

# CATALOG 2015-2016



**WILKES**  
COMMUNITY  
COLLEGE

[www.wilkescc.edu](http://www.wilkescc.edu)

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*For information concerning WCC programs and gainful employment, please check the following link on our web page [www.wilkescc.edu/gainfulemploymentinfo](http://www.wilkescc.edu/gainfulemploymentinfo).*

# WILKES

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## COMMUNITY COLLEGE

Catalog 2015-2016  
Volume XXXVIII



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*All information is subject to change without notice.*

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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



## COLLEGE CALENDAR - School Year 2015-2016

### Fall Semester 2015

June 15-June 19	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
June 15-July 31	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 7-July 24	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 20-July 24	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester.
August 6-August 18	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> 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 <sup>1</sup> Students for Spring Semester
November 2, Monday	Last Day to Withdraw from a Class
November 2-November 6	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 9-November 13	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 9-November 13	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester
November 9-December 3	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> 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 <sup>1</sup> and Currently Admitted <sup>2</sup> 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.

**COLLEGE CALENDAR - School Year 2015-2016**
**Spring Semester 2016**

October 21-October 30	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 2-November 6	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 9-November 13	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 9-November 13	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester.
November 9-December 3	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 10-January 5	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> 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 <sup>1</sup> 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 <sup>1</sup> Students for Summer Term and Fall Semester
April 4-April 5	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 6-April 8	New Student <sup>4</sup> Orientation and Registration* for Summer Term
April 6-April 8	On Campus Registration available for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 11-April 15	Priority Online Registration for Currently Enrolled <sup>1</sup> 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 – 1<sup>st</sup> make-up day.

## COLLEGE CALENDAR - School Year 2015-2016

### Summer Term 2016

April 4-April 5	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 6-April 8	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 6-April 8	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term; Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 11-April 15	Priority Online Registration for Currently Enrolled <sup>1</sup> 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 <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
June 20 - Late Registration August 2016	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> 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 <sup>4</sup> 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 <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> 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.



## COLLEGE CALENDAR - School Year 2016-2017

### Fall Semester 2016

June 20-June 24	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
June 20-August 2	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
July 12-July 29	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 25-July 29	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
August 9-August 16	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
August 15, Monday (9 am - 4 pm)	Late Registration for Fall Semester
August 16, Tuesday (9 am - 7 pm)	Late Registration for Fall Semester
August 16, Tuesday	Last Day to Withdraw to Receive a 100% Refund
August 18, Thursday	First Day of Classes Fall Semester
August 18-August 22	Drop/Add Period
August 18-October 14	First Session Fall Semester
August 29, Monday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
September 5, Monday	Labor Day Holiday
September 6, Tuesday	Classes Resume
October 19-December 15	Second Session Fall Semester
October 17-October 18	Fall Break
October 19, Wednesday	Classes Resume
October 19-October 28	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
October 25, Tuesday	Last Day to Withdraw from a Class
November 1-November 4	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 7-November 11	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 7-November 11	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester
November 7-December 2	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
November 24-November 25	Thanksgiving Holiday
November 28, Monday	Classes Resume
December 9-January 3	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 15, Thursday	Last Day of Classes Fall Semester

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

## COLLEGE CALENDAR - School Year 2016-2017

<b>Spring Semester 2017</b>	
October 19-October 28	Advising for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 1-November 4	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Spring Semester
November 7-November 11	New Student <sup>4</sup> Orientation & Registration* for Spring Semester
November 7-November 11	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Spring Semester
November 7-December 2	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
December 9-January 3	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Spring Semester
January 3, Tuesday (9 am - 7 pm)	Late Registration for Spring Semester
January 5, Tuesday	Last Day to Withdraw to Receive a 100% Refund
January 5, Thursday	First Day of Classes Spring Semester
January 5-January 9	Drop/Add Period
January 5-March 3	First Session Spring Semester
January 16, Monday	Martin Luther King, Jr. Holiday
January 17, Tuesday	Classes Resume
January 17, Tuesday	Last Day to Withdraw to Receive a 75% Refund (After this date no refund is given)
March 9-May 10	Second Session Spring Semester
March 6-March 8	Spring Break/Snow Make-Up Days **
March 9, Thursday	Classes Resume
March 20-March 31	Advising for Currently Enrolled <sup>1</sup> Students for Summer Term and Fall Semester
March 21, Tuesday	Last Day to Withdraw from a Class
April 3-April 5	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 6-April 7	New Student <sup>4</sup> Orientation and Registration* for Summer Term
April 6-April 7	On Campus Registration available for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term
April 6-April 7	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 10-April 13	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Fall Semester
April 14-April 18	Easter Holiday
April 19, Wednesday	Classes Resume
April 26-April 28	MerleFest - No Classes
May 1, Monday	Classes Resume
May 10, Wednesday	Last Day of Classes Spring Semester
May 12, Friday (6:00 pm)	Graduation

**COLLEGE CALENDAR - School Year 2016-2017**
**Summer Term 2017**

April 3-April 5	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Summer Term
April 6-April 7	New Student <sup>4</sup> Orientation & Registration* for Summer Term
April 6-April 7	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Summer Term
April 6-April 7	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Summer Term
April 10-April 13	Priority Online Registration for Currently Enrolled <sup>1</sup> Students for Fall Semester
June 1, Thursday (9 am – 7 pm)	Late Registration for Summer Term
June 5, Monday	First Day of Classes Summer Term
June 5, Monday	Drop/Add Period
June 5-June 30	First Session Summer Term
June 19-June 23	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
June 19-August 2	Online Registration available for Currently Enrolled <sup>1</sup> and Currently Admitted <sup>2</sup> Students for Fall Semester
June 21, Wednesday	Last Day to Drop a First Session Course
July 4, Tuesday	July 4 <sup>th</sup> Holiday
July 10, Monday	Classes Resume
July 10-August 4	Second Session Summer Term
July 11-July 28	New Student <sup>4</sup> Orientation & Registration* for Fall Semester
July 14, Friday	Last Day to Withdraw from a Summer Term Class
July 24-July 28	On Campus Registration for Currently Enrolled <sup>1</sup> , Currently Admitted <sup>2</sup> , and Readmitted Students <sup>3</sup> for Fall Semester
July 26, Wednesday	Last Day to Drop a Second Session Course
August 4, Friday	Last Day of Classes Summer Term

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

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

**<sup>2</sup>Currently Admitted Student:** A student who was enrolled during one of the two most recent semesters prior to the semester or term for which he or she is planning to register. (Example: A student must have been enrolled Spring 2016 or Fall 2016 in order to participate in the "Currently Admitted Student" registration period for Spring 2017. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

**<sup>3</sup>Readmitted Student:** A student who has not been enrolled for two or more consecutive semesters. The student must apply for registration 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 2016 or Fall 2016 must apply for readmission for the Spring 2017 registration period. Note: Prior summer term enrollment is not considered when determining student status for a registration period.)

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

## Accreditations

### **Southern Association of Colleges and Schools 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](http://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](http://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](http://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](mailto:mail@jrcert.org).

### **National Automotive Technicians Education Foundation, Inc.**

### **North Carolina Criminal Justice Education and Training Standards Commission**

PO Box 149  
 Raleigh, NC 27602  
 (919) 661-5980

### **North Carolina Sheriffs' Education and Training Standards Commission**

PO Box 629  
 Raleigh, NC 27602  
 (919) 662-4515

### **North Carolina State Board of Cosmetic Arts**

1207 Front Street  
 Suite 110  
 Raleigh, NC 27609

### **Member**

North Carolina Community College System  
 American Association of Community Colleges

August 2015  
 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 renovated it. The building is named Herring Hall and houses the Health Sciences Center. The building opened for use in summer 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 per-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 two measures in 2014.

Measure		2013 CSF			2014 CSF		
		Baseline/ Goal*	WCC Performance	Average NCCCS College Performance	Baseline/ Goal*	WCC Performance	Average NCCCS College Performance
<b>A</b>	Basic Skills Progress	2	44.6%	41.0%	2	47.1%	41.3%
<b>B</b>	GED Pass Rate	1	91.3%	71.1%	1	94.7%	73.6%
<b>C</b>	Developmental English Subsequent Success	3	56.1%	63.7%	2	70.0%	64.4%
<b>D</b>	Developmental Math Subsequent Success	1	75.7%	64.8%	1	76.2%	64.4%
<b>E</b>	Year One Progress	2	73.6%	67.8%	2	74.6%	68.3%
<b>F</b>	Curriculum Completion Rate	2	43.9%	41.6%	3	41.1%	43.6%
<b>G</b>	Licensure Pass Rate	3	81.4%	85.2%	2	86.4%	83.2%
<b>H</b>	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 April 2015.

## 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 science 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 35](#) 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](http://www.wilkescc.edu/admissions) or through the College Foundation of North Carolina website at [www.cfnc.org](http://www.cfnc.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

Wilkes Community College will recognize all North Carolina high school diplomas, adult high school diplomas, and the following High School Equivalency Assessments (HSE): General Education Development (GED®), High School Equivalency Test (HiSET®), and Test Assessing Secondary Completion (TASC™). For schools outside of North Carolina, appropriate accreditation/registration will be required. International transcripts must be translated into English by

## Admissions

an official evaluation service. Questions regarding the accreditation of high schools may be directed to the director of admissions. Applicants who have earned a HSE in North Carolina should request an official copy of their scores to be mailed to the Admissions Office. Instructions of how to request an official copy of GED® scores are available at <http://www.gedtesting.com/testers/gedrequest-a-transcript>.

**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, respiratory therapy, regionally increasing baccalaureate nurses (RIBN)) 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 an adult high school diploma, GED®, HiSET® or TASC™ before enrolling in a curriculum program at Wilkes Community College. The AHS diploma, GED®, HiSET® and TASC™ 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

# Admissions

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 completed Wilkes Community College (WCC) application for admission to the ADN program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the ADN program. Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include ADN, Dental Assisting, Emergency Medical Science, Radiography, Respiratory Therapy and Regionally Increasing Baccalaureate Nurses (RIBN).
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 successfully complete the prescribed developmental courses. All developmental courses and/or retesting must be completed by 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, NC – DAP or Compass placement test 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 2016 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:
  - 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. 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.
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, Katie Wagoner, 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 Katie Wagoner at (336) 838-6459.
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 2016 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 27, 2016. Failure to submit all required documentation by July 27, 2016 will result in the withdrawal of the offer for a space in the ADN program:

## Admissions

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 North Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement.
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

WCC admits approximately ten applicants each year into the nursing cohort that is based at the Ashe Campus. The admission criteria and process are the same for **all** applicants that apply for the WCC ADN program. Applicants that apply to the Wilkes Cohort will be ranked and selected with Wilkes Cohort applicants; applicants that apply to the Ashe Cohort will be ranked and selected with Ashe Cohort applicants. Applicants may only choose one cohort to apply to, applicants cannot apply to both.

For more information about ADN program admissions, email the Health Sciences Admissions Coordinator at [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the Nursing program at [amy.lankford@wilkescc.edu](mailto: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.

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.

*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 2016 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 with the Division of Health Service Regulation DHSR (formerly known as the Division of Facility Services) that is free of any substantiated charges. An official transcript that reflects successful completion of an approved CNA program must also be submitted. The CNA program must be approved by the North Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands-on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement.
2. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form which must

## Admissions

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 [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the Nursing program at [amy.lankford@wilkescc.edu](mailto: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, Katie Wagoner at [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@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

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 1-7, 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, Respiratory Therapy and Regionally Increasing Baccalaureate Nurses (RIBN).
2. Submission of official transcripts of all secondary and postsecondary education.
3. It is mandatory that each applicant attend a Dental Assisting Information Session. Applicants must complete an admission application for Dental Assisting before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2016 Dental Assisting Admission Packet. Applicants who do not attend an information session will not be considered for admission to the Dental Assisting 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. 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.
6. 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 successfully complete the prescribed developmental courses. 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,

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or DRE 096, DRE 097, and DRE 098 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, NC – DAP or Compass placement test 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.)
7. 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, Katie Wagoner, in the Student Services Office to schedule a MAR review. This process is being used to verify that all of the above criteria have 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 Katie Wagoner at (336) 838-6459.

*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 2016 Dental Assisting Admission Packet for a listing of deadline dates and 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 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. 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).

Applicants who have been accepted into the Dental Assisting program will also be required to attend a mandatory Dental Assisting 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 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 [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the Dental Assisting program at [jennifer.hastings@wilkescc.edu](mailto: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.

*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 2016 Readmission/Transfer/Advanced Standing Dental Assisting admission packet for a listing of deadline dates and 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 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

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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 [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the Dental Assisting program at [jennifer.hastings@wilkescc.edu](mailto:jennifer.hastings@wilkescc.edu).

## Emergency Medical Science Program Admission Requirements

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

1. Submission of a completed Wilkes Community College (WCC) application for admission to the EMS program for the year of desired entry. Applicants must reapply for each year they wish to be considered for admission to the EMS program. Applicants may only apply for two limited-admission programs each academic year. WCC limited-admission programs include Associate Degree Nursing, Dental Assisting, EMS, Radiography, Respiratory Therapy and Regionally Increasing Baccalaureate Nurses (RIBN).
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 successfully complete the prescribed developmental courses. 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, NC-DAP or Compass placement test 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 2016 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, Katie Wagoner, 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 Katie Wagoner at (336) 838-6459 or [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu).

Applicants selected for admission to the EMS program must complete and present documentation of the following steps 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. 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).

Applicants who have been accepted into the EMS program will also be required to attend a mandatory EMS 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 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



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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 [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the EMS program at [randall.westmoreland@wilkescc.edu](mailto:randall.westmoreland@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 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 [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the EMS program at [randall.westmoreland@wilkescc.edu](mailto:randall.westmoreland@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 Pre-hospital Professionals, or equivalent
4. Current Basic Trauma Life Support of Pre-Hospital Trauma Life Support
5. One Thousand (1000) 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 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. Submission of current CPR certification (must be American Heart Association Healthcare)
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).

Applicants who have been accepted into the EMS program will also be required to attend a mandatory EMS 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 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.

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For more information about EMS program admissions, email the Health Sciences Admissions Coordinator at [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the EMS program at [bobby.gentry@wilkescc.edu](mailto: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, Respiratory Therapy and Regionally Increasing Baccalaureate Nurses (RIBN).
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 successfully complete the prescribed developmental courses. 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, NC-DAP or Compass placement test 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 2016 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, Katie Wagoner, 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 Katie Wagoner at (336) 838-6459 or [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu).

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 2016 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. Evidence 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 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. Applicants who have been accepted into the Radiography program will also be required to attend a mandatory Radiography program orientation. The date of the orientation will be provided to applicants who are admitted to 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.

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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 [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the Radiography program at [linda.wilkes@wilkescc.edu](mailto:linda.wilkes@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, Linda Wilkes.

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 2016 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. Applicants who have been accepted into the Radiography program will also be required to attend a mandatory Radiography program orientation. The date of

the orientation will be provided to applicants who are admitted to 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 Radiography program admissions, email the Health Sciences Admissions Coordinator at [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Program Director/Lead Instructor of the Radiography program at [linda.wilkes@wilkescc.edu](mailto:linda.wilkes@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, Respiratory Therapy and Regionally Increasing Baccalaureate Nurses (RIBN).
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 successfully complete the prescribed developmental courses. 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, NC – DAP or Compass placement test 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.)

# Admissions

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 2016 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, Katie Wagoner, 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 Katie Wagoner at (336) 838-6459 or [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu).

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 2016 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. Evidence 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).

Applicants who have been accepted into the Respiratory Therapy program will also be required to attend a mandatory Respiratory Therapy 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 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 will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny students access based on information obtained from these reports. This denial will result in the inability of a student to successfully complete the program.

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

For more information about Respiratory Therapy program admissions, email the Health Sciences Admissions Coordinator at [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Dean of Health Sciences/Program Director/Lead Instructor of the Respiratory Therapy program at [billy.woods@wilkescc.edu](mailto:billy.woods@wilkescc.edu)

## Readmission/Transfer/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/transfer/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.

## Admissions

3. Any applicant seeking readmission/transfer/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 2016 readmission/transfer/advanced entry Respiratory Therapy Admission Packet for a listing of deadline dates and to review the ranking and selection process.

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

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

For more information about Respiratory Therapy program admissions, email the Health Sciences Admissions Coordinator at [katie.wagoner@wilkescc.edu](mailto:katie.wagoner@wilkescc.edu) or the Dean of Health Sciences/Program Director/Lead Instructor of the Respiratory Therapy program at [billy.woods@wilkescc.edu](mailto:billy.woods@wilkescc.edu).

# Tuition and Other Costs

*Payable Each Semester*

## Curriculum Programs

The cost of attending Wilkes Community College continues to be one of the most economical means of post-secondary education. Tuition is determined by the state legislature and is subject to change. For current tuition, fees and other costs, please contact the Business Office at Wilkes Community College at (336) 838-6519 or visit the college website at [www.wilkescc.edu](http://www.wilkescc.edu).

## Activity Fee

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

## Campus Access Fee

There is a \$20.00 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

Malpractice Insurance Students enrolled in the **Associate Degree Nursing, Dental Assisting, Emergency Medical Science, 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.

## Exam Preparation/Review Fee

An exam preparation/review fee is charged to students who are enrolled in the following health program classes: NUR 11, NUR 112, NUR 213, RCP 215. The fee is utilized to provide additional preparation for taking a national board exam after program completion. Contact the lead instructor of the applicable program for more information.

## 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](http://www.wilkescc.edu/epay). **Payment options subject to change.**

## Continuing Education Programs

### Registration Fees

Basic Skills: ABE, ASE, ESL: No charge for the instructional program and books. There is a required fee for taking a HSE test and a small graduation fee.

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.

## Tuition and Other Costs

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](http://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. For on-cycle courses, a 100 percent refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted in the college calendar. In addition, a student is eligible for a 100 percent refund if the college cancels the course section in which the student is registered.

- b. After an on-cycle course section begins, the college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the 10 percent point of the academic period as noted in the college calendar.
- c. For off-cycle courses, a 100 percent refund will be made if the student withdraws or is officially withdrawn by the college prior to the first day of the off-cycle course section. In addition, a student is eligible for a 100 percent refund if the college cancels the course section in which the student is registered.
- d. After an off-cycle course section begins, the college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the 10 percent point of the course section.

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 13 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 career awareness make up the applied critical thinking approach in ACA 115.

## ACA 122 College Transfer Success

Students enrolling in the Associate in Arts (AA) and Associate in Science (AS) programs are required to take ACA 122 as their student success course. Students are 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 are 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:*



# Academic Regulations

TR	<b>Transfer Credit</b>
CE	<b>Credit by Exam</b>
I	<b>Incomplete</b>
P	<b>Pass (Developmental or Credit by Exam)</b>
R	<b>Repeat (Developmental Course Not Passed or Repeated course, GPA recalculated)</b>
AR	<b>High School Credit</b>
W	<b>Withdrawal</b>
WA	<b>Administrative Withdrawal (Student never attended)</b>
AU	<b>Audit</b>

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:

- 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
- 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.

## Change of Grade

A grade once reported shall not be changed except when the instructor states in writing that an error has been made using the official change of grade form. The grade change must be submitted to the Registrar's Office within one year of the initial grade posting or, in exceptional cases, at the discretion of the Senior Vice President of Instruction.

## 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. Auditing students may repeat courses without written permission.

## 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 Senior Vice President of Instruction must approve substitutions prior to registration. Written notification will be submitted to the registrar prior to taking the course 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.

# Academic Regulations

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 drop grade will be given up to the ten percent point of the class and a withdrawal grade will be recorded on the grade reports and transcripts after the ten percent point. 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, with prior proficiency in a course due to previous educational or work experience, may apply for credit by examination. Credit by examination can be requested for courses only listed in their active program of study in which they can demonstrate the required level of proficiency based upon course objectives. This option is available for selected courses as determined by the department chair, division dean and lead instructors. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. A maximum of 25 percent of the program requirements may be met through credit by examination. The following rules for the student apply:

- Obtain permission from the appropriate department chairperson or lead instructor.
- Instructor issuing the exam will request the credit by exam documentation from the Registrar's Office.
- The student must register for the course in the Registrar's Office and pay the tuition for the course which is non-refundable.
- Take and submit the Credit by Exam documentation back to the Registrar's Office prior to the 10% point of the term.
- Earn a grade of 80% or better.
- Proficiency demonstrations may be taken only one time for each course.
- Credit for proficiency demonstration may not be granted for a course being audited by the student.
- The instructor will complete the credit by exam documentation and a grade of "CE" (Credit by Examination) will be given to the student for exams that earn a grade of 80% or higher. The credit hours will contribute toward a degree, diploma, or certificate. However, this grade will have no effect on the student's GPA.
- 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.

# Academic Regulations

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 P passing grades in 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 P passing grades in 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

### Honors Course Credit:

Honors course credit is available for individual courses in two possible ways:

- Some courses may be designated honors courses. In order to receive honors credit for these course students will complete the coursework with a minimum "B" grade.
- Instructors may choose to offer honors credit for individual courses not designated as honors courses. In order to receive honors credit for these courses, students will complete an honors contract with the instructor. The contract will outline the expectations for honors credit above-and-beyond the regular course expectations. The student must receive a "B" grade or better in the course as well as complete the expectations outlined in the honors contract in order to receive honors credit for the course.

### Program Completion:

In order to complete the program and be honored at graduation, 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 evaluated by the Director of Honors
- Exit interview with the Director of Honors

Such students will be honored at graduation as completers 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 included 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.

### 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.

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 a cumulative 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.

# Students 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://sexoffender.ncdoj.gov/> or by contacting their local sheriff's office.

## 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 <http://www.wilkescc.edu/CampusSafetySecurity>

## 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.

## Students Rights, Responsibilities and College Policies

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/gascritps/Statutes/Statutes.asp](http://www.ncga.state.nc.us/gascritps/Statutes/Statutes.asp) (site search: alcohol); [www.abc.nc.gov](http://www.abc.nc.gov), [www.nccrimecontrol.org](http://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](http://www.deadiversion.usdoj.gov/schedules/index.html) or 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

# Students Rights, Responsibilities and College Policies

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 incidences of a variety of aggressive acts, including partner relational violence, child abuse, and sexual assault. 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: 246-4542
- 24-hour, toll-free crisis number: 1-877-492-2785.

Another resource is the federal government hotline: 1-800-662-HELP. This is the Substance Abuse and Mental Health Services Administration’s Treatment Referral Routing Service, 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](http://www.naminc.org). Additionally, a variety of referral information is available on the college website at [www.wilkescc.edu/personalcounseling](http://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 336-838-6135.

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 Prevention Week. Events are promoted through local media, social media, the college web page, 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.



# Students Rights, Responsibilities and College Policies

- 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 a prevention 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 age, color, disability, gender, national origin, political affiliation, race, religion, or sexual orientation.

Applicants, students and employees of Wilkes Community College who have inquiries or complaints should contact the appropriate individual as follows:

Contact	Population Served	Contact Information
<b>Tracy McEntire</b> Title IX Coordinator	Faculty and Staff	<b>336-838-6422</b> <a href="mailto:tracy.mcentire@wilkescc.edu">tracy.mcentire@wilkescc.edu</a>
<b>Scott Johnson</b> Deputy Title IX Coordinator	Curriculum Students	<b>336-838-6141</b> <a href="mailto:scott.johnson@wilkescc.edu">scott.johnson@wilkescc.edu</a>
<b>Debbie Woodard</b> Deputy Title IX Coordinator	Basic Skills Students	<b>336-667-5368</b> <a href="mailto:debbie.woodard@wilkescc.edu">debbie.woodard@wilkescc.edu</a>
<b>Wesley Poplin</b> Deputy Title IX Coordinator	Continuing Education Students	<b>336-838-6207</b> <a href="mailto:wesley.poplin@wilkescc.edu">wesley.poplin@wilkescc.edu</a>

## 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.

## Title IX and Sexual Misconduct

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

# Students Rights, Responsibilities and College Policies

Title IX is a federal law intended to end sex discrimination in all areas of education. Title IX:

- Requires that all educational institutions that receive federal funds or financial assistance must prohibit sex discrimination in their education programs and activities.
- Applies to sexual harassment and sexual assault. According to the Office for Civil Rights, "sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX."

## Sexual Misconduct Policy

Sexual misconduct is a broad term used to describe conduct of a sexual nature that is prohibited. This includes but is not limited to:

- Sexual Harassment
- Sexual Exploitation
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking

Members of the Wilkes Community College's community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of sexual misconduct is brought to an appropriate administrator's attention, and a student or employee is found to have violated this policy, sanctions will be imposed to reasonably ensure that such actions are not repeated.

Go to [wilkescc.edu/Prevent](http://wilkescc.edu/Prevent) to access a complete copy of WCC's Sexual Misconduct Policy.

## Retaliation Prohibited

Students and employees have the right to raise concerns, to ask questions about Wilkes Community College's policies prohibiting sex or gender misconduct and sexual violence, and to participate in investigations without fear of retaliation. Students and employees also have the right to submit a complaint about retaliatory acts.

