may benefit from the training. Certain courses may be available to 16 and 17 year old students with the permission of the local school board. Selected programs have specific requirements that must be met prior to admission to the course. The costs for the courses vary based upon the number of contact hours. Books and supplies for the courses are available from the college bookstore and are the responsibility of the students.

Occupational extension courses are intended to meet the employment needs in the WCC service area. Courses offered include management, supervision and leadership; heating and air conditioning (HVAC); metal working; construction occupations; electrical and electronics; horticulture and landscaping; arborist; cosmetology; languages; office skills training; quality standards; welding; real estate; and many others.

Small Business Center

The Small Business Center (SBC) serves the special needs of the entrepreneurial and business community in Alleghany, Ashe, and Wilkes counties. Among the services offered to small businesses are free one-on-one management consultation, quality workshops and seminars, special courses, and a network of consultants. Access to books, videos and literature is also available.

Each semester the SBC offers seminars, workshops and short courses in the basic skills required to start and operate a successful business. Topics include How to Start a Business, Financing Your Small Business, How to Develop and Write a Business Plan, Advertising and Marketing Your Business and Recordkeeping and Taxes. In addition to these core seminars, the SBC offers additional educational programs tailored to the needs of the business community in our three counties.

One-on-one counseling sessions for existing and prospective small businesses are also available to help ensure our customers' success. Counseling may be provided by the SBC director or by our extensive range of partners, including state, federal and local agencies. All services of the SBC are provided free of charge.

Workforce Investment Act (WIA)

The federally-funded Workforce Investment Act (WIA) is designed to assist unemployed or under employed individuals with becoming self-sufficient. Individuals who are enrolled in WIA through the college may receive assistance with tuition and fees, childcare, travel, on-the-job training incentives and job placement. Eligibility for services is determined on an individual basis depending on the requirements in place at the time of the individual's enrollment.

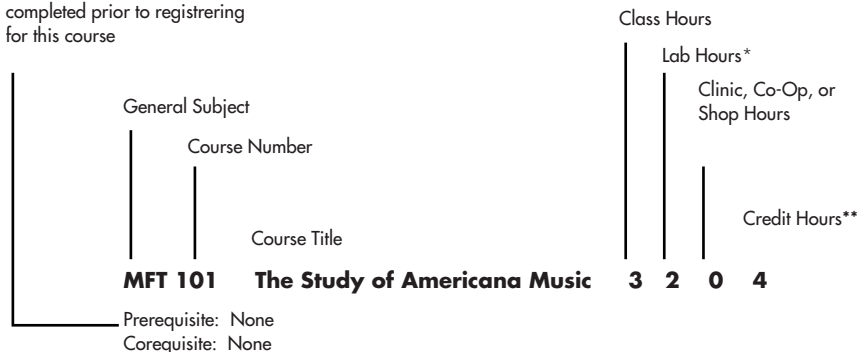
The WIA program is available at the JobLink Career Centers in each of the three counties. Prior to enrollment in the program, individuals must complete the JobLink's core services, including career information, job referrals, basic skills assessments and a résumé. If additional assistance is needed, individuals may be enrolled in intensive services.

Intensive services include career counseling and planning, specialized assessments, case management services and pre-vocational training. While in intensive services, individuals may move into occupational skills training or on-the-job training. Special consideration is given to individuals who may have lost their jobs through no fault of their own, individuals entering or returning to the workforce, individuals receiving public assistance, displaced homemakers and veterans. Interested individuals should contact their local JobLink Career Center at 336-372-9675 in Alleghany; 336-982-5627 in Ashe; or 336-651-2540 in Wilkes.

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



Courses that must be completed before or taken at the same time as this course

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.

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 0 2 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. (F, S)

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)

ACC 140 Payroll Accounting	1	2	2
Prerequisite: ACC 115 or ACC 120			
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>			
ACC 150 Accounting Software Applications	1	2	2
Prerequisite: ACC 115 or ACC 120			
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>			
ACC 220 Intermediate Accounting I	3	2	4
Prerequisite: ACC 120			
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)			
ACC 221 Intermediate Accounting II	3	2	4
Prerequisite: ACC 220			
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)			
ACC 225 Cost Accounting	3	0	3
Prerequisite: ACC 121			
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)			
ACC 269 Audit and Assurance Services	3	0	3
Prerequisite: ACC 220			
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)			

Animal Care and Management

ACM 110 Intro to Animal Care	3	0	3
This course introduces general concepts of animal care and management. Topics include the history of animal care, humane issues, fundamental care, and the future of the animal care industry. Upon completion, students should be able to demonstrate a basic understanding of the issues related to the animal care industry.			

ACM 112 Facility Management 3 0 3
 This course covers the design and management of an animal care facility. Topics include facility design, observation and reporting, facility maintenance, general operation, sanitation, and management techniques. Upon completion, students should be able to effectively plan for and operate an animal care facility considering sustainable practices.

Agriculture

AGR 111 Basic Farm Maintenance 1 3 2
 This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 139 Intro to Sustainable Ag 3 0 3
 This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. (S)

AGR 220 Ag Mechanization 2 2 3
 This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.

AGR 261 Agronomy 2 2 3
 This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage field crop production practices.

Air Conditioning, Heating, and Refrigeration

AHR 110 Introduction to Refrigeration 2 6 5
 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 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,S)

Animal Science

ANS 110 Animal Science 3 0 3
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

ANS 115 Animal Feeds & Nutrition 2 2 3
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

ANS 116 Intro to the Equine Ind 3 0 3
This course provides an introduction to the equine industry. Topics include history, breeds, disciplines, economic impact, and career opportunities within the industry. Upon completion, students should be able to demonstrate a basic understanding of the equine industry and as it relates to animal science, production, and management.

ANS 120 Beef Production 2 2 3
This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management (including sustainable practices). Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic and environmental impact of the beef cattle industry locally, regionally, state-wide, and internationally.

ANS 130 Poultry Production 2 2 3
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally.

ANS 140 Swine Production 2 2 3
This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally.

ANS 150 Animal Health Management 3 0 3
This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures.

ANS 170 Sheep & Goat Production 2 2 3
This course provides an introduction to sheep and goat production. Topics include reproduction,

marketing, and production practices specific to each species. Upon completion, students should be able to demonstrate a basic understanding of sheep and goat production practices and the economic impact of each.

