2017/2018

CATALOG

WILKES
COMMUNITY
COLLEGE

www.wilkescc.edu

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

For information about Title IX and WCC's Sexual Misconduct, Prohibited Relationships, and Non-Retaliation Policy, go to www.wilkescc.edu/prevent.

For information concerning WCC programs and gainful employment, please check the following link on our web page: www.wilkescc.edu/gainful-employment

WILKES COMMUNITY COLLEGE

Catalog 2017-2018
Volume XXXVI

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Wilkesboro, North Carolina 28697-0120
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All information is subject to change without notice.

Programs of Study

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Calendar - School Year 2017-2018

Fall Semester 2017	
June 19-July 28	Online Registration for Currently Enrolled[1] and Returning[2] Students for Fall Semester
June 21	Last Day to Drop a First Session Course
July 3-7	4th of July Holiday - No classes.
July 10	Classes Resume
July 10-August 4	Second Session Summer Term
July 11-July 28	New Student[3] Orientation & Registration* for Fall Semester
August 4, Friday	Last Day of Classes for Summer Term
August 3-August 15	Online Registration for Currently Enrolled[1] and Returning[2] Students for Fall Semester
August 14, Monday (9 a.m. - 4 p.m.)	Late Registration for Fall Semester
August 15, Tuesday (9 a.m. - 7 p.m.)	Late Registration for Fall Semester
August 15, Tuesday	Last Day to Withdraw to Receive a 100% Refund
August 17, Thursday	First Day of Classes Fall Semester
August 17 and August 18	Drop/Add Period
August 17-October 18	First Session Fall Semester
August 28, Monday	Last Day to Withdraw to Receive a 75% Refund (After this date, no refund is given).
September 4, Monday	Labor Day Holiday
September 5, Tuesday	Classes Resume
October 23-December 14	Second Session Fall Semester
October 19-October 20	Fall Break
October 23, Monday	Classes Resume
October 23-November 3	Advising for Currently Enrolled[1] and Returning Students[2] for Spring Semester
October 30, Monday	Last Day to Withdraw
November 6-November 10	Priority Online Registration for Currently Enrolled[1] Students for Spring Semester
November 13-November 17	New Student[3] Orientation & Registration* for Spring Semester
November 13-December 8	Online Registration for Currently Enrolled[1] and Returning[2] Students for Spring Semester
November 22-November 24	Thanksgiving Holiday
November 27, Monday	Classes Resume
December 14, Thursday	Last Day of Classes Fall Semester
December 18-January 4	Online Registration for Currently Enrolled[1] and Returning[2] Students for Spring Semester
December 22-January 1	Christmas Holiday Observed

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

Calendar - School Year 2017-2018

Spring Semester 2018	
October 23-November 3	Advising for Currently Enrolled[1] and Returning Students[2] for Spring Semester
November 6-November 10	Priority Online Registration for Currently Enrolled[1] Students for Spring Semester
November 13-November 17	New Student[3] Orientation & Registration* for Spring Semester
November 13-December 8	Online Registration available for Currently Enrolled[1] and Returning Students[2] for Spring Semester
December 18-January 4	Online Registration available for Currently Enrolled[1] and Returning Students[2] for Spring Semester
January 4, Thursday	Late Registration for Spring Semester
January 5, Friday	First Day of Classes Spring Semester
January 5 and January 8	Drop/Add Period
January 5-March 5	First Session Spring Semester
January 15, Monday	Martin Luther King, Jr. Holiday
January 16, Tuesday	Classes Resume
January 17, Wednesday	Last Day to Withdraw to Receive a 75% Refund (After this date, no refund is given)
March 6-March 9	Spring Break/Snow Makeup Days **
March 12, Monday	Classes Resume
March 12-May 11	Second Session Spring Semester
March 19-april 6	Advising for Currently Enrolled[1] and Returning Students[2] for Summer Term and Fall Semester
March 22, Thursday	Last Day to Withdraw from a Class
March 30 & April 2	Easter Holiday - No classes.
April 3, Tuesday	No Classes
April 4, Wednesday	Classes Resume
April 9-April 11	Priority Online Registration for Currently Enrolled[1] Students for Summer Term and Fall Semester
April 12-April 13	New Student[3] Orientation and Registration* for Summer Term
April 12-May 31	Online Registration for Currently Enrolled[1] and Returning Students[2] Students for Summer Term
April 12-August 14	Online Registration for Currently Enrolled[1] and Returning Students[2] for Fall Semester
April 26-April 29	MerleFest - No Classes
April 30, Monday	Classes Resume
May 11, Friday	Last Day of Classes Spring Semester
May 15, Tuesday (4 p.m. and 7 p.m.)	Graduation - John A. Walker Community Center

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

Calendar - School Year 2017-2018

Summer Term 2018

May 31, Thursday	Late Registration for Summer Term
May 31, Thursday	Last day to Withdraw to Receive 100% Refund for Summer Term
June 4, Monday	First Day of Summer Term
June 4, Monday	Drop/Add Period
June 4-June 29	First Session Summer Term
June 11-July 27	Online Registration for Currently Enrolled[1] and Returning Students[2] for Fall Semester
June 20, Wednesday	Last Day to Drop a First Session Course
July 2-July 6	Summer Break
July 9, Monday	Classes Resume
July 9-August 3	Second Session Summer Term
July 9-July 27	New Student[3] Orientation and Registration* for Fall Semester
July 13, Friday	Last Day to Withdraw from a Summer Term
July 25, Wednesday	Last Day to Drop a Second Session Course
August 3, Friday	Last Day of Summer Term

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

**Designates built in makeup days. March 6 – First makeup day.

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

[2] **Returning Student:** A student who was previously enrolled. Students who have not been enrolled for three or more years must attend a New Student Orientation Session. Note: Prier summer term enrollment is not considered when determining student status for a registration period.

[3] **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, GA 30033-4097, or call 404-679-4500 for questions about the accreditation of Wilkes Community College.

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

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

The AAS Degree Respiratory Therapy program located in Herring Hall in Wilkesboro, N.C., program number 200544, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Outcomes data from the Annual Report of Current Status have been posted on the Programmatic Outcomes Data page of the CoARC website: www.coarc.com/47.html.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 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, NC 27602-2129
www.ncbon.com

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

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Suite 1900
Chicago, IL 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, IL 60606-3182
312-704-5300 - mail@jrcert.org

The WCC Automotive Systems Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF).

National Automotive Technicians Education Foundation
101 Blue Seal Drive, S.E. Suite 101
Leesburg, VA 20175

WCC law enforcement training operates under the full approval of the N.C. Criminal Justice Evaluations and Training Standards Commission and the N.C. Sherriff's Education and Training Standards Commission.

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

WCC Fire and Rescue Training programs are approved and accredited by the N.C. Fire and Rescue Commission.

North Carolina Fire and Rescue Commission
Office of State Fire Marshall
1201 Mail Service Center
Raleigh, NC 27699

WCC Emergency Management Services programs are approved and accredited by the N.C. Office of Emergency Medical Services.

N.C. Office of Emergency Medical Services
2707 Mail Service Center
Raleigh, NC 27699

The WCC Cosmetology programs operate under the full accreditation of the N.C. State Board of Cosmetic Arts.

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 2016
Wilkes Community College
Wilkesboro, N.C.

Affirmative Action/Equal Opportunity Institution of Higher Education

WCC History

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 Theatre 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 its curricula and began issuing credits based upon semester hours. Course offerings over the Internet began in spring 1998 and offerings through the North Carolina Information Highway began in fall 1999.

Mission Statement

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

Wilkes Community College enhances the quality of life through

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

Values

The college's vision is grounded in the statement of purpose and is guided by the institutional values of ***caring, collaboration, creativity, engagement, and responsibility.***

Vision

Wilkes Community College provides programs, resources, and services that 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 2016

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 2016 Critical Success Factors report are located in the table below. Wilkes Community College was above the baseline on all eight measures and exceeded the goal on three measures in 2016.

Measure		2015 CSF		2016 CSF		
		Baseline/Goal*	WCC Performance	Baseline/Goal*	WCC Performance	Average NCCCS College Performance
A	Basic Skills Progress	2	47.5%	3	49.5%	56.1%
B	Credit English Success	NA	50%	1	58.0%	46.9%
C	Credit Math Success	NA	43%	1	44.8%	26.9%
D	Year One Progress	1	75.8%	2	71.0%	68.4%
E	Curriculum Completion Rate	1	45.8%	3	44.7%	46.5%
F	Licensure Pass Rate	2	85.6%	2	86.3%	82.3%
G	Transfer Performance	3	87.0%	2	85.3%	82.7%

*

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

Note: Data are based on 2014-15 academic year or the most current data available as of May 2016.

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 & College Promise policies adapted by the state of N.C.

High school graduation or equivalency is required for admission to associate degree, diploma, and certificate programs. Completion of an associate 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 & 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 30 in the catalog.

For additional information about the N.C. Career & College Promise program, please contact Wilkes Community College or visit the following websites:

- http://www.dpi.state.nc.us/ccp/
- http://www.nccommunitycolleges.edu/academic-programs/career-college-promise

Enrollment Procedures

1. Submit an online application for admission found on the college website at www.wilkescc.edu/admissions or through the College Foundation of North Carolina website at www.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 High School Transcript Guidelines section 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 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 www.gedtestingservice.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. 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.

Admissions

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.

Readmission

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 readmission to limited admission health programs must follow the readmission 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 12 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 accredited colleges and programs; please see Transfer Credit and Academic Standing for more information. The maximum credit transferable from all outside sources is 75%; 25% 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.
6. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

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

Please note: These procedures comply with numbered memo CC10-26, which was published by the North Carolina Community College System on July 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 to the Student Services Office to be considered for admission to the ADN program:

1. Submission of a Wilkes Community College (WCC) application for admission to the ADN program for the fall 2018 application cycle. 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 or exemption 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 or successfully complete the prescribed developmental courses. All developmental courses and/or retesting must be completed by the applicant's Minimum Admission Requirements (MAR) review date.

ADN applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, or a college math (MAT prefix) with a prerequisite of DMA 010- 050 or higher, and RED 090 and ENG

Admissions

090/090A, or DRE 096, DRE 097, and DRE 098, or ENG 111, 112, 113 or 114 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.)

3. It is mandatory that each applicant attend a Nursing Information Session for the application year he/she has applied. 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 2018 Nursing Admission Packet. Applicants who do not attend a Nursing Information Session for the application year he/she has applied 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 coursework completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary and 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.
- Credit by exam will not be accepted on any of the required courses.

7. Minimum program GPA of 2.8 or higher. Applicants must have a minimum program GPA of 2.8 or higher in order to be considered for admission. The GPA is calculated on the coursework required for entry into the program and any general education coursework completed within the Nursing curriculum.
8. Successful completion of a MAR review. When a student has met the minimum admission requirements steps #1 through #6, he/she must contact the Health Sciences Admissions Advisor to schedule his/her MAR review appointment. This process is being used to verify that all the above criteria has been met and satisfied. Please note: The TEAS test does not have to be completed to schedule the MAR appointment; however, the TEAS test must be completed and scores must be submitted by the student's MAR review appointment date. If scores are not submitted to the Health Sciences Admissions Advisor, Callie McCraw, by the student's MAR review appointment date, his/her appointment will be cancelled and he/she will be required to reschedule.
9. Successful completion of a WCC specified aptitude test (TEAS test Version V or higher). To be considered for admission, a student must achieve a level of Proficient, Advanced, or Exemplary on this test. The test will be completed at the student's expense. If the student chooses to test at WCC, it is the student's responsibility to contact the Health Sciences Admissions Advisor after he/she has attended the information session to receive the testing session dates/times as well as obtain the TEAS testing card that will allow the student to register for the test at the business office. The TEAS test will only be offered on specific dates during the month of January at WCC. TEAS test scores must be submitted to the Health Sciences Admissions Advisor, Callie McCraw, by the applicant's MAR review appointment date.

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 2018 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 the deadline date. Failure to submit all required documentation by the deadline date will result in the withdrawal of the offer for a space in the ADN program:

1. Attend a nursing program orientation.
2. Evidence of current listing as a Nursing Assistant 1 (CNA 1) with the Division of Health Service Regulation (DHSR) (formerly known as the Division of Facility Services) that is free of any substantiated charges. An official transcript that reflects successful completion of an approved CNA program must also be submitted. The CNA program must be approved by the North Carolina DHSR during your enrollment. Only CNA programs that have a clinical component with hands on experience will be accepted for fulfilling this requirement. Applicants may be asked to submit documentation that confirms dates of employment as a CNA in order to assist with verification of the clinical component requirement.
3. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
4. 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 the following:

- If BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully 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.
- 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.
- 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, please contact the Health Sciences Admissions Advisor, Callie McCraw, at 336-838-6459 or cnmccraw850@wilkescc.edu, or the Program Director/Lead Instructor of the Nursing program.

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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 coursework, and the following factors:

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. A student may be readmitted to a Nursing program one time only. Readmission is defined as re-entry at any point beyond the first semester.
- 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. 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 2018 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
2. (**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.
3. Evidence of current CPR certification (must be American Heart Association Healthcare Provider).
4. 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 the following:

- If BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the Nursing program, it must have been completed within five years from the first day 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 readmission point system.
- 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.
- 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, please contact the Heath Sciences Admissions Advisor, Callie McCraw, at 336-838-6459 or cnmccraw850@wilkescc.edu, or the Program Director/Lead Instructor of the Nursing program.

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 Advisor.

Basic Law Enforcement Training (BLET) Admission Requirements

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. Provide a copy of driver's license, social security card, and birth certificate to the Director of Law Enforcement Training;
7. Have not been convicted of any criminal offense that disqualifies a person from being a law enforcement officer in North Carolina;
8. Schedule an appointment with the director of law enforcement training for interview and preregistration;
9. Obtain certified criminal history checks from the Clerk of Court's office from all locations lived in since age of 16 years old;
10. Obtain sponsorship from a local law enforcement agency and provide a certified criminal history check from the clerk of court;
11. Undergo a medical examination resulting in no medical restrictions (forms will be provided);
12. Complete a Wilkes Community College application for admission;
13. Take a reading assessment test administered by the director of law enforcement training;

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14. Hold a current North Carolina Handgun Purchase Permit
15. Provide an official high school transcript to the WCC Admissions Office.

Dental Assisting Program Admission Requirements

Enrollment in the Dental Assisting (DA) 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 to the Student Services Office to be considered for admission to the DA program:

1. Submission of a Wilkes Community College (WCC) application for admission to the DA program for the fall 2018 application cycle. Applicants must reapply for each year they wish to be considered for admission to the DA 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. Satisfactory completion or exemption 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 or successfully complete the prescribed developmental courses. All developmental courses and/or retesting must be completed by the applicant's Minimum Admission Requirements (MAR) review date.

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

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of DMA 010, DMA 020 and DMA 030 or a college math (MAT prefix) with prerequisite of DMA 010-030 or higher, and DRE 096, DRE 097, and DRE 098, or ENG 111, 112, 113 or 114 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.)

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 2018 Dental Assisting Admission Packet. Applicants who do not attend a Dental Assisting 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 coursework completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary and postsecondary education.
6. Transcripts must reflect one full year/credit of the following courses with a grade of "C" or better:
   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.