## Reporting Sexual Misconduct

Students or employees who have a complaint regarding sexual misconduct should contact one of the following:

Contact	Population Served	Contact Information
<b>Tracy McEntire</b> Title IX Coordinator	Faculty and Staff	<b>336-838-6422</b> <a href="mailto:tracy.mcentire@wilkescc.edu">tracy.mcentire@wilkescc.edu</a>
<b>Scott Johnson</b> Deputy Title IX Coordinator	Curriculum Students	<b>336-838-6141</b> <a href="mailto:scott.johnson@wilkescc.edu">scott.johnson@wilkescc.edu</a>
<b>Debbie Woodard</b> Deputy Title IX Coordinator	Basic Skills Students	<b>336-667-5368</b> <a href="mailto:debbie.woodard@wilkescc.edu">debbie.woodard@wilkescc.edu</a>
<b>Wesley Poplin</b> Deputy Title IX Coordinator	Continuing Education Students	<b>336-838-6207</b> <a href="mailto:wesley.poplin@wilkescc.edu">wesley.poplin@wilkescc.edu</a>

A complaint form is also available on the college website at [www.wilkescc.edu/Prevent](http://www.wilkescc.edu/Prevent).

## 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/consumerinformation](http://www.wilkescc.edu/consumerinformation). 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 or in becoming a member of the GPS Club should contact Global Education director Julie Mullis at [jamullis875@email.wilkescc.edu](mailto: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:

### 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](http://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 to or less than 50% of the class.

### 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.

### 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 makes 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.

# Instructional Support Services

## 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](http://www.wilkescc.edu) and select the link to the library. Students may be required to pay postage for this service.

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

## **James Larkin Pearson Collection**

The James Larkin Pearson collection is located on the first floor of Lowe's Hall.

## **Children in the Library**

See college policy relating to children on campus.

## **Computer/Internet Use**

See college policy 7.10.

## **Student Success Center**

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 Academic Support Center is committed to assisting students, faculty, and staff with all their academic needs. If you have a specific need or question please contact the ASC director at 838-6565, or Thompson Hall 252C.

### **Writing Center**

The Writing Center (WC) mentors assist with improving writing skills in a collaborative and supportive environment. The WC mentors foster confidence while working with writers at any stage of the writing process, from brainstorming to editing final drafts. The ASC offers online writing services for all students. Papers may be submitted for review to this email address: [wccpaperreview@email.wilkescc.edu](mailto: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 work on course assignments and projects, do research, or access their Gmail, Moodle, and Web Advisor accounts. The OCL has all the software necessary to complete every distance learning course offered by the college. OCL mentors assist students and college employees with computer, Moodle, Gmail, Web Advisor, and Microsoft Office questions.

### **Testing Center**

The Testing Center (TC) provides a secure, proctored environment for taking makeup tests, distance learning course 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 drop-in tutoring for all levels of math taught at Wilkes Community College.

### **Prowler Help Desk**

The Prowler Help Desk provides support for students logging into Gmail, Moodle, and WebAdvisor. Students may submit a Help Desk Ticket at [www.wilkescc.edu/WCCProwler/HelpDesk/](http://www.wilkescc.edu/WCCProwler/HelpDesk/). Please allow 24 hours for a response during the Academic Support Center's normal hours of operation. Prowler Help Desk requests submitted after hours will be reviewed when the Prowler Help Desk reopens. For in-person assistance students may come to the Academic Support Center during 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. Persons with disabilities who need reasonable accommodations while attending Wilkes Community College's courses, programs and activities, should call Accessibility Services, (336)838-6212 or (336)838-6560 or email: [sherry.thompson@wilkescc.edu](mailto:sherry.thompson@wilkescc.edu).

## Instructional Support Services

The Americans with Disabilities Act (ADA), amended in 2008 as the ADAAA 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.

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.

Some accommodations may take longer to implement than others so it is necessary to plan ahead for a smooth accommodation process. Students may schedule appointments to inquire about the process and required documentation. Any questions about accommodations or processes should be directed to the Director of AccessAbility 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;

**Access to Technologies and Textbooks** provides students an opportunity to use wireless laptops, graphing calculators, and textbooks;

**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;

**Coaching** offers students opportunities to learn effective academic and personal success strategies;

**College Transfer Advising and Advocacy** provides individualized assistance with college selection, completing admissions and financial aid applications, gathering information on housing and financial aid, personalized 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 QEP topic selection and development processes. 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. The second QEP process began in 2013 when a broad-based group of faculty, staff and administrators analyzed a range of institutional data related to student learning and success; these efforts resulted in WCC determining that online learning was an area that would benefit from a QEP. Faculty, students, staff, and administrators spent 2014 and early to mid-2015 developing and writing the WCC QEP focused on "Preparing for Online Success." A SACSCOC visiting team will review the QEP in fall 2015 as WCC prepares for its 2016 reaffirmation.

### 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.

# Instructional Support Services

## 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 2.0 or higher (if a current student) or have the recommendation of the lead instructor of the student's program of study;
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.

\*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](http://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.

## 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, employability services, 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 to assist individual and groups. Services and programs include personal counseling, career counseling, employability readiness, and academic advising. In addition, the center 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, and personality tendencies 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 yields career reports to assist with 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** helps students and alumni prepare for the workforce and achieve their career goals through a variety of activities, workshops, and resources. Assistance with job search strategies, resume writing and interview preparation is also available. Employers are encouraged to utilize our services to post jobs and recruit qualified candidates.

**Retention services** are coordinated through student services. Retention is a measurement of student persistence in reaching educational goals. If a student is struggling with the requirements of a class, please stop by student services to learn about campus resources available to increase academic success. If a student is considering withdrawing from WCC due to personal and/or academic difficulties, please discuss your plans with your advisor or a student services staff member.

### 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, hybrid courses, and cyber classrooms. Students taking all of their courses online may apply for admission and register for courses online. Hybrid and cyber classroom students may access these same services online or at one of WCC's physical campuses.

Students taking distance learning courses have access to the same range of student services as those enrolled in the traditional classroom. Students taking courses only by distance learning methods are encouraged to make use of student services accessible on the college website at [www.wilkescc.edu](http://www.wilkescc.edu). The distance learning homepage provides tutorials and other available resources. Each student will be enrolled in a general information course located in the learning management system (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 office within twenty-four (24) hours of the accident. The business office shall maintain the documentation of all accidents and shall assimilate the data and complete required accident reports.



# Student Services

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](http://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 unweighted 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 121, MAT 143, MAT 152, 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
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.*

## Student Services

### 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 10 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.

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](mailto: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](http://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 **WCC Gmail daily** 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](http://www.wilkescc.edu/WCCProwler). Initial login and password-change instructions are posted on the college website. There are tutorials available on the login page and additional help is available in the Academic Support Center located in Thompson Hall.

All students are enrolled in a general information course located in the learning management system (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 should be aware of the responsibilities associated with their Moodle and Gmail accounts as outlined in the "Responsibilities

## Student Services

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](http://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 and student handbook to explain the rights of students with respect to records maintained by the college. It also outlines the college's procedures to comply with the requirements of the act.

Educational records are those records, files, documents, and other materials which contain information directly related to students, and are maintained by the college. These are official college records, and as such, remain the property of the college. Information contained in educational records will be fully explained and interpreted to students upon request. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other students. Consent must be obtained from students for the release of information from educational records, specifying what is to be released, and to whom, with a copy of the record sent to students if they desire.

The requirement for consent does not apply to the following:

- a. Requests from faculty and staff of Wilkes Community College who have a legitimate educational interest on a "need to know" basis, if necessary to conduct official business. In certain situations the "need to know" basis may involve the release of information to outside organizations that have contracted with the college to provide a service for students. Outside organizations include, but are not

limited to, companies that manufacture class rings, provide textbooks, produce graduation photos, etc. Legitimate educational interest includes performing tasks related to the regular duties of the employee, the student's education, the discipline of students, services or benefits for students, or maintaining safety and security of the campus;

- b. Requests in compliance with a lawful subpoena or judicial order;
- c. Requests in connection with students' applications for or receipt of financial aid;
- d. Requests by state or federal authorities and agencies specifically exempted from the prior consent requirements by the act; and organizations conducting studies on behalf of the college, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed;
- e. Information submitted to accrediting organizations;
- f. Requests by parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954;
- g. In the case of emergencies, the college may release information from educational records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of students or other persons;
- h. To authorized federal officials who have need to audit and evaluate federally-supported programs;
- i. The results of any disciplinary proceedings conducted by the college against alleged perpetrators of a crime of violence to the alleged victims of that crime; and
- j. Requests for "directory information" as listed below.

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

1. Names of students;
2. WCC student e-mail addresses;
3. Major field of study;
4. Most recent previous school attended;
5. Full or part-time enrollment status;
6. Terms and dates of enrollment;
7. President's list, Dean's list, and other officially recognized student honors, awards and special achievement;
8. 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.

## Student Services

### 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 (AA) and Associate in Science (AS). 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 North Carolina independent colleges and universities honor a similar agreement called the Independent Comprehensive Articulation Agreement (ICAA).

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

- Graduation with an AA or AS degree fulfills all general education requirements at UNC and participating independent universities. Students may need to take additional courses required for their major if these were not completed as part of the AA or AS degree. AA and AS graduates must have an overall GPA of at least 2.0 and a grade of "C" or higher in all courses.
- AA and AS graduates transfer to UNC and participating independent institutions with junior status. Admission to the university and preferred major is not guaranteed, and all admission requirements must be met. Additionally, students must meet any graduation requirements at the four-year school not taken or not available at WCC (for example, foreign language or wellness requirements).
- AA and AS non-graduates will receive credit for transfer-approved courses at CAA and ICAA 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 and ICAA colleges and 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 and ICAA may not apply. For those students, it is especially important to work with CTAC and the four-year institution of choice to determine course selection.

### Planning for Transfer

Students planning to transfer are encouraged to take ACA 122 in their first semester and then 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 admissions and program information on the 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 selecting courses specific to the major and four-year college or university of choice.
- Be sure to enroll only in courses approved for transfer through the CAA and ICAA, unless the selected university specifically requires others.
- Admission applications to NC senior colleges and universities are available online at [www.cfnc.org](http://www.cfnc.org) or at the individual college or university website. Applications should be submitted at least six months prior to the date of intended enrollment. For more information about the CAA and ICAA contact CTAC.

### 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 students over 24 years of age, exemptions may be made. A completed AA or AS degree will satisfy MCR. Students are ultimately responsible for ensuring 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](http://www.fafsa.gov) to do the FAFSA. Students will be considered for all aid programs available through the college (as described in this section) except certain scholarships or loans.

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

### Eligibility for Aid

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

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

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

### Disbursement of Aid

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

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

### Types of Aid Available

Listed below are the types of financial aid programs available. Before receiving financial aid, all applicants must verify their intent to enroll as regular students in an eligible program of study which, upon completion, will result in attaining a degree or diploma. Additional information is available in "The Student Guide," a free publication from the U.S. Department of Education, available in the Financial Aid Office. As a condition of applying for federal and state financial aid, applicants must sign the FAFSA form. By signing the FAFSA, students agree, if asked, to provide information that will verify the accuracy of the aid application. Also, students certify that they (1) will use federal and/or state aid to pay the cost of attending WCC, (2) are not in default on a federal student loan, (3) do not owe money back on a federal student aid grant, and (4) will notify WCC if they default on a federal student loan.

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

**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. Applications must be filed annually. All information received will be kept confidential.

# 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

# Student Financial Aid

## 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. NCCCG Program
5. Scholarship Program, and
6. Student

2. Other Information

### Pell Grant Repayment Policy

a. 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.

### Students Who Register But Do Not Attend

b. 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.

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

c. 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.

### Satisfactory Academic Progress (SAP) Standards:

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

#### 1. Qualitative Standard

- a. Must maintain a cumulative Grade Point Average (GPA) of 2.0.

b. Must not be suspended according to the College's academic suspension procedure

#### 2. Quantitative Standard

- a. Must earn 67 percent of the total cumulative credit hours attempted (e.g., if the student has attempted 12 credit hours in a semester, the student must have earned credit for at least 9 hours).
  - i. Number of hours attempted: Total cumulative number of credit hours for which the student was enrolled at the general 10% point of each term.
  - ii. Total number of hours earned: 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

- a. 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).
- b. Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame.
- c. Once students have earned an associate degree from WCC, students may return and receive aid again as long as they are maintaining Satisfactory Academic Progress until they run out of their 600% lifetime eligibility.

### Special Notes

1. **Withdrawal** – Withdrawing from classes will affect a student's ability to satisfy the quantitative standard. Before withdrawing from classes, students are encouraged to meet with a Financial Aid representative to discuss how withdrawing will impact their financial aid eligibility for future semesters.
2. **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.
3. **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. Financial aid will cover retaking a course one time if credit has already been earned (i.e., have a grade of A, B, C, or D).
4. **Developmental (Non-Credit) Coursework** – Developmental Education courses (designated by course numbers under 100, ex., DMA..., DRE...) are 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.

## Student Financial Aid

**5. Summer Session** – Credit hours attempted and earned during a summer session will be included in the calculation of Satisfactory Academic Progress.

**6. Forgiveness of Grades** – There is no provision in the federal regulations for the concept of forgiveness of grades. Therefore, WCC must always include all courses when evaluating satisfactory academic progress.

### Review Process / SAP Status

**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.

#### • Warning Status

The first term after failure to make satisfactory academic progress is known as "warning" status. Financial aid recipients will be granted one-term following the first term of failure to meet cumulative satisfactory academic progress. During the warning term, a student may continue to receive financial aid provided he/she is otherwise eligible.

If a student is able to regain satisfactory academic progress with the courses completed successfully during the Warning term, the Warning status is lifted.

#### • Suspension Status

Students who do not meet SAP (satisfactory academic progress) standards at the end of the warning term will be placed on suspension and will be ineligible for financial aid unless they are approved for probation through the appeal process. Students are expected to use this period to work on re-establishing satisfactory academic progress. Students can only regain satisfactory academic progress by earning enough credit hours and grades to bring up their cumulative grade point average or transferring in classes in order to bring up the quantitative (67% completion rate).

Note: A student who does not meet the academic requirements for aid eligibility at the end of the Warning 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). Students do not automatically regain satisfactory academic progress by paying for a semester or sitting out a semester.

### Appeal Process

Students who have become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress or have reached maximum time frame to earn a degree, may appeal their 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.

The appeal form is available in the Financial Aid Office and on the Financial Aid website. Students must attach written documentation to the appeal form that documents the extenuating circumstances for each semester of unsatisfactory academic performance and attach supporting third party documentation.

The appeal form and documentation should be submitted to the Financial Aid office by the priority deadline for the semester that the student is trying to establish eligibility. The SAP Appeals Committee will determine if the appeal is approved or denied. Their decision is final.

Students appealing after the priority deadline should be prepared to pay for their semester expenses. After the priority deadline has passed, but prior to the final submission deadline, the SAP Appeals Committee will meet on a monthly basis to review appeals. Appeals submitted after the final submission deadline will not be considered for current semester aid.

All appeals along with supporting documentation must be submitted to the Financial Aid Office, Wilkes Community College, Post Office Box 120, Wilkesboro, NC 28697. Appeals will be reviewed by the SAP Appeals committee and approval or denial notices will be sent to student Gmail accounts. Note: Students on probation are not eligible for the Federal Family Educational Loan Programs or for Federal Work Study.

### Approved Appeals

If an appeal is approved by the committee, the student will be placed on "Probation" and required to follow an Academic Plan. Students who are on probation status must earn a 2.5 GPA each term and have passing credits in 75% of their classes each term until satisfactory academic progress is regained or graduation is achieved, whichever comes first. Failure to meet these requirements will result in termination of financial aid. Note: Satisfactory academic progress is a cumulative GPA of 2.0 or higher and 67% successful completion of the total cumulative credit hours attempted.

A second appeal may be considered but cannot be submitted for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. As a result, very few second appeals are approved.

### Academic Plan

- Cumulative GPA and/or 67% completion rate

Students who were suspended due to not meeting the cumulative GPA and/or 67% completion rate and are approved for probation will be required to meet with a Student Services representative to develop an Academic Plan. The Plan must be completed and submitted to the Financial Aid Office before aid will be reinstated for the probation period.

- Maximum Time Frame

Students who were suspended due to not meeting maximum time frame requirements and are approved for probation will be required to follow the academic plan that was developed with his/her advisor and submitted with the appeal form.

### Denied Appeals

If a student's appeal is denied or if he/she did not meet the conditions of an approved appeal, the following items should be considered.

- The student may attend at his/her own expense and earn the deficiency in either the credit hours, GPA or both. Note: A student cannot make up a deficiency if the appeal was due to exceeding the maximum timeframe to earn a degree.
- If a student did not maintain satisfactory academic progress due to a deficiency in credit hours, he/she may take the credit hours



# Student Financial Aid

- at another institution as long as WCC accepts the transfer hours.
- Once the deficiency has been satisfied, a student must submit an appeal form to the Financial Aid Office so that his/her progress can be reevaluated.

## 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](mailto:vickie.call@wilkescc.edu).

## Veteran Educational Benefits

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

### Basic Eligibility:

#### 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, student commons, wellness center, office of the Student Government Association, 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 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 and 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](mailto: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](mailto:marybeth.knight@wilkescc.edu). For SGA at the Alleghany Center, call 336-372-5061.

#### AccessAbility Awareness Club

The AccessAbility 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](mailto: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](mailto: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](mailto: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](mailto:johnny.oconnell@wilkescc.edu).

#### CFFA (WCC)

Collegiate FFA enhances the collegiate experience through service and engagement to create premier leaders, enable personal growth and ensure career success. As the first North Carolina community college to establish a CFFA club, WCC joins the ranks of NCSU, NC A&T SU, and Mount Olive University as the only collegiate chapters in the state of North Carolina. Any student regardless of their program of study can join the CFFA club. For more information contact Advisor Donna Riddle at 336-838-6435 or email [donna.riddle@wilkescc.edu](mailto:donna.riddle@wilkescc.edu).

#### Club Biz

Club Biz 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. Club Biz will promote and foster the development of leadership and employability skills in business and accounting students. For more information contact Advisor Marty Franklin at 336-838-6161 or email [marty.franklin@wilkescc.edu](mailto:marty.franklin@wilkescc.edu).

## Student Center

### 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](mailto: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](mailto: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](mailto:ricky.smith@wilkescc.edu).

### EMS Club

The EMS club is comprised of students enrolled in the Emergency Medical Technician program. For more information contact Advisor Bobby Gentry at 336-838-6215 or email [bobby.gentry@wilkescc.edu](mailto:bobby.gentry@wilkescc.edu).

### GPS Club (Global Perspective Scholars)

The mission of the GPS Club is to provide opportunities for campus community members to expand their perspectives regarding global issues, world cultures, and ease in interacting with people from cultures outside their familiar communities. The club will serve as a vehicle for coordinating and funding globally-centered events and activities for those earning the Global Perspectives Scholar distinction as well as for the campus community in general. For more information contact Advisor Julie Mullis at 336-838-6502 or email [julie.mullis@wilkescc.edu](mailto:julie.mullis@wilkescc.edu).

### 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 Advisor Trish Gaither at 336-838-6238 or email [trish.gaither@wilkescc.edu](mailto:trish.gaither@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](mailto: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](mailto: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](mailto: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 Lisa Jennings at 336-838-6407 or email [lisa.jennings@wilkescc.edu](mailto:lisa.jennings@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 Advisor John Hauser at 336-838-6149 or email [john.hauser@wilkescc.edu](mailto: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](mailto:blair.hancock@wilkescc.edu).

### Radiography Club

The Radiography club is comprised of students enrolled in the Radiography program. For more information contact Advisor Kristain Miller at 336-838-6418 or email [kristain.miller@wilkescc.edu](mailto:kristain.miller@wilkescc.edu).

## Student Center

### Relationship Not Religion

The purpose of Relationship Not Religion (RNR) 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 RNR.

All WCC students, regardless of denomination, are invited to join in on the fun and fellowship of the WCC RNR. For more information contact Advisor: Melonie Kilby at 336-838-6489 or email [melonie.kilby@wilkescc.edu](mailto:melonie.kilby@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](mailto: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](mailto: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 field trips, guest speakers, social gatherings, films, and presentations. For more information contact Advisor Julie Mullis at 336-838-6502 or email [julie.mullis@wilkescc.edu](mailto:julie.mullis@wilkescc.edu).

### Student Game Development Club

The Student Game Development Club is comprised of students enrolled in the Student Game Development program. For more information contact Advisor Jere Miles at 336-838-6437 or email [jere.miles@wilkescc.edu](mailto:jere.miles@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, game shows, 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](mailto: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](mailto:pamela.rhoades@wilkescc.edu). For 2nd year club contact Advisor Laura Walsh at 336-838-6250 or email [laura.walsh@wilkescc.edu](mailto: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 Advisor Denna Parsons at 336-838-6140 or email her at [denna.parsons@wilkescc.edu](mailto: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 developmental 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](mailto: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 stair climber, 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 and a wristband 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 Advisor Jayden Gant at 336-838-6208 or email [jayden.gantt@wilkescc.edu](mailto:jayden.gantt@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 drinks and snacks are available for students, faculty and staff. Students may sell selected textbooks back to the bookstore during major book buy backs held the last 2-3 days of each semester and during mid-term book buy backs held Fall and Spring semesters.

### 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.

## Campus Security Office

The WCC Campus Security Office is responsible for helping provide 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 are subject to citation.
- 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 (including registered students, whether attending class or not) are subject to citation.
- 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).
- 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 Citations. The college's security officers are authorized to issue parking citations to those persons who violate parking regulations. Parking 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 may result in the towing of the vehicle at the owner's expense.
- k. Habitual Offenders. Repeated violations of the traffic rules and regulations by students may result in disciplinary action, including probation or suspension from the college.

**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.

- l. Speeding and Reckless Driving. The college's security officers are authorized to issue citations to those persons who violate campus driving regulations by speeding or driving recklessly as determined by the officer issuing the citation.
- m. 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.
- n. Loud Music or Excessive Noise. The college's security officers are authorized to issue citations to those persons who willfully create a disruption to college operations by the emission of loud music or excessive noise, as determined by the officer issuing the citation.

**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:

- o. Appeals may be made in written form and/or in person within 96 hours.
- p. An officer who has written a citation in error may appeal the ticket directly.
- q. No citation will be voided until reviewed by the appeals process.
- r. 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.

<b>Illegal Parking</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
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
<b>Driving</b>		
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.

## College Readiness

### 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 Integrated Reading and Writing 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 throughout the 4 or 8 week format 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, and recognition of diverse learning styles, immediate and specific feedback, and reinforcement of positive attitudes.

The Developmental Studies program consists of seven Math modules and four Integrated Reading and Writing 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  
 DRE-096 – Integrated Reading and Writing  
 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)

### College Readiness (Basic Skills: ASE, ABE, ESL)

The Basic Skills Department under 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 knowledge and skills necessary for employment and self-sufficiency; complete secondary education; for parents, to obtain the academic skills necessary to become full partners in the educational development of their children; and, for persons whose native language is other than English, to acquire English language proficiency.

Offerings available through the Basic Skills Department include Adult Secondary Education (ASE), 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 provides employability skills, job-specific occupational and technical skills, and developmental education to students who are dual-enrolled in curriculum and the ASE program. Basic Skills classes are free and most offer flexible scheduling. Some classes are available online through the Distance Learning program.

#### Adult Secondary Education (ASE)

Adult Secondary Education includes the Adult High School Diploma program and the High School Equivalency (HSE) assessment exams 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 or private schools. Programs of study are of sufficient duration and intensity to enable adults to develop the competencies necessary for the adult high school diploma or the HSE certificate. Instruction is offered in a classroom setting or through supervised, individual, or programmed learning activities. Adult high school courses and HSE preparation can also be taken online. Graduates of the ASE program are awarded a diploma or HSE certificate jointly by the Board of Education in the county of residence and Wilkes Community College. There is a small required graduation fee.

Credit for the adult high school diploma is given for all comparable course work completed through an accredited public, private, home, or foreign school system as shown on the high school transcript. A minimum of two credits must be earned through the community college Basic Skills department. Students must complete all the course work outlined in the curriculum for the required subject areas of English, Social Studies, Mathematics, Science, Health/PE, Transition Course, and Electives.

The HSE program makes it possible for adults to take a series of equivalency tests: General Education Development (GED®), High School Equivalency Test (HiSET®), and/or Test Assessing Secondary Completion (TASC™). These series of tests in core academic subjects permit participants to demonstrate mastery and thus be awarded the HSE certificate issued by the State Board of Community Colleges. There is no charge for the instructional program; however, a fee is required for taking a HSE test.

#### Adult Basic Education (ABE)

The Adult Basic Education program is designed for adults who have not completed a high school credential and/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 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 native 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 HSE tests. Worksite ESL classes can also be arranged on request.



## 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 Alleghany 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.

Curriculum classes are offered in Accounting, Applied Engineering Technology, Associate in Arts, Business Administration, 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 Adult High School Equivalency exam.

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.

The Alleghany Center 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 Alleghany Center. 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 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.

Alleghany Center of Wilkes Community College  
 115 Atwood Street  
 Sparta, NC 28675  
 Telephone: (336) 372-5061  
 Fax: (336) 903-3224

## 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 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.

Ashe Campus of Wilkes Community College  
 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 Development Office.

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](http://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 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 governs 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, the Independent Comprehensive Articulation Agreement (ICAA), is honored by many North Carolina Independent Colleges and Universities.

Students may take Universal General Education Transfer Component (UGETC) courses in English, humanities/fine arts, mathematics, natural sciences, and social sciences, which are designed to meet general education requirements at each university. Each degree program also includes transferable elective components, which allow students to take courses recommended for their majors and/or to fulfill other requirements at specific universities.

## Online/Evening Programs

Wilkes Community College students who 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
Basic Law Enforcement Training			X
Computer Technology Integration-Networking			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, 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**

Following are fine arts, humanities and social and behavioral science courses that may be used to fulfill humanities/fine arts and social/behavioral science requirements. All of the courses listed earn a minimum of three Semester Hours Credit (shc). Students should discuss all course selections with their advisor before registration.