Anthropology

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 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 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 141	Elementary Structure for Arch	4	0	4
Prerequisite: ARC 111 and MAT 121 or MAT 171				
This course covers concepts of elementary structures in architecture. Topics include structural form, statics, strength of materials, structural behavior, and the relationship between structures and architectural form. Upon completion, students should be able to size simple structural elements. (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)				
ARC 220	Advanced Architectural CAD	1	3	2
Prerequisite: 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)				
ARC 221	Architectural 3-D CAD	1	4	3
Prerequisite: 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)				
ARC 230	Environmental Systems	3	3	4
Prerequisites: Take one set: Set 1 - ARC 111 and MAT 121				
Set 2 - ARC 111 and MAT 171				
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)				
ARC 240	Site Planning	2	2	3
Prerequisite: 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)				

ARC 264 Digital Architecture 1 3 2

Prerequisite: 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

ART 111 Art Appreciation 3 0 3

Prerequisites: ENG 080 and RED 080 or DRE 097 or placement in DRE 098 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 Universal General Education Transfer Component course in Humanities/Fine Arts. Online (F,S,SS)

ART 114 Art History Survey I 3 0 3

Prerequisites: ENG 080 and RED 080 or DRE 097 or placement in DRE 098 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 Universal General Education Transfer Component course in Humanities/Fine Arts. Online-(F)

ART 115 Art History Survey II 3 0 3

Prerequisites: ENG 080 and RED 080 or DRE 097, or placement in DRE 098 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 Universal General Education Transfer Component course in Humanities/Fine Arts. Online-(S)

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 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 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)

ART 284 Ceramics II 0 6 3
Prerequisite: ART 283
 This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. 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

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 Work-Based Learning 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 Work-Based Learning 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 163 Adv Auto Electricity	2	3	3
Prerequisite: TRN 120			
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: TRN 120			
This course is an optional lab to be used as an alternative to Work-Based Learning 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 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)			
AUT 181A Engine Performance 1 Lab	0	3	1
Corequisite: AUT 181			
This course is an optional lab to be used as an alternative to Work-Based Learning 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)

AUT 183 Engine Performance 2 6 4

Prerequisite: AUT 181

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)

AUT 221 Auto Transm/Transaxles 2 3 3

Prerequisite: AUT 161

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)

AUT 221A Auto Transm/Transax Lab 0 3 1

Corequisite: AUT 221

This course is an optional lab to be used as an alternative to Work-Based Learning 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)

AUT 231 Man Trans/Axles/Drtrains 2 3 3

Prerequisite: AUT 141

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)

AUT 231A Man Trans/Axles/Drtrains Lab 0 3 1

Corequisite: AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a Work-Based Learning 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)

AUT 281 Adv Engine Performance 2 2 3

Prerequisite: AUT 181

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)

Biology

BIO 106 Introduction to Anatomy/Physiology/Micro 2 2 3

Prerequisites: DRE 097 or ENG 080 and RED 080, or placement in ENG 090 and RED 090 or DRE 099, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020 and DMA 030

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)

BIO 110 Principles of Biology 3 3 4
Prerequisites: DRE 098, DRE 099 or ENG 090 and RED 090, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030

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 Universal General Education Transfer Component course in Natural Science. (F)

BIO 111 General Biology I 3 3 4
Prerequisites: DRE 098, DRE 099 or ENG 090 and RED 090, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030

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 Universal General Education Transfer Component course in Natural Science. (F,S)

BIO 112 General Biology II 3 3 4
Prerequisite: BIO 111

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 Universal General Education Transfer Component course in Natural Science. (F,S)

BIO 120 Introductory Botany 3 3 4
Prerequisite: BIO 110 or BIO 111

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 course in Natural Science. (On Demand)

BIO 130 Introductory Zoology 3 3 4
Prerequisite: BIO 110 or BIO 111

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 course in Natural Science. (On Demand)

BIO 140 Environmental Biology 3 0 3
Prerequisites: DRE 098, DRE 099 or ENG 090 and RED 090, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030

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 course in Natural Science. (S)

BIO 140A Environmental Biology Lab	0	3	1
Corequisite: BIO 140			
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. Approved for transfer as a general education course in Natural Science. (On Demand)			
BIO 150 Genetics in Human Affairs	3	0	3
Prerequisite: BIO 110 or BIO 111			
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)			
BIO 155 Nutrition	3	0	3
Prerequisites: DRE 098 or ENG 090 and RED 090, and MAT 060 or DMA 010, DMA 020, and DMA 030			
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. Approved for transfer as a pre-major and/or elective course. (On Demand)			
BIO 161 Introduction to Human Biology	3	0	3
Prerequisites: DRE 098, DRE 099 or ENG 090 and RED 090, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030			
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)			
BIO 163 Basic Anatomy and Physiology	4	2	5
Prerequisites: DRE 098, DRE 099 or ENG 090 and RED 090, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030			
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: DRE 098, DRE 099 or ENG 090 and RED 090, or ENG 110 or 111, and MAT 060 or DMA 010, DMA 020, and DMA 030			
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
Prerequisites: 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)

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 and CUL 160

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. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare, and evaluate breads and desserts within a commercial 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 Print 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 Print Reading-Construction 3 0 3
 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: DMA 040 and DMA 050 or 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. (S) *Online-(F)*

BUS 135 Principles of Supervision 3 0 3

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)

BUS 137 Principles of Management 3 0 3

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) *Online-(S)*

BUS 139 Entrepreneurship I 3 0 3

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)

BUS 153 Human Resource Management 3 0 3

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) *Online-(F)*

BUS 217 Employment Law and Regulations 3 0 3

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)

BUS 225 Business Finance 2 2 3
Prerequisites: ACC 120 and MAT 070 or DMA 040 and DMA 050

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) *Online-(F)*

BUS 234 Training and Development 3 0 3

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)

BUS 240	Business Ethics	3	0	3
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>				
BUS 256	Recruit Select and PreS Plan	3	0	3
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: Take One: ENG 110 or 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) <i>Online-(F)</i>				
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)				

Cyber Crime Technology

CCT 121 Computer Crime Invest. 3 2 4

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. (S)

CCT 240 Data Recovery Techniques 2 3 3

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence. (F)

CCT 241 Advanced Data Recovery 2 3 3

Prerequisite: CCT 240

This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation. (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 or DMA 010, 020, 030, and 040				
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 or DMA 010, 020, 030, and 040				
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 151 General Chemistry I 3 3 4
Prerequisite: DMA-010, 020, 030, 040, and 050
 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 Universal General Education Transfer Component 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 Universal General Education Transfer Component 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) (On Demand)*

CIS 115 Introduction to Programming and Logic 2 3 3
Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, or MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 171

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Approved for transfer as a general education 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. (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)
- CJC 132 Court Procedure and Evidence** 3 0 3
 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)
- CJC 141 Corrections** 3 0 3
 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)
- CJC 212 Ethics and Community Relations** 3 0 3
 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)
- CJC 214 Victimology** 3 0 3
 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)
- CJC 215 Organization and Administration** 3 0 3
Prerequisites: CJC 111, 112, 131, 212
 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)
- CJC 221 Investigative Principles** 3 2 4
 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)
- CJC 231 Constitutional Law** 3 0 3
 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)

CJC 232 Civil Liability 3 0 3

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)

Construction Management

CMT 120 Codes and Inspections 3 0 3

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.