Please note: Credit by exam will not be accepted for the required courses.

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 Advisor, Jenny Webb, 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 Jenny Webb at 336-838-6515.

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 2018 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 by the deadline date:

1. Attend a Dental Assisting program orientation.
2. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form, which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).
4. Completion of eight (8) Dental Assisting observation hours. Applicants must complete four (4) hours of job shadowing with an assistant in a general practice and four (4) hours shadowing with an assistant in a specialty practice. Observation hours are valid for two years from the application date.

Please note the following:

- If BIO 106, 163, 165, 166, 168, 169 or 175 (or an equivalent course) has been successfully completed prior to entry into the Dental Assisting 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 Dental Assisting program requirements and will not count in the Dental Assisting admission point system.
- 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 Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the Dental Assisting program, Jennifer Hastings, at jrhastings018@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 coursework, and the following factors:

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

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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 75% of the total credits required. 25% 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. A student may be readmitted to the Dental Assisting program one time only. Readmission is defined as re-entry at any point beyond the first semester.

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/transfer/advanced standing is desired.
3. Any applicant seeking readmission/transfer/advanced entry after the first semester will be required to take a test of Dental Assisting 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 Dental Assisting program, Jennifer Hastings.
4. Completion of eight (8) Dental Assisting observation hours. Applicants must complete four (4) hours of job shadowing with an assistant in a general practice and four (4) hours shadowing with an assistant in a specialty practice. Observation hours are valid for two years from the application date.

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 2018 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 the following:

- If BIO 106, 163, 165, 166, 168, 169 or 175 (or an equivalent course) has been successfully completed prior to entry into the Dental Assisting 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 Dental Assisting program requirements and will not count in the Dental Assisting admission point system.
- To maintain enrollment in the Dental Assisting program, a student must earn a "C" or better in all courses required for the diploma. The first "D" or "F" earned will result in a student being withdrawn from the program.
- Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about Dental Assisting admissions, email the Health Sciences Admissions Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the Dental Assisting program, Jennifer Hastings, at jrhastings018@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 to the Student Services Office to be considered for admission to the EMS program:

1. Submission of a Wilkes Community College (WCC) application for admission to the EMS program for the fall 2018 application cycle. 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. Satisfactory completion or exemption 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 or successfully complete the prescribed developmental courses. All developmental courses and/or retesting must be completed by the applicant's Minimum Admission Requirements (MAR) review date:

EMS applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, or a college math (MAT prefix) with prerequisite of DMA 010-050 or higher, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098, or ENG 111, 112, 113 or 114 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.)

3. It is mandatory that each applicant attend an EMS Information Session for the application year he/she has applied. Applicants must complete an admission application for EMS before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2018 EMS Admission Packet. Applicants who do not attend an EMS Information Session for the application year he/she has applied 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.
4. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school coursework completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary and 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

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b. High school computer course or community college CIS 110 or CIS 111

Please note the following:
- The high school computer course requirement must be met by a general computer application course.
- Credit by exam will not be accepted for any of the required courses.

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, Jenny Webb, 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 Jenny Webb at 336-838-6515.

Applicants selected for admission to the EMS program must complete and present documentation of the following, 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. Attend an EMS program orientation.
2. Submission of current CPR certification (must be American Heart Association Healthcare Provider).
3. Submission of the WCC Student Medical Form which must be completed by a physician, physician assistant, or nurse practitioner (current for year of enrollment).

Please note the following:
- If BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the EMS 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 EMS degree requirements and will not count in the EMS admission point system.
- 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.
- 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 Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the EMS program, Randall Westmoreland, at rcwestmoreland692@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 coursework, and the following procedures:

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

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

Eligibility:
- Readmission applicants must begin the program within two years of having previously exited an EMS program. Applicants who exceed the two-year limit must apply as a new applicant for the first semester of the program.
- Applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in an EMS program are not eligible for readmission. A student may be readmitted to an EMS program one time only. Readmission is defined as re-entry at any point beyond the first semester.

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, Randall Westmoreland.

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 the following:
- If BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the EMS program, it must have been completed within five years from the first day of entering the program. Otherwise, the credits will be considered to have expired and will not count towards fulfilling EMS degree requirements and will not count in the EMS admission point system.
- 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.
- 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 Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the EMS program, Randall Westmoreland, at rcwestmoreland692@wilkescc.edu.

Emergency Medical Science Bridge Program Admission Requirements - A45340

The EMS Bridge Program is a degree completion program developed that will allow current certified non-degree Paramedics to earn a two-year Associate of Applied Science Degree in Emergency Medical Science.

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Admission Information

Students applying for admission to the Wilkes Community College Emergency Medical Science Bridge Program MUST meet the following requirements:

1. Complete and submit a WCC online application at www.wilkescc.edu/admissions, choose EMS as your program of study, and contact Jenny Webb at 336-838-6515 or jbwebb443@wilkescc.edu to designate your program of study as EMS Bridge.
2. High school diploma or recognized equivalent must be completed before entry into the program. If applying as a high school senior, submission of a transcript reflecting all high school coursework completed at the time of application and the anticipated high school graduation date is required. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.
3. Request official transcripts from all colleges/universities previously attended to be sent to Wilkes Community College Office of Admissions. Note: Must have a "C" or higher in all college level coursework in related classes and core courses in the EMS program of study to receive transfer credit.
   - Official Transcript – A transcript that is received by the Student Services Office in a sealed envelope with the official school seal.
4. Successfully complete the WCC placement test unless eligible for an exemption option. EMS applicants may take the placement test at either the Ashe or Wilkes campus. Please call the applicable number to schedule your placement test:
   Wilkes Campus: Wendy Nichols – 336-838-6136
   Ashe Campus: Becky Scott – 336-846-3900 ext. 3115
   Alleghany Center: Sabrienna Edwards – 336-372-5061 ext. 3140
5. Complete New Student Orientation. Please contact Cindy Core at 336-838-6137 to schedule your orientation after you have submitted your application and met placement testing requirements.
6. Meet with your assigned academic advisor or program coordinator from the Emergency Medical Science Program.

Additional requirements to enter the program and must be attached to the EMS Bridge Program paper application or delivered to Jenny Webb in Student Services after submitting your online application:

- Must be currently certified as an active N.C. EMT-Paramedic or National Registry EMT-Paramedic
- Must document at least 1,000 hours of direct patient contact as a paramedic in the field. This documentation must be from your EMS agency's Director or Training Officer and must be on department letterhead.
- Have a current ACLS certification
- Have a current PALS/PEEP certification

Emergency Medical Science – Bridge Program Courses

- ACA 115 Success & Study Skills (1 Credit Hour)*
- ENG 111 Expository Writing (3 Credit Hours)*
- PSY 150 General Psychology (3 Credit Hours)*
- COM 231 Public Speaking or COM 120 Intro to Interpersonal Comm. (3 Credit Hours)*
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 140 Rescue Scene Management (2 Credit Hours)*
- EMS 235 EMS Management (2 Credit Hours)*
- EMS 285 EMS Capstone Course (2 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)* (*Online option)

EMS 285 (EMS Capstone) has to be completed during their final semester.

For more information about EMS program admissions, email the Health Sciences Admissions Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the EMS program, Randall Westmoreland, at rcwestmoreland692@wilkescc.edu.

Radiography Program Admission Requirements

Enrollment in the Radiography (RAD) 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 to the Student Services Office to be considered for admission to the RAD program:

1. Submission of a Wilkes Community College (WCC) application for admission to the RAD program for the fall 2018 application cycle. Applicants must reapply for each year they wish to be considered for admission to the RAD 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. Satisfactory completion or exemption 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 or successfully complete the prescribed developmental courses. All developmental courses and/or retesting must be completed by the applicant's Minimum Admission Requirements (MAR) review date.

RAD 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 DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, or a college math (MAT prefix) with a prerequisite of DMA 010- 050 or higher, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098, or ENG 111, 112, 113 or 114 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.)

3. It is mandatory that each applicant attend a RAD Information Session for the application year he/she has applied. Applicants must complete an admission application for RAD before registering. Applicants can register for the session with the Student Services Office. Registration deadlines can be found in the 2018 RAD Admission Packet. Applicants who do not attend a RAD Information Session for the application year he/she has applied, will not be considered for admission to the RAD program. Sessions will not be rescheduled unless the host site is closed due to inclement weather.
4. High school diploma or recognized equivalent must be completed before entry into the program. (If applying as a high school senior, submission of a transcript reflecting all high school coursework completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary and 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.
- Credit by exam will not be accepted for any of the required courses.

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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 Advisor, Jenny Webb, 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 Jenny Webb at 336-838-6515 or jbwebb443@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 2018 RAD 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 by the deadline date:

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

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 the following:

- If BIO 163, BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the RAD 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 RAD degree requirements and will not count in the RAD admission point system.
- 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 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 Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the Radiography program, Linda Wilkes, at ljwilkes312@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. A student may be readmitted to a RAD program one time only. Readmission is defined as re-entry at any point beyond the first semester.

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 2018 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 of enrollment).

Please note the following:

- If BIO 163, BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the RAD program, it must have been completed within five years from the first day of entering the program. Otherwise, the credits will be considered to have expired and will not count towards fulfilling RAD degree requirements and will not count in the RAD readmission point system.
- 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 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 Advisor, Jenny Webb, at 336-838-6515 or jbwebb443@wilkescc.edu or the Program Director/Lead Instructor of the Radiography program, Linda Wilkes, at ljwilkes312@wilkescc.edu.

Admissions

Respiratory Therapy Program Admission Requirements

Enrollment in the Respiratory Therapy (RT) 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 to the Student Services Office to be considered for admission to the Respiratory Therapy program:

1. Submission of a Wilkes Community College (WCC) application for admission to the RT program for the fall 2018 application cycle. Applicants must reapply for each year they wish to be considered for admission to the RT 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. Satisfactory completion or exemption 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 or successfully complete the prescribed developmental courses. All developmental courses and/or retesting must be completed by the applicant's Minimum Admission Requirements (MAR) review date.

ADN applicants are eligible for the following placement test exemptions:

- If minimum SAT scores or ACT scores are provided. (SAT and ACT scores are recognized for five years.)
- Successful completion of DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, or a college math (MAT prefix) with prerequisite of DMA 010-050 or higher, and RED 090 and ENG 090/090A, or DRE 096, DRE 097, and DRE 098, or ENG 111, 112, 113 or 114 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.)

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 2018 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. Completion of high school diploma or recognized equivalent. (If applying as a high school senior, submission of a transcript reflecting all high school coursework completed at the time of application and the anticipated high school graduation date. If admitted, a final transcript must be submitted prior to beginning the program that reflects additional coursework completed and the official graduation date.)
5. Submission of official transcripts of all secondary and 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

Please note:

- Credit by exam will not be accepted for any of the required 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 Advisor, Callie McCraw, 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

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 2018 Respiratory Therapy admission packet for a listing of deadline dates and to review the ranking and selection process.

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 the following:

- If BIO 163, BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the RT 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 RT degree requirements and will not count in the RT admission point system.
- 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.
- 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, please contact the Health Sciences Admissions Advisor, Callie McCraw, at 336-838-6459 or cnmccraw850@wilkescc.edu or the Dean of Health Sciences/Program Director/Lead Instructor of the Respiratory Therapy program, Billy Woods, at wdwoods000@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/transfer/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 coursework, and the following procedures:

Eligibility:

- Readmission applicants must have successfully completed at least RCP 110 and RCP 113.
- Readmission applicants must begin the program within two years of having previously exited a Respiratory Therapy program. Applicants who exceed the two-year limit must apply as a new applicant for the first semester of the program. A student may be readmitted to a RT program one time only. Readmission is defined as re-entry at any point beyond the first semester.
- 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

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her current employers. In addition, they must have completed an accredited one-year diploma program in Respiratory Therapy. An official transcript from each college, university, or postsecondary institution attended must be sent to the Student Services Office.
- Applicants who have had two or more unsuccessful (withdrawal or failure) enrollments in a Respiratory Therapy program are not eligible for readmission/advanced entry.

1. Applicants must submit to the Student Services Office a WCC application for the Respiratory Therapy program and indicate readmission/advanced entry on the application.
2. Applicants must meet WCC and Respiratory Therapy program admission requirements for the college year in which readmission/advanced entry is desired.
3. Any applicant seeking readmission/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 2018 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 by the deadline date:

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 the following:
- If BIO 163, BIO 165/166 and/or BIO 168/169 (or an equivalent course) has been successfully completed prior to entry into the RT program, it must have been completed within five years from the first day of entering the program. Otherwise, the credits will be considered to have expired and will not count towards fulfilling RT degree requirements and will not count in the RT readmission point system.
- 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.
- 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, please contact the Health Sciences Admissions Advisor, Callie McCraw, at 336-838-6459 or cnmccraw850@wilkescc.edu or the Dean of Health Sciences/Program Director/Lead Instructor of the Respiratory Therapy program, Billy Woods, at wdwoods000@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 postsecondary education. Tuition is determined by the state legislature and is subject to change. For current tuition, fees, and other costs, please contact the Business Office at Wilkes Community College at 336-838-6519 or visit the college website at www.wilkescc.edu.

Activity Fee

There is a $3.25 per credit hour (maximum $32.50) activity fee charged for all students enrolled fall semester and spring semester. This includes the cost of the SGA, intramural activities, 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 $1.20 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 per 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.

Books

The cost of books is approximately $550.00-$650.00 fall semester and $450.00-$550.00 spring semester. For specific information regarding bookstore related questions, please contact the WCC Absher Bookstore at 336-838-6174.

Material and Supply Fees

The following courses require additional special fees as listed: ART 283 and ART 284, $35.00; Dental Assisting, $50.00 (fall and spring semesters); and Basic Law Enforcement Training, $200.00.

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. 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.

CMT 120 – Codes and Inspections course requires an additional fee as listed: $50.00 for International Code Council Student Membership fee and $47.00 for the Student Study Companion. A total fee of $97.00 includes: International Code Council Student Membership fee, Student Study Companion, and the Building Codes Handbook.

Exam Preparation/Review Fee

An exam preparation/review fee is charged to students who are enrolled in the following health program classes: NUR 111, 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 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 online 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 0% interest with a $25.00 per semester fee. Students must enroll for at least three (3) semester hours and complete an application through the college website at https://www.nbspayments.com/signin/4K0JP. **Payment options subject to change.**

Workforce Development and Community 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 Workforce Development and Community 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, Emergency Medical Technician Intermediate, Paramedic, Nursing Assistant I, Nursing Assistant II, and Phlebotomy must be covered by malpractice insurance.

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

Registration fees for Workforce Development and Community 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 336-838-6210.

Tuition and Other Costs

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 director of admissions 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 have certain visa and immigration statuses that grant them the legal ability to establish and maintain a bona fide 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 bona fide domicile in this country (and thus, not in North Carolina).

Students needing a more in-depth examination should consult the State Residence Classification Manual. A copy of the manual is available in Student Services and online at www.northcarolina.edu/?q=legal-affairs/state-residence. Questions should be directed to the Director of Admissions.

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 15 working days after the notice of the classification decision is received.

Effective September 7, 2017: In 2013, the North Carolina General Assembly (SB 402) instructed the educational entities in North Carolina to work collaboratively to create a centralized process for determining residency for the purpose of tuition and administration of state financial aid. These entities included the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and the North Carolina State Education Assistance Authority (NCSEAA).