## 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 music and drama performance courses, may be suitable for these requirements as well. Students should discuss all course selections with their advisor before registration.

### UGETC = Universal General Education Component

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

<b>Humanities and Fine Arts</b>			<b>Status of Course for Transfer</b>
<b>Fine Arts</b>			
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
<b>Humanities</b>			
ENG	125	Creative Writing I	transfer elective
ENG	126	Creative Writing II	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 (AA, AS only)
FRE	112	Elementary French II	gen ed / transfer elective (AA, AS only)
FRE	211	Intermediate French I	gen ed / transfer elective (AA, AS only)
FRE	212	Intermediate French II	gen ed / transfer elective (AA, AS only)
GER	111	Elementary German I	gen ed / transfer elective (AA, AS only)
GER	112	Elementary German II	gen ed / transfer elective (AA, AS only)
GER	211	Intermediate German I	gen ed / transfer elective (AA, AS only)
GER	212	Intermediate German II	gen ed / transfer elective (AA, AS only)

## Humanities/Fine Arts and Social Sciences Courses

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 (AA, AS, 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 (AA, AS only)
SPA	112	Elementary Spanish II	gen ed / transfer elective (AA, AS only)
SPA	161	Cultural Immersion	transfer elective (AA, AS only)
SPA	211	Intermediate Spanish I	gen ed / transfer elective (AA, AS only)
SPA	212	Intermediate Spanish II	gen ed / transfer elective (AA, AS only)
SPA	221	Spanish Conversation	transfer elective (AA, AS only)
SPA	231	Reading and Composition	transfer elective (AA, AS 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

## Humanities/Fine Arts and Social Sciences Courses

### ***Social and Behavioral Sciences - Continued***

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

## Associate in Arts Degree

The Associate in Arts Degree is designed for students who want to pursue a four-year degree in any of the liberal arts disciplines, education, business, public services, or other majors requiring 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.

**UGETC = Universal General Education Component**

### 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 in every course. These 60 hours should be selected from the following areas and courses:

Course		Semester Hours Credit	
		per course	total
<b>English Composition</b>			<b>6 shc</b>
UGETC	ENG 111 Writing and Inquiry	3shc	
UGETC	ENG 112 Writing and Research in the Disciplines	3shc	
<b>Communications, Humanities and Fine Arts</b>			<b>9 shc</b>
UGETC	COM 231 Public Speaking	3shc	
	Select <b>TWO</b> 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>			
<b>Social / Behavioral Sciences</b>			<b>3 shc</b>
	Select <b>ONE</b> history		
UGETC	HIS 111 World Civilizations I HIS 112 World Civilizations II HIS 131 American History I HIS 132 American History II		
<b>Social / Behavioral Sciences</b>			<b>6 shc</b>
UGETC	Select <b>TWO</b> courses from two different disciplines		
	ECO 251 Principles of Microeconomics ECO 252 Principles of Macroeconomics HIS 111 World Civilization I HIS 112 World Civilization II HIS 131 American History I HIS 132 American History II POL 120 American Government PSY 150 General Psychology SOC 210 Introduction to Sociology		
<b>Mathematics</b>			<b>3-4 shc</b>
	Select <b>ONE</b> course:		
UGETC	MAT 143 Quantitative Literacy MAT 152 Statistical Methods MAT 171 Precalculus Algebra		

Course		Semester Hours Credit	
		per course	total
<b>Natural Sciences</b>			<b>4 shc</b>
	Select <b>ONE</b> course		
UGETC	BIO 110 Principles of Biology BIO 111 General Biology I CHM 151 General Chemistry I PHY 110 Conceptual Physics and PHY 110A		
<b>Mathematics or Natural Sciences</b>			<b>3-4 shc</b>
GENED	Select <b>ONE</b> additional Math or Science course from the lists above or the general education course list.		
	(Math and Science courses are designated in bold.) NOTE: Students may not earn credit for both BIO 110 and BIO 111 or BIO 112		
<b>UGETC = Universal General Education Component</b>			
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.			
<b>General Education Electives</b>			<b>3 shc</b>
	Select <b>ONE</b> literature course*		
	ENG 231 American Literature I ENG 232 American Literature II ENG 241 British Literature I ENG 242 British Literature II ENG 261 World Literature I ENG 262 World Literature II		
*ENG 273, 274, or 275 may be used for this requirement. In that case or if ENG 231 or 232 is taken as a UGETC humanities, another 3 shc of general education/UGETC courses must be selected.			
Select an additional 7-8 shc from UGETC and/or General Education courses.			<b>7-8 shc</b>
Course credit for UGETC and General Education must total to at least 45 shc, not including ACA 122.			<b>45 shc</b>
<b>Academic Transition</b>			<b>1 shc</b>
	ACA 122 College Transfer Success		
<b>Transfer Electives</b>			<b>14 shc</b>
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.			
<b>Total Semester Hours Credit (SHC) in Program:</b>			<b>60 shc</b>



## Associate in Arts Degree

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

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

### Transfer Electives

ACC 120	CJC 111	ENG 274	PED 118
ACC 121	CJC 121	ENG 275	PED 119
ART 121	CJC 141	FRE 181	PED 120
ART 131	CSC 139	FRE 182	PED 121
ART 132	CSC 151	GER 181	PED 122
ART 240	CSC 239	GER 182	PED 123
ART 241	CTS 115	GER 281	PED 130
ART 283	DRA 130	GER 282	PED 131
ART 284	DRA 131	HIS 116	PED 145
<b>BIO 150</b>	DRA 170	HIS 145	PED 146
<b>BIO 155</b>	DRA 171	HIS 163	PED 171
<b>BIO 163</b>	DRA 270	HIS 211	PED 186
<b>BIO 165</b>	DRA 271	HUM 123	SPA 161
<b>BIO 166</b>	EGR 150	HUM 170	SPA 181
<b>BIO 175</b>	EGR 210	HUM 180	SPA 182
BUS 110	EGR 212	<b>MAT 280</b>	SPA 221
BUS 115	EGR 220	MUS 131	SPA 231
BUS 137	EGR 225	MUS 132	SPA 281
<b>CHM 130</b>	EGR 228	PED 110	SPA 282
<b>CHM 130A</b>	ENG 125	PED 113	
<b>CHM 251</b>	ENG 126	PED 114	
<b>CHM 252</b>	ENG 273	PED 117	

## 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.

Coursework 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. The AGE degree is not recommended for students planning to transfer to four-year colleges and universities.

### 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 in an associate degree program.

Course	Semester Hours Credit	
	per course	total
<b>Composition</b>		<b>6 shc</b>
ENG 111	3shc	
ENG 112 or ENG 114	3shc	
<b>Humanities and Fine Arts (3 hrs)</b>		<b>3 shc</b>
Select one course from the following areas ART (any course), DRA (any course) ENG 231, 232, 241, 242, 261, 262, 273, 274, 275, MUS (any course), HUM (any course) or REL (any course) <i>Foreign language may not be used for this requirement.</i>		
<b>Social and Behavioral Sciences (3 hrs)</b>		<b>3 shc</b>
Select one course from the following areas: HIS, ANT, ECO, GEO, POL, PSY, OR SOC		
<b>Natural Sciences/Mathematics (3-4 hrs)</b>		<b>3 shc</b>
Select one course from the following areas: BIO, CHM, MAT, PHY (Lab courses/sections recommended.)		
<b>College Student Success</b>		<b>1 shc</b>
Required ACA 115 or ACA 122	1 shc	
<b>Electives (49 hrs)</b>		<b>49 shc</b>
Select from any courses approved for credit in an associate degree. A maximum of 6 credit hours of PED courses may be included.		
<b>Total Semester Hours Credit</b>		<b>65 shc</b>
Students must make a satisfactory score on the placement test or pass DMA 010–DMA 050 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 engineering, mathematics, computer science, physical and natural 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.

**UGETC = Universal General Education Component**

## 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 in every course. These 60 hours should be selected from the following areas and courses:

Course		Semester Hours Credit	
		per course	total
<b>English Composition</b>			<b>6 shc</b>
UGETC	ENG 111 Writing and Inquiry	3shc	
UGETC	ENG 112 Writing/Research in the Disciplines	3shc	
<b>Communications, Humanities and Fine Arts</b>			<b>6 shc</b>
UGETC	COM 231 Public Speaking	3shc	
	Select ONE course from the following: ENG 231 American Literature I ENG 232 American Literature II	3 shc	
<b>Social / Behavioral Sciences</b>			<b>6 shc</b>
UGETC	History (3 SHC) Select <b>ONE</b> course: HIS 111 World Civilizations I HIS 112 World Civilizations II HIS 131 American History I HIS 132 American History II	3 shc	
UGETC	Social Science (3 SHC) Select <b>ONE</b> course: ECO 251 Principles of Microeconomics ECO 252 Principles of Macroeconomics POL 120 American Government PSY 150 General Psychology SOC 210 Intro to Sociology	3 shc	
<b>Mathematics</b>			<b>8 shc</b>
UGETC	Select <b>TWO</b> courses: (follow prerequisites): MAT 171 Precalculus Algebra MAT 172 Precalculus Trigonometry MAT 263 Brief Calculus MAT 271 Calculus I		
<b>Natural Sciences</b>			<b>8 shc</b>
UGETC	Select a <b>TWO-course sequence</b> from the following: BIO 111 General Biology I <b>and</b> BIO 112 General Biology II CHM 151 General Chemistry I <b>and</b> CHM 152 General Chemistry II PHY 151 College Physics I <b>and</b> PHY 152 College Physics II PHY 251 General Physics I <b>and</b> PHY 252 General Physics I		

Course		Semester Hours Credit	
		per course	total
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.			
<b>Additional General Education Hours</b>			<b>11 shc</b>
<b>Mathematics</b>			
GENED	Select <b>ONE</b> course (follow prerequisites): MAT 152 Statistical Methods I MAT 172 Precalculus Trigonometry MAT 263 Brief Calculus MAT 271 Calculus MAT 272 Calculus II MAT 273 Calculus III		
<b>Natural Sciences</b>			
GENED	Select <b>ONE</b> 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		
<b>General Education Elective</b>			<b>3 shc</b>
GENED	Select <b>ONE</b> course (3 shc) from general education courses.		
<b>Academic Transition</b>			<b>1 shc</b>
	ACA 122 College Transfer Success		
<b>Electives</b>			<b>14 shc</b>
<b>Math and Science Electives</b>			
	Select 8 SHC from Math and Science courses approved for transfer. Courses in <b>BOLD</b> .		
<b>Transfer Electives (6 SHC)</b>			
	Select 6 SHC of courses from courses classified as transfer electives or as general education courses.		
<b>Total Semester Hours Credit (SHC) in Program:</b>			<b>60 shc</b>

## Associate in Science Degree

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

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

### Transfer Electives (Designated Math and Science Courses in Bold)

ACC 120	CJC 121	FRE 181	PED 121
ACC 121	CJC 141	FRE 182	PED 122
ART 121	CSC 139	GER 181	PED 123
ART 131	CSC 151	GER 182	PED 130
ART 132	CSC 239	GER 281	PED 131
ART 240	CTS 115	GER 282	PED 145
ART 241	DRA 130	HIS 116	PED 146
ART 283	DRA 131	HIS 145	PED 171
ART 284	DRA 170	HIS 163	PED 186
<b>BIO 150</b>	DRA 171	HIS 211	SPA 161
<b>BIO 155</b>	DRA 270	HUM 123	SPA 181
<b>BIO 163</b>	DRA 271	HUM 170	SPA 182
<b>BIO 165</b>	EGR 150	HUM 180	SPA 221
<b>BIO 166</b>	EGR 210	<b>MAT 280</b>	SPA 231
<b>BIO 175</b>	EGR 212	MUS 131	SPA 281
BUS 110	EGR 220	MUS 132	SPA 282
BUS 115	EGR 225	PED 110	
BUS 137	EGR 228	PED 113	
<b>CHM 130</b>	ENG 125	PED 114	
<b>CHM 130A</b>	ENG 126	PED 117	
<b>CHM 251</b>	ENG 273	PED 118	
<b>CHM 252</b>	ENG 274	PED 119	
CJC 111	ENG 275	PED 120	

## PROGRAMS OF STUDY - Accounting

### ACCOUNTING - A25100

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.

### Associates Degree Course Requirements

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
ACA	115	Success and Study Skills		1	ACC	140	Payroll Accounting		2
CIS	110	Introduction to Computers		3	ACC	220	Intermediate Accounting I		4
ENG	111	Writing and Inquiry		3	ACC	225	Cost Accounting		3
MAT	110	Math Measurement & Literacy <b>or</b>		3	BUS	225	Business Finance		3
MAT	143	Quantitative Literacy			ECO	151	Survey of Economics** <b>or</b>		3
ACC	120	Principles of Financial Accounting		4	ECO	251	Principles of Microeconomics		
BUS	115	Business Law I		3			Humanities/Fine Arts Elective***		3
				17					18

Spring Semester First Year				Credit	Spring Semester Second Year				Credit
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 <b>or</b>		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		3
		Business Elective*		3			150, SOC 210, SOC 213, or ECO		
				18			252)**		19

### Minimum Semester Hours **72**

\*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

## PROGRAMS OF STUDY - Accounting

### ACCOUNTING - D25100

#### Diploma

#### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy <b>or</b>	3
MAT	143	Quantitative Literacy	
ECO	151	Survey of Economics <b>or</b>	3
ECO	251	Principles of Microeconomics	
ACC	120	Principles of Financial Accounting	4
BUS	115	Business Law I	3
			20

<b>Spring Semester First Year</b>			<b>Credit</b>
ACC	121	Principles of Managerial Accounting	4
ACC	129	Individual Income Taxes	3
ACC	150	Accounting Software Applications	2
BUS	240	Business Ethics	3
ACC	140	Payroll Accounting	2
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3
			20

**Minimum Semester Hours 40**

**AWARD: Diploma**

### ACCOUNTING - C25100AC

#### Certificate - ACCOUNTING CLERK

#### Course Requirements

			<b>Credit</b>
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	140	Payroll Accounting	2
CIS	110	Introduction to Computers	3
CTS	130	Spreadsheet	3

**Minimum Semester Hours 16**

**AWARD: Certificate**

### ACCOUNTING - C25100CA

#### Certificate - COMPUTERIZED ACCOUNTING CLERK

#### Course Requirements

			<b>Credit</b>
ACC	120	Principles of Financial Accounting	4
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
CIS	110	Introduction to Computers	3
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3
<b>Minimum Semester Hours</b>			<b>17</b>

**AWARD: Certificate**

### ACCOUNTING - C25100CS

#### Certificate - ACCOUNTING CUSTOMER SERVICE CLERK

#### Course Requirements

#### (ALSO AVAILABLE ONLINE)

			<b>Credit</b>
ACC	120	Principles of Financial Accounting	4
ACC	150	Accounting Software Applications	2
CIS	110	Introduction to Computers	3
MKT	223	Customer Service	3
DBA	110	Database Concepts	3

**Minimum Semester Hours 15**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Advertising and Graphic Design

### ADVERTISING AND GRAPHIC DESIGN - A30100

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.

### Associate Degree

#### Course Requirements

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
ACA	115	Success and Study Skills		1	GRD	167	Photographic Imaging II		3
ENG	111	Writing and Inquiry		3	GRD	152	Computer Design Tech I		3
CIS	110	Introduction to Computers		3	GRD	131	Illustration I		2
CIS	165	Desktop Publishing		3	GRD	142	Graphic Design II		4
GRD	151	Computer Design Basics		3	WEB	140	Web Development Tools		3
ART	111	Art Appreciation		3					15
				16					
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
GRD	110	Typography I		3	GRD	241	Graphic Design III		4
GRD	121	Drawing Fundamentals I		2	GRD	280	Portfolio Design		4
GRD	141	Graphic Design I		4	WBL	111	Work-Based Learning I**		1
ENG	112	Writing/Research in the Disc		3	WEB	115	Web Markup & Scripting <b>or</b>		3
MAT	110	Math Measurement & Literacy <b>or</b>		3	GRD	168	Photographic Imaging II		3
MAT	143	Quantitative Literacy					Social/Behavioral Elective		15
MKT	220	Advertising and Sales Promotion		3					
				18					
									<b>64</b>

#### Minimum Semester Hours

**64**

\*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**

## PROGRAMS OF STUDY - Advertising and Graphic Design

### ADVERTISING and GRAPHIC DESIGN - D30100

#### Diploma

#### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
CIS	110	Introduction to Computers	3
CIS	165	Desktop Publishing I	3
ENG	111	Writing and Inquiry	3
GRD	151	Computer Design Basics	3
GRD	167	Photographic Imaging I	3
WEB	140	Web Development Tools	3

<b>Spring Semester First Year</b>			<b>Credit</b>
GRD	110	Typography I	3
GRD	121	Drawing Fundamentals I	2
GRD	141	Graphic Design I	4
MAT	110	Math Measurement & Literacy <b>or</b>	3
MAT	143	Quantitative Literacy	
ART	111	Art Appreciation	3
MKT	220	Advertising and Sales Promotion	3
<b>Minimum Semester Hours</b>			<b>37</b>
<b>AWARD: Diploma</b>			

### ADVERTISING and GRAPHIC DESIGN - C30100GD

#### Certificate - GRAPHIC DESIGN

#### Course Requirements

			<b>Credit</b>
CIS	165	Desktop Publishing I	3
GRD	151	Computer Design Basics	3
GRD	110	Typography I	3
GRD	141	Graphic Design I	4
CIS	110	Introduction to Computers	3
<b>Minimum Semester Hours</b>			<b>16</b>
<b>AWARD: Certificate</b>			

### ADVERTISING and GRAPHIC DESIGN - C30100PH

#### Certificate - PHOTOGRAPHY

#### Course Requirements

			<b>Credit</b>
CIS	110	Introduction to Computers	3
GRD	151	Computer Design Basics	3
GRD	167	Photographic Imaging I	3
GRD	168	Photographic Imaging II	3
GRD	141	Graphic Design I	4
<b>Minimum Semester Hours</b>			<b>16</b>
<b>AWARD: Certificate</b>			

### ADVERTISING and GRAPHIC DESIGN - C30100WD

#### Certificate - WEB DESIGN

#### Course Requirements

			<b>Credit</b>
WEB	140	Web Development Tools	3
CIS	110	Introduction to Computers	3
GRD	151	Computer Design Basics I	3
WEB	115	Web Markup & Scripting	3
GRD	141	Graphic Design I	4
<b>Minimum Semester Hours</b>			<b>16</b>
<b>AWARD: Certificate</b>			



## PROGRAMS OF STUDY - Applied Animal Science Technology

### **APPLIED ANIMAL SCIENCE TECHNOLOGY**

This curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock, swine, and poultry and their products according to scientific principles essential to efficient and profitable operation. Students should learn skills necessary for the operation of efficient and profitable livestock, swine, and poultry enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates should qualify for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, buyers of poultry and livestock, owners/operators, farm managers, department supervisors, field service representatives, and waste management technicians.

### **Disciplines of Study Include:**

Applied Animal Science Technology      A15280

### **Program Learning Outcomes:**

Graduates of the WCC Applied Animal Science Technology Program will:

- Understand basic animal husbandry practices.
- Evaluate production, management, and marketing decisions and be able to effectively communicate those decisions.
- Understand the impact the livestock and poultry industries have on local, state, national, and international levels.
- Identify and describe different production systems for livestock and poultry.
- Recognize the effects of animal health, management, genetics, environment, and nutrition in livestock production and their interactions.

### **APPLIED ANIMAL SCIENCE TECHNOLOGY - A15280**

Applied Animal Science program prepares individuals to select, breed, care for, process, and market livestock and small farm animals. Course work includes instruction in basic animal science, animal nutrition, and animal health as applied to various species and breeds; design and operation of housing, feeding, and processing facilities; and related issues of safety, applicable regulations, logistics, and supply.

### **Associate Degree**

#### **Course Requirements**

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
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	191A	Selected Topics in Animal Science		1					15
				14					
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
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
				<b>14</b>					<b>65</b>
<b>Summer Term First Year</b>				<b>Credit</b>					
WBL	111	Work Based Learning		1					

*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**

## PROGRAMS OF STUDY - Applied Animal Science Technology

### APPLIED ANIMAL SCIENCE TECHNOLOGY - D15280 Diploma

#### Course Requirements

Fall Semester First Year			Credit
ACA	115	Success and Study Skills	1
ANS	116	Intro to the Equine Industry	3
ACM	110	Intro to Animal Care	3
ANS	110	Animal Science	3
ANS	191A	Selected Topics in Animal Science	1
ANS	120	Beef Production	3
ENG	111	Writing and Inquiry	3
			17

Spring Semester First Year			Credit
AGR	111	Basic Farm Maintenance	2
ANS	115	Animal Feeds and Nutrition	3
ANS	130	Poultry Production	3
BIO	140	Environmental Biology	3
ACM	112	Facility Management	3
ANS	150	Animal Health	3
ANS	140	Swine Production	3
			20

Summer Term			Credit
WBL	111	Work-Based Learning	1

**Minimum Semester Hours 38**

*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: Diploma**

### APPLIED ANIMAL SCIENCE TECHNOLOGY - C15280AM Certificate - AGRICULTURAL MECHANIZATION

#### Course Requirements

Fall Semester First Year			Credit
ANS	110	Animal Science	3
AGR	111	Basic Farm Maintenance	2
ACM	112	Facility Management	3
AGR	220	Ag Mechanization	3
AGR	261	Argronomy	3
<b>Minimum Semester Hours</b>			<b>14</b>

**\*Award: Certificate**

### APPLIED ANIMAL SCIENCE TECHNOLOGY - C15280AP Certificate - ANIMAL PRODUCTION

#### Course Requirements

			Credit
ANS	140	Swine Production	3
ANS	120	Beef Production	3
ANS	130	Poultry Production	3
ANS	170	Sheep and Goats	3

**Minimum Semester Hours 12**

**\*Award: Certificate**

### APPLIED ANIMAL SCIENCE TECHNOLOGY - C15280BP Certificate - BEEF PRODUCTION

#### Course Requirements

			Credit
ANS	110	Animal Science	3
ANS	115	Animal Feed & Nutrition	3
ANS	120	Beef Production	3
ANS	150	Animal Health Management	3

**Minimum Semester Hours 12**

**\*Award: Certificate**

### APPLIED ANIMAL SCIENCE TECHNOLOGY - C15280PP Certificate - POULTRY PRODUCTION

#### Course Requirements

			Credit
ANS	110	Animal Science	3
ANS	115	Animal Feed & Nutrition	3
ANS	130	Poultry Production	3
ANS	150	Animal Health Management	3

**Minimum Semester Hours 12**

**\*Award: Certificate**

## PROGRAMS OF STUDY - Applied Engineering 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
Advanced Automation Technology	A40130AA
CNC Machining Technology	A40130CN
Computer Engineering Technology	A40130CE
Electronics Engineering Technology	A40130EE
Industrial Systems Technology	A40130IS
Machining and Maintenance Technology	A40130MM
3D - 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.
- 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

## PROGRAMS OF STUDY - Applied Engineering Technology

### 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Summer Term</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	ATR	112	Intro to Automation		3
DFT	119	Basic CAD		2			Specialty Major Hours**		
EGR	111	Engineer Comp and Careers		3					6
EGR	125	Appl Software for Tech**		2					
EGR	120	Engineering and Design Graphics**		3					
ENG	111	Writing and Inquiry		3					
HUM	110	Technology and Society		3					
ISC	112	Industrial Safety		2					
				19					
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
HYD	110	Hydraulics/Pneumatics I		3	MAT	121	Algebra/Trigonometry I		3
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			Specialty Major Hours**		
PSY	118	Interpersonal Psychology		3			Specialty Major Hours**		
ENG	112	Writing/Research in the Disciplines		3			Specialty Major Hours**		
				18			Specialty Major Hours**		
							Specialty Major Hours**		14
					<b>Spring Semester Second Year</b>				<b>Credit</b>
					ERG	285	Design Project**		2
							Specialty Major Hours**		
							Specialty Major Hours**		
							Specialty Major Hours**		
							Specialty Major Hours**		
							Specialty Major Hours**		
							Specialty Major Hours**		13
<b>Minimum Semester Hours</b>									<b>70</b>

\*\*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**

# PROGRAMS OF STUDY - Applied Engineering Technology

## **APPLIED ENGINEERING TECHNOLOGY - A40130AA SPECIALTY – ADVANCED AUTOMATION 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 machine processes; electronics; programmable logic controllers (PLCs); hydraulic and pneumatic control systems; robotics; and applications to specific industrial tasks. The graduates of this curriculum will be prepared for employment in industries that utilize mechanical systems, computer hardware and software, electrical, machining and electromechanical devices in their automation systems.