Communication

COM 110 Introduction to Communication 3 0 3

Prerequisites: *ENG 090 and RED 090, or DRE 098, 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 course in Humanities/Fine Arts (Substitute). (S) Online-(F,S)

COM 120 Introduction to Interpersonal Communication 3 0 3

Prerequisites: *ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111 or DRE 099*

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 course in Humanities/Fine Arts (Substitute). (S)

COM 140 Introduction to Intercultural Communication 3 0 3

Prerequisites: *ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111 or DRE 099*

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 course in Humanities/Fine Arts (Substitute). (On Demand)

COM 231 Public Speaking 3 0 3

Prerequisites: *ENG 090 and RED 090 or DRE 098, or placement in ENG 110 or 111 or DRE 099*

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 Universal General Education Transfer Component course in Humanities/Fine Arts (Substitute). (F,S)

Computer Science

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. (On Demand)

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. (S)

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. (On Demand)

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. (F)

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 Tech Integration

CTI 110 Web, Pgm, & Db Foundation 2 2 3

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (F)

CTI 120 Network & Sec Foundation 2 2 3

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (F)

CTI 289 CTI Capstone Project 1 6 3
Prerequisite: CTI 110 and CTI 120

This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer

technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation. (S)

Computer Information Technology

CTS 115 Info Sys Business Concepts 3 0 3
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. Approved for transfer as a pre-major and/or elective course. (F)

CTS 120 Hardware/Software Support 2 3 3
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. (S)

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)

Culinary

CUL 110 Sanitation and Safety 2 0 2
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.(F)

CUL 135 Food and Beverage Service 2 0 2
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. (S)

CUL 140 Culinary Skills I	2	6	5
Prerequisite: <i>DMA 020, DMA 030 or MAT 060</i>			
Corequisite: <i>CUL 110</i>			
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: <i>DMA 020, DMA 030 or MAT 060</i>			
Corequisite: <i>CUL 110</i>			
This course covers basic ingredients, techniques, weights and measures, baking terminology, and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. (F)			
CUL 170 Garde Manger I	1	4	3
Corequisite: <i>CUL 110 and CUL 140</i>			
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 display a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology. (S)			
CUL 214 Wine Appreciation	1	2	2
Prerequisite: <i>CUL 110 and CUL 140</i>			
This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings.(S)			
CUL 230 Global Cuisines	1	8	5
Prerequisites: <i>CUL 110, CUL 140 and CUL 170</i>			
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)			
CUL 240 Culinary Skills II	1	8	5
Prerequisites: <i>CUL 110 and CUL 140</i>			
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)			
CUL 240A Culinary Skills II	0	3	1
Prerequisites: <i>CUL 110 and CUL 140</i>			
Corequisites: <i>CUL 240</i>			
This course provides a laboratory experience for furthering students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on practical applications of meat identification/fabrication; butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and food preparation. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of entrees and accompaniments. (S)			

CUL 260	Baking II	1	4	3
Prerequisites: CUL 110 and CUL 160				
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (S)				
CUL 270	Garde Manger II	1	4	3
Prerequisites: CUL 110, CUL 140, and CUL 170				
This course is designed to further students knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate show pieces. (F)				
CUL 280	Pastry and Confections	1	4	3
Prerequisites: CUL 110, CUL 140, and CUL 160				
Corequisites: CUL 260				
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.(F)				

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)				

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)

Developmental Studies - Mathematics

DMA-010 Operations with Integers .75 .50 1

Prerequisite: MAT 50

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. (F,S)

DMA-020 Fractions and Decimals .75 .50 1

Prerequisite: DMA 010

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. (F,S)

DMA-030 Proportions/Ratio/Rate/Percent .75 .50 1

Prerequisite: DMA 010 and DMA 020

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. (F,S)

DMA-040 Express/Linear Equations/Inequalities .75 .50 1

Minimum State Prerequisites: Take One Set:

Set 1: DMA 010, DMA 020, and DMA 030

Set 2: MAT 060

This course provides a conceptual study of problems involving linear expressions, equations,

and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. (F,S)

DMA-050 Graphs/Equations of Lines .75 .50 1

Minimum State Prerequisites: Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, and DMA 040

Set 2: DMA 040 and MAT 060

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (F,S)

DMA-060 Polynomial/Quadratic Applications .75 .50 1

Minimum State Prerequisites: Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050

Set 2: DMA 040, DMA 050, and MAT 060

Set 3: MAT 060 and MAT 070

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (F,S)

DMA-065 Algebra for Precalculus 1.50 1 2

Minimum State Prerequisites: Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Set 2: DMA 040, DMA 050, and MAT 060

Set 3: MAT 060 and MAT 070

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. (F,S)

DMA-070 Rational Expressions/Equations .75 .50 1

Minimum State Prerequisites: Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060

Set 2: DMA 040, DMA 050, DMA 060, and MAT 060

Set 3: DMA 060, MAT 060 and MAT 070

Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (F,S)

DMA-080 Radical Express/Equations .75 .50 1

Minimum State Prerequisites: Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070

Set 2: DMA 060, DMA 070, MAT 060, and MAT 070

Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060

Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (F,S)

Developmental Studies - Reading/English

DRE 096 Integrated Reading and Writing 2.50 1 3

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. (F,S)

DRE 097 Integrated Reading Writing II 2.50 1 3

Prerequisite: DRE 096

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. (F,S)

DRE 098 Integrated Reading Writing III 2.50 1 3

Prerequisite: DRE 097

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (F,S)

DRE 099 Integrated Reading Writing III 2 0 2

Prerequisite: DRE 097

Corequisite: Eng 111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (On Demand)

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 pictorial 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.				
DFT 119	Basic CAD	1	2	2
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)				
DFT 120	Advanced CAD	1	2	2
Prerequisite: DFT 119				
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)				
DFT 121	Intro to GD and T	1	2	2
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.				
DFT 151	CAD I	2	3	3
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.				
DFT 152	CAD II	2	3	3
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.				
DFT 154	Intro Solid Modeling	2	3	3
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.				
DFT 189	Emerging Tech in CAD	1	2	2
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.				

DFT 211	Gears, Cams, and Pulleys	1	3	2
Prerequisites: DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175				
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.				
DFT 222	CAD/CAM Applications	2	3	3
Prerequisites: DFT 111, DFT 151, and MEC 210, 250, or 252				
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	Intermed 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 course in Humanities/Fine Arts. (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 course in Humanities/Fine Arts. (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 170 Play Production I 0 9 3

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 171 Play Production II 0 9 3

Prerequisite: DRA 170

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) and/or elective course. (On Demand)

DRA 270 Play Production III 0 9 3

Prerequisite: DRA 171

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: DRE 098 or ENG 090 and RED 090 or placement in DRE 099 or ENG 110 or 111, DMA 040, DMA 050 or 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 course in Social/Behavioral Sciences. (F)

ECO 251 Principles of Microeconomics 3 0 3

Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099 or ENG 110 or 111, DMA 040, DMA 050 or 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 Universal General Education Transfer Component 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 Universal General Education Transfer Component 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: DRE 097 or 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

Corequisites: DRE-097

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. (F)

EDU 145 Child Development II 3 0 3

Corequisites: DRE-097

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. (S)

EDU 146 Child Guidance 3 0 3

Corequisites: DRE-097

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. (F)

EDU 151 Creative Activities **3 0 3**
Corequisites: DRE-097

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**
Corequisites: DRE-097

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: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245
Corequisites: DRE-097

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. (On Demand)

EDU 184 Early Child Intro Pract **1 3 2**
Prerequisites: EDU-119
Corequisites: DRE-097

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216 Foundations of Education **4 0 4**
Prerequisites: DRE 098

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. (On Demand)

EDU 221 Children with Exceptionalities 3 0 3

Prerequisites: Take one set:

Set 1: EDU 144 and EDU 145

Set 2: PSY 244 and PSY 245

Corequisites: DRE-098

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: EDU-119

Corequisites: DRE-098

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. (F)

EDU 247 Sensory and Physical Disab 3 0 3

Prerequisites: Take one set:

Set 1: EDU 144 and EDU 145

Set 2: PSY 244 and PSY 245

Corequisites: DRE-098

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.(On Demand).