As a result of the legislative directive, College Foundation Inc. (CFI) was selected to develop and administer the statewide Residency Determination Service.

Wilkes Community College (WCC) will implement the Residency Determination Service (RDS) on September 7, 2017. All individuals applying to WCC on or after September 7, 2017, will be required to complete the online residency determination before applying to the college. It is recommended that applicants complete the residency determination well in advance of the semester they wish to start. Upon completion of the residency determination, students will be issued a Residency Certification Number (RCN) that will be utilized at all colleges in N.C.

WCC will continue to work with students who have business sponsorships, are using military benefits, or other exceptions allowed by the state. All other residency determinations will be made by RDS and not WCC.

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service, processes, and required residency guidelines.

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% 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% 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% refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the 10% point of the academic period as noted in the college calendar.
c. For off-cycle courses, a 100% 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% 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% refund to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to the 10% 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 118 College Study Skills

ACA 118 provides students opportunities to reflect on and improve their study skills. Topics include time management, note taking, test taking, active reading strategies, critical thinking, and communication skills. Students will become familiar with the college learning management system Moodle and demonstrate technology skills associated with college success. Finally, ACA 118 students will research and explore career options. This course is offered primarily to Wilkes Early College High School students.

ACA 122 College Transfer Success

Students enrolling in the Associate in Arts (AA), Associate in Engineering (AE) 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 makeup 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; statewide, 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 those locations. 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 ten-point system unless noted otherwise in the course syllabus:

Grade	Numerical Grade	Explanation	Grade Points
A	90-100	Excellent	4 per semester hour
B	80-89	Above Average	3 per semester hour
C	70-79	Average	2 per semester hour
D	60-69	Below Average	1 per semester hour
F	0-59	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.

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Curriculum course grades with no grade points awarded include:

TR	**Transfer Credit**
CE	**Credit by Exam**
I	**Incomplete**
P	**Pass (Developmental or Credit by Exam)**
R	**Repeat (Developmental Course Not Passed or Repeated course, GPA recalculated)**
AR	**High School Credit**
W	**Withdrawal**
AU	**Audit**

These special grades are defined as follows:

TR	A "TR" grade represents transfer credit awarded for courses taken at other schools, colleges or universities.
CE	A "CE" grade is awarded if a grade of 80% 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.
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 10% period, a withdrawal grade of "W" is given when a student officially withdraws from a course. A withdrawal grade is awarded through the 10th 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.
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 reevaluated. 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 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 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 highest grade earned will be used to calculate 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 Vice President of Instruction must approve substitutions prior to registration. Documentation 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 assistance.

Students should be aware of the 25% penalty for courses dropped after the semester or term begins. For each course dropped after registration ends and through the 10th week of the semester, students are responsible for completing a drop form. The instructor will indicate the last date of attendance. The form is then sent to the Registrar's Office for processing. A drop grade will be given up to the 10% point of the class and a withdrawal grade will be recorded on the grade reports and transcripts after the 10% 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

Academic Regulations

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% 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 will be registered 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 certain pre-approved non-credit (continuing education) courses. These courses, listed below, have been determined to meet the standards and learning outcomes of the corresponding curriculum course.

Curriculum credit shall be awarded upon request if the student has completed the non-credit course with a Satisfactory (S) and if the equivalent curriculum course is required or allowed as an elective in the student's current program of study.

Students may request a copy of the Continuing Education to Curriculum Non-Credit to Credit Articulation form from the registrar or it may be initiated by the student's advisor or instructor. Students who complete continuing education courses and training experiences that are not pre-approved for credit may be able to demonstrate competency via the Credit by Exam procedure.

Ashe Campus - Career & College Promise
A=Associates Degree | D=Diploma | C=Certificate

Continuing Education Course/Program	Curriculum Course/ Program of Study
COS 3201	COS 111AB Cosmetology Concepts I COS 112AB Salon

Business & Public Service Technologies Division
A=Associates Degree | D=Diploma | C=Certificate

Continuing Education Course/Program	BPST Course Number and Course Title
NET 3100 CCENT-Networking/R&S	CTI-120 Network & Security Foundation NET-125 Networking Basics
NET 3100 CCENT-Switching/ WAN	NET-126 Routing Basics NET-225 WAN Protocols
SEC 3100 CCNA Security	SEC-160 Security Administration I

Applied Career Technologies Division
A=Associates Degree | D=Diploma | C=Certificate

Continuing Education Course/Program	ACT Course Number and Course Title
WLD 3106 Welding	WLD 115 – SMAW (Stick) Plate WLD 121 – GMAW (MIG) FCAW/Plate
AUT 3137 Automotive Mechanics	RN 110 – Intro to Transportation Technology TRN 120 – Basic Transportation Electricity AUT 141 & 141A – Suspension and Steering Systems with Lab AUT 151 & 151A – Brake Systems with Lab
AUT 3109 Auto Body Repair	AUB 111 – Painting & Refinishing I AUB 121 – Non-Structural Damage I AUB 131 –Structural Damage I

Transfer Credit and Advanced Standing

Wilkes Community College has an advanced standing program that 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 that 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 N.C. Community Colleges due to the use of a statewide grading system for these courses.
2. Transfer of Credits from Nationally Accredited Colleges and Programs: Official transcripts from programs that are accredited by national programmatic accrediting organizations and colleges 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. Credit cannot be awarded for courses intended to transfer under the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.
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%. At least 25% of the credit hours required for graduation must be earned through instruction by Wilkes Community College. This 25% cannot

Academic Regulations

include credit by examination hours taken at Wilkes Community College. To obtain transfer credit or advanced standing, students must submit official documentation to the Registrar's Office. Students should request evaluations of all official transcripts and/or scores submitted after they have been admitted to the college and placed in a program of study.

Academic Progress and Standards

Academic Progress and Standards

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

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

Academic Warning

A student (excluding Career & College Promise) failing to meet the minimum cumulative GPA during any semester or term will receive an academic warning letter and must complete two Success Skills workshops through the Academic Support Center. The warning status will be posted on the student's transcript and the student's academic advisor will be notified.

Note: Career & College Promise students are sent an academic warning letter and are encouraged to meet with their advisor. The warning status is posted on their transcript.

Academic Probation

A student (excluding Career & College Promise) 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 and must meet with a student services representative to review their current academic standing. Additionally, a student on academic probation must have two meetings with an Academic Support mentor to develop a personal academic success plan. 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.

Note: Career & College Promise students are sent an academic probation letter and are required to develop an academic success plan with their advisor. The probation status is posted on their transcript.

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 readmitted 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.

Note: Career & College Promise students follow the same guidelines for suspension as all other college students.

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.

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 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 request can be submitted at the end of the semester in which the 12 credit hours of coursework 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% 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 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, degree, diploma, certificate, and the mailing of the credentials. Also, graduating students are encouraged to participate in the commencement exercise, but attendance is not required. 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 or advisor'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 or 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 accomplish the following:

- 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 accomplish the following:

- 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 allows students at WCC to earn honors course credit while at the community college and offers the following benefits:

- Provides courses that challenge certain advanced students to achieve the highest levels of their academic potential in analysis, synthesis, and critical thinking.
- Enables transfer students to be more competitive for scholarships.
- Facilitates 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 courses, 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 who have 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 previously enrolled in a high school chapter will be accepted into the WCC chapter upon meeting the WCC criteria outlined above.

Students Rights, Responsibilities, and College Policies

Student Conduct

Students are responsible for knowing the information, policies and procedures outlined in the Code of Student Conduct. The college reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at www.wilkescc.edu/conduct for the updated versions of all policies and procedures.

Students are expected 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 code of student conduct. 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.

A complete listing of the rules of conduct is located in section 5 of the Code of Student Conduct. Violation of one or more of the rules of conduct 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, go to www.wilkescc.edu/conduct or 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 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 coursework with a minimum quality point average of 2.0. The request can be submitted at the end of the semester in which the 12 credit hours of coursework 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 will 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, the college website, text message alert, and the college Facebook page 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 https://www.nc.gov/sex-offender-registry 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 will 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 is 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 and/or 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/safety-security/.

Drug and Alcohol Policy/Prevention Program

STUDENTS

Policy

The manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, banned 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. Banned substances include all smokeless tobacco products (chews, dips, snuff, snus, dissolvable products); energy dips/flavored dips; nicotine water and nicotine gel; hookahs/hookah products, all vaping products (vaporizers, electronic cigarettes, cigars, pipes, pens, and flavored cartridges), and any other items containing or reasonably resembling tobacco or tobacco products. Further, WCC faculty and staff have the right to ban any substance or any smoking/inhalation device, whether legal or illegal, whether characterized as a tobacco product or not, that can potentially create a biohazard for other employees and students on campus. The college maintains a separate Tobacco-Free College Policy (Policy 7.15) for further reference. 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-based learning) 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, manufacture, sell, deliver, possess with intent to sell or deliver, or 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 could 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 N.C. 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 $2,000 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 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 N.C. Highway Patrol, local DMV, or visit the following websites: www.ncga.state.nc.us/gascripts/Statutes/Statutes.asp (site search: alcohol); www.abc.nc.gov (click on the Legal tab), www.ncdps.gov .

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 $1,000 and $250,000; forfeiture of housing, vehicles, boats, or aircraft used to possess or transport; and civil fines of up to $100,000.
- For more information concerning schedules of drugs and penalties, please see www.deadiversion.usdoj.gov/schedules/index.html or Title 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. Risk to health involves factors such as frequency of abuse, degree of tolerance, amounts ingested, and interactions with medical conditions. Though not comprehensive, the following list shows category of drugs, examples/street names, and possible health consequences of drugs within that category:

- cannabis (marijuana, hash, Mary Jane, weed) – impaired coordination, respiratory infections, memory problems, anxiety, depression, certain cancers when smoked.
- depressants (barbiturates, benzodiazepines, downers, yellow jackets, roofies) – sedation, respiratory depression, drowsiness, life-threatening withdrawal, coma, death.
- hallucinogens (LSD, acid, mushrooms) – altered perceptions, hallucinations, increased blood pressure/temperature/heart rate, tremors, paranoia.
- opioids (morphine, heroin, opiates, roxys, oxys, smack, white horse, big O) – euphoria, respiratory failure, sedation coma, death.
- steroids (testosterone, roids, juice) – hostility and aggression, acne, liver/kidney/prostate cancer, male sexual impotence, development of masculine characteristics.
- stimulants (cocaine, amphetamines, meth, ecstasy, crank, speed) – increased temperature and heart rate, chest pain, cardiac and neurological damage, respiratory failure, psychotic behavior, violence.

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The use of intravenous drugs adds layers of danger by introducing the risk of skin infections and lesions, along with potentially deadly blood-borne diseases (e.g., HIV, AIDS, hepatitis). Generalized health problems may also develop as result of damage to the respiratory, circulatory, and other body systems (e.g., endocarditis). 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 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 after established dependence can 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 liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may suffer irreversible physical abnormalities and intellectual deficiencies. 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 336-838-6422.

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: 336-667-5151
- Alleghany County: 336-372-4095
- Ashe County: 336-246-4542
- 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, www.naminc.org, that includes links to helpline facilities in North Carolina. Additionally, a variety of referral information is available on the college website at www.wilkescc.edu/student-resources/counseling.

For lists or information about treatment options and assistance with 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, gymnasium, and a wellness center that are drug and alcohol-free and promote wellness. Additionally, any student activities sponsored through WCC (e.g., Spring Fling, Fall Festival, outings, SGA, 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 website, 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 use and alcohol abuse.

EMPLOYEE

Policy

The manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, banned 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. Banned substances include all smokeless tobacco products (chews, dips, snuff, snus, dissolvable products); energy dips/flavored dips; nicotine water and nicotine gel; hookahs and hookah products; all vaping products (vaporizers, electronic cigarettes, cigars, pipes, pens, flavored cartridges), and any other items containing or reasonably resembling tobacco or tobacco products. Further, WCC faculty and staff have the right to ban any substance or any smoking/inhalation device, whether legal or illegal, whether characterized as a tobacco product or not, that can potentially create a biohazard for other employees and students on campus. The college maintains a separate Tobacco-Free College Policy (Policy 7.15) for further reference.

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 will 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 will be subject to disciplinary action, including suspension, termination, or dismissal, at the discretion of the president. Administrative response to such situations will 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 will be terminated.
b. Any employee determined to be in possession of alcohol or illegal drugs on the college premises or any college worksite will 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 will be grounds for dismissal.

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c. Any employee determined to be using or impaired by alcohol on the college premises or any college worksite will receive a written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal and will 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 will 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 will 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 will be suspended with pay pending the outcome of the test results. The employee will have the right to request a backup test. The employee will bear the cost of such backup testing. If test results are positive, the employee will 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 will result in disciplinary actions, which may include dismissal. A second offense will 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 will be subject to dismissal.

The college will 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 will 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 will notify the appropriate federal agency of such a conviction within (10) ten days of college notification.

All employees, as a condition of employment, will 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 will 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 336-838-6422. The president will 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 will 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 will update the Drug and Alcohol Policy as necessary, based upon recommendations of the president/designee. The president/designee will distribute the policy to employees and students and provide notification of changes through a variety of methods, which include email messages each semester, student orientation booklets and slides, policy pamphlets during new employee orientations, ACA and general course syllabi, and links on the college website.

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 will 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
Sherry Cox Title IX Coordinator	Faculty and Staff	336-838-6422 spcox072@wilkescc.edu
Scott Johnson Deputy Title IX Coordinator	Curriculum and Continuing Education Students	336-838-6141 sajohnson366@wilkescc.edu
Debbie Woodard Deputy Title IX Coordinator	Basic Skills and Continuing Education Students	336-903-3231 drwoodard792@wilkescc.edu

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, email, 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 will, 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."

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:

Students Rights, Responsibilities, and College Policies

- sexual harassment
- sexual exploitation
- sexual assault
- dating violence
- domestic violence
- stalking

Members of the Wilkes Community College community, including 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 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
Sherry Cox Title IX Coordinator	Faculty and Staff	**336-838-6422** spcox072@wilkescc.edu
Scott Johnson Deputy Title IX Coordinator	Curriculum and Continuing Education Students	**336-838-6141** sajohnson366@wilkescc.edu
Debbie Woodard Deputy Title IX Coordinator	Basic Skills and Continuing Education Students	**336-903-3231** drwoodard792@wilkescc.edu

A complaint form is also available on the college website at 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, go to www.wilkescc.edu/student-grievance-process or contact the Student Services Office.

Student Right-to-Know

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

Tobacco-Free Campus

Wilkes Community College is a tobacco-free college. The use of tobacco products on 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) or on any property owned, leased, or controlled by Wilkes Community College is prohibited. This prohibition includes all smoking tobacco products (cigarettes, cigars, pipes); all smokeless tobacco products (chews, dips, snuff, snus, dissolvable products); and extends to energy dips/flavored dips; nicotine water and nicotine gel; hookahs/hookah products; all vaping products (vaporizers, electronic cigarettes, cigars, pipes, pens, and flavored cartridges); and any other items containing or reasonably resembling tobacco or tobacco products. The advertising, distribution, and sale of all prohibited products on college property or through college media outlets are prohibited. Tobacco cessation information is made available to students and employees upon request and is available on the college website. 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 violate the policy will be referred to the conduct administrator in the appropriate division for action in accordance with the student conduct code. College employees who violate the policy will be referred to the Director of Human Resources and their supervisors for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave WCC property. For a complete copy of the Tobacco-Free College Policy 7.15 and Procedure 7.15A, visit the WCC Policies & Procedure Handbook under Campus Life > Student Conduct on the college website.