### **Associate Degree Course Requirements**

<i><b>Fall Semester First Year</b></i>			<i><b>Credit</b></i>	<i><b>Fall Semester Second Year</b></i>			<i><b>Credit</b></i>
ACA 115	Success and Study Skills		1	ATR 211	Robot Programming**	3	
DFT 119	Basic CAD		2	MEC 111	Machine Processes I**	3	
BPR 111	Blueprint Reading**		2	ELC 228	PLC Applications**	4	
EGR 111	Engineering Comp and Careers		3	PHY 131	Physics-Mechanics**	4	
EGR 125	Applied Software for Technicians**		2	ELN 131	Analog Electronics I**	4	
ENG 111	Writing and Inquiry		3			18	
ISC 112	Industrial Safety		2	<i><b>Spring Semester Second Year</b></i>			<i><b>Credit</b></i>
HUM 110	Technology & Society		3	MAT 121	Algebra/Trigonometry I	3	
			18	ELC 117	Motors and Controls	4	
<i><b>Spring Semester First Year</b></i>			<i><b>Credit</b></i>	CSC 139	Visual BASIC Programming**	3	
HYD 110	Hydraulics/Pneumatics I		3	EGR 285	Design Project**	2	
ELC 131	Circuit Analysis I		4	PSY 118	Interpersonal Psychology	3	
ELC 131A	Circuit Analysis I Lab**		1	MAC 121	Intro to CNC**	2	
ENG 112	Writing/Research in the Disciplines		3			17	
ELN 133	Digital Electronics**		4	<i><b>Minimum Semester Hours</b></i>			<i><b>74</b></i>
			15	<i>**Specialty Major Hours—Choose a minimum of 33 hours from a list.</i>			
<i><b>Summer Term</b></i>			<i><b>Credit</b></i>	<i>***Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.</i>			
ATR 112	Intro to Automation		3	<i><b>AWARD: Associate in Applied Science Degree</b></i>			
ELC 128	Introduction to PLCs**		3				
			6				

## PROGRAMS OF STUDY - Applied Engineering Technology

### 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	MAT	121	Algebra/Trigonometry		3
MEC	111	Machine Processes I**		3	DFT	121	Intro to GD&T**		2
EGR	111	Engineer Comp and Careers		3	DFT	119	Basic CAD		2
EGR	125	Applied Software for Technicians**		2	MEC	110	Intro to CAD/CAM**		2
ENG	111	Writing and Inquiry		3	MEC	128	CNC Machining Processes**		4
ISC	112	Industrial Safety		2	MEC	231	Computer Aided Manufacturing I**		3
BPR	111	Print Reading**		2					16
HUM	110	Technology & Society		3					
				19					
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
HYD	110	Hydraulics/Pneumatics I		3	EGR	285	Design Project**		2
ELC	131	Circuit Analysis I		4	ELC	117	Motors & Controls		4
ELC	131A	Circuit Analysis I Lab**		1	MEC	232	Computer Aided Manufacturing II**		3
ENG	112	Writing/Research in the Disciplines		3	MAC	122	CNC Turning**		2
PSY	118	Interpersonal Psychology		3	MAC	124	CNC Milling**		2
MEC	112	Machine Processes II**		3	MAC	228	Advanced CNC Processes**		3
				17	ISC	212	Metrology**		2
									18
									<b>75</b>
<b>Summer Term</b>				<b>Credit</b>	<b>Minimum Semester Hours</b>				
ATR	112	Intro to Automation		3	**Specialty Major Hours—Choose a minimum of 33 hours from a list.				
MAC	121	Introduction to CNC**		2	***Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.				
				5	<b>AWARD: Associate in Applied Science Degree</b>				

## PROGRAMS OF STUDY - Applied Engineering Technology

### APPLIED ENGINEERING TECHNOLOGY - D40130CN Diploma - CNC MACHINING TECHNOLOGY

#### Course Requirements

	<i>Credit</i>
MEC 111 Machine Processes I	3
ACA 115 Success and Study Skills	1
EGR 125 Applied Software for Technicians	2
ENG 111 Writing and Inquiry	3
ISC 112 Industrial Safety	2
ATR 112 Intro to Automation	3
MAC 122 CNC Turning	2
BPR 111 Print Reading	2
HYD 110 Hydraulics/Pneumatics I	3
ELC 117 Motors and Controls	4
ELC 131 Circuit Analysis I	4
ELC 131A Circuit Analysis I Lab	1
MAT 121 Algebra/Trigonometry	3
MAC 124 CNC Milling	2
DFT 121 Intro to GD&T	2
MEC 231 Computer Aided Manufacturing I	3
MEC 112 Machine Processes II**	3
<b>Minimum Semester Hours</b>	<b>43</b>

**AWARD: Diploma**

### APPLIED ENGINEERING TECHNOLOGY - C40130BC Certificate - BASIC (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
<b>Minimum Semester Hours</b>	<b>12</b>

**AWARD: Certificate**

### APPLIED ENGINEERING TECHNOLOGY- C40130AC Certificate - ADVANCED (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 Manufacturing I	3
<b>Minimum Semester Hours</b>	<b>12</b>

**AWARD: Certificate**

## PROGRAMS OF STUDY - Applied Engineering Technology

### 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

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
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
EGR	120	Eng and Design Graphics**		3	ATR	215	Sensors and Transducers**		3
EGR	125	Applied Software for Technicians**		2	ELN	131	Analog Electronics I**		4
ENG	111	Writing and Inquiry		3					17
ISC	112	Industrial Safety		2					
HUM	110	Technology & Society		3					
				19					
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
HYD	110	Hydraulics/Pneumatics I		3	EGR	285	Design Project**		2
ELC	131	Circuit Analysis I		4	CET	211	Computer Upgrade / Repair 2**		3
ELC	131A	Circuit Analysis I Lab**		1	BUS	139	Entrepreneurship**		3
PSY	118	Interpersonal Psychology		3	ELN	235	Data Comm Systems**		4
ENG	112	Writing/Research in the Disciplines		3	NET	113	Home Automation Systems**		3
ELN	133	Digital Electronics**		4					15
				18					
Summer Term				Credit					
ATR	112	Intro to Automation		3					
ELC	128	Introduction to PLCs**		3					
				6					

#### Minimum Semester Hours **75**

\* *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**



## PROGRAMS OF STUDY - Applied Engineering Technology

### APPLIED ENGINEERING TECHNOLOGY - D40130CE

#### Diploma - COMPUTER ENGINEERING TECHNOLOGY

##### Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry	3
ISC	112	Industrial Safety	2
CET	111	Computer Upgrade/Repair 1**	3
MAT	121	Algebra/Trigonometry	3
HYD	110	Hydraulics/Pneumatics 1	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
CET	211	Computer Upgrade/Repair 2**	3
ATR	112	Into to Automation	3
NET	113	Home Automation Systems**	3
ELN	133	Digital Electronics**	4
ELC	128	Introduction to PLCs**	3
ELN	131	Analog Electronics I**	4
<b>Minimum Semester Hours</b>			<b>45</b>

**AWARD: Diploma**

### APPLIED ENGINEERING TECHNOLOGY - C40130CR

#### Certificate - COMPUTER REPAIR TECHNICIAN

##### Course Requirements

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

**AWARD: Certificate**

### APPLIED ENGINEERING TECHNOLOGY- C40130HA

#### Certificate - HOME AUTOMATION

##### Course Requirements

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

**AWARD: Certificate**

## PROGRAMS OF STUDY - Applied Engineering Technology

### 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	MAT	121	Algebra/Trigonometry		3
DFT	119	Basic CAD		2	ELN	152	Fabrication Techniques**		2
EGR	111	Engineer Comp and Careers		3	ELN	229	Industrial Electronics**		4
EGR	125	Applied Software for Technicians**		2	ELN	135	Electronic Circuits**		3
ENG	111	Writing and Inquiry		3	HUM	110	Technology & Society		3
ISC	112	Industrial Safety		2					15
ELC	126	Electrical Computations**		3					
				16					
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
HYD	110	Hydraulics/Pneumatics		3	EGR	285	Design Project**		2
ELC	131	Circuit Analysis I		4	ELN	235	Data Comm Systems**		4
ELC	131A	Circuit Analysis I Lab**		1	BUS	139	Entrepreneurship**		3
ENG	112	Writing/Research in the Disciplines		3	ELN	275	Troubleshooting**		2
ELN	133	Digital Electronics**		4	NET	113	Home Automation Systems**		3
PSY	118	Interpersonal Psychology		3					14
				18					
<b>Summer Term</b>				<b>Credit</b>					
ELC	128	Introduction to PLCs**		3					
ELN	131	Analog Electronics I**		4					
ATR	112	Intro to Automation		3					
				10					

#### Minimum Semester Hours **73**

\* \*\*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**

## PROGRAMS OF STUDY - Applied Engineering Technology

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

			<b>Credit</b>
ACA	115	Success and Study Skills	1
NET	113	Home Automation Systems	3
EGR	111	Engineer Comp and Careers	3
EGR	120	Engineering & Graphics	3
ELC	117	Motors and Controls	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ENG	111	Writing and Inquiry	3
ISC	112	Industrial Safety	2
ELN	133	Digital Electronics	4
ELN	131	Analog Electronics I	4
ELN	152	Fabrication Techniques	2
ELN	235	Data Communication Systems	4
MAT	121	Algebra/Trigonometry	3
DFT	119	Basic CAD	2
HYD	110	Hydraulics/Pneumatics I	3
<b>Minimum Semester Hours</b>			<b>46</b>

**AWARD: Diploma**

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

			<b>Credit</b>
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
<b>Minimum Semester Hours</b>			<b>14</b>

**AWARD: Certificate**

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

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

**AWARD: Certificate**

## PROGRAMS OF STUDY - Applied Engineering Technology

### 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

<b>Fall Semester First Year</b>				<b>Fall Semester Second Year</b>			
				<b>Credit</b>			
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	ELC	113	Residential Wiring**	4
EGR	125	Applied Software for Technicians**	2	ELN	131	Analog Electronics I**	4
ENG	111	Writing and Inquiry	3	DFT	119	Basic CAD	2
ISC	112	Industrial Safety	2	HUM	110	Technology & Society	3
BPR	111	Print Reading**	2				18
MNT	165	Mechanical Industrial Systems**	2				
			18	<b>Spring Semester Second Year</b>			
				<b>Credit</b>			
				PSY	118	Interpersonal Psychology	3
				EGR	285	Design Project**	2
				MNT	240	Ind Eq Troubleshooting**	2
				ELC	128	Intro to PLCs**	3
				ELC	117	Motors and Controls	4
				MAC	124	CNC Milling**	2
				WLD	112	Basic Welding Processes**	2
							18
				<b>Minimum Semester Hours</b>			
							<b>75</b>
				* <i>Specialty Major Hours—Choose a minimum of 33 hours from a list.</i>			
				*** <i>Foreign Language courses may not be used as a humanities/fine arts elective for this program of study.</i>			
				<b>AWARD: Associate in Applied Science Degree</b>			
<b>Spring Semester First Year</b>				<b>Summer Term</b>			
				<b>Credit</b>			
HYD	110	Hydraulics/Pneumatics I	3	AHR	110	Intro to Refrigeration**	5
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				
			16				

## PROGRAMS OF STUDY - Applied Engineering Technology

### APPLIED ENGINEERING TECHNOLOGY - D40130IS

#### Diploma - INDUSTRIAL SYSTEMS

##### Course Requirements

<b>Fall Semester</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
EGR	125	Appl Software for Tech	2
DFT	119	Basic CAD	2
BPR	111	Print Reading	2
ENG	111	Writing and Inquiry	3
ISC	112	Industrial Safety	2
MEC	111	Machine Processes I	3
ATR	112	Intro to Automation	3
MNT	165	Mechanical Industrial Systems	2
			<b>20</b>

<b>Spring Semester</b>			<b>Credit</b>
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
HYD	110	Hydraulics & Pneumatics	3
WLD	112	Basic Welding Processes	2
MEC	112	Machine Processes II	3
MAC	121	Intro to CNC	2
MAT	121	Algebra/Trigonometry I	3
			<b>18</b>

<b>Summer Term</b>			<b>Credit</b>
AHR	110	Intro to Refrigeration	5
ELC	117	Motors and Controls	4
			<b>9</b>

**Minimum Semester Hours 47**

**AWARD: Diploma**

### APPLIED ENGINEERING TECHNOLOGY - C40130EM

#### Certificate - EQUIPMENT MAINTENANCE

##### Course Requirements

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

**AWARD: Certificate**

### APPLIED ENGINEERING TECHNOLOGY - C40130HV

#### Certificate - HEATING, VENTILATION AND AIR CONDITIONING

##### Course Requirements

			<b>Credit</b>
AHR	110	Intro to Refrigeration	5
ELC	117	Motors and Controls	4
ELC	113	Basic Wiring I	4
<b>Minimum Semester Hours</b>			<b>13</b>

**AWARD: Certificate**

### APPLIED ENGINEERING TECHNOLOGY - C40130IA

#### Certificate - INDUSTRIAL ELECTRONIC SYSTEMS

##### Course Requirements

			<b>Credit</b>
ELC	126	Electrical Computations	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELN	131	Analog Electronics I <b>or</b>	4
ELN	133	Digital Electronics	
ELN	229	Industrial Electronics	4
<b>Minimum Semester Hours</b>			<b>16</b>

**Minimum Semester Hours 16**

**AWARD: Certificate**

### APPLIED ENGINEERING TECHNOLOGY - C40130IB

#### Certificate - INDUSTRIAL ELECTRICAL SYSTEMS

##### Course Requirements

			<b>Credit</b>
ELC	113	Basic Wiring I	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	117	Motors and Controls	4
ELC	118	National Electric Code	2
<b>Minimum Semester Hours</b>			<b>15</b>

**Minimum Semester Hours 15**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Applied Engineering Technology

### APPLIED ENGINEERING TECHNOLOGY - C40130MS

#### Certificate - MACHINE SHOP

##### Course Requirements

			<b>Credit</b>
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
<b>Minimum Semester Hours</b>			<b>14</b>

**AWARD: Certificate**

### APPLIED ENGINEERING TECHNOLOGY - C40130PL

#### Certificate - PLC CONTROL SYSTEMS

##### Course Requirements

			<b>Credit</b>
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
<b>Minimum Semester Hours</b>			<b>16</b>

**AWARD: Certificate**

## PROGRAMS OF STUDY - Applied Engineering Technology

### 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	MAT	121	Algebra/Trigonometry		3
EGR	111	Engineer Comp and Careers		3	MAC	122	CNC Turning**		2
EGR	125	Applied Software for Technicians**		2	MEC	112	Machine Processes II**		3
ENG	111	Writing and Inquiry		3	HUM	110	Technology & Society		3
ISC	112	Industrial Safety		2	DFT	119	Basic CAD		2
MEC	111	Machine Processes I**		3	ELN	131	Analog Electronics I**		4
MNT	165	Mechanical Industrial Systems**		2					17
				16					
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
HYD	110	Hydraulics/Pneumatics I		3	PSY	118	Interpersonal Psychology		3
ELC	131	Circuit Analysis I		4	EGR	285	Design Project**		2
ELC	131A	Circuit Analysis I Lab**		1	MEC	110	Intro to CAD/CAM**		2
ENG	112	Writing/Research in the Disciplines		3	MAC	124	CNC Milling**		2
MAC	121	Intro to CNC**		2	DFT	121	Intro to GD&T**		2
ISC	212	Intro to Metrology**		2	ELC	117	Motors and Controls		4
BPR	111	Blueprint Reading**		2	WLD	112	Basic Welding Processes**		2
				17					17
					<b>Minimum Semester Hours</b>				<b>73</b>
					**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.				
					<b>AWARD: Associate in Applied Science Degree</b>				
<b>Summer Term</b>				<b>Credit</b>					
ELC	128	Introduction to PLC**		3					
ATR	112	Intro to Automation		3					
				6					

## PROGRAMS OF STUDY - Applied Engineering Technology

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

			<i>Credit</i>
ACA	115	Success and Study Skills	1
DFT	119	Basic CAD	2
BPR	111	Print Reading	2
EGR	111	Engineer Comp and Careers	3
EGR	125	Appl Software for Tech	2
ELC	117	Motors and Controls	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	228	PLC Applications	4
MNT	110	Intro to Maintenance Procedures	2
ENG	111	Writing and Inquiry	3
ELN	131	Analog Electronics I	4
ISC	112	Industrial Safety	2
MAT	121	Algebra/Trigonometry	3
MEC	110	Intro to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	112	Machine Processes II	3
HYD	110	Hydraulics/Pneumatics I	3
<b>Minimum Semester Hours</b>			<b>48</b>

**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
<b>Minimum Semester Hours</b>			<b>18</b>

**AWARD: Certificate**



## PROGRAMS OF STUDY - Applied Engineering Technology

### APPLIED ENGINEERING TECHNOLOGY - A40130DD SPECIALTY - 3D 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

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
ACA	115	Success and Study Skills	1	EGR	120	Eng Graphics and Design**	3		
DFT	119	Basic CAD	2	DFT	152	CAD II**	3		
EGR	111	Engineer Comp and Careers	3	MEC	180	Engineering Materials**	3		
ENG	111	Writing and Inquiry	3	MEC	110	Intro to CAD/CAM**	2		
MAT	121	Algebra/Trigonometry I	3	DDF	211	Design Process I**	4		
HUM	110	Technology & Society	3	DFT	154	Intro to Solid Modeling**	3		
ISC	112	Industrial Safety	2	DFT	121	Intro to GD&T**	2		
			17				20		
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
HYD	110	Hydraulics/Pneumatics I	3	EGR	285	Design Project**	2		
ELC	131	Circuit Analysis I	4	DFT	254	Intermediate Solid Model/Rendering**	3		
ELC	131A	Circuit Analysis I Lab**	1	DFT	189	Emerging Tech in CAD**	2		
ENG	112	Writing/Research in the Disciplines	3	ELC	117	Motors and Controls	4		
MEC	130	Mechanisms**	3	MEC	111	Machine Processes I**	3		
PSY	118	Interpersonal Psychology	3	ISC	212	Metrology**	2		
			17				16		
Summer Term				Credit					
ATR	112	Intro to Automation	3						
DFT	151	CAD I**	3						
			6						

#### Minimum Semester Hours **76**

\*\*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**

## PROGRAMS OF STUDY - Applied Engineering Technology

### APPLIED ENGINEERING TECHNOLOGY - D40130DD

#### Diploma - 3D DESIGN TECHNOLOGY

##### Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry	3
ISC	112	Industrial Safety	2
DFT	121	Intro to GD&T	2
DFT	154	Intro to Solid Modeling	3
MAT	121	Algebra/Trigonometry I	3
HYD	110	Hydraulics/Pneumatics I	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
MEC	110	Intro to CAD/CAM	2
MEC	180	Engineering Materials	3
MEC	130	Mechanisms	3
DFT	254	Intermediate Solid Model/Rendering	3
ISC	212	Metrology	2
ATR	112	Intro to Automation	3
<b>Minimum Semester Hours</b>			<b>43</b>

**AWARD: Diploma**

### APPLIED ENGINEERING TECHNOLOGY - C40130DD

#### Certificate - 3D DESIGN TECHNOLOGY

##### Course Requirements

			<b>Credit</b>
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
<b>Minimum Semester Hours</b>			<b>16</b>

**AWARD: Certificate**

# PROGRAMS OF STUDY - Applied Engineering Technology

## 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

Fall Semester First Year				Credit
ACA	115	Success and Study Skills	1	
DFT	119	Basic CAD	2	
EGR	111	Engineer Comp and Careers	3	
EGR	125	Applied Software for Technicians**	2	
ENG	111	Writing and Inquiry	3	
ISC	112	Industrial Safety	2	
MAT	121	Algebra/Trigonometry I	3	
HUM	110	Technology & Society	3	
			19	

Spring Semester First Year				Credit
PSY	118	Interpersonal Psychology	3	
ELC	131	Circuit Analysis I	4	
ELC	131A	Circuit Analysis I Lab**	1	
ENG	112	Writing/Research in the Disciplines	3	
ELN	133	Digital Electronics**	4	
ELC	117	Motors and Controls	4	
			19	

Summer Term				Credit
ATR	112	Intro to Automation	3	
ELC	128	Introduction to PLCs**	3	
			6	

Fall Semester Second Year				Credit
ELC	228	PLC Applications**	4	
ELN	131	Analog Electronics I**	4	
ATR	280	Robotic Fundamentals**	4	
ATR	215	Sensors and Transducers**	3	
			15	

Spring Semester Second Year				Credit
EGR	285	Design Project**	2	
ATR	211	Robot Programming**	3	
ATR	219	Automation Troubleshooting**	2	
ATR	281	Automation Manufacturing**	4	
HYD	110	Hydraulics/Pneumatics I	3	
WLD	112	Basic Welding Processes**	2	
			16	

**Minimum Semester Hours 75**

\* \*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**

## PROGRAMS OF STUDY - Applied Engineering Technology

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

			<b>Credit</b>
ACA	115	Success and Study Skills	1
EGR	111	Eng Comp and Careers	3
DFT	119	Basic CAD	2
MAT	121	Algebra/Trigonometry	3
HYD	110	Hydraulics/Pneumatics I	3
ENG	111	Writing and Inquiry	3
ISC	112	Industrial Safety	2
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
ELC	128	Introduction to PLCs	3
ATR	112	Intro to Automation	3
ATR	215	Sensors and Transducers	3
ATR	211	Robot Programming	3
ATR	219	Automation Troubleshooting	2
<b>Minimum Semester Hours</b>			<b>44</b>

**AWARD: Diploma**

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

			<b>Credit</b>
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
<b>Minimum Semester Hours</b>			<b>15</b>

**AWARD: Certificate**

## PROGRAMS OF STUDY - Architectural Technology

### **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:**

- Use drafting conventions including symbols, lines types, line weights and dimension styles as applicable to the design profession.
- 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.
- Demonstrate skill and proficiency in computer-aided drafting and design by showing technical mastery in the use of industry-related computer technology and software. Graduates will have the opportunity to become a certified Autodesk User.
- Describe the impact the site has on the design and construction of buildings.

### **2+2 Transfer Opportunities:**

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

## PROGRAMS OF STUDY - Architectural Technology

### 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

<b>Fall Semester First Year</b>				<b>Fall Semester Second Year</b>			
			<b>Credit</b>				<b>Credit</b>
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	Construction Materials and Methods	4	CST	211	Construction Surveying <b>or</b>	3
ARC	114	Architectural CAD	2	LAR	111	Intro to Landscape Arc Tech <b>or</b>	
ARC	114A	Architectural CAD Lab	1	LAR	113	Res Landscape Design <b>or</b>	
ENG	111	Writing and Inquiry	3	LAR	211	Commercial Site Design	
BPR	130	Print Reading-Construction	3	HUM	110	Technology & Society	3
			17				13
<b>Spring Semester First Year</b>				<b>Spring Semester Second Year</b>			
			<b>Credit</b>				<b>Credit</b>
CMT	120	Codes and Inspections	3	ARC	221	3D Architectural CAD	3
ARC	113	Residential Architectural Technology	3	ARC	213	Design Project	4
ARC	220	Advanced Architectural CAD	2	ARC	240	Site Planning	3
ARC	264	Digital Architectural	2	ARC	141	Elementary Structure for Arch	4
SST	140	Green Building and Design	3	ARC	132	Specs and Contracts	2
MAT	121	Algebra and Trigonometry	3	PSY	118	Interpersonal Psychology	3
			16				19
							<b>71</b>
<b>Summer Term First Year</b>				<b>Minimum Semester Hours</b>			
			<b>Credit</b>	<b>AWARD: Associate in Applied Science Degree</b>			
ENG	112	Writing/Research in the Disciplines	3				
ARC	211	Light Construction	3				
			6				

## PROGRAMS OF STUDY - Architectural Technology

### ARCHITECTURE TECHNOLOGY-D40100 Diploma - ARCHITECTURE TECHNOLOGY Course Requirements

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

**AWARD: Diploma**

### ARCHITECTURE TECHNOLOGY - D40100LA Diploma - LANDSCAPE ARCHITECTURE Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
LAR	111	Intro to Landscape Arc Tech	3
BPR	130	Print Reading-Construction	3
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural CAD	2
ARC	220	Advanced Architectural CAD	2
ARC	221	3D Architecture CAD	3
ARC	240	Site Planning	3
ENG	111	Writing and Inquiry	3
LAR	113	Res Landscape Design	3
LAR	211	Commercial Site Design	3
MAT	121	Algebra and Trigonometry	3
SST	140	Green Building and Design	3
<b>Minimum Semester Hours</b>			<b>36</b>

**AWARD: Diploma**

### ARCHITECTURE TECHNOLOGY-C40100CT Certificate - CAD TECHNIQUES Course Requirements

			<b>Credit</b>
ARC	114	Architectural CAD	2
ARC	114A	Architectural CAD Lab	1
ARC	220	Advanced Architecture CAD	2
ARC	264	Digital Architecture	2
ARC	221	3D Architecture CAD	3
BPR	130	Print Reading-Construction	3
<b>Minimum Semester Hours</b>			<b>13</b>

**AWARD: Certificate**

### ARCHITECTURE TECHNOLOGY-C40100LA Certificate - LANDSCAPE ARCHITECTURE Course Requirements

			<b>Credit</b>
ARC	111	Intro to Architectural Technology	3
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural CAD	2
ARC	213	Design Project	4
ARC	220	Advanced Architectural CAD	2
BPR	130	Print Reading-Construction	3
<b>Minimum Semester Hours</b>			<b>18</b>

**AWARD: Certificate**

## PROGRAMS OF STUDY - Associate Degree Nursing

### ASSOCIATE DEGREE NURSING - A45110

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

#### Course Requirements

Fall Semester First Year					Fall Semester Second Year				
			Clinical	Credit					Credit
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 Discipline	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					

Spring Semester First Year					Spring Semester Second Year				
				Credit					Credit
NUR	112	Health-Illness Concepts	6	5	NUR	213	Complex Health Concepts	15	10
NUR	212	Health Systems Concepts	6	5	COM	231	Public Speaking	0	3
BIO	166	Anatomy and Physiology II	0	4				15	33
PSY	281	Abnormal Psychology	0	3					
			12	17					
									<b>73</b>

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

**AWARD: Associate in Applied Science Degree**

Summer Term First Year				
				Credit
NUR	114	Holistic Health Concepts	6	5
PSY	241	Developmental Psychology	0	3
			6	8



## PROGRAMS OF STUDY - Automotive Systems Technology

### 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.

## PROGRAMS OF STUDY - Automotive Systems Technology

### 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

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
ACA	115	Success and Study Skills		1	AUT	163	Advanced Auto Electricity		3
AUT	116	Engine Repair		3	AUT	163A	Advanced 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/Transaxles Lab*		1
TRN	170	PC Skills for Transp		2	ENG	116	Tech Report Writing <b>or</b>		3
TRN	180	Basic Welding for Transp		3	ENG	114	Pro Research & Report Writing		
				17	PSY	118	Interpersonal Psychology		3
									18
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
AUT	141	Suspension and Steering Systems		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	Advanced Engine Performance		3
AUT	181	Engine Performance I		3	TRN	145	Advanced Transp Electronics		3
AUT	181A	Engine Performance I Lab*		1	HUM	110	Technology & Society		3
ENG	111	Writing and Inquiry		3					15
MAT	110	Math Measurement & Literacy		3					
				18					
									<b>75</b>
Summer Term First Year				Credit	<b>Minimum Semester Hours</b>				
TRN	130	Intro to Sustainable Transp		3	<i>*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.</i>				
TRN	140	Transp Climate Control		2	<i>** Foreign language courses may not be used as a humanities/fine arts elective for this program of study.</i>				
TRN	140A	Transp Climate Control Lab		2	<b>AWARD: Associate in Applied Science Degree</b>				
				7					

## PROGRAMS OF STUDY - Automotive Systems Technology

### AUTOMOTIVE SYSTEMS TECHNOLOGY - D60160

#### Diploma - AUTOMOTIVE SYSTEMS TECHNOLOGY

##### Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
AUT	116	Engine Repair	3
AUT	116A	Engine Repair Lab	1
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
TRN	170	PC Skills for Transp	2
TRN	180	Basic Welding for Transp	3
AUT	141	Suspension and Steering Systems	3
AUT	141A	Suspension and Steering Lab*	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab*	1
AUT	181	Engine Performance I	3
AUT	181A	Engine Performance I Lab*	1
ENG	111	Writing and Inquiry** <b>or</b>	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**

\*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: Diploma**

### AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160BT

#### Certificate - BASIC TRANSPORTATION

##### Course Requirements

			<b>Credit</b>
TRN	110	Intro to Transport Tech	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

			<b>Credit</b>
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

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

**Minimum Semester Hours** **13**

**AWARD: Certificate**

### AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160EP

#### Certificate - ENGINE PERFORMANCE

##### Course Requirements

			<b>Credit</b>
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

			<b>Credit</b>
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**

## PROGRAMS OF STUDY - Automotive Systems Technology

### **AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160CC**

#### **Certificate -TRANSPORTATION CLIMATE CONTROL**

#### **Course Requirements**

			<b>Credit</b>
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
TRN	170	PC Skills for Transp	2
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab	2

**Minimum Semester Hours** **13**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Baking and Pastry Arts

### BAKING AND PASTRY ARTS - A55130

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 and 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.