EDU 248 Developmental Delays 3 0 3

Prerequisites: Take one set:

Set 1: EDU 144 and EDU 145

Set 2: PSY 244 and PSY 245

Corequisites: DRE-098

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.(On Demand)

EDU 251 Exploration Activities 3 0 3

Corequisites: DRE 098

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)

EDU 256	Inst Strat/Social Studies	2	2	3
Corequisites: DRE 098				
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)				
EDU 261	Early Childhood Administration I	3	0	3
Corequisite: DRE 098 and EDU 119				
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. (S)				
EDU 262	Early Childhood Administration II	3	0	3
Corequisite: DRE 098 and EDU 119				
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (S)				
EDU 271	Educational Technology	2	2	3
Corequisites: DRE 098				
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)				
EDU 280	Language and Literacy Experiences	3	0	3
Corequisites: DRE 098				
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)				
EDU 282	Early Childhood Literature	3	0	3
Corequisites: DRE 098				
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)				

EDU 284	Early Child Capstone Prac	1	9	4
Prerequisites: Take one set				
Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151				
Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151				
Set 3: EDU 119, PSY 244, EDU 144, EDU 146, and EDU 151				
Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151				
Corequisites: DRE 098				

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

EGR 111	Engineer Comp and Careers	2	2	3
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This course introduces principles, fields of study, computational tools and techniques used in engineering and engineering technology. Topics include use of word processors, spreadsheets, databases, math editors, graphics and CAD packages, simulators, symbolic and numerical math solvers, and other related application software. Upon completion, students should be able to utilize computer applications in an engineering career.

EGR 120	Eng and Design Graphics	2	2	3
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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.

EGR 125	Appl Software for Tech	1	2	2
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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
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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
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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 Residential Wiring **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 Commercial Wiring **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)

ELC 126 Electrical Computations **2 2 3**
 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)

ELC 128 Introduction to PLC **2 3 3**
 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)

ELC 131 Circuit Analysis I **3 3 4**
 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)

ELC 131A Circuit Analysis I Lab 0 3 1
Corequisite: ELC 131

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.

ELC 213 Instrumentation 3 2 4

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.

ELC 228 PLC Applications 2 6 4

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)

ELC 231 Electric Power Systems 3 2 4

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.

ELC 233 Energy Management 2 2 3

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 Analog Electronics I** 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 Analog Electronics II** 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,

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, 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, and EMS 131

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, ENG 111, and PSY 150

Corequisites: EMS 221 and EMS 230

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, EMS 210, EMS 221, EMS 230, ENG 111, and PSY 150
Corequisites: EMS 231, EMS 250, EMS 260, and Humanities/Fine Arts Elective
 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
Prerequisite: 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 140, EMS 150, EMS 210, 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
Prerequisite: 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 BTLIS 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 102 Applied Communications II 3 0 3
Prerequisite: DRE 097 or 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: DRE 097 or ENG 090 and RED 080 or DRE 098.

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. (On Demand)

ENG 111 Writing and Inquiry 3 0 3

Prerequisites: DRE 098 or placement in DRE 099 or ENG 090 and RED 090; or ENG 095.

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Approved for transfer as a Universal General Education Transfer Component course in English Composition. (F,S,SS) Online-(F,S,SS)

ENG 111A Writing and InquiryLab 0 2 1

Prerequisites: DRE 098 or placement in DRE 099 or 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. (On Demand)

ENG 112 Writing/Research in the Disciplines 3 0 3

Prerequisite: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. Approved for transfer as a Universal General Education Transfer Component course in English Composition. (F,S,SS) Online-(F,S,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 course in English Composition. (S)

ENG 114 Professional Research and Reporting 3 0 3

Prerequisites: ENG 111

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 course in English Composition. (F,S) Online-(F,S,SS)

ENG 116 Technical Report Writing 3 0 3

Prerequisite: 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)

ENG 125 Creative Writing I	3	0	3
Prerequisite: 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)			
ENG 126 Creative Writing II	3	0	3
Prerequisite: 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)			
ENG 231 American Literature I	3	0	3
Prerequisite: 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 Universal General Education Transfer Component course in Humanities/Fine Arts. (F)			
ENG 232 American Literature II	3	0	3
Prerequisite: 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 Universal General Education Transfer Component course in Humanities/Fine Arts. (S)			
ENG 241 British Literature I	3	0	3
Prerequisite: ENG 112, ENG 113, or ENG 114			
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 course in Humanities/Fine Arts. (F) Online-(F)			
ENG 242 British Literature II	3	0	3
Prerequisite: ENG 112, ENG 113, or ENG 114			
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 course in Humanities/Fine Arts. (S) Online-(S)			
ENG 261 World Literature I	3	0	3
Prerequisite: ENG 112, ENG 113, or ENG 114			
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 course in Humanities/Fine Arts. (On Demand)			
ENG 262 World Literature II	3	0	3
Prerequisite: ENG 112, ENG 113, or ENG 114			
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 course in Humanities/Fine Arts. (On Demand)

ENG 273 African-American Literature 3 0 3
Prerequisite: ENG 112, ENG 113, or ENG 114

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 DRE 098, or placement in ENG 110 or 111 or DRE 099.
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 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 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: DRE 096 or 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 course in Social/Behavioral Sciences.. (F.S)				
GEO 130	General Physical Geography	3	0	3
Prerequisite: DRE 096 or 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 course in Social/Behavioral Sciences. (On Demand)				

German

GER 111 Elementary German I 3 0 3

Prerequisites: *ENG 090 and RED 090, or DRE 098, or placement in ENG 110 or 111 or DRE 099*
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 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 course in Humanities/Fine Arts. (On Demand)

GER 181 German Lab I 0 2 1

Prerequisites: *ENG 090 and RED 090, or DRE 098, or placement in ENG 110 or 111 or DRE 099*

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)

GER 211 Intermediate German I 3 0 3

Prerequisite: *GER 112*

Corequisite: *GER 281*

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Approved for transfer as a general education course in Humanities/Fine Arts.

GER 212 Intermediate German II 3 0 3

Prerequisite: *GER 211*

Corequisite: *GER 282*

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Approved for transfer as a general education course in Humanities/Fine Arts.