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 will 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, including 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 in which 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; 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 public school systems in our service area; 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 these 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, 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. The office works to ensure compliance with the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). 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.
- how culture influences thinking and behavior.
- 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 eight 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.

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:

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 Collection. Cooperative agreements are in place with Alleghany and Ashe public libraries to support off-campus centers and distance learning.

Pardue Library, on the second 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 and 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 bookstore
- participate in book buyback at the bookstore
- access the Academic Support Center
- 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.

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

Community Patron Cards

Residents of Wilkes, Ashe, and Alleghany counties age 18 and over are eligible for Pardue Library cards. Community patrons must present a valid photo ID (driver's license, passport, state-issued identification card, or other valid photo ID) in order to obtain a library card. The first issue of a community patron card is free. Replacement cost for additional cards is $10.

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 three 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 request 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. WCC students and employees may access library databases with their WCC usernames and passwords. Distance learning instructors and students who cannot travel to the Pardue Library may borrow books from the library by first locating the books on the library catalog and submitting a request to the library. To access the library catalog, patrons should visit the website at www.wilkescc.edu and select the link to the library. Students may be required to pay postage for this service.

Distance learning instructors and students have access to online video tutorials and research guides on the library website. Instructors may request custom video tutorials designed especially for their classes as well. Students and instructors within the three-county service area may also schedule face-to-face orientations with librarians at Wilkes Community College, Ashe County Public Library and Alleghany Public Library by appointment.

James Larkin Pearson Collection

The James Larkin Pearson Collection, located in Pardue Library, houses the writings, correspondence, books, and memorabilia of Wilkes County native James Larkin Pearson, a newspaper publisher and poet who served as N.C. Poet Laureate from 1953-1981. The James Larkin Pearson Exhibit, located on the second floor of Lowe's Hall, showcases Pearson's printing presses and explores the local newspaper publishing industry that developed in Moravian Falls at the turn of the 20th Century.

Children in the Library

See college policy relating to children on campus.

Computer/Internet Use

See college policy 7.10.

Instructional Support Services

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) provides both drop-in tutoring and tutoring by appointment to help you be successful in your classes at WCC. The goal of the ASC is to assist you in becoming the best student possible! Students can expect friendly, knowledgeable, professional tutors who will work with you to increase your skills and knowledge in your subject area or class. Bring your WCC ID card to scan into the ASC.

There are four ASC locations. The **Wilkes Campus ASC** is in Thompson Hall, third floor, room 252, and consists of the Writing Center, the Testing Center, the Math and Sciences Center, the Open Computer Lab, and the Bring Your Own Device (BYOD) area where you can charge your device while taking advantage of WiFi. Test taking and study skills tutoring are also provided. Hours for fall and spring semesters are Monday-Thursday 7:30 a.m. -6:00 p.m. and Friday 7:30 a.m.-3:00 p.m. Hours for summer are Monday-Thursday 8:00 a.m.-5:00 p.m. and closed on Friday. Writing Center/Testing Center: 336-838-6566; Math/Sciences/Computer Lab: 336-838-6420.

The **Ashe Campus ASC** is in room 306 and assists with writing, math, computers, and study skills; nursing tutoring is available by appointment. There is a Testing Center and a group study area. Hours are Monday-Thursday 8:00 a.m.-6:00 p.m. and Friday 8:00 a.m.-12:00 p.m. Call 336-838-3900 ext. 3126.

The **Herring Hall ASC** is in room 2128 and provides support in all the health sciences programs as well as writing, math, biology, test taking, and study skills. Tutoring is by appointment. Call 336-838-6167.

The **Alleghany Center**, the ASC is in room 103 and assists with writing, math, computers, engineering, and study skills. ASC hours vary. Call 336-372-5061.

Academic Support also includes **online tutoring** provided by WCC tutors and ThinkingStorm tutors! Students can access online tutoring, and submit papers for review by the WCC Writing Center tutors by clicking on the "tutoring" icon located in Moodle and on the WCC Prowler Student Portal page. Students can receive unlimited hours of face-to-face and online tutoring provided by WCC tutors. Students are permitted 10 free hours of ThinkingStorm online tutoring each semester.

The **Prowler Help Desk** provides support for students logging into Office 365, Moodle, and WebAdvisor. Students may submit a Help Desk ticket by clicking on the WCC Prowler Student Help page. 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 Wilkes Campus Academic Support Center during normal hours.

Disability Services

Wilkes Community College is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the ADAAA (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 courses, programs, and activities, should call Disabilitiy Services at 336-838-6212 or 336-838-6560.

The Americans with Disabilities Act (ADA), amended in 2008 as the ADAAA, has a three-part definition of disability. Under ADAAA, 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 needing accommodations for the placement test must schedule these accommodations 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 Disability Services at 336-838-6560. Documentation may be confidentially faxed to 336-903-3209. Students should request accommodations at least three weeks prior to the beginning of a semester. Accommodations for requests made after the deadline will be provided by the college to the extent possible.

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. Its 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 underrepresented in post-secondary education. Please call 336-838-6557 or visit Thompson Hall Room 257 with any questions.

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

Tutoring provides supplemental classroom instruction to help master concepts.

Grant Aid Scholarships provide eligible students with additional financial assistance during fall and spring semesters.

Academic Advising helps students plan semester course loads and select appropriate classes.

Access to Technologies and Textbooks allows students to borrow laptops, iPads, LiveScribe pens, calculators and textbooks for use during the semester.

Peer Mentors share academic success skills and help students connect with campus and community resources.

Bridges Alumni Board networks SAGE members with SAGE alumni at 4-year colleges or in the workforce.

Campus Visits to four-year colleges help students navigate the university system and connect with key department personnel and other TRiO programs.

Career Exploration helps students make informed decisions about college major and career.

College Transfer Advising and Advocacy provides individual assistance with selecting colleges, completing college and financial aid applications, and gathering information on housing.

Computer Lab provides computers equipped with a variety of software and staffed by lab assistants.

Financial Aid Advising provides students with information about all types of financial aid and assistance with completing the FAFSA.

Financial and Economic Literacy information and counseling assists students with personal budgeting, money management, handling credit, dealing with debt, preventing identity theft, and finding scholarships.

Monthly Newsletters provide news and information about upcoming events, important dates and helpful information via email.

Personal Counseling provides safe and confidential counseling.

Progress Reports provide mid-semester information about grades and class performance.

Instructional Support Services

Study Groups help students increase study skills and learning through effective, supportive networks.

Success Skills Workshops help students improve test-taking, note-taking, reading comprehension and time management.

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 10 years. As part of the process, a college submits a Quality Enhancement Plan (QEP) that 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 was reaffirmed in June 2016, and the current QEP topic is "Preparing for Online Success." The two major QEP initiatives involve online readiness for students and professional development for WCC instructors who teach online.

The online readiness experience for students is offered through the college learning management system Moodle and is designed to help new students understand success strategies, online course expectations, and computer/Moodle skills. The experience is currently accessible to all new students through the college success courses ACA 115, 118, and 122 and to all online Career and College Promise students.

The second major initiative involves professional development for WCC instructors who teach online. Experienced online instructors spend a semester in CORE, Collaborative Online Reflective Experience, with other instructors who teach online. Instructors who have not taught online spend two semesters in a CORE setting; the first semester they develop the course and the second, they teach it. CORE groups are led by Peer Mentors or instructors who have considerable experience teaching online and who are guided by best practices in online learning.

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.

The Fifth-Year Report will be submitted to SACSCOC in 2021 and will involve an explanation of how the QEP has impacted student learning and the learning environment.

Work-Based Learning

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

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

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

Eligibility

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

1. Must be enrolled in a curriculum area that includes Work-Based Learning for academic credit (requirement or an elective).
2. Must have a grade point average of 2.0 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 completing 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 director of Work-Based Learning, located in Thompson Hall Room 215, or print the online form: www.wilkescc.edu, Student Resources, Instructional Support Services, Work-Based Learning. The phone number is 336-838-6173. Work-Based Learning (WBL) informational applications must be reviewed and approved by the faculty coordinator and/or the WBL director prior to registration.

Registration

Prior to registering for Work-Based Learning courses (designated WBL in college catalog), students must contact the WBL director. WBL informational applications must be completed and reviewed/approved by the WBL director prior to registration.

Academic Credit

Credit hour(s) for Work-Based Learning (WBL) are determined by hours worked per semester; a one-hour WBL credit has a 160-hour minimum requirement (average of 10 hours per week); a two hour WBL credit has a 320-hour minimum requirement (average of 20 hours per week). Grades are awarded by the WBL instructor based on the student's 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.

GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federal grant designed to increase the number of students who are prepared to enter and succeed in postsecondary education. Wilkes Community College, in partnership with Appalachian State University, and the public schools of Alleghany, Ashe and Wilkes, collaboratively provide services to middle and high school students with the goal of increasing the number of students graduating from high school and continuing into college. WCC GEAR UP services include college visits, career and college counseling, financial aid education, academic support and summer programs.

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 employment preparation.

Services provided include 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 a.m. to 7 p.m., and Friday, 8 a.m. to 4 p.m. An abbreviated schedule is followed during the summer term.

Counseling and Career Services

The counseling center provides services to assist individuals 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, résumé 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. Student who are struggling with the requirements of a class should stop by student services to learn about campus resources available to increase academic success. Students who are considering withdrawing from WCC due to personal and/or academic difficulties should discuss their plans with their 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. Throughout the semester, advisors have posted office hours so that students may arrange conferences as needed. Two weeks prior to each registration period, advisors 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 Online 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. The Online Learning page provides tutorials and other available resources. Students may make arrangements for assistance by phone, fax, email, postal mail, or by contacting one of the college's three locations.

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 a list of housing resources within the service area.

Reporting of Accidents/Health Services

All accidents are to be reported immediately to campus police or security at 336-838-6275. 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 campus police or 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.

Campus Police/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.

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

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

Lost and Found

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

Placement Testing

Program Testing Requirements

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

Student Services

- All degree, diploma, and certificate seeking applicants and/or applicants registering for a course that has an English or prerequisite mathematics are required to exempt or complete placement testing.

Placement Testing Process

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

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

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

Step 3: Schedule an appointment to take the placement test.
Wilkes Campus: 336-838-6136

Testing appointments are available at the Wilkes Campus on

- Tuesday - 8:30 a.m. or 1 p.m.
- Wednesday - 8:30 a.m. or 1 p.m.
- Thursday - 8:30 a.m., 1 p.m., or 5 p.m.

For a testing appointment at the Ashe Campus and Alleghany Center, call

- Ashe Campus: 336-846-3900, ext. 3115 or 0
- Alleghany Center: 336-372-5061, ext. 3140

Notes:

- Seating is limited. Please call at your earliest convenience to schedule an appointment.
- Allow two hours for each test.
- The Math test cannot be taken on the same day the English/Reading 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, Essentials for College Math (SREB - Math Ready), Integrated Mathematics IV, International Baccalaureate Computer Science, 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 N.C. 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.

ACT	SAT (Pre-March 2016)	SAT (March 2016 and Future)
Reading 22 or English 18 Math 22	Reading 500 or Writing 500 Math 500	Evidence-Based Reading & Writing 480 Math 530

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

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

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

Testing Accommodations:

Students requiring special testing accommodations due to a disability must notify the Disability 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 English/Reading) 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 at the front desk of Student Services located in Alumni Hall if you are paying with cash or check. If you are paying with a debit/credit card you will need to pay 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.

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 Placement Testing and Admissions specialist at wdnichols077@wilkescc.edu.

Student Services

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 U.S. 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 Placement Testing and Admissions specialist at wendy.nichols@wilkescc.edu.

Registration

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

Steps in the registration process are as follows:

1. Complete application for admission.
2. Complete placement testing requirements and/or submit official SAT/ACT/AP 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. Register for courses in WebAdvisor.
6. Pay tuition and fees in the Business Office or in WebAdvisor.
7. Purchase books in the WCC Absher 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 absences 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 late 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 for fines due and/or tuition and fees due). Students may go to www.wilkescc.edu/wccprowler/ to access a link to WebAdvisor and login instructions.

Office 365

Upon admission, students are issued an Office 365 account/email. Office 365 is the official communication platform of WCC. Information such as financial aid award letters and communication between students and their instructors may be sent though Office 365. Students are encouraged to check WCC email daily. Office 365 is more than just email; students have access to the online Microsoft Office applications, including downloads of Microsoft Office for their devices.

Moodle

Students will also be issued a Moodle account, the college's learning management system. 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. Students enrolled in an online course must check Moodle on the first day of class for any introductory assignments.

A link to Office 365 and Moodle can be found on the college website at 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.

Students should be aware of the responsibilities associated with their Office 365 and Moodle accounts as outlined in the "Responsibilities Related to Electronically Distributed Information" and "Computer and Network Usage" policies.

Student Records

All student records are held in confidence by the college. The following documents will be maintained and will be subject to all state and federal regulations governing the safety and confidentiality of those records: applications for admission, transcripts, placement test information, and graduation readiness reports. Grade reports are made available to students in WebAdvisor 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/transcript-request. 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 paid 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.

Student Services

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

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

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

WCC College Transfer Advising Center

The WCC College Transfer Advising Center (CTAC) located in Hayes Hall Room 413 provides ongoing assistance to WCC students enrolled in the AA, AE, AS, and AGE programs. 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 meeting graduation and transfer requirements.

Transfer of Credits to Senior Institutions Comprehensive Articulation Agreement and Uniform Articulation Agreement

Wilkes Community College (WCC) offers three associate degrees that parallel the freshman and sophomore years at North Carolina public universities, the Associate in Arts (AA), the Associate in Engineering (AE), and the 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) that facilitates the transfer of credit for the AA and AS 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). The AE is governed by the Uniform Articulation Agreement (UAA), an agreement between the UNC Baccalaureate Engineering Programs and the N.C. Community College System AE Programs. It applies to all N.C. community colleges that operate the AE program and to the UNC constituent institutions (East Carolina University, N.C. A&T, UNC-Charlotte and Western Carolina).

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

- Graduation with an AA or AS degree fulfills all general education requirements at UNC and participating independent universities. Students may need to take additional courses required for their specific 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

Student Services

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 (e.g., foreign language or wellness requirements).

- AE graduates with a GPA of at least 2.5 and a grade of C or better in the AE courses will have fulfilled the engineering program entry requirements, and all courses in the Universal General Education Transfer Component will transfer with course equivalency to fulfill General Education requirements for the BSE. These students will receive at least 60 semester hours of academic credit upon admission to a UNC institution. Admission to engineering programs is competitive and no student is guaranteed admission to an engineering program by the UAA.
- 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, ICAA, and UAA 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.
- Students who have earned more than 14 hours of credit from colleges that are not part of the CAA or ICAA should meet with a CTAC advisor regarding limitations on the use of such transfer credits.