### Associate Degree

#### Course Requirements

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
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
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
CUL	260	Baking II		3	BPA	240	Plated Desserts		3
CUL	170	Garde Manger I		3	BPA	250	Dessert and Bread Production		5
ENG	112	Writing/Research in the Discipline		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 <b>or</b>		3	WBL	121	Work-Based Learning II**		1
MAT	143	Quantitative Literacy							15
				16					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**

## PROGRAMS OF STUDY - Baking and Pastry Arts

### BAKING AND PASTRY ARTS - D55130

#### Diploma

#### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	111	Writing and Inquiry	3
			14

<b>Spring Semester First Year</b>			<b>Credit</b>
BPA	150	Artisan and Specialty Breads	4
CUL	260	Baking II	3
MAT	110	Math Measurement & Literacy <b>or</b>	3
MAT	143	Quantitative Literacy	
CIS	110	Introduction to Computers	3
WBL	111	Work-Based Learning I	1
			14

<b>Fall Semester Second Year</b>			<b>Credit</b>
BPA	210	Cake Design and Decoration	3
BPA	130	European Cakes and Tortes	3
HRM	220	Cost Control-Food and Beverage	3
CUL	280	Pastry and Confections	3
WBL	121	Work-Based Learning II**	1
			13

<b>Spring Semester Second Year</b>			<b>Credit</b>
BPA	250	Dessert and Bread Production	5
<b>Minimum Semester Hours</b>			<b>46</b>

*\*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**

## PROGRAMS OF STUDY - Basic Law Enforcement Training

### **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 693-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:

### **Program Learning Outcomes**

1. 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.
2. Patrol Duties Knowledge: Cadets in the BLET program will demonstrate their knowledge of police/sheriff patrol duties through written examinations and scenario based exercises.
3. 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.
4. Investigation Knowledge: Cadets in the BLET program will demonstrate their knowledge of police/sheriff investigative matters through written examinations and scenario based exercises.
5. Practical Application Knowledge: Cadets in the BLET program will demonstrate their practical application knowledge written examinations and hands-on demonstration of learned skills.
6. Sheriff Specific Knowledge: Cadets in the BLET program will demonstrate their knowledge of sheriff specific matters through written examinations and scenario based exercises.

## PROGRAMS OF STUDY - Basic Law Enforcement Training

### BASIC LAW ENFORCEMENT TRAINING - C55120

#### Course Requirements

			<b>Credit</b>
CJC	100	Basic Law Enforcement Training	19

<b>Subject</b>	<b>Contact</b>
<b>Legal</b>	
Motor Vehicle Law	20
Preparing for Court and Testifying in Court	12
Elements of Criminal Law	24
Juvenile Laws and Procedures	12
Arrest, Search and Seizure/Const. Law	28
ABC Laws and Procedure	4
<b>Patrol Duties</b>	
Techniques of Traffic Law Enforcement	32
Explosives and Hazardous Materials Emergencies	12
Traffic Crash Investigation	20
In-Custody Transportation	8
Crowd Management	12
Patrol Techniques	32
Law Enforce. Radio Procedures & Info. Systems	8
Anti Terrorism	4
Rapid Deployment	12
<b>Communications</b>	
Dealing with Victims and the Public	10
Domestic Violence Response	16
Ethics for Professional Law Enforcement	4
Ind. with Mental Illness and Mental Retardation	8
Crime Prevention Techniques	6
Comm. Skills for Law Enforcement Officers	8

<b>Subject</b>	<b>Contact</b>
<b>Investigation</b>	
Fingerprinting and Photographing Arrestees	6
Field Note-Taking and Report Writing	16
Criminal Investigation	42
Interviews: Field and In-Custody	24
Controlled Substances	12
Human Trafficking	2
<b>Practical Applications</b>	
First Responder	32
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	65
Subject Control Arrest Techniques	44
<b>Sheriff-Specific</b>	
Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6
<b>Miscellaneous</b>	
Course Orientation	4
Testing	32
<b>Total Contact Hours:</b>	<b>693</b>
<b>Total Hours:</b>	<b>19</b>

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

**AWARD: Certificate**



## PROGRAMS OF STUDY - Building Construction Technology

### **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:**

- Show competency through simulated or live construction projects in the following areas: masonry, insulation, site preparation, roofing, plumbing, electrical wiring, material quality estimating.
- Perform residential construction skills based on recognized building codes (both local and state residential builders' code).
- Demonstrate basic drafting proficiency, including the ability to use industry-standard computer software to generate 2D drawings.
- Perform and demonstrate skills in calculating, planning, and constructing/framing residential rafters, roof trusses, doors, and windows.

### **2+2 Transfer Opportunities:**

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

## PROGRAMS OF STUDY - Building Construction Technology

### 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	CST	241	Planning and Estimating I		3
ARC	112	Construction 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		3	ENG	112	Writing/Research in the Disciplines		3
BPR	130	Print Reading-Construction		3	PLU	111	Intro to Basic Plumbing		2
				21	MAS	140	Introduction to Masonry		2
									19
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
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
PSY	118	Interpersonal Psychology		3	SST	140	Green Building & Design Concepts		3
MAT	121	Algebra and Trigonometry		3					14
				20					
									<b>74</b>
									<b>Minimum Semester Hours</b>
									<b>AWARD: Associate in Applied Science Degree</b>

# PROGRAMS OF STUDY - Building Construction Technology

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

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

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

**Minimum Semester Hours 40**

**AWARD: Diploma**

**BUILDING CONSTRUCTION TECHNOLOGY-C35140CA**  
**Certificate - CARPENTRY**  
**Course Requirements**

			<b>Credit</b>
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**

			<b>Credit</b>
ARC	112	Construction and Methods	4
BPR	130	Print Reading-Construction	3
CMT	120	Codes and Inspections	3
CST	241	Planning/Estimating I	3
CST	242	Planning/Estimating II	4

**Minimum Semester Hours 17**

**AWARD: Certificate**

**BUILDING CONSTRUCTION TECHNOLOGY - C35140MT**  
**Certificate - CONSTRUCTION MECHANICAL TRADES**  
**Course Requirements**

			<b>Credit</b>
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**

			<b>Credit</b>
ARC	112	Construction Materials and Methods	4
BPR	130	Print Reading-Construction	3
CMT	120	Codes and Inspections	3
SST	140	Green Building & Design Concepts	3
CST	241	Planning/Estimating I	3

**Minimum Semester Hours 16**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Business Administration

### **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 an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. The program will incorporate the competencies and provide students with the opportunities to test for industry-recognized certification exams.

### **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.

# PROGRAMS OF STUDY - Business Administration

## BUSINESS ADMINISTRATION - A25120

### Associate Degree

#### Course Requirements

<b>Fall Semester First Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1
ENG	111	Writing and Inquiry		3
ACC	120	Principles of Financial Accounting		4
BUS	115	Business Law I		3
CIS	110	Introduction to Computers		3
ECO	151	Survey of Economics *or		3
ECO	251	Principles of Microeconomics		
				17

<b>Fall Semester Second Year</b>				<b>Credit</b>
ENG	112	Writing/Research in the Disciplines		3
BUS	225	Business Finance		3
MAT	110	Math Measurement & Literacy <b>or</b>		3
MAT	143	Quantitative Literacy		
MKT	120	Principles of Marketing		3
				Humanities/Fine Arts Elective**
				3
				Elective***
				3
				18

<b>Spring Semester First Year</b>				<b>Credit</b>
ACC	121	Principles of Managerial Accounting		4
BUS	116	Business Law II		3
BUS	153	Human Resource Management		3
CTS	130	Spreadsheet		3
BUS	121	Business Mathematics		3
BUS	110	Introduction to Business		3
				19

<b>Spring Semester Second Year</b>				<b>Credit</b>
BUS	270	Professional Development		3
BUS	137	Principles of Management		3
BUS	240	Business Ethics and Social Problems		3
BUS	260	Business Communications		3
WBL	111	Work-Based Learning I****		1
				Social/Behavioral Elective (PSY 118, PSY 150, or ECO 252)*
				3
				16

**Minimum Semester Hours 70**

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

\*\* Elective to be chosen ART 111, MUS 110, HUM 110, PHI 240. 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, ACC 225, CIS 164, CTI 110, CTS 115, CTS 240, DBA 110, MKT 123, MKT 220, MKT 223, MKT 232, OST 130, and OST 164.

\*\*\*\*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**

## PROGRAMS OF STUDY - Business Administration

### BUSINESS ADMINISTRATION - D25120

#### Diploma

#### Course Requirements

Fall Semester First Year			Credit
ACA	115	Success and Study Skills	1
BUS	115	Business Law I	3
ACC	120	Principles of Financial Accounting	4
ENG	111	Writing and Inquiry	3
MKT	120	Principles of Marketing	3
BUS	110	Introduction to Business	3
ECO	151	Survey of Economics *or	3
ECO	251	Principles of Microeconomics	3
			20

Spring Semester First Year			Credit
ACC	121	Principles of Managerial Accounting	4
BUS	137	Principles of Management	3
BUS	240	Business Ethics	3
CIS	110	Introduction to Computers	3
BUS	260	Business Communication	3
BUS	116	Business Law II	3
		Humanities/Fine Arts Elective**	3
			22

#### Minimum Semester Hours **42**

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

\*\* Elective to be chosen ART 111, MUS 110, HUM 110, PHI 240. Foreign language courses may not be used as a humanities/fine arts elective for this program of study.

#### AWARD: Diploma

### BUSINESS ADMINISTRATION -C25120BI

#### Certificate - BUSINESS INFORMATION SYSTEMS

#### Course Requirements

			Credit
CIS	110	Introduction to Computers	3
CTI	110	Web, Programming, & Database Foundation	3
CTS	115	Information Systems Business Concepts	3
CTS	240	Project Management	3
DBA	110	Database Management	3
MKT	120	Principles of Marketing	3
<b>Minimum Semester Hours</b>			<b>18</b>

#### AWARD: Certificate

### BUSINESS ADMINISTRATION - C25120CR

#### Certificate - CUSTOMER RELATIONS MANAGEMENT

#### Course Requirements

			Credit
DBA	110	Database Management	3
MKT	120	Principles of Marketing	3
MKT	223	Customer Service	3
MKT	232	Social Media Marketing	4
OST	130	Comprehensive Keyboarding*	3
<b>Minimum Semester Hours</b>			<b>16</b>
*Typing placement of 30 wpm or OST 080			
<b>AWARD: Certificate</b>			

## PROGRAMS OF STUDY - Collision Repair and Refinishing Technology

### 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:

- Understand non-structural panel makeup for both steel and aluminum in order to be able to determine damage analysis, repair vs. replace decisions, removal and installation of bolted on parts, proper techniques and use of body filler, trim and hardware usage and repair, glass repair or replacement determinations for both stationary and movable glass.
- Understand non-structural panel makeup for both steel and aluminum in order to be able to determine damage analysis, identify and make proper choices concerning repair of automotive plastics and stationary and movable glass.
- Understand and be able to write auto body repair estimates based on industry standards and understanding of estimation procedure pages and nomenclature for both hand-written and computer generated estimates.
- To be able to identify and make proper choices concerning repair of automotive plastics involving adhesive repair, welding repair or replacement of the damaged part.
- Show an understanding of surface preparation corrosion protection, color theory and detailing.
- Demonstrate knowledge of vehicle construction and frame damage types; the ability to set up a vehicle on a frame machine and then use computerized frame readouts to analyze potential frame damage.
- Demonstrate an understanding and use of shop safety involving Material Safety Data Sheets, product labels, handling of hazardous materials, personal protective equipment, and repair equipment safety.

## PROGRAMS OF STUDY - Collision Repair and Refinishing Technology

### 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

Fall Semester First Year			Credit
ACA	115	Success and Study Skills	1
AUB	111	Painting and Refinishing I	4
AUB	121	Non-Structural Damage I	3
AUB	131	Structural Damage I	4
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
			19

Spring Semester First Year			Credit
AUB	162	Autobody Estimating	2
AUT	141	Suspension and Steering Systems	3
AUT	141A	Suspension and Steering Systems Lab*	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab*	1
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy	3
			16

Summer Term First Year			Credit
AUB	114	Special Finishes	2
AUB	136	Plastics and Adhesives	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab	2
			9

Fall Semester Second Year			Credit
TRN	180	Basic Welding for Transp	3
AUT	163	Advanced Auto Electricity	3
AUT	163A	Advanced Auto Electricity Lab*	1
TRN	170	PC Skills for Transp	2
ENG	116	Tech Report Writing <b>or</b>	3
ENG	114	Professional Research & Report Writing	
PSY	118	Interpersonal Psychology	3
			15

Spring Semester Second Year			Credit
AUB	112	Painting and Refinishing II	4
AUB	122	Non-Structural Damage II	4
AUB	132	Structural Damage II	4
AUB	160	Body Shop Operations	1
HUM	110	Technology & Society	3
			16

#### Minimum Semester Hours

**75**

\**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**



# PROGRAMS OF STUDY - Collision Repair and Refinishing Technology

## COLLISION REPAIR AND REFINISHING TECHNOLOGY - D60130

### Diploma - COLLISION REPAIR & REFINISHING

#### Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
AUB	111	Painting and Refinishing I	4
AUB	121	Non-Structural Damage I	3
AUB	131	Structural Damage I	4
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
AUB	160	Body Shop Operations	1
AUB	162	Autobody Estimating	2
AUT	141	Suspension and Steering Systems	3
AUT	141A	Suspension and Steering Systems Lab*	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab*	1
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy	3
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** **45**

*\*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

			<b>Credit</b>
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

			<b>Credit</b>
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

			<b>Credit</b>
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

			<b>Credit</b>
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**

## PROGRAMS OF STUDY - Computer Technology Integration

### 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)

# PROGRAMS OF STUDY - Computer Technology Integration

## COMPUTER TECHNOLOGY INTEGRATION- A25500G

### SPECIALTY - GAME DEVELOPMENT

This curriculum specializes in practical applications in visual arts, audio/video technology, modeling, design, and game programming. Students will 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	SGD	125	SG Artificial Intelligence		3
CTI	110	Web, Pgm, & Db Foundation		3	SGD	237	Rigging 3D Models		3
CTS	115	Info System Business Concept		3	CTI	289	CTI Capstone Project		3
NOS	110	Operating System Concepts		3			Technical Elective*		1/3
SGD	111	Intro to SGD		3			Social/Behavioral Science Elective		3
SGD	114	3D Modeling I		3					13/15
				16					
					<b>Minimum Semester Hours</b>				<b>65</b>
					* 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.				
					<b>AWARD: Associate in Applied Science Degree</b>				
<b>Spring Semester First Year</b>				<b>Credit</b>					
SGD	116	Graphic Design Tools		3					
SGD	162	SG 3D Animation		3					
SGD	113	SG Programming I		3					
MAT	143	Quantitative Literacy		3					
ENG	111	Writing & Inquiry		3					
		Humanities/Fine Arts Elective		3					
				18					
<b>Fall Semester Second Year</b>				<b>Credit</b>					
CTI	120	Network & Sec Foundation		3					
CTS	120	Hardware/Software Support		3					
SGD	172	Virtual SG Environments		3					
SGD	213	SG Programming II		3					
SGD	214	3D Modeling II		3					
ENG	112	Writing/Research in the Disciplines		3					
				18					

## PROGRAMS OF STUDY - Computer Technology Integration

### COMPUTER TECHNOLOGY INTEGRATION- D25500GC

#### Diploma - GAME CONTENT CREATION

##### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
SGD	111	Intro to SGD	3
SGD	114	3D Modeling I	3
CTI	120	Network & Sec Foundation	3
SGD	172	Virtual SG Environments	3
CTI	110	Web, Pgm, & Db Foundation	3
			16

<b>Spring Semester First Year</b>			<b>Credit</b>
ENG	111	Writing & Inquiry	3
MAT	143	Quantitative Literacy	3
SGD	116	Graphic Design Tools	3
SGD	162	SG 3D Animation	3
		Technical Elective*	3
			15

<b>Fall Semester Second Year</b>			<b>Credit</b>
SGD	214	3D Modeling II	3

<b>Spring Semester Second Year</b>			<b>Credit</b>
SGD	237	Rigging 3D Models	3

**Minimum Semester Hours 37**

\* 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

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
CTS	120	Hardware/Software Support	3
NOS	110	Operating Systems Concepts	3
SGD	111	Intro to SGD	3
SGD	172	Virtual SG Environments	3
			19

<b>Spring Semester First Year</b>			<b>Credit</b>
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3
SGD	113	SG Programming I	3
SGD	125	SG Artificial Intelligence	3
CTI	289	CTI Capstone Project	3
			15

<b>Fall Semester Second Year</b>			<b>Credit</b>
SGD	213	SG Programming II	3

**Minimum Semester Hours 37**

**AWARD: Diploma**

# PROGRAMS OF STUDY - Computer Technology Integration

**COMPUTER TECHNOLOGY INTEGRATION- C25500G**

**Certificate - GAME DESIGN**

**Course Requirements**

**Fall Semester** **Credit**

SGD	111	Intro to SGD	3
SGD	114	3D Modeling I	3
			6

**Spring Semester** **Credit**

SGD	116	Graphic Design Tools	3
SGD	113	SG Programming I	3
			6

**Minimum Semester Hours** **12**

**AWARD: Certificate**

**COMPUTER TECHNOLOGY INTEGRATION-C25500GA**

**Certificate - 3D ANIMATION**

**Course Requirements**

**Fall Semester First Year** **Credit**

SGD	114	3D Modeling I	3
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**Spring Semester First Year** **Credit**

SGD	162	SG 3D Animation	3
SGD	237	Rigging 3D Models	3
			6

**Fall Semester Second Year** **Credit**

SGD	214	3D Modeling II	3
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**Minimum Semester Hours** **12**

**AWARD: Certificate**

**COMPUTER TECHNOLOGY INTEGRATION- C25500GM**

**Certificate - 3D MODELING**

**Course Requirements**

**Fall Semester First Year** **Credit**

SGD	114	3D Modeling I	3
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**Spring Semester First Year** **Credit**

SGD	116	Graphic Design Tools	3
SGD	162	SG 3D Animation	3
			6

**Fall Semester Second Year** **Credit**

SGD	214	3D Modeling II	3
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**Minimum Semester Hours** **12**

**AWARD: Certificate**

**COMPUTER TECHNOLOGY INTEGRATION- C25500GP**

**Certificate - GAMING PROGRAMMING**

**Course Requirements**

**Fall Semester First Year** **Credit**

SGD	111	Intro to SGD	3
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**Spring Semester First Year** **Credit**

SGD	113	SG Programming	3
SGD	125	SG Artificial Intelligence	3
			6

**Fall Semester Second Year** **Credit**

SGD	213	SG Programming II	3
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**Minimum Semester Hours** **12**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Computer Technology Integration

### COMPUTER TECHNOLOGY INTEGRATION- C25500VR

#### Certificate - VR ENVIRONMENTS

##### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
SGD	111	Intro to SGD	3
SGD	114	3D Modeling I	3
			6

<b>Spring Semester First Year</b>			<b>Credit</b>
SGD	113	SG Programming	3

<b>Fall Semester Second Year</b>			<b>Credit</b>
SGD	172	Virtual SG Environments	3

**Minimum Semester Hours** **12**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Computer Technology Integration

### 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

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

\* 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**

## PROGRAMS OF STUDY - Computer Technology Integration

### COMPUTER TECHNOLOGY INTEGRATION- D25500N Diploma - NETWORKING TECHNOLOGY Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network and Sec Foundation	3
NOS	110	Operating System Concepts	3
CTS	115	Info System Business Concept	3
CTS	120	Hardware/Software Support	3
CIS	110	Intro to Computers	3
			19

<b>Spring Semester First Year</b>			<b>Credit</b>
ENG	111	Writing & Inquiry	3
NET	125	Network Basics	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
		Technical Elective*	3
		Humanities/Fine Arts Elective	3
			18

**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

<b>Fall Semester First Year</b>			<b>Credit</b>
CTI	120	Network and Sec Foundation	3

<b>Spring Semester First Year</b>			<b>Credit</b>
NET	125	Networking Basics	3

<b>Fall Semester Second Year</b>			<b>Credit</b>
NET	126	Routing Basics	3

<b>Spring Semester Second Year</b>			<b>Credit</b>
NET	225	Routing and Switching !	3

**Minimum Semester Hours 12**

**AWARD: Certificate**

### COMPUTER TECHNOLOGY INTEGRATION- C25500S Certificate - NETWORKING SECURITY Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
CTI	120	Network and Sec Foundation	3

<b>Spring Semester First Year</b>			<b>Credit</b>
NET	125	Networking Basics	3

<b>Fall Semester Second Year</b>			<b>Credit</b>
NET	126	Routing Basics	3

<b>Spring Semester Second Year</b>			<b>Credit</b>
ITN	150	Internet Protocols	3
NET	225	Routing and Switching !	3
			6

**Minimum Semester Hours 15**

**AWARD: Certificate**

### COMPUTER TECHNOLOGY INTEGRATION- C25500CC Certificate - CYBER CRIME Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
CTI	120	Network and Sec Foundation	3
CCT	240	Data Recovery Techniques	3
			6

<b>Spring Semester First Year</b>			<b>Credit</b>
CCT	121	Computer Crime Investigations	4
CCT	241	Advanced Data Recovery Techniques	3
			7

**Minimum Semester Hours 13**

**AWARD: Certificate**



## PROGRAMS OF STUDY - Computer Technology Integration

### 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

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
ACA	115	Success and Study Skills		1	CTS	120	Hardware/Software Support		3
CTI	110	Web, Pgm, & 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 System Business Concept		3	ENG	112	Writing/Research in the Disciplines		3
CIS	110	Intro to Computers		3			Technical Elective*		3
				16					18

Spring Semester First Year				Credit	Spring Semester Second Year				Credit
ENG	111	Writing & Inquiry		3	DBA	110	Database Concepts		3
NET	125	Network Basics		3	CTI	289	CTI Capstone Project		3
NOS	120	Linux/UNIX Single User		3	MAT	110	Math Measurement & Literacy <b>or</b>		3
CSC	151	JAVA Programming		3	MAT	143	Quantitative Literacy <b>or</b>		
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
									<b>67</b>

#### 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**

## PROGRAMS OF STUDY - Computer Technology Integration

### COMPUTER TECHNOLOGY INTEGRATION- D25500P

#### Diploma - PROGRAMMING

##### Course Requirements

Fall Semester First Year			Credit
ACA	115	Success and Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network and Sec Foundation	3
NOS	110	Operating System Concepts	3
CTS	115	Info System Business Concept	3
CTS	120	Hardware/Software Support	3
CIS	110	Intro to Computers	3
			19

Spring Semester First Year			Credit
ENG	111	Writing & Inquiry	3
NET	125	Network Basics	3
NOS	120	Linux/UNIX Single User	3
CSC	151	JAVA Programming	3
WEB	115	Web Markup and Scripting	3
		Humanities/Fine Arts Elective	3
			18

**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

Fall Semester First Year			Credit
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

Spring Semester First Year			Credit
CSC	151	JAVA Programming	3
WEB	115	Web Markup and Scripting	3
			6

Fall Semester Second Year			Credit
CSC	251	Advanced JAVA Programming	3
WEB	215	Advanced Markup and Scripting	3
			6

**Minimum Semester Hours 12**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Criminal Justice Technology

### 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. Graduates should qualify for employment in entry level fields as a 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.*

## PROGRAMS OF STUDY - Criminal Justice Technology

### CRIMINAL JUSTICE - A55180 Associate Degree Course Requirements

Fall Semester First Year			Credit
ACA	115	Success and Study Skills	1
CIS	110	Intro to Computers	3
CJC	111	Introduction to Criminal Justice	3
CJC	112	Criminology	3
ENG	111	Writing and Inquiry	3
		Elective*	3
			16

Spring Semester First Year			Credit
CJC	121	Law Enforcement Operations <b>or</b>	3
CCT	121	Computer Crime Investigations	4
CJC	132	Court Procedure and Evidence	3
CJC	231	Constitutional Law	3
ENG	112	Writing/Research in the Disciplines <b>or</b>	3
ENG	114	Professional Research and Reporting	
MAT	143	Quantitative Literacy	3
		Humanities/Fine Arts Elective	3
			18/19

Fall Semester Second Year			Credit
CJC	113	Juvenile Justice	3
CJC	131	Criminal Law	3
CJC	141	Corrections	3
CJC	212	Ethics and Comm. Relations	3
PSY	150	General Psychology	3
		Elective*	3
			18

Spring Semester Second Year			Credit
CJC	214	Victimology	3
CJC	215	Organization and Administration	3
CJC	221	Investigative Principles	4
CJC	232	Civil Liability	3
		Elective <b>or</b> WBL-111*	1/3
			14/16

#### Minimum Semester Hours

**66**

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, CTI, HIS, POL, PSY, SOC – SPA, WBL. A maximum of 1 credit hour with WBL prefix.