GER 281 German Lab 3 0 2 1
Prerequisite: GER 182
Corequisite: GER 211
 This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

GER 282 German Lab 4 0 2 1
Prerequisite: GER 281
Corequisite: GER 212
 This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

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 121 Drawing Fundamentals I 1 3 2
 This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 131 Illustration I 1 3 2
Prerequisite: ART 131, DES 125, or GRD 121
 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)

GRD 141 Graphic Design I 2 4 4
 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)

GRD 142 Graphic Design II 2 4 4
Prerequisite: ART 121, DES 135, or GRD 141
 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)

GRD 151 Computer Design Basics 1 4 3
 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)

GRD 152 Computer Design Tech I 1 4 3

Prerequisite: GRD 151

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)

GRD 167 Photographic Imaging I 1 4 3

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. (F)

GRD 241 Graphic Design III 2 4 4

Prerequisite: DES 136 or GRD 142

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)

GRD 280 Portfolio Design 2 4 4

Prerequisites: GRD 142 and GRD 152

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 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: <i>ELN 112, HET 110 and HET 112</i>				
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 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: <i>HET 110, HET 112 and HET 114</i>				
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: <i>HET 125</i>				
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 128	Medium/Heavy Duty Tune-up	1	2	2
Prerequisite: <i>HET 110, HET 114, and TRN 120</i>				
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: <i>HET 110, HET 114, and TRN 120</i>				
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: <i>ELN 112 and TRN 120</i>				
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: <i>HET 110, HET 114, and TRN 120</i>				
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: DRE 097, or ENG 080 and 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 Universal General Education Transfer Component course in Social/Behavioral Sciences. (F,S,SS) Online-(F)

HIS 112 World Civilization II 3 0 3
Prerequisite: DRE 097, or ENG 080 and RED 080.

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 Universal General Education Transfer Component course in Social/Behavioral Sciences. (F,S) Online-(S)

HIS 116 Current World Problems 3 0 3
Prerequisite: DRE 097, or ENG 080 and RED 080.

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)

HIS 121 Western Civilization I 3 0 3
Prerequisite: DRE 097, or ENG 080 and RED 080.

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 course in Social/Behavioral Sciences. (On Demand) Online-(On Demand).

HIS 122 Western Civilization II 3 0 3
Prerequisite: DRE 097, or ENG 080 and RED 080.

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 course in Social/Behavioral Sciences. (On Demand) Online-(On Demand).

HIS 131 American History I 3 0 3
Prerequisites: DRE 098, DRE 099, ENG 090 and RED 090, or DRE 098, or ENG 110.

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 Universal General Education Transfer Component course in Social/Behavioral Sciences. (F) Online-(F,S)

HIS 132 American History II 3 0 3
Prerequisites: DRE 098, DRE 099, ENG 090 and RED 090, or DRE 098, or ENG 110.

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 Universal General Education Transfer Component course in Social/Behavioral Sciences. (S) Online-(F,S)

HIS 145 The Second World War 3 0 3
Prerequisites: *ENG 090 and RED 090, or DRE 098, or placement into ENG 110, or ENG 111, or DRE 099.*

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. Approved for transfer as a premajor and/or elective course. (On Demand)

HIS 163 The World Since 1945 3 0 3
Prerequisite: *DRE 097, or ENG 080 and RED 080.*

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 DRE 098, or placement into ENG 110, or ENG 111, or DRE 099.*

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. (S)

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 161	Plant Materials II	2	2	3
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)				
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)				
HOR 164	Horticulture Pest Management	2	2	3
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)				
HOR 166	Soils and Fertilizers	2	2	3
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)				
HOR 168	Plant Propagation	2	2	3
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)				
HOR 170	Horticulture Computer Applications	1	3	2
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)				
HOR 225	Nursery Production	2	2	3
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)				
HOR 235	Greenhouse Production	2	2	3
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)				
HOR 245	Horticulture Specialty Crops	2	2	3
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)				

HOR 253 Horticulture Turfgrass	2	2	3
Prerequisite: <i>HOR 162 or HOR 166</i>			
This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.			
HOR 265 Advanced Plant Materials	1	2	2
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)			
HOR 271 Garden Center Management	2	0	2
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 220 Cost Control-Food & Bev	3	0	3
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving. (F)			
HRM 245 Human Resource Mgmt - Hospitality	3	0	3
Prerequisite: <i>CUL 110 and CUL 140</i>			
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
Prerequisite: <i>DRE 098 or ENG 090 and RED 090 or placement in DRE 099.</i>				
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: DRE 098 or ENG 090 and RED 090 or placement in DRE 099 and 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
Prerequisite: DRE 098 or ENG 090 and RED 090 or placement in DRE 099					
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
Prerequisite: DRE 098 or ENG 090 and RED 090 or placement in DRE 099					
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: DRE 098 or ENG 090 and RED 090 or placement in DRE 099 and 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 220	Case Management	2	2	0	3
Prerequisite: HSE 110					
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.(F)					
HSE 225	Crisis Intervention	3	0	0	3
Prerequisite: DRE 098 or ENG 090 and RED 090 or placement in DRE 099					
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
Prerequisite: DRE 098 or ENG 090 and RED 090 or placement in DRE 099					
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: *DRE 098 or ENG 080 and RED 080 or placement ENG 090 and RED 090 or DRE 099 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 course in Humanities/Fine Arts. (F,S)

HUM 115 Critical Thinking **3 0 3**
Prerequisites: *ENG 095 or RED 090 and ENG 090, or DRE 098, or placement in DRE 099 or 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 course in Humanities/Fine Arts. (On Demand)

HUM 120 Cultural Studies **3 0 3**
Prerequisites: *DRE 098 or ENG 080 and RED 080 or placement in ENG 090 or RED 090 or DRE 099 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 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 course in Humanities/Fine Arts. (On Demand)

HUM 122 Southern Culture **3 0 3**
Prerequisites: *DRE 098 or ENG 080 and RED 080 or placement in ENG 090 or RED 090 or DRE 099 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 course in Humanities/Fine Arts. (F)

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 DRE 098, or placement in DRE 099 or 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 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 course in Humanities/Fine Arts. (On Demand)
- HUM 160 Introduction to Film** 2 2 3
Prerequisites: *DRE 098 or ENG 090 and RED 090, or placement in DRE 099 or 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 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 course in Humanities/Fine Arts. (On Demand)
- HUM 170 The Holocaust** 3 0 3
Prerequisite: *DRE 097, or RED 080, or placement in RED 090, or DRE 098, or ENG 110 or 111 or DRE 099.*
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 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

ISC 112	Industrial Safety	2	0	2
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance				
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	4	0	4
This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. 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.				

Internet Technologies

ITN 150	Internet Protocols	2	2	3
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols. (S)				

Landscape Architecture Technology

LAR 111 Intro to Landscp Arc Tech 1 6 3
This course introduces basic architectural drafting techniques, lettering, and use of architectural and engineering scales. Topics include creating landscape architectural plans, sections and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum landscape architectural standards.

LAR 113 Res Landscape Design 1 6 3
The course covers the creation of residential landscape design working drawings. Topics include residential plans, elevation, sections, plant selection/lists, and other related topics. Upon completion, students should be able to prepare a set of residential landscape working drawings which are within accepted architectural standards.