Planning for Transfer

Students planning to transfer are encouraged to take ACA 122 in their first semester and then work closely with their academic advisor. 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.
- Enroll only in courses approved for transfer through the CAA, ICAA,and UAA unless the selected university specifically requires others. For more information about the CAA, ICAA, and UAA, contact the College Transfer Advising Center.
- Admission applications to N.C. senior colleges and universities are available online at www.cfnc.org or at the individual college or university website. Applications should be submitted at least six months prior to the date of intended enrollment.

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 coursework 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, AE, 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

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) online at www.fafsa.gov . Students will be considered for all aid programs available through the college (as described in this section) except certain scholarships or loans. After your FAFSA is submitted, you will receive an email from the college if any documents are required to finalize your aid package.

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. FAFSA applications will be available beginning October 1 of the year prior to the fall you will begin college. Scholarship applications will be available online after the first of January at http://www.wilkescc.edu/financial-aid/scholarships/.

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 a complete description, refer to the 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 grant based on financial need. Eligibility is calculated by the federal student aid processing center and the results, called a student aid report (SAR), are sent directly to students. You will be notified on your award letter if you receive this.

Federal Supplemental Educational Opportunity Grant (SEOG) – A federal grant administered by the college available to students with high financial need. You will be notified on your award letter if you receive this.

N.C. 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 a letter from the Financial Aid Office. You will be notified on your award letter if you receive this.

North Carolina Education Lottery Scholarship – The N.C. Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy N.C. resident students attending eligible colleges and universities located within the state of N.C. Applicants must be a N.C. resident for tuition purposes, enroll in at least six credit hours per semester, and meet satisfactory academic progress requirements at WCC. The value of the grant varies according to information that is generated from the FAFSA. You will be notified on your award letter if you receive this.

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. Eligibility is based on completion of the FAFSA and student need. Students should contact the Financial Aid Office if interested.

Federal Direct Loans – Subsidized loans of up to $3,500 for first year and $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. Unsubsidized loans are also available to students based on certain criteria. Contact the Financial Aid Office for the loan acceptance form and additional information. Students must complete the FAFSA before their loan request can be processed.

Alternative Student Loans – Loans up to cost of attendance can be obtained by lenders who approved education loans not based on family income or financial need. Contact the Financial Aid Office for the loan acceptance form 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 April 15 for new students and May 1 for returning students. For more information about scholarships, including scholarship searches over the Internet, contact the Financial Aid office. Applications must be filed annually. All information received will be kept confidential.

Student Financial Aid

Scholarships Available

Listed below are the WCC scholarships that are usually available.

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
John N. Bennett Scholarship
Hubert Douglas Brewer Memorial
Leon and JoAnn Brewer
Joe Oliver and Lillie Bryan Brewer
Frank W. Burrell Memorial
Randall C. Cupp Memorial
Ron and Ennis Davis Memorial
Joseph Robert and Roxine Early DeMorio
H.V. and Betty H. Douglas
Jim Eads Memorial
Charles Elledge Memorial – Lura Myers
Millard Hansford Eller
Gertrude Elliott Allied Health
Joe E. Faw Memorial/Wilkes County Homebuilders
Elizabeth Cowles Finley
Fred "Sonny" Gaither Memorial
Gaither-Linney Memorial
Judge and Mrs. Robert W. Gambill
James R. Graham Vocational
Carl W. Haigh Memorial
J.B. Hash
Margaret Hayes Memorial
Samuel E. and Jean E. Hoss Memorial
Dr. Fred C. Hubbard (Wilkes Regional Medical Center)
Tommy Huskey
Milton James Ingram, Sr.
Jessica Jensen Memorial
Y.B. Johnson Memorial
R. Don and Dora Laws Loan Fund
Fred Lovette Memorial
Margaret R. Lovette Memorial
Lucille Green Lowe Nursing
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
Lawrence A. Miller Memorial
Joel Motsinger Memorial
Edith Murphy Memorial
Adrienne Louise Necessary Memorial
Dwight Vance Nichols Memorial
Ted Roosevelt Nichols Memorial
Ogburn Family Scholarship
Robert L. and Martha M. Proffit Memorial
Ambrose Reeves Automotive Technology
Rendezvous Mountain Charter Chapter
of the Daughters of the American Revolution
Bonnie Rhodes
Lori S. Shumate Memorial
N.B. and Hattie Smithey Scholarship Loan Fund
Dr. J. Hugh Sowder 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
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 Building Construction Tech
Wilkes Business Women's Club
Wilkes Community College Scholarship Fund
Wilkesboro High School Class of 1950
Lewis Williams Memorial
Rex Williams Memorial
Blair C. Yale
Bill Young

Student Financial Aid

Financial Aid Refund Policy

Attention 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% 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.

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

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 General's 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. The first 30 attempted developmental credit hours are not included in the calculation of the maximum time frame.
   c. Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame.
   d. Once students have earned an associate degree or diploma 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. Students returning for a second degree or diploma will likely reach maximum time frame prior to completing the degree or diploma and will be required to submit an appeal in order to be considered for additional aid.

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. Financial Aid GPA calculation requires that all courses be counted in the GPA calculation. The previous hours attempted and earned with 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.
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.

Student Financial Aid

• **Sastifactory**

Students who receive a satisfactory SAP status are maintaining a cumulative 2.0 GPA and a cumulative 67% completion rate. In addition, they have not exceeded 150% time limit to earn their degree at WCC.

• **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.

• **Terminated**

Students who fail to meet the terms of their probation for any reason will be terminated. Students who did not submit an appeal for the Suspension status will also be terminated. Students in this status will not qualify for aid until they are meeting the Financial Aid Satisfactory Academic Progress standards. This can be accomplished by paying for classes and completing them, and bringing cumulative completion rate and cumulative GPA in to the required percentages while staying within the timeframe of the program. There is no appeal for terminated students. (Or terminated students can only appeal if there is an extenuating circumstance during the probation period.)

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. An appeal can only be submitted if a student's failure to make Financial Aid Satisfactory Academic Progress is beyond their control. Applicable circumstances would include:

1. Extended student/family illness or injury (documentation required).
2. Death of a relative (documentation required).
3. Undue hardships or extensive personal problems that were beyond the student's control.
4. 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. That 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 WCC email accounts. **Note: Students on suspension or termination are not eligible for Financial Aid.**

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. The plan developed with the advisor must include all semesters/courses needed to graduate from the program.

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 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.

Student Financial Aid

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*	$ 2,572.00	$ 2,572.00
Books and Supplies	1,200.00	1,500.00
Room and Board	3,500.00	8,000.00
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 336-838-6144.

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 two or three 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 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 Alumni Hall 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. 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 that 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 on the first and third Thursday of each month during fall and spring semesters. Students interested in becoming involved with Wilkes Campus SGA should contact Advisor Lynda Black at 336-838-6148 or email lkblack932@wilkescc.edu. For Ashe or Alleghany Campus SGA, contact Advisor Elizabeth Coleman at 336-372-5061 or email eccoleman625@wilkescc.edu.

Animal Science Club

The Animal Science Club allows students of the Animal Science program an opportunity to provide enrichment and encourage student interest in animal agriculture. The Animal Science Club strives to provide services to the animal science industry and community. For more information, contact Advisor Mindy Herman at 336-838-6226 or email mvherman996@wilkescc.edu.

Architectural Technology Club

The purpose of the Architectural Technology Club is 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 sbtaylor965@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 ljreavis691@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 jtoconnell205@wilkescc.edu.

Collegiate Future Farmers of America (WCC)

Collegiate Future Farmers of America (CFFA) 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. Students from any program of study can join the CFFA club. For more information, contact Advisor Donna Riddle at 336-838-6435 or email deriddle368@wilkescc.edu.

Club of the Arts

WCC Club of the Arts strives to bring together students, faculty, and members of graphic and fine arts and photography so that students may further their knowledge and interest in the arts. The WCC Club of the Arts will serve as an avenue for creative persons to come together as a group to promote and foster the development of leadership and employability in the arts field. For more information, contact Advisor Amber Arnder at 336-838-6410 or email abarnder632@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 of business and accounting students. For more information, contact Advisor Marty Franklin at 336-838-6161 or email myfranklin411@wilkescc.edu.

Culinary & Baking Club

The Culinary & Baking Club is comprised of students who are enrolled in the Culinary Technology program. The primary purpose of this club is to provide scholarships to members with monies earned through career enhancing experiences. The club offers opportunities for fellowship with other students and industry professionals in order to provide the members with network opportunities within their chosen professions. For more information, contact Advisor Kimrey Jordan at 336-838-6506 or email kjjordan927@wilkescc.edu.

Student Center

Dental Assisting Club
The WCC Dental Assisting Club offers dental assisting students accepted into the program an opportunity to participate in on-campus and community activities. Club members strive 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 jrhastings018@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 rwsmith759@wilkescc.edu.

Disability 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 Renee Macemore at 336-838-6212 or email rmmacemore052@wilkescc.edu.

Emergency Services Club
The Emergency Services Club is comprised of students with a N.C. State medical, rescue, or fire certification. For more information, contact Advisor Randall Westmoreland at 336-838-6252 or email rcwestmoreland692@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 jamullis875@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. For more information, contact Advisor Donna Riddle at 336-838-6435 or email deriddle368@wilkescc.edu.

Human Services Club
The purpose of the Human Services Club 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 students entering human services. 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 easales-walker121@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 to advise in curriculum decisions related to technology. For more information, contact Advisor Chris Bare at 336-846-3900 ext. 3112 or email cdbare782@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 that is 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 Erica Sales-Walker at 336-838-6523 or email easales-walker121@wilkescc.edu.

National Technical Honor Society
The National Technical Honor Society is America's foremost scholastic honor for excellence in workforce education. 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 jdhauser868@wilkescc.edu.

Phi Theta Kappa - Alpha Kappa Omega Chapter
Phi Theta Kappa (PTK) is the international honor society for two-year college students. The purpose of PTK is to recognize and 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 Advisor Dr. Nolan Belk at 336-838-6507 or email pnbelk997@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 kmmiller746@wilkescc.edu.

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 mjkilby410@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 who are enrolled in the Respiratory Therapy program. For

Student Center

more information, contact Advisor Vickie Bell at 336-838-6512 or email vsbell636@wilkescc.edu.

Rotaract Club

Rotaract is a worldwide organization of college men and women who believe they can make a difference. Through community and international service projects, Rotaractors help improve the lives of others. In so doing, they develop leadership and professional skills and establish a network of friends. Rotaract is friendship in action. Club activities include Adopt-A-Highway Cleanup; Make A Difference Day; walkathons to raise awareness and money for projects; volunteering at the county fair, MerleFest, and other college functions; assisting with foster care Christmas Party; supporting local food pantries; and a variety of social events. For more information, contact Advisor Beth Foster at 336-838-6173 or email bafoster167@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 jdmiles944@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 Student Activities Coordinator Lynda Black at 336-838-6148 or email lkblack932@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 on the 1st-year club contact Advisor Pamela Rhoades at 336-838-6254 or email pdrhoades863@wilkescc.edu; for the 2nd-year club, contact Advisor Laura Walsh at 336-838-6250 or email lbwalsh651@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 workforce. SkillsUSA serves the students who are enrolled in programs, preparing them for technical, skilled, and service careers. SkillsUSA complements students' technical training by teaching them leadership skills, teamwork, citizenship, and character development, all things that help shape 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 hckennedy819@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, contact Advisor Jayden Gant at 336-838-6208 or email jagantt177@wilkescc.edu.

Office of Administrative Services

The Office of Administrative Services of Wilkes Community College is divided into three departments:

1. Financial Services is responsible for all fiscal aspects of the college, including 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); payroll; and vending.
2. Human Resources is responsible for all aspects of the employee relationship such as employee records, benefits, advertisements for new positions, etc.
3. Facilities is responsible for and maintains all buildings, 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.

Wilkes Community College Absher Bookstore

Wilkes Community College Absher Bookstore is located on the second floor of Thompson Hall. Bookstore hours are 8:00 a.m.-5 p.m. Monday through Thursday and 8:00 a.m.-3 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 buybacks held the last 2-3 days of each semester and during mid-term book buybacks held fall and spring semesters.

Class Rings

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

Identification/Library Cards

Identification/library cards are issued annually during fall semester 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, for admission to college activities, and to vote 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 faculty/staff are requested to take care of the equipment while using it. **If students maliciously damage buildings, furniture, and/or 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 or 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; therefore, the college is not liable.

Campus Police Department

The WCC Campus Police Department is responsible for helping provide a safe and secure learning environment for all WCC students, faculty, staff, and visitors. WCC campus police and 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 Campus, including Herring Hall, 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, and 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 p.m. and on Weekends. With the following exceptions, parking after 5 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.

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

Office of Information Technology

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

Computer and Network Usage Policy

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality as long as this use is consistent with the goals of the academic programs. However, use of the computing and network resources is limited to authorized purposes, and any unlawful or malicious use of these resources is 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 developing ideas and a prospectus and then drafting the proposal. Development staff works closely with the academic deans' offices in developing proposals and making contact with potential funding agencies and prospective donors who can be partners in enhancing the academic opportunities offered by the college.

Office of Recruiting and Marketing

The Office of Recruiting and Marketing collaborates with faculty and staff to provide information to high school students, parents, and the community about the valuable educational opportunities available at Wilkes Community College. A variety of services are available to prospective students, including campus tours and enrollment planning meetings. Additionally, the staff coordinates the production of all marketing related materials for curriculum and continuing education programs and services.

The recruiting and marketing staff is committed to building connections throughout the college and the community.

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, all 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 four- or eight-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, ELA)

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 not English, to acquire English language proficiency.

Offerings available through the Basic Skills Department include Adult Secondary Education (ASE), Adult Basic Education (ABE), and English Language Acquisition (ELA). 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 coursework 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 coursework 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®) and/or High School Equivalency Test (HiSET®). 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. Eligibility for participation in Basic Skills programs is determined by attaining a valid placement score on a National Reporting System (NRS) approved assessment.

English Language Acquisition (ELA)

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 and continuing education courses. Curriculum classes are offered in Accounting, Applied Engineering Technology, Associate in Arts, Associate in Science, Business Administration, Advertising and Graphic Design, Applied Animal Science, 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 such as basic and advanced computers, notary public, real estate, emergency medical, and firefighter training. 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 and the Alleghany County Public Library on Atwood Street in Sparta. The Blue Ridge BDC offers support to small business owners and is focused on economic development for the county. The Alleghany Center is an active partner in the county's economic development. A variety of industrial training is offered, both at the center and at individual manufacturing facilities. The college's Small Business Center, based on Wilkes Campus, offers a wide variety of training programs, counseling services, and other assistance at the Alleghany Center. Job skills development courses, including statewide Career Readiness Certificates, are offered through Human Resource Development courses for individuals looking to change careers or build specific skills for employment. The NC Works Center, located in the public library, provides employment and training services to residents through its partners, which include the North Carolina Division of Workforce Solutions, Workforce Innovative Opportunity 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 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. 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 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. Examples include basic and advanced computers, welding, drafting, real estate, certified nursing assistant, cosmetology, phlebotomy, pharmacy technician, emergency medical training, and firefighter training. 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. The Ashe Campus also offers numerous compensatory education courses and English as a Second Language courses, 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, on 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 Innovation and Opportunity Act (WIOA), 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 college's overarching goal is to provide a variety of educational opportunities at convenient locations 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

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 this region's premier venue for cultural experiences, 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 the preferred 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. The Walker Center food services meets the highest standards of preparation, sanitation, service, and taste.