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

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

**AWARD: Associate in Applied Science Degree**

## PROGRAMS OF STUDY - Criminal Justice Technology

### CRIMINAL JUSTICE TECHNOLOGY - D55180

#### Diploma

#### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
CJC	111	Introduction to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	131	Criminal Law	3
CJC	141	Corrections	3
			19

<b>Spring Semester First Year</b>			<b>Credit</b>
CIS	110	Intro to Computers	3
CJC	121	Law Enforcement Operations	3
CJC	231	Constitutional Law	3
CJC	232	Civil Liability	3
CJC	132	Court Procedure and Evidence	3
MAT	143	Quantitative Literacy	3
CJC	221	Investigative Principles	4
			22

**Minimum Semester Hours 41**

**AWARD: Diploma**

### CRIMINAL JUSTICE TECHNOLOGY - C55180

#### Certificate - CORRECTIONS

#### Course Requirements

			<b>Credit</b>
ENG	111	Writing and Inquiry	3
CIS	110	Intro to Computers	3
CJC	141	Corrections	3
CJC	111	Introduction to Criminal Justice	3
CJC	231	Constitutional Law	3
CJC	112	Criminology	3

**Minimum Semester Hours 18**

**AWARD: Certificate**

**See Computer Technology Integration for Cyber Crime Certificate - C25500CC.**

## PROGRAMS OF STUDY - Culinary Arts

### CULINARY ARTS

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service 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 food service manager.

### Program Learning Outcomes

Graduates of the WCC Culinary Arts 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

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
ACA	115	Success and Study Skills		1	NUT	110	Nutrition		3
CIS	110	Intro 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					
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
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 <b>or</b>		3	CUL	240A	Culinary Skills II Lab		1
BPA	150	Artisan and Specialty Bread		4	HRM	245	Human Resource Mgmt-Hospitality		3
ENG	112	Writing/Research in the Disciplines		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 <b>or</b>		3					15
MAT	143	Quantitative Literacy							
		Humanities/Fine Arts Elective		3					
				19/20					
									<b>66</b>

\*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**

## PROGRAMS OF STUDY - Culinary Arts

### CULINARY ARTS - D55150

#### Diploma

#### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	111	Writing and Inquiry	3
			14

<b>Spring Semester First Year</b>			<b>Credit</b>
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 <b>or</b>	3
MAT	143	Quantitative Literacy	
WBL	111	Work-Based Learning I*	1
			17

<b>Fall Semester Second Year</b>			<b>Credit</b>
CUL	230	Global Cuisines	5
HRM	220	Cost Control-Food and Beverage	3
CUL	270	Garde Manger II	3
WBL	111	Work-Based Learning I**	1
			12

#### Minimum Semester Hours **43**

*\*\*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

<b>Fall Semester First Year</b>			<b>Credit</b>
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
CUL	170	Garde Manger I	3

#### Minimum Semester Hours **13**

#### **AWARD: Certificate**

## PROGRAMS OF STUDY - Dental Assisting

### DENTAL ASSISTING - D45240

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 chair-side 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

### Diploma Course Requirements

Fall Semester					Summer Term				
			Clinical	Credit				Clinical	Credit
DEN	101	Preclinical Procedures	0	7	DEN	107	Clinical Practice II	12	5
DEN	110	Orofacial Anatomy	0	3	PSY	118	Interpersonal Psychology	0	3
DEN	111	Infection/Hazard Control	0	2				12	8
DEN	112	Dental Radiography	0	3	<b>Minimum Semester Hours 47</b>				
ACA	115	Success and Study Skills	0	1	<i>Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, 020 and 030.</i>				
BIO	106	Introduction to Anatomy/ Physiology/Micro	0	3	<i>Accreditation: Commission on Dental Accreditation.</i>				
			0	19	<b>AWARD: Diploma</b>				
Spring Semester									
			Clinical	Credit				Clinical	Credit
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	3					
			12	20					



## PROGRAMS OF STUDY - Diesel and Heavy Equipment Technology

### 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:

- Identify function, read diagrams and manufacturer specifications, inspect, diagnose problems, replace/repair, and service all major components of heavy duty equipment and vehicles.
- Use OSHA standards; demonstrate safety procedures relating to equipment, personal safety, and safety of others.
- Demonstrate use of hand and electronic testing and repair equipment.
- Work independently and in groups to service, complete repairs, test, and maintain heavy duty vehicles to meet industry standards.
- Communicate and document service records. Demonstrate basic competency in use of computers to access repair/replacement data and to document service.

## PROGRAMS OF STUDY - Diesel and Heavy Equipment Technology

### 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>	
ACA	115	Success and Study Skills		1	ENG	116	Technical Report Writing <b>or</b>		3	
HET	110	Diesel Engines		6	ENG	114	Professional 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		3	
				19					15	
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>	
ELN	112	Diesel Electronics System		4	HET	125	Preventive Maintenance		2	
ENG	111	Writing and Inquiry		3	HET	126	Preventive Maintenance Lab		1	
HET	114	Power Trains		5	HET	128	Medium/Heavy Duty Tune-Up		2	
MAT	110	Math Measurement & Literacy		3	HET	230	Air Brakes		2	
				15	PME	211	Advanced Equipment Repair		4	
					HUM	110	Technology & Society		3	
									14	
<b>Summer Term First Year</b>				<b>Credit</b>	<b>Minimum Semester Hours</b>					<b>70</b>
TRN	130	Intro to Sustainable Transp		3	<i>Students must make a satisfactory score on the entry placement test or pass MAT 060 or DMA 010, DMA 020, and DMA 030.</i>					
TRN	140	Transp Climate Control		2	<i>*Work-Based Learning Option: This may include up to 8 shc from WBL course/combination of courses:</i>					
TRN	140A	Transp Climate Control Lab*		2	WBL 111, 112, 121, 122, 131, 132, 211, or 221.					
				7	<i>** Foreign language courses may not be used as a humanities/fine arts elective for this program of study.</i>					

**AWARD: Associate in Applied Science Degree**

## PROGRAMS OF STUDY - Diesel and Heavy Equipment Technology

### DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - D60460

#### Diploma - DIESEL AND HEAVY EQUIPMENT

##### Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
HET	110	Diesel Engines	6
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
TRN	170	PC Skills for Transp	2
TRN	180	Basic Welding for Transp	3
ELN	112	Diesel Electronics System	4
ENG	111	Writing and Inquiry	3
HET	114	Power Trains	5
HET	125	Preventative Maintenance	2
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** **43**

*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

			<b>Credit</b>
HET	110	Diesel Engines	6
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5

**Minimum Semester Hours** **13**

**AWARD: Certificate**

### DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460VM

#### Certificate - VEHICLE MAINTENANCE

##### Course Requirements

			<b>Credit</b>
HET	114	Power Trains	5
HET	125	Preventive Maintenance	2
HET	126	Preventive Maintenance Lab	1
HET	128	Medium/Heavy Duty Tune-Up	2
HET	230	Air Brakes	2

**Minimum Semester Hours** **12**

**AWARD: Certificate**

## PROGRAMS OF STUDY - Early Childhood Education

### EARLY CHILDHOOD EDUCATION - A55220

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.

### Associate Degree

#### Course Requirements

Fall Semester First Year				Credit	Fall Semester Second Year				Credit
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	Education Technology	3		
EDU	144	Child Development I	3			Math Elective (MAT 110 or MAT 143)	3		
PSY	150	General Psychology	3						15
			17						
Spring Semester First Year				Credit	Spring Semester Second Year				Credit
CIS	110	Introduction to Computers	3	ART	111	Art Appreciation <b>or</b>	3		
ENG	112	Writing/Research in the Disciplines <b>or</b>	3	MUS	110	Music Appreciation			
COM	120	Intro to Interpersonal Comm.		EDU	259	Curriculum Planning	3		
EDU	145	Child Development II	3	EDU	280	Language & Literacy Exp.	3		
EDU	146	Child Guidance	3	EDU	284	Early Childhood Capstone	4		
EDU	151	Creative Activities	3			Social/Behavioral Science Elective	3		
EDU	184	Early Child Intro Pract	2						16
			17						
								<b>Minimum Semester Hours</b>	<b>65</b>
								<b>AWARD: Associate in Applied Science Degree</b>	

## PROGRAMS OF STUDY - Early Childhood Education

### EARLY CHILDHOOD EDUCATION – D55220

#### Diploma – EARLY CHILDHOOD Course Requirements

<b>Fall Semester</b>			<b>Credit</b>
ACA	115	Success and Study Skills	1
EDU	119	Intro to Early Childhood Education	4
EDU	131	Child, Family, and Community	3
EDU	144	Child Development I	3
EDU	153	Health, Safety, and Nutrition	3
			14

<b>Spring Semester</b>			<b>Credit</b>
PSY	150	General Psychology	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	184	Early Child Intro Pract	2
			14

<b>Summer Term</b>			<b>Credit</b>
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
EDU	221	Children with Exceptionalities	3
			9

#### **Minimum Semester Hours 37**

Students must make a satisfactory score on the entry placement test or pass DMA 050.

**AWARD: Diploma**

### EARLY CHILDHOOD EDUCATION - C55220

#### Certificate - EARLY CHILDHOOD Course Requirements

			<b>Credit</b>
EDU	119	Intro to Early Childhood Education	4
EDU	131	Child, Family and Community	3
EDU	146	Child Guidance	3
EDU	145	Child Development II	3
EDU	153	Health, Safety and Nutrition	3
EDU	184	Early Child Intro Practicum	2

#### **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.

## PROGRAMS OF STUDY - Infant Toddler Care

### 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

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

**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.*

## PROGRAMS OF STUDY - Emergency Medical Science

### EMERGENCY MEDICAL SCIENCE - A45340

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.

Note: Emergency Medical Science (EMS) credit is given to those who have passed and hold current National Registry of Emergency Medical Technicians (NREMT) - Paramedic Certification, or the North Carolina Office of Emergency Medical Science Emergency Medical Technicians - Paramedic Certification. Applicants must provide proof of current certification with the respective registry, and documentation of 1000 hours of Paramedic work experience. Students admitted to the EMS Bridge Program must meet all pre-requisites. Students who meet the above requirements will receive equivalent curriculum credit for the following: EMS, 110, 122, 130, 131, 150, 160, 220, 221, 231, 240, 241, 250, 260, 270. EMS Bridge students will also be required to take EMS 140, EMS 235 and EMS 285 in addition to the other listed courses.

### Program Learning Outcomes

Graduates of the WCC Emergency Medical Service Program will:

- Outcomes TBD

### Associate Degree Course Requirements

<b>Fall Semester First Year</b>					<b>Fall Semester Second Year</b>				
			<b>Clinical</b>	<b>Credit</b>				<b>Clinical</b>	<b>Credit</b>
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	Emergency Vehicles and EMS Comm	0	2	EMS	260	Trauma Emergencies	0	2
MED	120	Survey of Medical Terminology	0	2	PSY	150	General Psychology	0	3
			0	17	HUM		Humanities/Fine Arts Elective*	0	3
								9	18
<b>Spring Semester First Year</b>					<b>Spring Semester Second Year</b>				
			<b>Clinical</b>	<b>Credit</b>				<b>Clinical</b>	<b>Credit</b>
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 <b>or</b>	0	3
EMS	140	Rescue Scene Management	0	2	COM	231	Public Speaking		
			3	16				12	14
<b>Summer Term First Year</b>					<b>Minimum Semester Hours</b>				
			<b>Clinical</b>	<b>Credit</b>					
EMS	160	Cardiology I	0	2					
EMS	221	EMS Clinical Practicum II	6	2					
			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**

## PROGRAMS OF STUDY - Horticulture Science Technology

### 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



# PROGRAMS OF STUDY - Horticulture Science Technology

## 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

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
ACA	115	Success and Study Skills		1	ENG	112	Writing/Research in the Disciplines <b>or</b>		3
ENG	111	Writing and Inquiry		3	ENG	114	Pro Research & Report Writing <b>or</b>		
HOR	114	Landscape Construction		3	ENG	116	Technical Report Writing		
HOR	160	Plant Materials I		3	HOR	225	Nursery Production		3
HOR	162	Applied Plant Science		3	HOR	170	Horticulture Computer Applications		2
HOR	168	Plant Propagation		3	HOR	161	Plant Materials II		3
LSG	121	Fall Gardening Lab <b>or</b>		2	HOR	253	Horticulture Turfgrass		3
WBL		Work-Based Learning			PSY	118	Interpersonal Psychology		3
		111, 112, 121, 122, 131, 132, 211		18					17
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
BIO	140	Environmental Biology <b>or</b>		3	HOR	142	Fruit and Vegetable Production		2
MAT	110	Math Measurement & Literacy			HOR	245	Horticulture Specialty Crops		3
HOR	134	Greenhouse Operations		3	HOR	235	Greenhouse Production		3
AGR	139	Intro to Sustainable Agriculture		3	HOR	265	Advanced Plant Materials		2
HOR	164	Horticulture Pest Management		3	HOR	273	Horticulture Management and Marketing		3
LSG	122	Spring Gardening Lab <b>or</b>		2	HUM	110	Technology & Society		3
WBL		Work-Based Learning							16
		111, 112, 121, 122, 131, 132, 211							<b>73</b>
TRF	151	Introduction to Landscape Design		3	<b>Minimum Semester Hours</b>				<b>73</b>
				17	<i>**Foreign language courses may not be used as a humanities/fine arts elective for this program of study.</i>				
<b>AWARD: Associate in Applied Science Degree</b>									
<b>Summer Term First Year</b>				<b>Credit</b>					
WBL		Work-Based Learning		2					
		111, 112, 121, 122, 131, 132, 211 <b>or</b>							
TRF	152	Landscape Maintenance		3					
HOR	166	Soils and Fertilizers		3					
				5/6					

## PROGRAMS OF STUDY - Horticulture Science Technology

### HORTICULTURE TECHNOLOGY - D15240 Diploma - HORTICULTURE TECHNOLOGY Course Requirements

			<b>Credit</b>
ACA	115	Success and Study Skills	1
HOR	114	Landscape Construction	3
HOR	160	Plant Materials I	3
HOR	162	Applied Plant Science	3
HOR	168	Plant Propagation	3
LSG	121	Fall Gardening Lab <b>or</b>	2
WBL		Work-Based Learning 111, 112, 121, 122, 131, 132, 211	
ENG	110	Freshman Composition <b>or</b>	3
ENG	111	Writing and Inquiry	
HOR	134	Greenhouse Operations	3
HOR	164	Horticulture Pest Management	3
LSG	122	Spring Gardening Lab <b>or</b>	2
WBL		Work-Based Learning 111, 112, 121, 122, 131, 132, 211	
AGR	139	Intro to Sustainable Agriculture	3
TRF	151	Introduction to Landscape Design	3
HOR	166	Soils and Fertilizers	3
MAT	110	Math Measurement & Literacy	3
TRF	152	Landscape Maintenance <b>or</b>	3
WBL		Work-Based Learning 111, 112, 121, 122, 131, 132, 211	

**Minimum Semester Hours** **41**

**Award: Diploma**

### HORTICULTURE TECHNOLOGY - C15240BC Certificate - BASIC HORTICULTURE Course Requirements

			<b>Credit</b>
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

			<b>Credit</b>
HOR	114	Landscape Construction	3
HOR	162	Applied Plant Science	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** **17**

**Award: Certificate**

### HORTICULTURE TECHNOLOGY - C15240LT Certificate - LANDSCAPE TECHNIQUES Course Requirements

			<b>Credit</b>
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

			<b>Credit</b>
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**

## PROGRAMS OF STUDY - Human Services Technology

### 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.

## PROGRAMS OF STUDY - Human Services Technology

### HUMAN SERVICES TECHNOLOGY - A45380 Course Requirements

<b>Fall Semester First Year</b>				<b>Credit</b>	<b>Fall Semester Second Year</b>				<b>Credit</b>
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*		3			BIO 110 <b>or</b> BIO 111 <b>or</b> BIO 140 <b>or</b> CHM 151 <b>or</b> MAT 143**		3/4
				18					17
<b>Spring Semester First Year</b>				<b>Credit</b>	<b>Spring Semester Second Year</b>				<b>Credit</b>
ENG	112	Writing/Research in the Discipline		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 (Recommended: SOC 210)		3	WBL	125	Work-Based Learning Seminar II		1
				18					13

### 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**

## PROGRAMS OF STUDY - Human Services Technology

### HUMAN SERVICES TECHNOLOGY - D45380

#### HUMAN SERVICES TECHNOLOGY

##### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
ACA	115	Success and Study Skills	1
			6

<b>Spring Semester First Year</b>			<b>Credit</b>
SAB	110	Substance Abuse Overview	3
PSY	150	General Psychology	3
			6

<b>Fall Semester Second Year</b>			<b>Credit</b>
ENG	111	Writing and Inquiry	3
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
CIS	110	Introduction to Computers	3
			12

<b>Spring Semester Second Year</b>			<b>Credit</b>
HSE	225	Crisis Intervention	3
PSY	241	Developmental Psychology	3
			6

<b>Fall Semester Third Year</b>			<b>Credit</b>
WBL	115	Work-Based Learning Seminar I	1
WBL	111	Work-Based Learning I	1
			2

<b>Spring Semester Third Year</b>			<b>Credit</b>
SOC	213	Sociology of the Family	3
WBL	125	Work-Based Learning Seminar II	1
WBL	121	Work-Based Learning II	1
		Social/Behavioral Science Elective*	3
			8

Minimum Semester Hours **40**

\*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.

**AWARD: Diploma**

### HUMAN SERVICES TECHNOLOGY - C45380

#### HUMAN SERVICES TECHNOLOGY

##### Course Requirements

<b>Fall Semester First Year</b>			<b>Credit</b>
HSE	110	Introduction to Human Services	3
HSE	123	Interviewing Techniques	3
			6

<b>Spring Semester First Year</b>			<b>Credit</b>
HSE	145	Child Abuse and Neglect	3
PSY	150	General Psychology	3
			6

<b>Fall Semester Second Year</b>			<b>Credit</b>
WBL	115	Work-Based Learning Seminar I	1
WBL	111	Work-Based Learning I	1
HSE	112	Group Process I	2
			4
Minimum Semester Hours			<b>16</b>

**AWARD: Certificate**

## PROGRAMS OF STUDY - Medical Assisting

### MEDICAL ASSISTING - A45400

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](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB).

### Associate Degree

#### Course Requirements

Fall Semester First Year					Fall Semester Second Year				
			Clinical	Credit					Credit
ACA	115	Success and Study Skills	0	1	PSY	150	General Psychology	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	BUS	260	Business Communications	0	3
MED	118	Medical Law and Ethics	0	2	MED	240	Exam Room Procedures II	0	5
MED	121	Medical Terminology I	0	3			Humanities/Fine Arts Elective*	0	3
CIS	110	Intro to Basic PC	0	3					
			0	18					17
Spring Semester First Year					Spring Semester Second Year				
				Credit					Credit
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
ENG	112	Writing/Research	0	3	BUS	137	Principles in Management	0	3
				18				15	14
<b>Minimum Semester Hours</b>									<b>67</b>

Students must make a satisfactory score on the entry placement test or pass DMA 010, DMA 020, and DMA 030. Students must make a satisfactory score on the entry placement test or pass DRE 098 or ENG 090 and RED 090.

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

**AWARD: Associate in Applied Science Degree**

## PROGRAMS OF STUDY - Medical Assisting

### MEDICAL ASSISTING - D45400 Diploma - MEDICAL ASSISTING Course Requirements

<b>Fall Semester</b>			<b>Clinical</b>	<b>Credit</b>
ACA	115	Success and Study Skills	0	1
BIO	163	Basic Anatomy and Physiology	0	5
ENG	111	Writing and Inquiry	0	3
MED	110	Orientation to Medical Assisting	0	1
MED	114	Professional Interactions in Health Care	0	1
MED	118	Medical Law and Ethics	0	2
MED	121	Medical Terminology I	0	3
CIS	110	Intro to Computers	0	3
			0	19

<b>Spring Semester</b>			<b>Clinical</b>	<b>Credit</b>
MED	122	Medical Terminology II	0	3
MED	130	Administrative Office Procedures I	0	2
MED	140	Exam Room Procedures I	0	5
MED	150	Laboratory Procedures I	0	5
PSY	150	General Psychology	0	3
			0	18

<b>Summer Term</b>			<b>Clinical</b>	<b>Credit</b>
MED	260	MED Clinical Practicum	15	5
MED	262	Clinical Perspectives	0	1
				6

#### **Minimum Semester Hours 43**

Students must make a satisfactory score on the entry placement test or pass DMA 010, DMA 020, and DMA 030. Students must make a satisfactory score on the entry placement test or pass DRE 098 or ENG 090 and RED 090.

#### **AWARD: Diploma**

## PROGRAMS OF STUDY - Office Administration

### OFFICE ADMINISTRATION - A25370

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.

### Associate Degree

#### Course Requirements

Fall Semester First Year				Fall Semester Second Year			
			Credit				Credit
ACA	115	Success and Study Skills	1	MAT	110	Math Measurement & Literacy <b>or</b>	3
CIS	110	Introduction to Computers	3	MAT	143	Quantitative Literacy	
ENG	111	Writing and Inquiry	3	CST	130	Spreadsheet	3
OST	130	Comprehensive Keyboarding*	3	CIS	164	DTP Layout and Design	3
ACC	115	College Accounting	4	MKT	223	Customer Service	3
OST	184	Records Management	3	OST	136	Word Processing	3
			17	OST	164	Text Editing Applications	3
							18
Spring Semester First Year				Spring Semester Second Year			
			Credit				Credit
ACC	150	Accounting Software Application	2	BUS	135	Principles of Supervision	3
BUS	110	Introduction to Business	3	BUS	260	Business Communication	3
ENG	116	Technical Report Writing	3	DBA	110	Database Concepts	3
BUS	121	Business Mathematics	3	OST	289	Administrative Office Management	3
OST	134	Text Entry and Formatting	3	WBL	111	Work-Based Learning***	1
		Humanities/Fine Arts Elective**	3			Social/Behavioral Science Elective	3
			17				16
							<b>68</b>

#### Minimum Semester Hours

**68**

\*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**



## PROGRAMS OF STUDY - Office Administration

### OFFICE ADMINISTRATION - D25370

#### Diploma Course Requirements

Fall Semester			Credit
ACA	115	Success and Study Skills	1
ACC	115	College Accounting	4
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
MKT	223	Customer Service	3
OST	130	Comprehensive Keyboarding*	3
OST	164	Text Editing Applications	3
OST	184	Records Management	3

Spring Semester			Credit
ACC	150	Accounting Software Application	2
BUS	135	Principles of Supervision	3
BUS	260	Business Communication	3
ENG	116	Technical Report Writing	3
OST	134	Text Entry and Formatting	3
OST	136	Word Processing	3

**Minimum Semester Hours 40**

\*OST 080 if placement is less than 30 wpm/5 errors. Students must make a satisfactory score on the entry placement test or pass DMA 010, 020, 030.