LAR 211 Commercial Site Design 1 6 3
This course covers commercial landscape design techniques. Topics include creation of site analysis drawings, commercial landscape architectural plans, and other related topics. Upon completion, students should be able to perform a site analysis, design a commercial landscape, and generate scaled drawings within landscape architectural standards.

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)

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. (S, 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.

Mathematics

MAT 101 Applied Mathematics I 2 2 3
Prerequisite: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095; or DMA 010, 020, and 030.

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 Math Measurement & Literacy 2 2 3
Prerequisite: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175; or DMA 010, 020, and 030.

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 120 Geometry and Trigonometry 2 S2 3
Prerequisite: MAT 070, MAT 080, MAT 090, or MAT 095, MAT 121, MAT 161, MAT 171 or MAT 175; or DMA 010, 020, 030, and 040.

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; or DMA 010, 020, 030, 040, 050 and 060.

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.

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 143 Quantitative Literacy 2 2 3
Prerequisite: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DRE-098

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting,

using, and communicating quantitative information found in modern media and encountered in everyday life. Approved for transfer as a Universal General Education Transfer Component course in Mathematics. (F,S,SS)

MAT 152 Statistical Methods I 3 2 4
Prerequisite: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DRE-098

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. Approved for transfer as a Universal General Education Transfer Component course in Mathematics.

MAT 171 Precalculus Algebra 3 2 4
Prerequisite: MAT 080, MAT 090, MAT 095, or MAT 121; or DMA 010, 020, 030, 040, 050, 060, 070, and 080.

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. Approved for transfer as a Universal General Education Transfer Component course in Mathematics.(F)

MAT 172 Precalculus Trigonometry 3 2 4
Prerequisite: MAT 171

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. Approved for transfer as a Universal General Education Transfer Component course in Mathematics.(S)

MAT 223 Applied Calculus 2 2 3
Prerequisite: MAT 122

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. (On Demand)

MAT 263 Brief Calculus 3 2 4
Prerequisite: MAT 171

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. Approved for transfer as a general education course in Mathematics.(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 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 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 course in Mathematics. (On Demand)

MAT 280 Linear Algebra 3 0 3
Prerequisite: MAT 271

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. Approved for transfer as a pre-major and/or elective course. (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.

MEC 130 Mechanisms 2 2 3

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 Mfg Materials I 2 3 3

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.

MEC 161 Manufacturing Processes I 3 0 3

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.

MEC 161A Manufacturing Proc I Lab 0 3 1

Corequisite: MEC 161

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.

MEC 165 Fabrication Techniques 1 3 2

Prerequisite: WLD 112 and MEC 111

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.

MEC 172 Intro to Metallurgy 2 2 3

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.

MEC 180 Engineering Materials 2 3 3

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).

MEC 187 Composite Materials 2 3 3

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.

MEC 210 Applied Mechanics 2 2 3

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.

MEC 211 Engineering Mats and Testing 3 3 4

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
Prerequisites: MED 110.
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: DRE 098 or ENG 090 and RED 090 or placement in DRE 099.
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 120 Survey of Med Terminology 2 0 0 2
Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099.
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MED 121 Medical Terminology I 3 0 0 3
Prerequisites: DRE 098 or ENG 090 and RED 090 or placement in DRE 099.
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
Prerequisites: MED 114 and MED 118.
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: DMA 010, DMA 020, and DMA 030 or MAT 060, MED 110, 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
Prerequisites: MED 110.					
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 Perspective I		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 Universal General Education Transfer Component 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 Universal General Education Transfer Component 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 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. (S)

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.(F)

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. (S)

Networking Operating Systems

NOS 110 Operating System Concepts 2 3 3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place 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)

NOS 120 Linux/UNIX Single User 2 2 3

Prerequisite: CET 211, CTI 130, or NOS 110

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)

NOS 130 Windows Single User 2 2 3

Prerequisite: CET 211, CTI 130, or NOS 110

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)

NOS 230 Windows Admin I 2 2 3

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)

Nursing

NUR 111 Intro to Health Concepts 4 6 6 8

Prerequisite: *Enrollment in the Associate Degree Nursing Program*

Corequisites: *ACA 115, BIO 165, ENG 111, and PSY 150*

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)

NUR 112 Health-Illness Concepts 3 0 6 5

Prerequisites: *NUR 111, ACA 115, BIO 165, ENG 111, and PSY 150*

Corequisites: *BIO 166, NUR 212, 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 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)

NUR 113 Family Health Concepts 3 0 6 5

Prerequisites: *NUR 111, ACA 115, BIO 165, BIO 166, ENG 111, NUR 112, NUR 114, NUR 212, PSY 150, PSY 241, and PSY 281*

Corequisites: *ENG 112, 113, or 114; NUR 211, 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 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 114, NUR 212, PSY 150, PSY 241, and PSY 281*

Corequisites: *ENG 112, 113, or 114; NUR 113, 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, and PSY 150*

Corequisites: *BIO 166, NUR 112, 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)

Nutrition

NUT 110 3 0 3

This course covers basic principals of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being. (F)

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)

OST 134 Text Entry and Formatting 2 2 3

Prerequisite: 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)

OST 136 Word Processing 2 2 3

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)

OST 164 Text Editing Applications 3 0 3

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)

OST 184 Records Management 2 2 3

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)

OST 289 Administrative Office Mgt 2 2 3

Prerequisites: 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.

Process Control Instrumentation

PCI 150 Process Control Systems 3 2 4

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

PED 110 Fit and Well for Life 1 2 2

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)

PED 111 Physical Fitness I 0 3 1

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)

PED 112 Physical Fitness II 0 3 1

Prerequisite: PED 111

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)

PED 113 Aerobics I 0 3 1

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility

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 145	Basketball-Beginning	0	2	1
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)				
PED 146	Basketball-Intermediate	0	2	1
Prerequisite: PED 145				
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)				
PED 171	Nature Hiking	0	2	1
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. 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 Universal General Education Transfer Component course in Humanities/Fine Arts. (On Demand)				

Physics

PHY 110	Conceptual Physics	3	0	3
Prerequisite: DMA 010, 020, and 030.				
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students				

should be able to describe examples and applications of the principles studied. Approved for transfer as a Universal General Education Transfer Component course. (On Demand)

PHY 110A Conceptual Physics Lab 0 2 1
Prerequisite: DMA 010, 020, and 030.
Corequisite: PHY 110.

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. Approved for transfer as a Universal General Education Transfer Component course. (On Demand)

PHY 121 Applied Physics I 3 2 4
Prerequisite: MAT 060 or placement in MAT 070 or higher; or DMA 010, 020, 030, and 040.

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; or DMA 010, 020, 030, and 040.

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)

PHY 131 Physics-Mechanics 3 2 4
Prerequisite: 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)

PHY 132 Physics-Elec and Magnetism 3 2 4
Prerequisite: 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.