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 Foundation. All contributions are tax deductible. Bronze plaques in honor, in recognition, or in memory of donors are placed in the gardens 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 curriculum programs in which students may earn college credit toward one or more of the following academic credentials: Associate in Applied Science, Associate in Arts, Associate in Science, Associate in Engineering, Associate in General Education, and numerous certificates and diplomas. Eligible students may begin earning college credit while still in high school and apply those credits to higher credentials after graduation.

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 N.C. Career & College Promise guidelines may enroll in courses offered by WCC during their junior and senior years in high school. Through the N.C. Career & 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, Associate in Engineering, or Associate in Applied Science degree, diploma, or certificate. For additional information, visit the WCC website at www.wilkescc.edu and click on Career & College Promise.

Certificate

Certificate programs are designed to provide entry-level employment training. They range from 12 to 18 semester hour credits and may be able to 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 coursework, Associate in Applied Science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include coursework in communications, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Certain courses in Associate in Applied Science degree programs may be accepted by a four-year college or university for transfer credit in a related field. Some AAS degrees may transfer in their entirety based on articulation agreements.

Associate in Arts, Associate in Science, and Associate in Engineering

College transfer programs are offered through the Associate in Arts, Associate in Science, and Associate in Engineering degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA), which governs the transfer of student credit 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. The Associate in Engineering is part of the Uniform Articulation Agreement between the North Carolina Community College System and the five UNC institutions that offer engineering majors.

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.

Distance Learning

Distance learning provides course delivery formats such as Internet, hybrid, web-supported courses, and courses delivered through the cyber classroom.

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

Internet Courses (I)

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

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

Hybrid Courses (H)

Hybrid courses blend traditional face-to-face classroom instruction with online instruction. A course is designated as a hybrid course where face-to-face instruction is equal 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/locations.

Cyber Courses (C) or Information Highway

A course is designated as a cyber-course when 100% of instruction is delivered by two-or-more way video. Interactive computer-equipped classrooms are used to transmit and receive a variety of credit, non-credit, and customized courses. Groups of students from several locations share one instructor, which make courses available that otherwise could not be offered. In addition to curriculum and continuing education courses, staff development and specialized training activities are delivered using this technology.

Online Programs

Wilkes Community College students who cannot attend classes on campus can complete the following programs by enrolling in online courses. Most WCC programs have some of their coursework available online. Online courses with insufficient enrollment may be canceled.

	Online Degree	Online Diploma	Online Certificate
Associate in Arts	X		
Associate in General Education	X		
Accounting			X
Basic Law Enforcement Training			X
Business Administration (AAS)	X	X	X

General Education

All two-year degree programs at WCC include a substantial general education component, ranging from 15 credit hours to 45 credit hours. General education requirements for the Associate in Applied Science, the Associate in Arts, the Associate in Science, the Associate in Engineering, 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 Technology Skills

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

Arts, Humanities, and Social Sciences Awareness

WCC graduates will demonstrate the ability to think critically about diverse perspectives.

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 N.C. colleges and universities.

Humanities and Fine Arts			*Status of Course for Transfer*
Fine Arts			
ART	111	Art Appreciation	UGETC/transfer elective
ART	114	Art History Survey I	UGETC/transfer elective
ART	115	Art History Survey II	UGETC/transfer elective
ART	121	Two-Dimensional Design	transfer elective
ART	131	Drawing I	transfer elective
ART	132	Drawing II	transfer elective
ART	240	Painting I	transfer elective
ART	241	Painting II	transfer elective
ART	283	Ceramics I	transfer elective
ART	284	Ceramics II	transfer elective
DRA	111	Theatre Appreciation	gen ed/transfer elective
DRA	126	Storytelling	gen ed/transfer elective
MUS	110	Music Appreciation	UGETC/transfer elective
MUS	112	Introduction to Jazz	UGETC/transfer elective
MUS	114	Non-Western Music	gen ed/transfer elective
MUS	210	History of Rock Music	gen ed/transfer elective
Humanities			
ENG	125	Creative Writing I	transfer elective
ENG	126	Creative Writing II	transfer elective
ENG	231	American Literature I	UGETC/transfer elective
ENG	232	American Literature II	UGETC/transfer elective
ENG	241	British Literature I	UGETC/transfer elective
ENG	242	British Literature II	UGETC/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

Continued on the next page.

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

ASSOCIATE IN ARTS - A10100

It is important that students know the requirements of the senior transfer institution to plan curriculum electives and meet senior institution requirements. Courses designated as UGETC will transfer for equivalency credit to the UNC System 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 prior to or after transfer.

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. **UGETC = Universal General Education Transfer Component**

English Composition			6 shc
UGETC	ENG 111 Writing and Inquiry	3 shc	
UGETC	ENG 112 Writing and Research in the Disciplines	3 shc	
Communications, Humanities and Fine Arts			9 shc
UGETC	COM 231 Public Speaking	3 shc	
	Select TWO from the list below:	3 shc	
		3 shc	
	ART 111 Art Appreciation, ART 114 Art History Survey I, ART 115 Art History Survey II MUS 110 Music Appreciation, MUS 112 Introduction to Jazz PHI 240 Introduction to Ethics		
Social / Behavioral Sciences			9 shc
UGETC	Select ONE history course from the list below:	3 shc	
	HIS 111World Civilizations I, HIS 112World Civilizations II, HIS 131American History I, HIS 132 American History II		
UGETC	Select TWO courses from ***two different*** disciplines from the list below:	3 shc	
		3 shc	
	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		
Mathematics and Natural Sciences			7-8 shc
UGETC	**MATH** - Select ONE course from the list below:	3-4 shc	
	MAT 143 Quantitative Literacy, MAT 152 Statistical Methods, MAT 171 Precalculus Algebra		
UGETC	**NATURAL SCIENCE** - Select ONE course	4 shc	
	BIO 110 Principles of Biology, BIO 111 General Biology I, CHM 151 General Chemistry I PHY 110 Conceptual Physics and PHY 110A Conceptual Physics Lab		
Additional Mathematics or Natural Sciences			3-4 shc
	Select ONE additional math **or** science course:	3-4 shc	
UGETC GENED	BIO 111*, BIO 112*, BIO 120, BIO 130, BIO 140, BIO 140A, CHM 151, CHM 152, MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, PHY 110 & PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252 * If BIO 110 was chosen for Natural Science, neither BIO 111 nor BIO 112 can be used here.		

Continued on the next page.

ASSOCIATE IN ARTS DEGREE

Literature Requirement			**3 shc**
UGETC GENED	Select ONE literature course from the list below:	3 shc	
	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		
General Education Electives			**8 shc**
UGETC GENED	Select 8 shc from list below and check UGETC/GENED 45 hour requirement		
ANT 220, ART 111, ART 114, ART 115, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, CHM 151, CHM 152, CIS 110, CIS 115, COM 110, COM 120, COM 140, DRA 111, DRA 126, ECO 151, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, FRE 211, FRE 212, GEO 111, GEO 130, GER 111, GER 112, GER 211, GER 212, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 161, HUM 220, MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MUS 110, MUS 112, MUS 114, MUS 210, PHI 240, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212			
TOTAL UGETC and GENERAL EDUCATION		**45 shc**	**Total shc above this line:**
Academic Transition			**1 shc**
ACA 122 College Transfer Success		1 shc	
Transfer Electives			**14 shc**
Select 14 shc of courses. All courses listed above as UGETC or general education courses and all courses listed below as transfer electives can be used.			
ACC 120, ACC 121, ART 121, ART 131, ART 132, ART 240, ART 241, ART 283, ART 284, BIO 146, BIO 150, BIO 155, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 175, BIO 275, BUS 110, BUS 115, BUS 137, CHM 130, CHM 130A, CHM 251, CHM 252, CJC 111, CJC 121, CJC 141, CSC 139, CSC 151, CSC 239, CTS 115, DFT 170, DRA 130, DRA 131, DRA 170, DRA 171, DRA 270, DRA 271, EGR 150, EGR 210, EGR 212, EGR 215, EGR 220, EGR 225, EGR 228, ENG 125, ENG 126, ENG 273, ENG 274, ENG 275, FRE 181, FRE 182, GER 181, GER 182, GER 281, GER 282, HIS 116, HIS 145, HIS 163, HIS 211, HUM 123, HUM 170, HUM 180, MAT 280, MAT 285, MUS 131, MUS 132, MUS 151, MUS 152, PED 110, PED 113, PED 114, PED 117, PED 118, PED 119, PED 120, PED 121, PED 122, PED 123, PED 130, PED 131, PED 145, PED 146, PED 154, PED 171, PED 186, SPA 161, SPA 181, SPA 182, SPA 221, SPA 231, SPA 281, SPA 282			
Total Semester Hours Credit (SHC) in Program:			**Minimum 60 shc**	**Total shc:**

Associate in Engineering Degree

ASSOCIATE IN ENGINEERING - A10500

It is important that students know the requirements of the senior transfer institution to plan curriculum electives and meet senior institution requirements. 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 prior to or after transfer.

All students awarded the Associate in Engineering 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. **UGETC = Universal General Education Transfer Component**

English Composition			6 shc
UGETC	ENG 111 Writing and Inquiry	3 shc	
UGETC	ENG 112 Writing and Research in the Disciplines	3 shc	
Communications, Humanities and Fine Arts			6 shc
UGETC	Select ONE course	3 shc	
	ENG 231 American Lit I, ENG 232 American Lit II, ENG 241, British Lit I, ENG 242, British Lit II, PHI 240 Intro to Ethics, REL 110 World Religions		
UGETC	Select ONE course	3 shc	
	COM 231 Public Speaking ART 111 Art Appreciation, ART 114 Art History Survey I, ART 115 Art History Survey II MUS 110 Music Appreciation, MUS 112 Intro to Jazz		
Social / Behavioral Sciences			6 shc
UGETC	ECO 251 Principles of Economics	3 shc	
UGETC	Select ONE course	3 shc	
	HIS 111 World Civilizations I, HIS 112 World Civilizations II HIS 131 American History I, HIS 132 American History II POL 120 American Government PSY 150 General Psychology SOC 210 Introduction to Sociology		
Mathematics			12 shc
UGETC	MAT 271 Calculus I	4 shc	
GENED	MAT 272 Calculus II	4 shc	
GENED	MAT 273 Calculus III	4 shc	
Natural Sciences			12 shc
UGETC	PHY 251 General Physics I	4 shc	
	PHY 252 General Physics II	4 shc	
UGETC	CHM 151 General Chemistry I	4 shc	
Other Required Hours			18 shc
Academic Transition			1 shc
ACA 122 College Transfer Success		1 shc	
Pre-Major Elective			2 shc
EGR 150 Introduction to Engineering		2 shc	

Continued on the next page.

Associate in Engineering Degree

Other General Education and Pre-Major Electives		15 shc
Select 15 shc of courses from the list below. Students should choose courses appropriate to the specific university and engineering major requirements.		

BIO 111 General Biology I (4 shc)
CHM 152 General Chemistry II (4 shc)
CSC 151 JAVA Programming (3 shc)
DFT 170 Engineering Graphics (3 shc)
ECO 252 Principles of Macroeconomics
EGR 210 Intro to Electrical/Computer Engineering Lab (2 shc)
EGR 212 Logic System Design I (3 shc)
EGR 215 Network Theory I (3 shc)
EGR 220 Engineering Statics (3 shc)
EGR 225 Engineering Dynamics (3 shc)
EGR 228 Introduction to Solid Mechanics (3 shc)
MAT 280 Linear Algebra (3 shc)
MAT 285 Differential Equations (3 shc)
PED 110 Fitness and Wellness for Life (2 shc)

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

Associate in General Education Degree

ASSOCIATE IN GENERAL EDUCATION - A10300

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. **The AGE is not intended for transfer.**

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 Associate in General Education degree is not recommended for students planning to transfer to four-year colleges and universities.

All students awarded the Associate in General Education (AGE) 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. Completion of the AGE requires a minimum of 12 shc that have not been counted toward any other degree.**

English Composition			6 shc
	ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3 shc	
	Select ONE course from the list below:	3 shc	
	COM 110 Intro to Communication, COM 120 Intro to Interpersonal Communication, COM 231 Public Speaking ENG 112 Writing and Research in the Disciplines ENG 114 Professional Research and Reporting ENG 116 Tech Report Writing,		
Humanities and Fine Arts			3 shc
	Select ONE course from the list below:	3 shc	
	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) **Foreign language may not be used for this requirement.**		
Social / Behavioral Sciences			3 shc
	Select ONE course from the following areas:	3 shc	
	ANT, ECO, GEO, HIS, POL, PSY or SOC		
Natural Sciences/Mathematics			3-4 shc
	Select ONE course from the following areas:	3-4 shc	
	BIO, CHM, MAT, PHY (Lab courses/sections recommended)		
College Student Success			1 shc
	Required:	1 shc	
	ACA 115 or ACA 122		
Electives			49 shc
Select 49 shc of any courses approved for credit in an associate degree. **A maximum of 6 credit hours of PED courses may be included.**			
Students must make a satisfactory score on the placement test or pass DMA 010-DMA 030 before graduation. The AGE degree is not part of the Comprehensive Articulation Agreement. Courses taken in the AGE may or may not transfer at the discretion of the senior institution. The AGE degree is not recommended for students planning to transfer to four-year colleges and universities.			
Total Semester Hours Credit (SHC) in Program:		Minimum 65 shc	Total shc:

ASSOCIATE IN SCIENCE DEGREE

ASSOCIATE IN SCIENCE - A10400

It is important that students know the requirements of the senior transfer institution to plan curriculum electives and meet senior institution requirements. 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 prior to or after transfer.

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. **UGETC = Universal General Education Transfer Component**

English Composition			**6 shc**
UGETC	ENG 111 Writing and Inquiry	3 shc	
UGETC	ENG 112 Writing and Research in the Disciplines	3 shc	
Communications, Humanities and Fine Arts			**6 shc**
UGETC	COM 231 Public Speaking	3 shc	
UGETC	Select ONE literature course	3 shc	
	ENG 231 American Literature I ENG 232 American Literature II ENG 241 British Literature I ENG 242 British Literature II		
Social / Behavioral Sciences			**6 shc**
UGETC	Select ONE history	3 shc	
	HIS 111 World Civilizations I HIS 112 World Civilizations II HIS 131 American History I HIS 132 American History II		
UGETC	Select ONE course	3 shc	
	ECO 251 Principles of Microeconomics ECO 252 Principles of Macroeconomics POL 120 American Government PSY 150 General Psychology SOC 210 Introduction to Sociology		
Mathematics			**8 shc**
UGETC	MATH - Select TWO courses: (follow prerequisites)	4 shc	
		4 shc	
	MAT 171 Precalculus Algebra MAT 172 Precalculus Trigonometry MAT 263 Brief Calculus MAT 271 Calculus I MAT 272 Calculus II		
Natural Sciences			**8 shc**
UGETC	Select a TWO-course sequence:	4 shc	
		4 shc	
	BIO 111 General Biology I and BIO 112 General Biology II CHM 151 General Chemistry I and CHM 152 General Chemistry II PHY 151 College Physics I and PHY 152 College Physics II PHY 251 General Physics I and PHY 252 General Physics II		

Continued on the next page.