**AWARD: Diploma**

### OFFICE ADMINISTRATION - C25370CC

#### Certificate - CALL CENTER AGENT Course Requirements (ALSO AVAILABLE ONLINE)

			Credit
BUS	121	Business Mathematics	3
CIS	110	Introduction to Computers	3
MKT	223	Customer Service	3
OST	130	Comprehensive Keyboarding*	3
CTS	130	Spreadsheet	3

**Minimum Semester Hours 15**

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

**AWARD: Certificate**

### OFFICE ADMINISTRATION - C25370CO

#### Certificate - COMPUTER OPERATOR Course Requirements (ALSO AVAILABLE ONLINE)

			Credit
CIS	110	Introduction to Computers	3
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3
OST	130	Comprehensive Keyboarding*	3
OST	136	Word Processing	3

**Minimum Semester Hours 15**

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

**AWARD: Certificate**

### OFFICE ADMINISTRATION - C25370FC

#### Certificate - FINANCIAL RECORDS CLERK Course Requirements

			Credit
BUS	121	Business Mathematics	3
CIS	110	Introduction to Computers	3
ACC	115	College Accounting	4
ACC	150	Accounting Software Applications	2
CTS	130	Spreadsheet	3

**Minimum Semester Hours 15**

**AWARD: Certificate**

### OFFICE ADMINISTRATION - C25370R

#### Certificate - RECEPTIONIST Course Requirements

			Credit
BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers	3
OST	130	Comprehensive Keyboarding*	3
OST	134	Text Entry and Formatting	3
OST	184	Records Management	3
MKT	223	Customer Service	3

**Minimum Semester Hours 18**

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

**AWARD: Certificate**

## PROGRAMS OF STUDY - Office Administration

### OFFICE ADMINISTRATION - C25370WP

#### Certificate - WORD PROCESSING

#### Course Requirements

			<i>Credit</i>
CIS	110	Introduction to Computers	3
OST	130	Comprehensive Keyboarding*	3
OST	134	Text Entry and Formatting	3
OST	136	Word Processing	3
OST	164	Text Editing Applications	3

**Minimum Semester Hours** **15**

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

**AWARD: Certificate**

## PROGRAMS OF STUDY - Radiography

### RADIOGRAPHY- A45700

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

### Associate Degree

#### Course Requirements

<b>Fall Semester First Year</b>					<b>Fall Semester Second Year</b>				
			<b>Clinical</b>	<b>Credit</b>				<b>Clinical</b>	<b>Credit</b>
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	6	2	ENG	112	Writing/Research in the Disciplines	0	3
			6	15				21	17
<b>Spring Semester First Year</b>					<b>Spring Semester Second Year</b>				
			<b>Clinical</b>	<b>Credit</b>				<b>Clinical</b>	<b>Credit</b>
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	15	5			Humanities/Fine Arts Elective*	0	3
			15	18				21	16
<b>Summer Term First Year</b>					<b>Minimum Semester Hours</b>				
			<b>Clinical</b>	<b>Credit</b>	<b>74</b>				
RAD	122	Rad Imaging II	0	2	<i>*Foreign language courses may not be used as a humanities/fine arts elective for this program of study</i>				
RAD	131	Rad Physics I	0	2	<b>AWARD: Associate in Applied Science Degree</b>				
RAD	171	Rad Clinical Ed III	12	4					
			12	8					

## PROGRAMS OF STUDY - Respiratory Therapy

### RESPIRATORY THERAPY- A45720

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 AAS Degree Respiratory Therapy program at Wilkes Community College located in Wilkesboro, NC, program number 200544, is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

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

## PROGRAMS OF STUDY - Respiratory Therapy

### Associate Degree

#### Course Requirements

<b>Fall Semester First Year</b>			<b>Clinical</b>	<b>Credit</b>
ACA	115	Success and Study Skills	0	1
RCP	110	Intro to Respiratory Care	0	4
RCP	113	RCP Pharmacology	0	2
BIO	163	Basic Anatomy and Physiology	0	5
CIS	110	Introduction to Computers	0	3
ENG	111	Writing and Inquiry	0	3
			0	18

<b>Spring Semester First Year</b>			<b>Clinical</b>	<b>Credit</b>
RCP	111	Therapeutics/Diagnostics	0	5
RCP	115	C-P Pathophysiology	0	2
RCP	135	Clinical Practice I	15	5
PSY	150	General Psychology	0	3
ENG	112	Writing/Research in the Discipline	0	3
			15	18

<b>Summer Term First Year</b>			<b>Clinical</b>	<b>Credit</b>
RCP	112	Patient Management	0	4
RCP	144	RCP Clinical Practice II	12	4
			12	8

<b>Fall Semester Second Year</b>			<b>Clinical</b>	<b>Credit</b>
RCP	210	Critical Care Concepts	0	4
RCP	214	Neonatal/Peds Rc.	0	2
RCP	155	Clinical Practice III	15	5
		Humanities/Fine Arts Elective*	0	3
			15	14

<b>Spring Semester Second Year</b>			<b>Clinical</b>	<b>Credit</b>
RCP	211	Adv Monitoring/Procedures	0	4
RCP	215	Career Prep-Adv Level	0	1
RCP	237	RCP Clinical Practice IV	21	7
COM	231	Public Speaking	0	3
			21	15

#### Minimum Semester Hours

**73**

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

**AWARD: Associate in Applied Science Degree**

## PROGRAMS OF STUDY - Welding Technology

### **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:

- 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, adhere to the EPA/OSHA regulatory requirements.
- Demonstrate the knowledge and abilities necessary to achieve "American Welding Society, (AWS)" certification.
- 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)

## PROGRAMS OF STUDY - Welding Technology

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

<b>Fall Semester</b>			<b>Credit</b>
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
			17

<b>Spring Semester</b>			<b>Credit</b>
ENG	110	Freshman Composition <b>or</b>	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	3
			17

<b>Summer Term</b>			<b>Credit</b>
WLD	151	Fabrication I	4
WLD	261	Certification Practices	2
<b>Minimum Semester Hours</b>			<b>40</b>
<b>AWARD: Diploma</b>			

### WELDING TECHNOLOGY - C50420MW Certificate – MIG WELDING TECHNOLOGY Course Requirements

<b>Fall Semester</b>			<b>Credit</b>
MEC	111	Machine Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	141	Symbols and Specifications	3
<b>Minimum Semester Hours</b>			<b>12</b>
<b>AWARD: Certificate</b>			

### WELDING TECHNOLOGY - C50420SW Certificate – STICK WELDING TECHNOLOGY Course Requirements

<b>Fall Semester</b>			<b>Credit</b>
WLD	115	SMAW (Stick) Plate	5
WLD	110	Cutting Processes	2
MEC	111	Machine Processes I	3
WLD	141	Symbols and Specifications	3
<b>Minimum Semester Hours</b>			<b>13</b>
<b>AWARD: Certificate</b>			

### WELDING TECHNOLOGY - C50420TW Certificate – TIG WELDING TECHNOLOGY Course Requirements

<b>Fall Semester</b>			<b>Credit</b>
BPR	111	Print Reading	2
WLD	131	GTAW (TIG) Plate	4
WLD	110	Cutting Processes	2
MAC	121	Introduction to CNC	2
WLD	141	Symbols and Specifications	3
<b>Minimum Semester Hours</b>			<b>13</b>
<b>AWARD: Certificate</b>			

# 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](mailto: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](http://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: ASE, ABE, ESL)

The Basic Skills Department under 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 knowledge and skills



## Workforce Development and Community Services

necessary for employment and self-sufficiency; complete secondary education; for parents, to obtain the academic skills necessary to become full partners in the educational development of their children; and, for persons whose native language is other than English, to acquire English language proficiency.

Offerings available through the Basic Skills Department include Adult Secondary Education (ASE), 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 provides employability skills, job-specific occupational and technical skills, and developmental education to students who are dual-enrolled in curriculum and the ASE program. Basic Skills classes are free and most offer flexible scheduling. Some classes are available online through the Distance Learning program.

### Adult Secondary Education (ASE)

Adult Secondary Education includes the Adult High School Diploma program and the High School Equivalency (HSE) assessment exams 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 or private schools. Programs of study are of sufficient duration and intensity to enable adults to develop the competencies necessary for the adult high school diploma or the HSE certificate. Instruction is offered in a classroom setting or through supervised, individual, or programmed learning activities. Adult high school courses and HSE preparation can also be taken online. Graduates of the ASE program are awarded a diploma or HSE certificate jointly by the Board of Education in the county of residence and Wilkes Community College. There is a small required graduation fee.

Credit for the adult high school diploma is given for all comparable course work completed through an accredited public, private, home, or foreign school system as shown on the high school transcript. A minimum of two credits must be earned through the community college Basic Skills department. Students must complete all the course work outlined in the curriculum for the required subject areas of English, Social Studies, Mathematics, Science, Health/PE, Transition Course, and Electives.

The HSE program makes it possible for adults to take a series of equivalency tests: General Education Development (GED®), High School Equivalency Test (HiSET®), and/or Test Assessing Secondary Completion (TASC™). These series of tests in core academic subjects permit participants to demonstrate mastery and thus be awarded the HSE certificate issued by the State Board of Community Colleges. There is no charge for the instructional program; however, a fee is required for taking a HSE test.

### Adult Basic Education (ABE)

The Adult Basic Education program is designed for adults who have not completed a high school credential and/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 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 native 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 HSE 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.

# Workforce Development and Community Services

## 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.

## Firefighter Certification

Due to the many changes involved in the fire service, Wilkes Community College in cooperation with the North Carolina Fire Commission, has adopted the Firefighter programs. The total program consists of 340 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: Orientation & Safety, Alarms & Communications, Fire Behavior, Portable Extinguishers, Personal Protective Equipment, Forcible Entry, Ventilation, Ropes, Ladders, Fire, Streams, and Appliances, Foam Fire Streams, Fire Control, Loss Control, Emergency Medical Care, Rescue, Water Supplies, Sprinklers, Fire & Life Safety Preparedness, Building Construction, Health & Wellness, Safety & Survival, and Mayday.

## 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 NFPA 1041: Standard for Fire Service Instructor Professional Qualification. Candidates must meet the required pre-requisites 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. Pre-requisite: 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 Certification Program, the college offers specialized and customized training programs for the firefighter. These programs include 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

## Workforce Development and Community Services

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.

# Workforce Development and Community Services

## 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.

### NCWorks Career Centers

Wilkes Community College is a partner in the three NCWorks Career Centers in our service area. The Wilkes NCWorks Center is located at 103 Call Street Extension off Brushy Mountain Road in Wilkesboro. The Alleghany NCWorks Center is co-located with the Blue Ridge Business Development Center and the WCC Alleghany Center in Sparta. The NCWorks Center in Ashe County is located at Ashe Family Central in Jefferson.

The NCWorks 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 Workforce Solutions, Winston Salem Urban League, Vocational Rehabilitation, Workforce Innovation and Opportunity Act services (WIOA), Human Resources Development, and Department of Social Services/Workfirst.

Most of the NCWorks Center services are provided at no cost to the customer. Jobseekers may receive services to assist with finding

employment or assistance with training. Customers may sign up for employment services, use the Center's computer resources for job seeking, receive career counseling 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 NCWorks Centers 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 Development and Community Services

### 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.

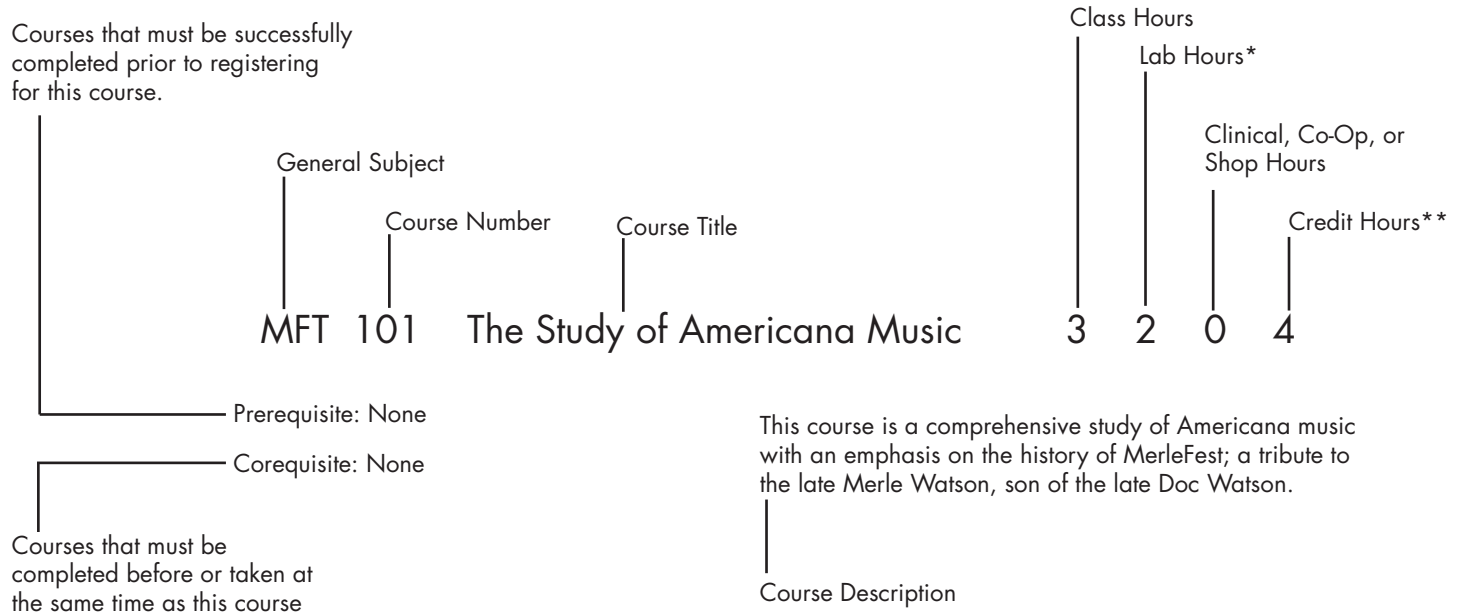
The WIA program is available at the JobLink Career Centers in each of the three counties. Prior to enrollment in the program, individuals must complete the JobLink's core services, including career information, job referrals, basic skills assessments and a résumé. If additional assistance is needed,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

## 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.



\* 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.

## Course Descriptions

**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.

**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 policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Approved for transfer as a pre-major and/or elective course.

**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.

**ACC 120 Principles of Financial Accounting 3 2 4**

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision making and address ethical considerations. Approved for transfer as a pre-major and/or elective course.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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,

## Course Descriptions

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.

### **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 and 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.

## **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.

## **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.

### **ARC 112 Construction Materials and Methods 3 2 4**

This course introduces construction materials and their methodologies. Topics include construction terminology, traditional and alternative 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.

### **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.



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**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**ART**  
**ART 111 Art Appreciation** 3 0 3  
**Prerequisites:** DRE 097  
 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.

**ART 114 Art History Survey I** 3 0 3  
**Prerequisites:** DRE 097  
 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.

**ART 115 Art History Survey II** 3 0 3  
**Prerequisites:** DRE 097  
 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.

**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.

**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.

## Course Descriptions

**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.

**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.

**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.

**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.

**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.

### AUTOMATION AND ROBOTICS

**ATR 112 Intro to Automation** 2 3 3

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

**ATR 211 Robot Programming** 2 3 3

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming teach pendants, PLCs integration; operator interfaces, 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 industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming.

Upon completion, students should be able to install, program, and troubleshoot industrial robots.

**ATR 215 Sensors and Transducers** 2 3 3

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system.

**ATR 219 Automation Troubleshooting** 1 3 2

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

**ATR 280 Robotic Fundamentals** 3 2 4

This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.

**ATR 281 Automated Manufacturing** 3 2 4

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

### AUTOMOTIVE BODY REPAIR (Collision Repair & Refinishing)

**AUB 111 Painting and Refinishing I** 2 6 4

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

**AUB 112 Painting and Refinishing II** 2 6 4

**Prerequisite:** AUB 111

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**AUB 114 Special Finishes** 1 2 2

**Prerequisite:** AUB 111

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

**AUB 121 Non-Structural Damage I** 1 4 3

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage,

## Course Descriptions

and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

**AUB 122 Non-Structural Damage II** 2 6 4

**Prerequisite:** AUB 121

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

**AUB 131 Structural Damage I** 2 4 4

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

**AUB 132 Structural Damage II** 2 6 4

**Prerequisite:** AUB 131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 136 Plastics and Adhesives** 1 4 3

**Prerequisite:** AUB 121

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**AUB 160 Body Shop Operations** 1 0 1

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

**AUB 162 Autobody Estimating** 1 2 2

**Prerequisite:** AUB 121 and AUB 131

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

### AUTOMOTIVE

**AUT 114 Safety and Emissions** 1 2 2

**Prerequisite:** TRN 110 and AUT 181

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

**AUT 116 Engine Repair** 2 3 3

This course covers the theory, construction, inspection, diagnosis, and

repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 116A Engine Repair Lab** 0 3 1

**Corequisite:** AUT 116

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 diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 141 Suspension and Steering Systems** 2 3 3

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

**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.

**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.

**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.

**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.

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<b>AUT 163A Adv Auto Electricity Lab</b>	<b>0 3 1</b>
<b>Corequisite:</b> 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.	
<b>AUT 181 Engine Performance 1</b>	<b>2 3 3</b>
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.	
<b>AUT 181A Engine Performance 1 Lab</b>	<b>0 3 1</b>
<b>Corequisite:</b> 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.	
<b>AUT 183 Engine Performance 2</b>	<b>2 6 4</b>
<b>Prerequisite:</b> 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.	
<b>AUT 221 Auto Transm/Transaxles</b>	<b>2 3 3</b>
<b>Prerequisite:</b> TRN 120	
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.	
<b>AUT 221A Auto Transm/Transax Lab</b>	<b>0 3 1</b>
<b>Corequisite:</b> 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.	
<b>AUT 231 Man Trans/Axles/Drtrains</b>	<b>2 3 3</b>
<b>Prerequisite:</b> 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.

**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.

**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.

### BIOLOGY

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

**Prerequisites:** DRE 097 and 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.

**BIO 110 Principles of Biology** **3 3 4**

**Prerequisites:** DRE 098 and 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 for the AA degree.

**BIO 111 General Biology I** **3 3 4**

**Prerequisites:** DRE 098 and 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.

**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.

**BIO 120 Introductory Botany** **3 3 4**

**Prerequisite:** BIO 110 or BIO 111

This course provides an introduction to the classification, relationships,

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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.

**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.

**BIO 140 Environmental Biology 3 0 3**

**Prerequisites:** DRE 098 and 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.

**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.

**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.

**BIO 155 Nutrition 3 0 3**

**Prerequisites:** DRE 098 and 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.

**BIO 161 Introduction to Human Biology 3 0 3**

**Prerequisites:** DRE 098 and 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.

**BIO 163 Basic Anatomy and Physiology 4 2 5**

**Prerequisites:** DRE 098 and 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.

**BIO 165 Anatomy and Physiology I 3 3 4**

**Prerequisites:** DRE 098 and 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.

**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.

**BIO 175 General Microbiology 2 2 3**

**Prerequisite:** BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Approved for transfer as a pre-major and/or elective course.

### 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.

**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.

**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

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gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

**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 pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/balance techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.

**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.

**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.

### BLUEPRINT READING

**BPR 111 Print Reading 1 2 2**

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

**BPR 130 Print Reading-Construction 3 0 3**

This course covers the interpretation of blueprints and specifications that are associated with construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documentation.

### 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. Approved for transfer as a pre-major and/or elective course.

**BUS 115 Business Law I 3 0 3**

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. Approved for transfer as a pre-major and/or elective course.

**BUS 116 Business Law II 3 0 3**

**Prerequisite:** BUS 115

This course continues the study of ethics and business law. Emphasis is placed This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion. The student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

**BUS 121 Business Mathematics 2 2 3**

**Prerequisite:** DMA 040 and DMA 050

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 135 Principles of Supervision 3 0 3**

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

**BUS 137 Principles of Management 3 0 3**

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. Approved for transfer as a pre-major and/or elective course.

**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.

**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.

**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.

**BUS 225 Business Finance 2 2 3**

**Prerequisites:** ACC 120 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.

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**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.

**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.

**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.

**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.

**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.

**BUS 260 Business Communication 3 0 3**

**Prerequisite:** ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

**BUS 270 Professional Development 3 0 3**

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

**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.

**CARPENTRY**
**CAR 111 Carpentry I 3 1 5 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.

**CAR 112 Carpentry II 3 1 5 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.

**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.

**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.

**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.

**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.

**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

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configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

### CHEMISTRY

**CHM 130 General, Organic and Biochemistry 3 0 3**

*Prerequisite:* 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.

**CHM 130A General, Organic and Biochemistry Lab 0 2 1**

*Prerequisite:* 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.

**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.

**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.

**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.

**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.

### 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).

**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.

**CIS 115 Introduction to Programming and Logic 2 3 3**

*Prerequisite:* DMA 010, DMA 020, DMA 030, DMA 040, or 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).

**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.

**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.

### 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.

**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.

**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



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related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

### **CJC 113 Juvenile Justice 3 0 3**

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

### **CJC 121 Law Enforcement Operations 3 0 3**

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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

## **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:** DRE 097

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 communication.

### **COM 120 Introduction to Interpersonal Comm. 3 0 3**

**Prerequisites:** DRE 097

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 communication.

## Course Descriptions

**COM 140 Introduction to Intercultural Comm.** 3 0 3  
**Prerequisites:** DRE 097

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 communication.

**COM 231 Public Speaking** 3 0 3  
**Prerequisites:** ENG 110 or 111

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. The basic principles of argument, refutation, research and logic will also be covered. Approved for transfer as a Universal General Education Transfer Component course in communication.

### 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.

**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.

**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.

**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.

### 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.

**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.

**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.

**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.

**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.

**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.

### 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.

**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.

## Course Descriptions

**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.

### COMPUTER INFORMATION TECHNOLOGY

**CTS 115 Info Sys Business Concepts 3 0 3**

This 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.

**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.

**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.

**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.

**CTS 240 Project Management 2 2 3**

**Prerequisite:** CIS 110 or CIS 111

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion students should be able to plan and complete project and project time and costs accurately.

### 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.

**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.

**CUL 140 Culinary Skills I 2 6 5**

**Prerequisite:** DMA 020, DMA 030

**Corequisite:** CUL 110

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

**CUL 160 Baking I 1 4 3**

**Prerequisite:** DMA 020, DMA 030

**Corequisite:** CUL 110

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.

**CUL 170 Garde Manger I 1 4 3**

**Corequisite:** CUL 110 and CUL 140

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.

**CUL 214 Wine Appreciation 1 2 2**

**Prerequisite:** CUL 110 and CUL 140

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.

**CUL 230 Global Cuisines 1 8 5**

**Prerequisites:** CUL 110, CUL 140 and CUL 170

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.

**CUL 240 Culinary Skills II 1 8 5**

**Prerequisites:** CUL 110 and CUL 140

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.

## Course Descriptions

**CUL 240A Culinary Skills II** 0 3 1  
**Prerequisites:** CUL 110 and CUL 140  
**Corequisites:** CUL 240  
 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.

**CUL 260 Baking II** 1 4 3  
**Prerequisite:** 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.

**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.

**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.

### 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.

### 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.

### 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.

**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.

**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.

**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.

**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.

**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.

**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.

## Course Descriptions

**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.

**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.

**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.

### 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.

**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.

**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.

**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.

**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.

**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.

**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

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.

### 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.

**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.

**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

## Course Descriptions

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.

**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.

### DRAFTING

**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.

**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 (CAD). 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 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

## Course Descriptions

### ECONOMICS

**ECO 151 Survey of Economics 3 0 3**

**Prerequisites:** DRE 098 or ENG 111, DMA 040, DMA 050

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.

**ECO 251 Principles of Microeconomics 3 0 3**

**Prerequisites:** DRE 098 or ENG 111 and DMA 040, DMA 050

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.

**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.

### EDUCATION

**EDU 119 Intro to Early Child Educ. 4 0 4**

This course introduces the foundations of the education childhood, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethic conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design career/professional plan development plan, and environments and activity plans and appropriate environments, schedules, and activity plans.

**EDU 131 Child, Family, and Community 3 0 3**

**Prerequisites:** DRE 097

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.

**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.

**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.

**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.

**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.

**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.

**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.

## Course Descriptions

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**EDU 259 Curriculum Planning 3 0 3**

**Prerequisites:** EDU 119

**Corequisites:** DRE 098

This course is designated to focus on curriculum planning for three to five years old. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

**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.

**EDU 262 Early Childhood Administration II 3 0 3**

**Prerequisite:** EDU 261

**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.



# Course Descriptions

**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.

**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.

**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.

**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 245, 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.

## ENGINEERING

**EGR 111 Engineer Comp and Careers 2 2 3**

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**

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**

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.

**EGR 150 Intro to Engineering 1 2 2**

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. Approved for transfer as a premajor and/or elective course.

**EGR 210 Intro to Elec/Comp Eng Lab 1 3 2**

**Prerequisites: MAT 271 and PHY 251**

**Class 1 Lab 3 Clinical 0 Work 0 Credit 2**

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. Approved for transfer as a premajor and/or elective course.

**EGR 212 Logic System Design I 3 0 3**

**Prerequisites: MAT-271 and PHY-251**

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. Approved for transfer as a premajor and/or elective course.

**EGR 220 Engineering Statics 3 0 3**

**Prerequisites: 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 premajor and/or elective course.

**EGR 225 Engineering Dynamics 3 0 3**

**Prerequisites: EGR-220**

**Corequisites: MAT-273**

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. Approved for transfer as a premajor and/or elective course.