PHY 151 College Physics I 3 2 4
Prerequisite: 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 Universal General Education Transfer Component course in Natural Science. (F)

PHY 152 College Physics II 3 2 4
Prerequisite: 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 Universal General Education Transfer Component course in Natural Science. (S)

PHY 251 General Physics I **3 3 4**

Prerequisite: MAT 271

Corequisite: 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 Universal General Education Transfer Component course in Natural Science. (On Demand)

PHY 252 General Physics II **3 3 4**

Prerequisites: 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 Universal General Education Transfer Component 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 114, and TRN 120

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 120 American Government **3 0 3**

Prerequisites: DRE 098, DRE 099, ENG 090 and RED 090, or DRE 098, or ENG 110.

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 Universal General Education Transfer Component course in Social/Behavioral Sciences.(On Demand) Online (F,S)

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)

PSY 150 General Psychology 3 0 3
Prerequisites: DRE 097 or ENG 080 and RED 090 or placement in DRE 098.
 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 Universal General Education Transfer Component course in Social/Behavioral Sciences. (F,S) Online (F,S,SS)

PSY 241 Developmental Psychology 3 0 3
Prerequisites: PSY 150 and ENG 090 or DRE 098.
 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 course in Social/Behavioral Sciences. (F,S,SS) Online (F,S)

PSY 281 Abnormal Psychology 3 0 3
Prerequisites: PSY 150 and ENG 090 or DRE 098.
 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 course in Social/Behavioral Sciences. (F,S) Online (F,S,SS)

Radiography

RAD 110 Rad Intro & Patient Care 2 3 0 3
Prerequisite: Enrollment in the Radiography Program
Corequisites: RAD 111 and RAD 151
 This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I 3 3 0 4
Prerequisite: Enrollment in the Radiography Program
Corequisites: RAD 110 and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II 3 3 0 4

Prerequisite: RAD 110, RAD 111, and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I 2 3 0 3

Prerequisite: RAD 110, RAD 111, and RAD 151

This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.

RAD 122 Radiographic Imaging II 1 3 0 2

Prerequisite: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 131 and RAD 171

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 Radiographic Physics I 1 3 0 2

This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 RAD Clinical Ed I 0 0 6 2

Corequisite: RAD 110, and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Ed II 0 0 15 5

Prerequisite: RAD 110, RAD 111, and RAD 151

Corequisites: RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Ed III 0 0 12 4

Prerequisite: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211	RAD Procedures III	2	3	0	3
Prerequisite: RAD 122					
Corequisites: RAD 231, RAD 241, and RAD 251					
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of these areas.					
RAD 231	Radiographic Physics II	1	3	0	2
Prerequisite: RAD 131 or RAD 171					
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.					
RAD 241	Radiobiology/Protection	2	0	0	2
Prerequisite: RAD 122, RAD 131, and RAD 171					
Corequisites: RAD 211, RAD 231, and RAD 251					
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.					
RAD 245	Image Analysis	1	3	0	2
Prerequisite: RAD 211, RAD 231, RAD 241, and RAD 251					
Corequisites: RAD 261					
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.					
RAD 251	RAD Clinical Ed IV	0	0	21	7
Prerequisite: RAD 122, RAD 131, and RAD 271					
Corequisites: RAD 211, RAD 231, and RAD 241					
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 261	RAD Clinical Ed V	0	0	21	7
Prerequisite: RAD 251					
Corequisites: RAD 245					
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 271	Radiography Capstone	0	3	0	1
Prerequisite: RAD 211, RAD 231, RAD 241, and RAD 251					
Corequisites: RAD 245 and RAD 261					
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components.					

Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.

Respiratory Care

RCP 110 Intro to Respiratory Care 3 3 0 4

Prerequisite: *Enrollment in the Respiratory Therapy Program*

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

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

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

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

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)

RCP 135 RCP Clinical Practice I 0 0 15 5

Corequisites: RCP-110

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)

RCP 144 RCP Clinical Practice II 0 0 12 4

Prerequisites: RCP 110

Corequisite: RCP 111

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)

RCP 155 RCP Clinical Practice III 0 0 15 5

Prerequisites: RCP 111

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)

RCP 210	Critical Care Concepts	3	3	0	4
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)					
RCP 211	Adv Monitoring/Procedures	3	3	0	4
Prerequisites: RCP 210					
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)					
RCP 214	Neonatal/Peds Rc.	1	3	0	2
Prerequisites: RCP 111					
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)					
RCP 215	Career Prep-Adv Level	0	3	0	1
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					
Corequisites: RCP 210					
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)					

Religion

REL 110	World Religions	3	0	3
Prerequisites: DRE 098, DRE 099, ENG 090 and RED 090, or ENG 110.				
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. Approved for transfer as a general education course in Humanities/Fine Arts. (F, S) Online-(F,S)				
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 course in Humanities/Fine Arts. (On Demand) Online-(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 course in Humanities/Fine Arts. (On Demand) Online-(S)s

Substance Abuse

SAB 110 Substance Abuse Overview 3 0 3
Prerequisite: DRE 098 or ENG 090 and RED 090 or placement in DRE 099.

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
Prerequisite: SAB 110

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)

Simulation and Game Development

SGD 111 Introduction to SGD 2 3 3

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)

SGD 113 SGD Programming 2 3 3

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)

SGD 114 3D Modeling 2 3 3

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)

SGD 116 Graphic Design Tools 2 2 3

This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software. (S)

SGD 125 SG Artificial Intellig 2 3 3

Corequisite: SGD 113

This course introduces the artificial intelligence concepts related to simulation and game development. Emphasis is placed on expert systems. Upon completion, students should be able to describe the basic concepts and procedures related to the development of artificial intelligence systems used in simulation and games. (S)

SGD 162	SG 3D Animation	2	3	3
Prerequisite: <i>SGD 114</i>				
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.(S)				
SGD 172	Virtual SG Environments	2	3	3
This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.(F)				
SGD 213	SGD Programming II	2	3	3
Prerequisite: <i>Take One: SGD 113, CSC 134, CSC 151, or CSC 153</i>				
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. (F)				
SGD 214	3D Modeling II	2	3	3
Prerequisite: <i>SGD 114</i>				
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. (F)				
SGD 237	Rigging 3D Models	2	3	3
Prerequisite: <i>SGD 114</i>				
Corequisite: <i>SGD 162</i>				
This course covers the fundamentals of rigging 3D models for animation. Emphasis is placed on learning how to properly weight a model, rig it with a skeleton, and create fluid movement. Upon completion, students should be able to demonstrate the ability to properly rig 3D models. (S)				

Sociology

SOC 210	Introduction to Sociology	3	0	3
Prerequisite: <i>ENG 110 or 111</i>				
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 Universal General Education Transfer Component course in Social/Behavioral Sciences. (F,S,SS)				
SOC 213	Sociology of the Family	3	0	3
Prerequisite: <i>ENG 110 or 111</i>				
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 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 course in Social/Behavioral Sciences. (F,S)

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 DRE 098, or placement in DRE 099, or 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 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 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)

SPA 161 Cultural Immersion 2 3 3
Prerequisite: *SPA 111*
 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)

SPA 181 Spanish Lab I 0 2 1
Corequisite: *SPA 111*
 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)

SPA 182 Spanish Lab II 0 2 1
Corequisite: SPA 112

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)

SPA 211 Intermediate Spanish I 3 0 3
Prerequisite: SPA 112
Corequisite: SPA 281

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 course in Humanities/Fine Arts. (On Demand)