Associate in Science Degree

General Education			11 shc
GENED MATH	Select ONE course: (follow prerequisites)	4 shc	
MAT 152 Statistical Methods I, MAT 172 Precalculus Trigonometry, MAT 263 Brief Calculus, MAT 271 Calculus I, MAT 272 Calculus II, MAT 273 Calculus III			
GENED SCIENCE	Select ONE course: (follow prerequisites)	4 shc	
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			
GENED	Select 3 shc from listed courses.	3 shc	
ANT 220, ART 111, ART 114, ART 115, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, CHM 151, CHM 152, CIS 110, CIS 115, COM 110, COM 120, COM 140, DRA 111, DRA 126, ECO 151, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, FRE 211, FRE 212, GEO 111, GEO 130, GER 111, GER 112, GER 211, GER 212, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 161, HUM 220, MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MUS 110, MUS 112, MUS 114, MUS 210, PHI 240, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212			
Math and Science Electives			**8 shc**
Select 8 shc from math and science electives listed.		4 shc	
		4 shc	
BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 & BIO 140A, BIO 146, BIO 150, BIO 155, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 175, BIO 275, CHM 130, CHM 130A, CHM 151, CHM 152, CHM 251, CHM 252, MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252			
Academic Transition			**1 shc**
ACA 122 College Transfer Success		1 shc	
Transfer Electives			**6 shc**
Select 6 shc of courses. All courses listed above as UGETC or general education courses and all courses listed below can be used.			
ACC 120, ACC 121, ART 121, ART 131, ART 132, ART 240, ART 241, ART 283, ART 284, BIO 146, BIO 150, BIO 155, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 175, BIO 275, BUS 110, BUS 115, BUS 137, CHM 130, CHM 130A, CHM 251, CHM 252, CJC 111, CJC 121, CJC 141, CSC 139, CSC 151, CSC 239, CTS 115, DFT 170, DRA 130, DRA 131, DRA 170, DRA 171, DRA 270, DRA 271, EGR 150, EGR 210, EGR 212, EGR 215, EGR 220, EGR 225, EGR 228, ENG 125, ENG 126, ENG 273, ENG 274, ENG 275, FRE 181, FRE 182, GER 181, GER 182, GER 281, GER 282, HIS 116, HIS 145, HIS 163, HIS 211, HUM 123, HUM 170, HUM 180, MAT 280, MAT 285, MUS 131, MUS 132, MUS 151, MUS 152, PED 110, PED 113, PED 114, PED 117, PED 118, PED 119, PED 120, PED 121, PED 122, PED 123, PED 130, PED 131, PED 145, PED 146, PED 154, PED 171, PED 186, SPA 161, SPA 181, SPA 182, SPA 221, SPA 231, SPA 281, SPA 282			
Total Semester Hours Credit (SHC) in Program:		**Minimum 60 shc**	Total shc:

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 coursework 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.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	3
ACC	120	Principles of Financial Accounting	4
BUS	115	Business Law I	3
		Total Hours:	17

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
ACC	150	Accounting Software Applications	2
ENG	112	Writing/Research in the Disc **or** ENG 113 Literature-Based Research	3
ACC	129	Individual Income Taxes	3
CTS	130	Spreadsheet	3
		Business Elective*	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
ACC	140	Payroll Accounting	2
ACC	220	Intermediate Accounting I	4
ACC	225	Cost Accounting	3
BUS	225	Business Finance	3
ECO	151	Survey of Economics** **or** ECO 251 Principles of Microeconomics	3
		Humanities/Fine Arts Elective***	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
ACC	221	Intermediate Accounting II	4
ACC	269	Auditing and Assurance Services	3
BUS	240	Business Ethics	3
BUS	260	Business Communication	3
DBA	110	Database Concepts	3
		PSY or SOC Elective (PSY 118, PSY 150, SOC 210, SOC 213, or ECO 252)**	3
		Total Hours:	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

Accounting

ACCOUNTING - D25100
Diploma
Course Requirements

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

Spring Semester First Year			*Credit*
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
		Total Hours:	20

Minimum Semester Hours **40**

AWARD: Diploma

ACCOUNTING - C25100AC
Certificate - ACCOUNTING CLERK
Course Requirements

			Credit
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

			Credit
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

Minimum Semester Hours **17**

AWARD: Certificate

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

			Credit
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

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:

- Determine the best course of action for print media needs and produce that product using industry appropriate technology.
- Determine the best use of typography and textual forms to achieve the desired visual response.
- Recognize photographic compositions on site, direct models, and set designers to achieve specified visuals requested by a client and use digital photo manipulating techniques to achieve a desired visual.
- Communicate effectively with marketing and merchandising personnel in working toward a mutually agreeable visual solution.
- Discuss, explain and justify visual solutions.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
CIS	110	Introduction to Computers	3
CIS	165	Desktop Publishing	3
GRD	151	Computer Design Basics	3
ART	111	Art Appreciation	3
BUS	110	Introduction to Business	3
		Total Hours:	19

Spring Semester First Year			*Credit*
GRD	110	Typography I	3
GRD	121	Drawing Fundamentals I	2
GRD	141	Graphic Design I	4
ENG	112	Writing/Research in the Disc	3
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	3
MKT	220	Advertising and Sales Promotion	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
GRD	167	Photographic Imaging I	3
GRD	152	Computer Design Tech I	3
GRD	131	Illustration I	2
GRD	142	Graphic Design II	4
WEB	140	Web Development Tools	3
		Total Hours:	15

Spring Semester Second Year			*Credit*
GRD	241	Graphic Design III	4
GRD	280	Portfolio Design	4
WBL	111	Work-Based Learning I**	1
WEB	115	Web Markup & Scripting **or** GRD 168 Photographic Imaging II	3
		Social/Behavioral Elective	3
		Total Hours:	15

Minimum Semester Hours *67*

**Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*
***If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 121, 131 or 211.*

AWARD: Associate in Applied Science Degree

Advertising and Graphic Design

ADVERTISING and GRAPHIC DESIGN - D30100
Diploma
Course Requirements

Fall Semester First Year			*Credit*
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

Spring Semester First Year			*Credit*
GRD	110	Typography 1	3
GRD	121	Drawing Fundamentals I	2
GRD	141	Graphic Design I	4
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	3
ART	111	Art Appreciation	3
MKT	220	Advertising and Sales Promotion	3
Minimum Semester Hours			**37**

AWARD: Diploma

ADVERTISING and GRAPHIC DESIGN - C30100GD
Certificate - GRAPHIC DESIGN
Course Requirements

			Credit
CIS	110	Introduction to Computers	3
GRD	151	Computer Design Basics	3
GRD	141	Graphic Design I	4
GRD	110	Typography I	3
CIS	165	Desktop Publishing I	3
Minimum Semester Hours			**16**

AWARD: Certificate

ADVERTISING and GRAPHIC DESIGN - C30100PH
Certificate – PHOTOGRAPHY
Course Requirements

			Credit
CIS	110	Introduction to Computers	3
GRD	151	Computer Design Basics	3
GRD	141	Graphic Design I	4
GRD	167	Photographic Imaging I	3
GRD	168	Photographic Imaging II	3
Minimum Semester Hours			**16**

AWARD: Certificate

ADVERTISING and GRAPHIC DESIGN - C30100WD
Certificate - WEB DESIGN
Course Requirements

			Credit
CIS	110	Introduction to Computers	3
GRD	151	Computer Design Basics I	3
GRD	141	Graphic Design I	4
WEB	115	Web Markup & Scripting	3
WEB	140	Web Development Tools	3
Minimum Semester Hours			**16**

AWARD: Certificate

Applied Animal Science Technology

APPLIED ANIMAL SCIENCE TECHNOLOGY - A15280

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.

Applied Animal Science program prepares individuals to select, breed, care for, process, and market livestock and small farm animals. Coursework 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.

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
Poultry Management Technology	A15280PM

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.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
ACM	110	Intro to Animal Care	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ANS	110	Animal Science	3
ANS	116	Intro to the Equine Industry	3
ANS	191A	Selected Topics in Animal Science	1
ANS	130	Poultry Production	3
		Total Hours:	17

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
ANS	115	Animal Feeds and Nutrition	3
BIO	140	Environmental Biology **or** BIO 110, BIO 111, BIO 146	3
CIS	110	Introduction to Computers	3
COM	231	Public Speaking **or** ENG 112, ENG 114, ENG 116	3
		Total Hours:	14

Summer Term First Year			*Credit*
WBL	111	Work-Based Learning	1
		Total Hours:	1

Fall Semester Second Year			*Credit*
ANS	120	Beef Production	3
ANS	150	Animal Health Management	3
ANS	170	Sheep and Goat Production	3
AGR	220	Ag Mechanization	3
PSY	118	Interpersonal Psychology*	3
		Total Hours:	15

Spring Semester Second Year			*Credit*
ANS	140	Swine Production	3
AGR	261	Agronomy	3
ACM	112	Facility Management	3
ANS	210	Livestock Prod Issues	3
BUS	121	Business Math **or** BUS 110 Introduction to Business	3
HUM	110	Technology and Society**	3
		Total Hours:	18

Minimum Semester Hours **65**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*
***Elective to be chosen from HUM 110, HUM 115, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, REL 110, REL 211, REL 212, ART 111, MUS 110, MUS 211, PHI 240.*
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

Applied Animal Science Technology

APPLIED ANIMAL SCIENCE TECHNOLOGY - D15280
Diploma

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
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 **or**	3
		ENG 110 Freshman Composition	
ANS	130	Poultry Production	3
		Total Hours:	20

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
ANS	115	Animal Feeds and Nutrition	3
BIO	140	Environmental Biology **or** BIO 110, BIO 111, BIO 146	3
ACM	112	Facility Management	3
ANS	150	Animal Health	3
ANS	140	Swine Production	3
		Total Hours:	17

Summer Term			*Credit*
WBL	111	Work-Based Learning	1
		Total Hours:	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

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

Minimum Semester Hours **14**

Award: Certificate

APPLIED ANIMAL SCIENCE TECHNOLOGY – C15280BA
Certificate - BASIC ANIMAL SCIENCE

Course Requirements

			Credit
ANS	110	Animal Science	3
ANS	116	Intro to the Equine Industry	3
ANS	120	Beef Production	3
ANS	130	Poultry Production	3
ANS	150	Animal Health Management	3

Minimum Semester Hours **15**

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

POULTRY MANAGEMENT TECHNOLOGY - A15280PM

A program that focuses on the application of biological and chemical principles to the production and management of poultry animals and the production and handling of poultry products. Potential course work includes instruction in avian sciences, nutrition sciences, food science and technology, biochemistry, hatchery design, and related aspects of human and animal health and safety.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
ACM	110	Intro to Animal Care**	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ANS	110	Animal Science	3
ANS	116	Intro to Equine Industry	3
ANS	130	Poultry Production	3
ANS	191A	Selected Topics in Animal Science**	1
		Total Hours:	17

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
ANS	115	Animal Feeds and Nutrition	3
ANS	230	Poultry Management**	3
BIO	140	Environmental Biology **or** BIO 110, BIO 111, BIO 146	3
CIS	110	Intro to Computers**	3
COM	231	Public Speaking **or** ENG 112, ENG 114, ENG 116	3
		Total Hours:	17

Summer Term First Year			*Credit*
ANS	232	Meatbird Production**	3
ANS	234	Egg Production**	3
		Total Hours:	6

Fall Semester Second Year			*Credit*
ANS	120	Beef Production	3
ANS	150	Animal Health Management	3
ANS	170	Sheep and Goat Production	3
AGR	220	Ag Mechanization**	3
PSY	118	Interpersonal Psychology*	3
		Total Hours:	15

Spring Semester Second Year			*Credit*
ANS	140	Swine Production	3
ANS	210	Livestock Prod Issues**	3
AGR	261	Agronomy**	3
ACM	112	Facility Management**	3
BUS	121	Business Math **or** BUS 110 Introduction to Business	3
HUM	110	Technology and Society***	3
		Total Hours:	18

Minimum Semester Hours **73**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*
***Specialty Major Hours - Minimum 33 Semester Hours Required.*
****Elective to be chosen from HUM 110, HUM 115, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, REL 110, REL 211, REL 212, ART 111, MUS 110, MUS 211, PHI 240.*

Award: Associate in Applied Science Degree

Applied Animal Science Technology

POULTRY MANAGEMENT TECHNOLOGY - D15280PM
Diploma
Course Requirements

Fall Semester First Year				*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success		1
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
ANS	130	Poultry Production		3
ENG	111	Writing and Inquiry		3
			Total Hours:	17

Spring Semester First Year				*Credit*
AGR	111	Basic Farm Maintenance		2
ANS	115	Animal Feeds and Nutrition		3
ANS	230	Poultry Management		3
BIO	140	Environmental Biology **or** BIO 110, BIO 111, BIO 146		4
ANS	150	Animal Health		3
			Total Hours:	15

Summer Term				*Credit*
ANS	232	Meatbird Production		3
ANS	234	Egg Production		3
			Total Hours:	6

Minimum Semester Hours **38**

Award: Diploma

POULTRY MANAGEMENT TECHNOLOGY - C15280PM
Certificate - POULTRY MANAGEMENT
Course Requirements

Fall Semester First Year			*Credit*
ANS	130	Poultry Production	3
ANS	230	Poultry Management	3
ANS	110	Animal Science	3
ANS	232	Meatbird Production	3
ANS	234	Egg Production	3

Minimum Semester Hours **15**

Award: Certificate

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.

Coursework 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 coursework emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas. Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields where graduates will function as engineering technicians.