**EGR 228 Intro to Solid Mechanics 3 0 3**

**Prerequisites: EGR-220**

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon

## Course Descriptions

completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. Approved transfer for as a premajor and/or elective course.

**EGR 285 Design Project** 0 4 2

**Prerequisite:** ELC 131, ELC 131A, DFT 119, ISC 112

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.

### ELECTRICITY

**ELC 113 Residential Wiring** 2 6 4

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

**ELC 117 Motors and Controls** 2 6 4

**Prerequisite:** ELC 131 and ELC 131A

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 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.

**ELC 128 Introduction to PLC** 2 3 3

**Prerequisite:** ELC 131, ELC 131A, and ELC 117

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

**ELC 131 Circuit Analysis I** 3 3 4

**Prerequisite:** DMA 040, DMA 050, DRE 098

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.

**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 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.

### 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.

**ELN 131 Analog Electronics I** 3 3 4

**Prerequisite:** ELC 131 and ELC 131A

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

**ELN 133 Digital Electronics** 3 3 4

**Prerequisite:** ELC 131 and ELC 131A

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, Medium Scale Integration (MSI) and Large Scale Integration (LSI) circuits, 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.

**ELN 152 Fabrication Techniques** 1 3 2

**Prerequisite:** DFT 119 and ISC 112

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.

**ELN 229 Industrial Electronics** 3 3 4

**Prerequisite:** ELN 131

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**ELN 235 Data Communication Systems** 3 3 4

**Prerequisite:** ELN 133 and ELN 131

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

**ELN 237 Local Area Networks** 2 3 3

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

# Course Descriptions

**ELN 275 Troubleshooting** 1 3 2

**Prerequisite:** ISC 112, ELC 131, ELC 131A

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

## EMERGENCY MEDICAL CARE

**EMS 110 EMT-Basic** 6 6 0 8

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

**EMS 122 EMS Clinical Practicum I** 0 0 6 2

**Prerequisite:** EMS 110

**Corequisites:** EMS 130

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.

**EMS 130 Pharmacology** 1 3 0 2

**Prerequisite:** EMS 110

**Corequisites:** EMS 122

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.

**EMS 131 Advanced Airway Management** 1 2 0 2

**Prerequisite:** EMS 110

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.

**EMS 140 Rescue Scene Management** 1 3 0 2

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

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.

**EMS 160 Cardiology I** 1 3 0 2

**Prerequisite:** EMS 110

This course introduces the study of cardiovascular emergencies and

is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

**EMS 220 Cardiology II** 2 6 0 4

**Prerequisites:** EMS 122, EMS 130, EMS 160

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.

**EMS 221 EMS Clinical Practicum II** 0 0 9 3

**Prerequisites:** EMS 122, EMS 130

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.

**EMS 231 EMS Clinical Practicum III** 0 0 9 3

**Prerequisites:** EMS 130, EMS 221

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.

**EMS 235 EMS Management** 2 0 0 2

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

**EMS 240 Patients with Special Challenges** 1 2 0 2

**Prerequisite:** EMS 122, EMS 130

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.

**EMS 241 EMS Clinical Practicum IV** 0 0 9 3

**Prerequisites:** EMS 130, EMS 231

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.

**EMS 250 Medical Emergencies** 2 3 0 3

**Prerequisites:** EMS 122, EMS 130

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.

**EMS 260 Trauma Emergencies** 1 3 0 2

**Prerequisites:** EMS 122, EMS 130

This course provides in-depth study of trauma including pharmacological

## Course Descriptions

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.

**EMS 270 Life Span Emergencies 2 2 0 3**

**Prerequisites:** EMS 122, EMS 130

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.

**EMS 285 EMS Capstone 1 3 0 2**

**Prerequisites:** EMS 220, EMS 250, EMS 260

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.

### ENGLISH

**ENG 102 Applied Communications II 3 0 3**

**Prerequisite:** DRE 097 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.

**ENG 110 Freshman Composition 3 0 3**

**Prerequisites:** DRE 097

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.

**ENG 111 Writing and Inquiry 3 0 3**

**Prerequisites:** DRE 098

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.

**ENG 111A Writing and InquiryLab 0 2 1**

**Prerequisites:** DRE 098

**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.

**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.

**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.

**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, before taking ENG 116.

**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.

**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.

**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.

**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

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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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

### 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.

**FRE 111 Elementary French I 3 0 3**

**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.

**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.

**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.

**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.

**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.

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**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.

### GEOGRAPHY

**GEO 111 World Regional Geography** 3 0 3

**Prerequisite:** DRE 096

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.

**GEO 130 General Physical Geography** 3 0 3

**Prerequisite:** DRE 096

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.

### GERMAN

**GER 111 Elementary German I** 3 0 3

**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.

**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.

**GER 181 German Lab I** 0 2 1

**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.

**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.

**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.

**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.

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**GRD 131 Illustration I 1 3 2**

**Prerequisite:** ART 131 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.

**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.

**GRD 142 Graphic Design II 2 4 4**

**Prerequisite:** ART 121 or GRD 141

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

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

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

**GRD 152 Computer Design Tech I 1 4 3**

**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.

**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.

**GRD 168 Photographic Imaging II 1 4 3**

**Prerequisites:** GRD 167

This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image corrections and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.

**GRD 241 Graphic Design III 2 4 4**

**Prerequisite:** 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.

**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.

### 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.

### 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.

**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.

**HET 115 Electronic Engines 2 3 3**

**Prerequisite:** ELN 112, HET 110 and HET 112

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**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.

**HET 125 Preventive Maintenance 1 3 2**

**Prerequisite:** HET 110, HET 112 and HET 114

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**HET 126 Preventive Maintenance Lab 0 3 1**

**Corequisite:** HET 125

This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125.

**HET 128 Medium/Heavy Duty Tune-up 1 2 2**

**Prerequisite:** HET 110, HET 114, and TRN 120

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine

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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.

**HET 230 Air Brakes** 1 2 2

**Prerequisite:** HET 110, HET 114, and TRN 120

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.

**HET 231 Medium/Heavy Duty Brake Systems** 1 3 2

**Prerequisite:** ELN 112 and TRN 120

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.

**HET 233 Suspension and Steering** 2 4 4

**Prerequisite:** HET 110, HET 114, and TRN 120

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.

### HISTORY

**HIS 111 World Civilization I** 3 0 3

**Prerequisite:** DRE 097

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.

**HIS 112 World Civilization II** 3 0 3

**Prerequisite:** DRE 097

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.

**HIS 116 Current World Problems** 3 0 3

**Prerequisite:** DRE 097

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.

**HIS 121 Western Civilization I** 3 0 3

**Prerequisite:** DRE 097

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.

**HIS 122 Western Civilization II** 3 0 3

**Prerequisite:** DRE 097

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.

**HIS 131 American History I** 3 0 3

**Prerequisite:** DRE 098

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.

**HIS 132 American History II** 3 0 3

**Prerequisite:** DRE 098

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.

**HIS 145 The Second World War** 3 0 3

**Prerequisite:** DRE 098

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 pre-major and/or elective course.

**HIS 163 The World Since 1945** 3 0 3

**Prerequisite:** DRE 097

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.

**HIS 211 Ancient History** 3 0 3

**Prerequisite:** DRE 098

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.

### 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.



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**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.

**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.

**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.

**HOR 160 Plant Materials I 2 2 3**

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. 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, including natives and invasive plants.

**HOR 161 Plant Materials II 2 2 3**

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

**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.

**HOR 164 Horticulture Pest Management 2 2 3**

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

**HOR 166 Soils and Fertilizers 2 2 3**

This course covers the physical, chemical and biological (including microorganisms): 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 according to sustainable practices.

**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.

**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.

**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.

**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.

**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.

**HOR 253 Horticulture Turfgrass 2 2 3**

**Prerequisite:** HOR 162 or HOR 166

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.

**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.

**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.

**HOTEL AND RESTAURANT MANAGEMENT**
**HRM 220 Cost Control-Food & Bev 3 0 3**

This course introduces controls and accounting procedures as applied

## Course Descriptions

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.

**HRM 245 Human Resource Mgmt - Hospitality 3 0 3**

**Prerequisite:** CUL 110 and CUL 140

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

### HUMAN SERVICES

**HSE 110 Introduction to Human Services 2 0 3**

**Prerequisite:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099

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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

### HUMANITIES

**HUM 110 Technology and Society 3 0 3**

**Prerequisites:** DRE 097

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.

**HUM 115 Critical Thinking 3 0 3**

**Prerequisites:** DRE 098

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.

**HUM 120 Cultural Studies 3 0 3**

**Prerequisites:** DRE 097

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.

**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.

**HUM 122 Southern Culture 3 0 3**

**Prerequisites:** DRE 097

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.

## Course Descriptions

**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.

**HUM 130 Myth in Human Culture** 3 0 3  
**Prerequisites:** DRE 098

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.

**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.

**HUM 160 Introduction to Film** 2 2 3  
**Prerequisites:** DRE 098

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.

**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.

**HUM 170 The Holocaust** 3 0 3  
**Prerequisite:** DRE 097

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.

**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.

**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 should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. Approved for transfer as a general education course in Humanities/Fine Arts.

### HYDRAULICS AND PNEUMATICS

**HYD 110 Hydraulics/Pneumatics I** 2 3 3

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

### INDUSTRIAL SCIENCE

**ISC 112 Industrial Safety** 2 0 2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**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.

### LANDSCAPE ARCHITECTURE TECHNOLOGY

**LAR 111 Intro to Landscap 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.

## Course Descriptions

**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.

**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.

### MACHINING

**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.

**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.

**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.

**MAC 228 Advanced CNC Processes 2 3 3**  
 This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

### MASONRY

**MAS 140 Introduction to Masonry 1 2 2**  
 This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be

able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

### MATHEMATICS

**MAT 101 Applied Mathematics I 2 2 3**  
**Prerequisite: 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.

**MAT 110 Math Measurement & Literacy 2 2 3**  
**Prerequisite: 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 2 3**  
**Prerequisite: 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.

**MAT 121 Algebra/Trigonometry I 2 2 3**  
**Prerequisite: DMA 010, 020, 030, 040, 050, 060 or 065**

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

**MAT 122 Algebra/Trigonometry II 2 2 3**  
**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.

**MAT 143 Quantitative Literacy 2 2 3**  
**Prerequisite: DMA 010, 020, 030, 040, 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

## Course Descriptions

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 for the AA degree.

### **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 general education course in Mathematics and a Universal General Education Transfer Component course in Mathematics for the AA degree.

### **MAT 171 Precalculus Algebra** 3 2 4

**Prerequisite:** DMA 010, 020, 030, 040, 050, and 065 or MAT 121

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.

### **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 general education course in Mathematics and a Universal General Education Transfer Component course in Mathematics for the AS degree.

### **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.

### **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 and a Universal General Education Transfer Component course in Mathematics for the AS degree.

### **MAT 271 Calculus I** 3 2 4

**Prerequisite:** MAT 172

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. Approved for transfer as a general education course in Mathematics and a Universal General Education Transfer Component course in Mathematics.

### **MAT 272 Calculus II** 3 2 4

**Prerequisite:** MAT 271

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. Approved for transfer as a general education course in Mathematics.

### **MAT 273 Calculus III** 3 2 4

**Prerequisite:** MAT 272

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. Approved for transfer as a general education course in Mathematics.

### **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.

## **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.

### **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.

## Course Descriptions

**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 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.

**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.

### MEDICAL ASSISTING

**MED 110 Orientation to Medical Assisting** 1 0 0 1  
**Prerequisites:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099  
 This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 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.

**MED 118 Medical Law and Ethics** 2 0 0 2  
**Prerequisites:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099  
**Corequisite:** MED 110  
 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.

**MED 121 Medical Terminology I** 3 0 0 3  
**Prerequisites:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099  
**Corequisite:** MED 110  
 This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions,

and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II** 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.

**MED 130 Administrative Office Procedures I** 1 2 0 2  
**Prerequisites:** MED 110  
 This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 131 Administrative Office Procedures II** 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.

**MED 140 Exam Room Procedures I** 3 4 0 5  
**Prerequisites:** MED 110  
 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.

**MED 150 Laboratory Procedures I** 3 4 0 5  
**Prerequisite:** 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.

**MED 232 Medical Insurance Coding** 1 3 0 2  
**Prerequisite:** MED 110  
 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.

**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.

**MED 260 MED Clinical Practicum** 0 0 15 5  
**Prerequisite:** Requires successful completion of 20 hours MED coursework.  
 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

## Course Descriptions

communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED 262 Clinical Perspective** 1 0 0 1

**Prerequisite:** Requires successful completion of 20 hours MED coursework.

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.

### 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.

**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.

**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.

**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.

**MKT 232 Social Media Marketing** 3 2 4

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

### MAINTENANCE

**MNT 110 Intro 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.

**MNT 165 Mechanical Industrial Systems** 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.

### 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.

**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.

**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.

**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.

**MUS 210 History of Rock Music** 3 0 3

This course is a survey of Rock music from the early 1950s 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.

### 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.

**NET 125 Networking Basics** 1 4 3

**Prerequisite:** CTI 120

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area

## Course Descriptions

networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

### NET 126 Routing Basics 1 4 3

**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.

### 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.

## 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 placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

### NOS 120 Linux/UNIX Single User 2 2 3

**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.

### 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.

### NOS 230 Windows Admin I 2 2 3

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services. Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

## 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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



# Course Descriptions

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.

## NUTRITION

**NUT 110 Nutrition 3 0 3**

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being.

## 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.

**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.

**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.

**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.

**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.

**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.

**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.

## 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.

**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.

**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.

**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 and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. Approved for transfer as a pre-major and/or elective course.

**PED 114 Aerobics II 0 3 1**

*Prerequisite: PED 113*

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. Approved for transfer as a pre-major and/or elective course.

**PED 117 Weight Training I 0 3 1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. Approved for transfer as a pre-major and/or elective course.

**PED 118 Weight Training II 0 3 1**

*Prerequisite: PED 117*

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Approved for transfer as a pre-major and/or elective course.

**PED 119 Circuit Training 0 3 1**

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. Approved for transfer as a pre-major and/or elective course.

## Course Descriptions

**PED 120 Walking for Fitness 0 3 1**  
 This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. Approved for transfer as a pre-major and/or elective course.

**PED 121 Walk, Jog, Run 0 3 1**  
 This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. Approved for transfer as a pre-major and/or elective course.

**PED 122 Yoga I 0 2 1**  
 This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. Approved for transfer as a pre-major and/or elective course.

**PED 123 Yoga II 0 2 1**  
**Prerequisite:** PED 122  
 This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. Approved for transfer as a pre-major and/or elective course.

**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.

**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.

**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.

**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.

**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.

**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.

**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 moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. Approved for transfer as a Universal General Education Transfer Component course in Humanities/Fine Arts.

**PHYSICS**  
**PHY 110 Conceptual Physics 3 0 3**  
**Prerequisite:** DMA 010, 020, and 030  
**Corequisite:** PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. Approved for transfer as a Universal General Education Transfer Component course.

**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 in Natural Science.

**PHY 121 Applied Physics I 3 2 4**  
**Prerequisite:** 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.

**PHY 122 Applied Physics II 3 2 4**  
**Prerequisite:** 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.

**PHY 131 Physics-Mechanics 3 2 4**  
**Prerequisite:** MAT 121 or MAT 171

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.

# Course Descriptions

**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 171

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Approved for transfer as a general education course in Natural Science and a Universal General Education Transfer Component course in Natural Science for the AS degree.

**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 general education course in Natural Science and a Universal General Education Transfer Component course in Natural Science for the AS degree.

**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 general education course in Natural Science and a Universal General Education Transfer Component course in Natural Science for the AS degree.

**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 general education course in Natural Science and a Universal General Education Transfer Component course in Natural Science for the AS degree.

## 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.

## 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.

## POLITICAL SCIENCE

**POL 120 American Government 3 0 3**

**Prerequisites:** DRE 098

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.

## 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.

**PSY 150 General Psychology 3 0 3**

**Prerequisites:** DRE 097

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.

**PSY 241 Developmental Psychology 3 0 3**

**Prerequisites:** PSY 150 and 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.

**PSY 281 Abnormal Psychology 3 0 3**

**Prerequisites:** PSY 150 and 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.

## RADIOGRAPHY

**RAD 110 Rad Intro & Patient Care 2 3 0 3**

**Prerequisite:** Enrollment in the Radiography Program

**Corequisites:** RAD 111 and RAD 151

## Course Descriptions

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 the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. 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

## Course Descriptions

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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

### RELIGION

**REL 110 World Religions 3 0 3**

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.

**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.

**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.

### SUBSTANCE ABUSE

**SAB 110 Substance Abuse Overview 3 0 3**

**Prerequisite:** DRE 098 or ENG 090 and RED 090 or placement in DRE 099

## Course Descriptions

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.

### 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.

**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.

**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.

**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.

**SGD 124 MMO Programming** 2 3 3

**Prerequisite:** SGD 113

**Corequisite:** CTI 110, CTI 120, NOS 110, CTS 115

This course introduces the concepts of Massive On-line Programming for simulations and games. Emphasis is on learning Massive Multiplayer On-line simulation and game programming techniques. Upon Completion, students should be able to create Massive Multiplayer On-line simulation or game.

**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.

**SGD 162 SG 3D Animation** 2 3 3

**Prerequisite:** SGD 114

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.

**SGD 172 Virtual SG Environments** 2 3 3

**Prerequisites:** SGD 111 or SGD 113

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.

**SGD 213 SGD Programming II** 2 3 3

**Prerequisite:** Take One: SGD 113, CSC 134, CSC 151, or CSC 153

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.

**SGD 214 3D Modeling II** 2 3 3

**Prerequisite:** SGD 114

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.

**SGD 237 Rigging 3D Models** 2 3 3

**Prerequisite:** SGD 114

**Corequisite:** SGD 162

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.

### SOCIOLOGY

**SOC 210 Introduction to Sociology** 3 0 3

**Prerequisite:** ENG 110 or 111

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.

**SOC 213 Sociology of the Family** 3 0 3

**Prerequisite:** ENG 110 or 111

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.

**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.

### 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

## Course Descriptions

and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

**SPA 111 Elementary Spanish I** 3 0 3  
**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**SPA 231 Reading and Composition** 3 0 3  
**Prerequisite: SPA 212**

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. Approved for transfer as a pre-major and/or elective course.

**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.

**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.

### 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,

## Course Descriptions

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.

**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.

**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.

**TRN 130 Intro 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.

**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.

**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.

**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.

**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.

**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.

### TURFGRASS MANAGEMENT

**TRF 110 Intro Turfgrass Cult and ID** 3 2 4

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. 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 and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

**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. Emphasis is placed on drafting, site analysis, cost estimating, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans, draft a landscape design, and install plans according to sustainable practices.

**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.

**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.

**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



## Course Descriptions

should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### WLD 261 Certification Practices 1 3 2

##### 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.

### WORK-BASED LEARNING

#### WBL 111 Work-Based Learning I 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.

#### WBL 112 Work-Based Learning I 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.

#### WBL 115 Work-Based Learning Seminar I 1 0 0 1

##### 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.

#### WBL 121 Work-Based Learning II 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.

#### WBL 122 Work-Based Learning II 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.

#### WBL 125 Work-Based Learning Seminar II 1 0 0 1

##### 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.

#### WBL 131 Work-Based Learning III 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.

#### 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.

#### 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.



# Course Descriptions

**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.

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- Larry D. Stone, Vice-Chairperson
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Sylvia D. Robinson, Retired Educator, Wilkes Central High School .....	The Governor

## Ex-Officio

Student Representative (President) .....	Student Government Association
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# Wilkes Community College Personnel

Employee/Email	Title/Education
Alford, Cynthia L. <a href="mailto:cynthia.alford@wilkescc.edu">cynthia.alford@wilkescc.edu</a>	Administrative Assistant A.A.S., Wilkes Community College
Allen, G. Shane <a href="mailto:shane.allen@wilkescc.edu">shane.allen@wilkescc.edu</a>	Construction Technician/Safety Coordinator A.A.S., Wilkes Community College
Anderson, Austin G. <a href="mailto:austin.anderson@wilkescc.edu">austin.anderson@wilkescc.edu</a>	Shipping & Receiving Technician Wilkes Community College
Arnder, Amber D. <a href="mailto:amber.arnder@wilkescc.edu">amber.arnder@wilkescc.edu</a>	Lead Instructor, Advertising and Graphic Design A.A.S., Wilkes Community College
Bare, Christopher D. <a href="mailto:chris.bare@wilkescc.edu">chris.bare@wilkescc.edu</a>	Director Industry and Trade Services/Instructor, Applied Engineering A.A.S., Wilkes Community College; B.T., Appalachian State University; North Carolina Electrical Contractor License
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# Wilkes Campus Map

Wilkes Campus

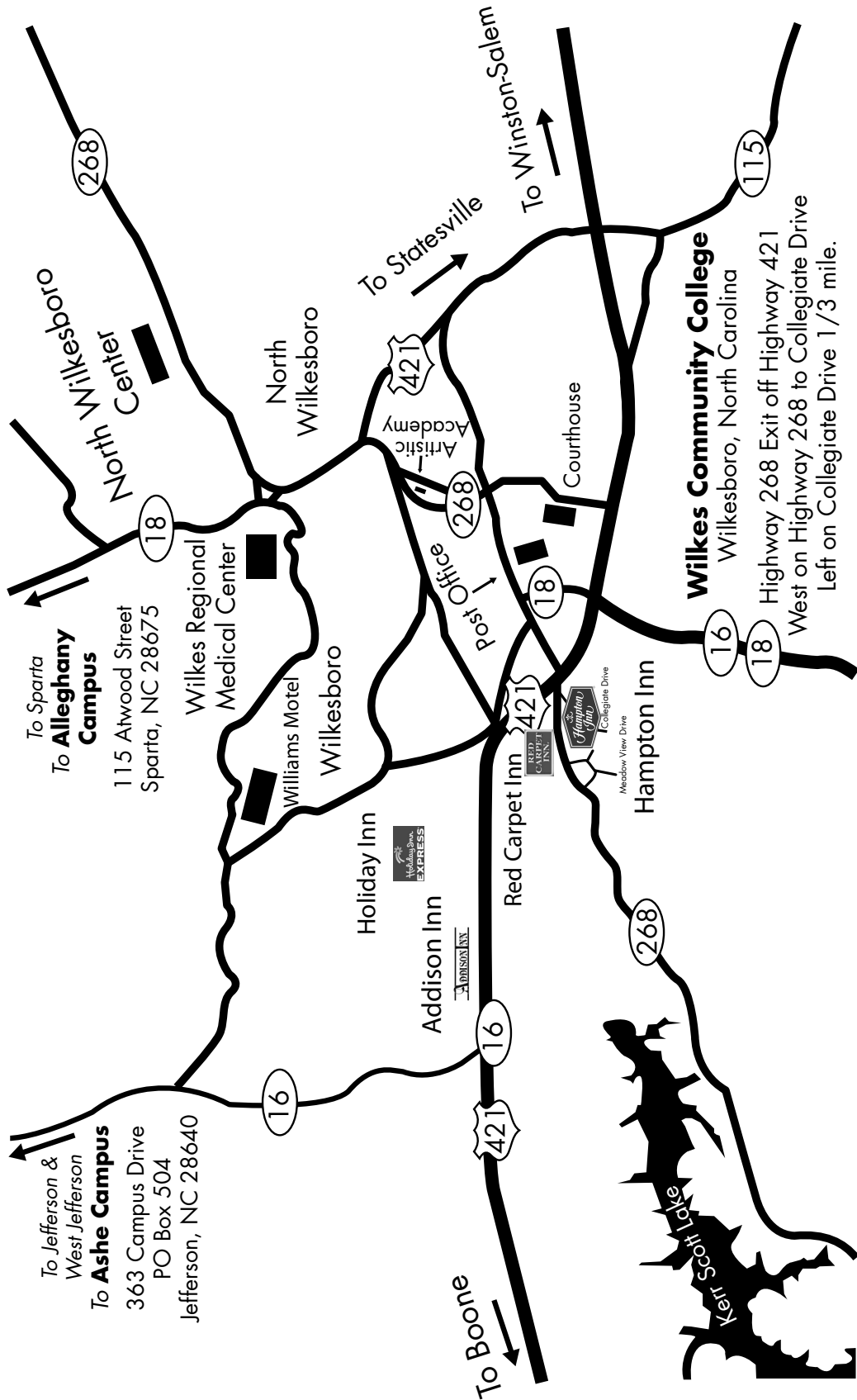
Admissions.....Alumni Hall ..... 1st Floor  
 Bumgarner Gymnasium..... Randolph Hall ..... 1st Floor  
 Pardue Library .....Alumni Hall ..... 2nd Floor

Room #	Building	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                    | ⑫ Walker Center             |
| ② Lowe's Hall                    | ⑬ Beacon Building           |
| ③ Thompson Hall                  | ⑭ Horticulture Complex      |
| ④ Hayes Hall                     | ⑮ Collision Repair          |
| ⑤ Lovette Hall                   | ⑯ McNeill Automotive Center |
| ⑥ Continuing Ed                  |                             |
| ⑦ Building 7                     | <b>P</b> Student Parking    |
| ⑧ Power Mechanics                | <b>V</b> Visitor Parking    |
| ⑨ Industrial Classroom Bldg.     | ● Fire Hydrant              |
| ⑩ Daniel Hall                    | ◆ Security Call Box         |
| ⑪ Randolph Hall<br>Bumgarner Gym |                             |

# Location Map



**WILKES**  

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**COMMUNITY  
COLLEGE**