SPA 212 Intermediate Spanish II 3 0 3
Prerequisite: SPA 211
Corequisite: SPA 282

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 course in Humanities/Fine Arts. (On Demand)

SPA 221 Spanish Conversation 3 0 3
Prerequisite: SPA 212

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)

SPA 281 Spanish Lab III 0 2 1
Prerequisite: SPA 182
Corequisite: SPA 211

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
Corequisite: SPA 212

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)

Sustainability Technologies

SST 140 Green Bldg & Design Concepts 3 0 3
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

Transportation Technology

TRN 110 Intro to Transport Tech 1 2 2
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.(On Demand, F)

TRN 120 Basic Transp 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. (On Demand, F)

TRN 120A Basic Transp Electricity Lab 0 3 1
This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems. (On Demand, F)

TRN 130 Into to Sustainable Transp 2 2 3
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs. (SS)

TRN 140 Transp Climate Control 1 2 2
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.(SS)

TRN 140A Transp Climate Cont Lab 1 2 2
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.(SS)

TRN 145 Adv Transp Electronics 2 3 3
Prerequisite: TRN 120
 This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.(S)

TRN 170 PC Skills for Transp 1 2 2
 This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.(F)

TRN 180 Basic Welding for Transp 1 4 3
 This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.(F)

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)

TRF 152 Landscape Maintenance 2 2 3
 This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule.

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. (S)

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. (F)

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)

WLD 112 Basic Welding Processes 1 3 2

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate 2 9 5

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)

WLD 121 GMAW (MIG) FCAW/Plate 2 6 4

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)

WLD 131 GTAW (TIG) Plate 2 6 4

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)

WLD 141 Symbols and Specifications 2 2 3

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)

WLD 151 Fabrication I 2 6 4

Prerequisite: 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)

WLD 261	Certification Practices	1	3	2
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Prerequisite: *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)

Work-Based Learning

WBL 111	Work-Based Learning I	0	0	10	1
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This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 112	Work-Based Learning I	0	0	20	2
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This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 115	Work-Based Learning Seminar I	1	0	0	1
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Corequisite: *WBL 111, 112, 113 or 114*

This course is designed for Human Services Technology students to allow them to discuss issues during the Work-Based Learning Work Experience. Students are required to be enrolled in the Human Services Technology program and in the appropriate Work-Based Learning Experience. (F)

WBL 121	Work-Based Learning II	0	0	10	1
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This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 122	Work-Based Learning II	0	0	20	2
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This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 125	Work-Based Learning Seminar II	1	0	0	1
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Corequisite: *WBL 121, 122, 123 or 124*

This course is a continuation of WBL 115. This course is designed for Human Services Technology students to allow them to discuss issues during the Work-Based Learning Experience. Students are required to be enrolled in the Human Services Technology program and in the appropriate Work-Based Learning Experience. (S)

WBL 131	Work-Based Learning III	0	0	10	1
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This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate

career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 132 Work-Based Learning III 0 0 20 2

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 211 Work-Based Learning IV 0 0 10 1

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

WBL 221 Work-Based Learning V 0 0 10 1

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F,S,SS)

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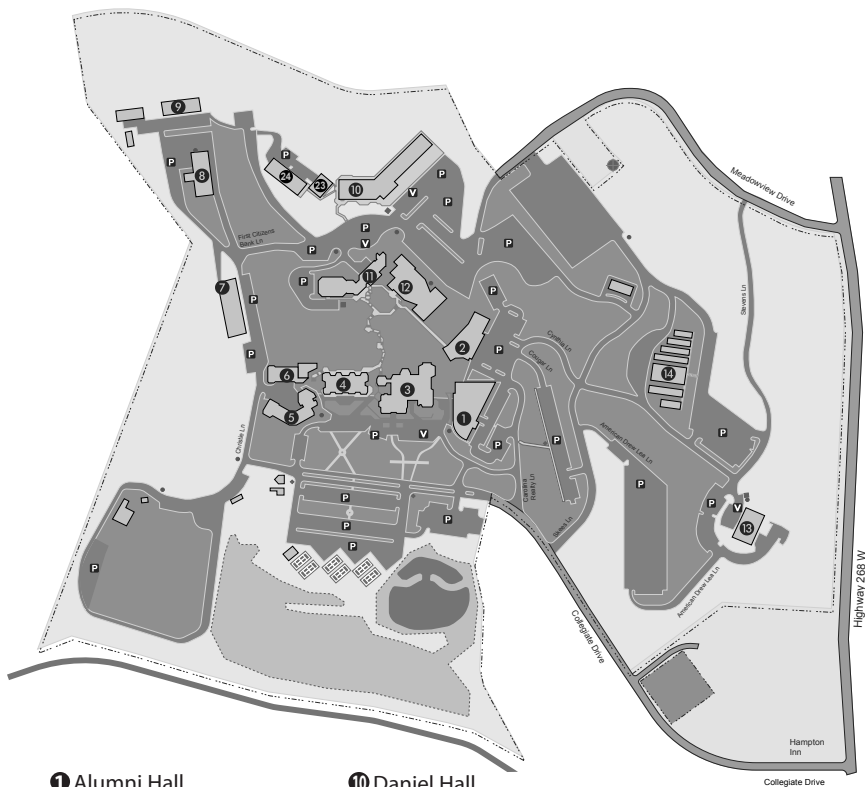
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WILKES COMMUNITY COLLEGE

Wilkes Campus Map

Admissions..... Alumni Hall.....1st Floor
 Bumgarner Gymnasium.....Randolph Hall.....1st Floor
 Pardue Library Alumni Hall.....2nd Floor

Room #	Building		
100	Thompson Hall - 1st Floor	1000	Daniel Hall
200	Thompson Hall - 2nd Floor	1100	Alumni Hall - 1st Floor
300	Hayes Hall - 1st Floor	1200	Alumni Hall - 2nd Floor
400	Hayes Hall - 2nd Floor	1031	Collision Repair
500	Lovette Hall	1037	McNeill Automotive Center
575	Classroom Building 7	1400	Beacon Hall - 1st Floor
600	Power Mechanics Bldg.	1500	Beacon Hall - 2nd Floor
700	Randolph Hall - 1st Floor	1700	Lowe's Hall - 1st Floor
800	Randolph Hall - 2nd Floor	1800	Lowe's Hall - 2nd Floor
900	Walker Center		



- ① Alumni Hall
- ② Lowe's Hall
- ③ Thompson Hall
- ④ Hayes Hall
- ⑤ Lovette Hall
- ⑥ Continuing Ed
- ⑦ Building 7
- ⑧ Power Mechanics
- ⑨ Industrial Classroom Bldg.
- ⑩ Daniel Hall
- ⑪ Randolph Hall/
Bumgarner Gym
- ⑫ Walker Center
- ⑬ Beacon Building
- ⑭ Horticulture Complex
- ⑮ Collision Repair
- ⑯ McNeill Automotive Center
- P Student Parking
- V Visitor Parking
- Fire Hydrant
- ◆ Security Call Box