Disciplines of Study in Applied Engineering Technology include:

Applied Engineering Technology	A40130
CNC Machining Technology	A40130CN
Electronics and Computer Engineering Technology	A40130EE
Industrial Systems Technology	A40130IS
Machining and Maintenance Technology	A40130MM
3D Design Technology	A40130DD
Robotics, Automation, and Mechatronics	A40130RM

Program Learning Outcomes:

Graduates of the WCC Applied Engineering Technology Program will:

- 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, 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
East Carolina University (online)

2+2 Transfer Course Requirements:

Students choosing to transfer to a four-year university in the 2+2 Transfer Program must complete the following General Education courses:

MAT 171	Pre-calculus Algebra
MAT 172	Pre-calculus Trigonometry
MAT 271	Calculus I
MAT 272	Calculus II
PHY 151	College Physics I
PHY 152	College Physics II
PHI 240	Introduction to Ethics
PSY 150	General Psychology **OR**
SOC 210	Introduction to Sociology

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 coursework 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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
HUM	110	Technology and Society****	3
ISC	112	Industrial Safety	2
BPR	111	Blueprint Reading**	2
CIS	110	Intro to Computers	3
		Total Hours:	19

Spring Semester First Year			*Credit*
HYD	110	Hydraulics/Pneumatics I	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
PSY	118	Interpersonal Psychology*	3
ENG	112	Writing/Research in the Disciplines **or** ENG 114, ENG 116, COM 231	3
		Specialty Major Hours**	
		Total Hours:	18

Summer Term			*Credit*
ATR	112	Intro to Automation	3
		Specialty Major Hours**	
		Total Hours:	6

Fall Semester Second Year			*Credit*
MAT	121	Algebra/Trigonometry I **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Total Hours:	14

Spring Semester Second Year			*Credit*
ERG	285	Design Project** **or** WBL 111 Work-Based Learning I **and** WBL 121 Work-Based Learning II	2
ELC	117	Motors and Controls	4
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Specialty Major Hours**	
		Total Hours:	13

Minimum Semester Hours **70**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*
**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.*
*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130BE
Diploma - BASIC ENGINEERING TECHNOLOGY
Course Requirements

			Credit
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
ENG	111	Writing and Inquiry **or**	3
		ENG 110 Freshman Composition	
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
EGR	111	Engineer Comp and Careers	3
ISC	112	Industrial Safety	2
DFT	119	Basic CAD	2
HYD	110	Hydraulics/Pneumatics I	3
ELC	128	Intro to PLCs	3
ATR	112	Intro to Automation	3
ELC	131	Circuit Analysis I	4
BPR	111	Print Reading	2
MAC	121	Intro to CNC	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MEC	111	Machine Processes I	3
ELC	131A	Circuit Analysis I Lab	1
MNT	165	Mechanical Industrial Systems	2
ELC	117	Motors and Controls	4
Minimum Semester Hours			**45**

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130BE
Certificate - BASIC ENGINEERING TECHNOLOGY
Course Requirements

			Credit
EGR	111	Engineer Comp and Careers	3
ATR	112	Intro to Automation	3
ISC	112	Industrial Safety	2
DFT	119	Basic CAD	2
BPR	111	Print Reading	2
MEC	111	Machine Processes I	3
MAC	121	Intro to CNC	2
Minimum Semester Hours			**17**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY-C40130AU
CERTIFICATE - HOME AUTOMATION
Course Requirements

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

AWARD: Certificate

Applied Engineering Technology

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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
MEC	111	Machine Processes I**	3
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ISC	112	Industrial Safety	2
BPR	111	Print Reading**	2
MAC	121	Intro to CNC**	2
CIS	110	Intro to Computers**	3
		Total Hours:	19

Spring Semester First Year			*Credit*
HYD	110	Hydraulics/Pneumatics I	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
ENG	112	Writing/Research in the Disciplines **or** ENG 114, ENG 116, COM 231	3
MEC	112	Machine Processes II**	3
MAC	122	CNC Turning**	2
MAC	124	CNC Milling**	2
		Total Hours:	18

Summer Term			*Credit*
ATR	112	Intro to Automation	3
MEC	110	Intro to CAD/CAM**	2
		Total Hours:	5

Fall Semester Second Year			*Credit*
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
DFT	121	Intro to GD&T**	2
DFT	119	Basic CAD	2
MEC	128	CNC Machining Processes**	4
MEC	231	Computer Aided Manufacturing I**	3
HUM	110	Technology & Society****	3
		Total Hours:	17

Spring Semester Second Year			*Credit*
EGR	285	Design Project** **or** WBL 111 Work-Based Learning I **and** WBL 121 Work-Based Learning II	2
ELC	117	Motors & Controls	4
MEC	232	Computer Aided Manufacturing II**	3
MAC	228	Advanced CNC Processes**	3
ISC	212	Metrology**	2
PSY	118	Interpersonal Psychology*	3
		Total Hours:	17

Minimum Semester Hours ***75***

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*
***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.*
*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130CN
Diploma - CNC MACHINING TECHNOLOGY
Course Requirements

			Credit
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
MEC	111	Machine Processes I	3
ENG	111	Writing and Inquiry **or**	3
		ENG 110 Freshman Composition	
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 **or** MAT 110, MAT 171, PHY 121, PHY 151, PHY 131, PHY 151	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
Minimum Semester Hours			**41**

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130BC
Certificate - BASIC (LEVEL I) CNC MACHINING
Course Requirements

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

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY- C40130AC
Certificate - ADVANCED (LEVEL II) CNC MACHINING
Course Requirements

			Credit
MEC	111	Machine Processes I	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
DFT	119	Basic CAD	2
MEC	231	Computer Aided Manufacturing I	3
Minimum Semester Hours			**12**

AWARD: Certificate

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - A40130EE
SPECIALTY - ELECTRONICS AND COMPUTER 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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ISC	112	Industrial Safety	2
ISC	170	Problem-Solving Skills**	3
CIS	110	Intro to Computers**	3
		Total Hours:	17

Spring Semester First Year			*Credit*
HYD	110	Hydraulics/Pneumatics	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
ENG	112	Writing/Research in the Disciplines **or** ENG 114, ENG 116, COM 231	3
ELN	133	Digital Electronics**	4
PSY	118	Interpersonal Psychology*	3
		Total Hours:	18

Summer Term			*Credit*
ELC	128	Introduction to PLCs**	3
ELN	131	Analog Electronics I	4
ATR	112	Intro to Automation	3
		Total Hours:	10

Fall Semester Second Year			*Credit*
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
ELN	152	Fabrication Techniques**	2
ELN	135	Electronic Circuits**	3
ELN	275	Troubleshooting**	2
HUM	110	Technology & Society****	3
		Total Hours:	13

Spring Semester Second Year			*Credit*
EGR	285	Design Project** **or** WBL 111 Work-Based Learning I **and** WBL 121 Work-Based Learning II	2
ELN	235	Data Comm Systems**	4
ELC	220	Photovoltaic Systems Tech**	3
ELC	117	Motors & Controls	4
NET	113	Home Automation Systems**	3
		Total Hours:	16

Minimum Semester Hours **74**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*

***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.*

*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130EE
Diploma - ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY

Course Requirements

			Credit
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
NET	113	Home Automation Systems	3
EGR	111	Engineer Comp and Careers	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 **or** ENG 110 Freshman Composition	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 **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
DFT	119	Basic CAD	2
HYD	110	Hydraulics/Pneumatics I	3
Minimum Semester Hours			**43**

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130E1
Certificate - LEVEL I ELECTRONICS TECHNOLOGY

Course Requirements

			Credit
ISC	170	Problem-Solving Skills	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ISC	112	Industrial Safety	2
ELN	133	Digital Electronics	4
Minimum Semester Hours			**14**

AWARD: Certificate

Applied Engineering Technology

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, and fabrication, including various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced coursework 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 lifelong learners.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
MEC	111	Machine Processes I**	3
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ISC	112	Industrial Safety	2
BPR	111	Print Reading**	2
MNT	165	Mechanical Industrial Systems** **or** WBL 111 **and** WBL 121	2
CIS	110	Intro to Computers**	3
		Total Hours:	19

Spring Semester First Year			*Credit*
HYD	110	Hydraulics/Pneumatics I	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
ENG	112	Writing/Research in the Disciplines **or** ENG 114, ENG 116, COM 231	3
MAC	121	Intro to CNC**	2
MEC	112	Machine Processes II**	3
DFT	119	Basic CAD	2
		Total Hours:	18

Summer Term			*Credit*
AHR	110	Intro to Refrigeration**	5
		Total Hours:	5

Fall Semester Second Year			*Credit*
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
MAC	122	CNC Turning**	2
ELC	113	Residential Wiring**	4
ELN	131	Analog Electronics I	4
HUM	110	Technology & Society****	3
ELC	118	National Elec Code**	2
		Total Hours:	18

Spring Semester Second Year			*Credit*
PSY	118	Interpersonal Psychology*	3
EGR	285	Design Project **or** 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
		Total Hours:	16

Minimum Semester Hours **76**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*

***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.*

*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130IS
Diploma - INDUSTRIAL SYSTEMS
Course Requirements

Fall Semester			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
DFT	119	Basic CAD	2
BPR	111	Print Reading	2
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ISC	112	Industrial Safety	2
MEC	111	Machine Processes I	3
ATR	112	Intro to Automation	3
MNT	165	Mechanical Industrial Systems	2
		Total Hours:	18

Spring Semester			*Credit*
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 **or** MAT 110, MAT 171, PHY 121, PHY 151	3
		Total Hours:	18

Summer Term			*Credit*
AHR	110	Intro to Refrigeration	5
ELC	117	Motors and Controls	4
		Total Hours:	9

Minimum Semester Hours ***45***

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130EM
Certificate - EQUIPMENT MAINTENANCE
Course Requirements

			Credit
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

Minimum Semester Hours **12**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130VA
Certificate - HEATING, VENTILATION AND AIR CONDITIONING
Course Requirements

			Credit
AHR	110	Intro to Refrigeration	5
ELC	117	Motors and Controls	4
ELC	113	Residential Wiring	4

Minimum Semester Hours **13**

AWARD: Certificate

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

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

Minimum Semester Hours **16**

AWARD: Certificate

Applied Engineering Technology

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

			Credit
ELC	113	Residential Wiring	4
ELC	114	Commercial Wiring	4
BPR	130	Blueprint Reading	3
ELC	118	National Electric Code	2
Minimum Semester Hours			**13**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130MS
Certificate - MACHINE SHOP
Course Requirements

			Credit
BPR	111	Print Reading	2
DFT	119	Basic CAD **or**	2
		BPR 121, DFT 121	
MEC	111	Machine Processes I	3
WLD	112	Basic Welding Processes	2
MAC	121	Intro to CNC	2
MEC	112	Machine Processes II	3
Minimum Semester Hours			**14**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130PL
Certificate - PLC CONTROL SYSTEMS
Course Requirements

			Credit
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	117	Motors and Controls	4
ELC	128	Intro to PLCs	3
ELC	228	PLC Applications	4
Minimum Semester Hours			**16**

AWARD: Certificate

Applied Engineering Technology

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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ISC	112	Industrial Safety	2
MEC	111	Machine Processes I**	3
MNT	165	Mechanical Industrial Systems**	2
CIS	110	Intro to Computers**	3
		Total Hours:	17

Spring Semester First Year			*Credit*
HYD	110	Hydraulics/Pneumatics I	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
ENG	112	Writing/Research in the Disciplines **or** ENG 114, ENG 116, COM 231	3
MAC	121	Intro to CNC**	2
ISC	212	Intro to Metrology**	2
BPR	111	Blueprint Reading**	2
		Total Hours:	17

Summer Term			*Credit*
ELC	128	Introduction to PLC**	3
ATR	112	Intro to Automation	3
		Total Hours:	6

Fall Semester Second Year			*Credit*
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
MAC	122	CNC Turning**	2
MEC	112	Machine Processes II**	3
HUM	110	Technology & Society****	3
ELN	131	Analog Electronics I	4
DFT	121	Intro to GD&T**	2
		Total Hours:	17

Spring Semester Second Year			*Credit*
PSY	118	Interpersonal Psychology*	3
EGR	285	Design Project** **or** WBL 111 Work-Based Learning I **and** WBL 121 Work-Based Learning II	2
MEC	110	Intro to CAD/CAM**	2
MAC	124	CNC Milling**	2
DFT	119	Basic CAD	2
ELC	117	Motors and Controls	4
WLD	112	Basic Welding Processes**	2
		Total Hours:	17

Minimum Semester Hours **74**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*

***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.*

*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, PHI 240, REL 110, REL 211, REL 212, MUS 110.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130MM
Diploma - MACHINING AND MAINTENANCE TECHNOLOGY

Course Requirements

			Credit
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
DFT	119	Basic CAD	2
BPR	111	Print Reading	2
EGR	111	Engineer Comp and Careers	3
ELC	117	Motors and Controls	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELC	128	Intro to PLCs	3
MNT	110	Intro to Maintenance Procedures	2
ENG	111	Writing and Inquiry **or**	3
		ENG 110 Freshman Composition	
ELN	131	Analog Electronics I	4
ISC	112	Industrial Safety	2
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, PHY 121, PHY 151	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
Minimum Semester Hours			**46**

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130MM
Certificate - MACHINING AND MAINTENANCE TECHNOLOGY

Course Requirements

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

AWARD: Certificate

Applied Engineering Technology

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 to 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*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
MAT	121	Algebra/Trigonometry I **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
HUM	110	Technology & Society	3
ISC	112	Industrial Safety	2
		Total Hours:	17

Spring Semester First Year			*Credit*
HYD	110	Hydraulics/Pneumatics I	3
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab**	1
ENG	112	Writing/Research in the Disciplines **or** ENG 114, ENG 116, COM 231	3
MEC	130	Mechanisms**	3
PSY	118	Interpersonal Psychology*	3
		Total Hours:	17

Summer Term			*Credit*
ATR	112	Intro to Automation	3
DFT	151	CAD I**	3
		Total Hours:	6

Fall Semester Second Year			*Credit*
DFT	152	CAD II**	3
MEC	180	Engineering Materials**	3
MEC	110	Intro to CAD/CAM**	2
DDF	211	Design Process I**	4
DFT	154	Intro to Solid Modeling**	3
DFT	121	Intro to GD&T**	2
		Total Hours:	17

Spring Semester Second Year			*Credit*
EGR	285	Design Project** **or** WBL 111 Work-Based Learning I **and** WBL 121 Work-Based Learning II	2
DFT	254	Intermediate Solid Model/Rendering**	3
DFT	189	Emerging Tech in CAD**	2
ELC	117	Motors and Controls	4
MEC	111	Machine Processes I**	3
ISC	212	Metrology**	2
		Total Hours:	16

Minimum Semester Hours **73**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*

***Specialty Major Hours–Choose a minimum of 36 hours from a list.*

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

*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130DD
Diploma - 3D DESIGN TECHNOLOGY
Course Requirements

			Credit
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or**	3
		ENG 110 Freshman Composition	
ISC	112	Industrial Safety	2
DFT	121	Intro to GD&T	2
DFT	154	Intro to Solid Modeling	3
MAT	121	Algebra/Trigonometry I **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	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
Minimum Semester Hours			**43**

AWARD: Diploma

APPLIED ENGINEERING TECHNOLOGY - C40130DD
Certificate - 3D DESIGN TECHNOLOGY
Course Requirements

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

AWARD: Certificate

Applied Engineering Technology

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

A course of study that prepares 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; and 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; and electrical, mechanical, and electromechanical devices in their automation systems.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
DFT	119	Basic CAD	2
EGR	111	Engineer Comp and Careers	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
ISC	112	Industrial Safety	2
MAT	121	Algebra/Trigonometry I **or** MAT 110, MAT 171, PHY 121, PHY 131, PHY 151	3
HUM	110	Technology & Society****	3
		Total Hours:	17

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 **or** ENG 114, ENG 116, COM 231	3
ELN	133	Digital Electronics**	4
ELC	117	Motors and Controls	4
		Total Hours:	19

Summer Term			*Credit*
ATR	112	Intro to Automation	3
ELC	128	Introduction to PLCs**	3
ELN	131	Analog Electronics I**	4
		Total Hours:	10

Fall Semester Second Year			*Credit*
ELC	228	PLC Applications**	4
ATR	211	Robot Programming**	3
ATR	215	Sensors and Transducers**	3
CIS	110	Intro to Computers**	3
		Total Hours:	13

Spring Semester Second Year			*Credit*
EGR	285	Design Project** **or** WBL 111 Work-Based Learning I **and** WBL 121 Work-Based Learning II	2
ATR	219	Automation Troubleshooting**	2
HYD	110	Hydraulics/Pneumatics I	3
WLD	112	Basic Welding Processes**	2
NET	113	Home Automation	3
ELC	220	Photovoltaic Systems Tech**	3
		Total Hours:	15

Minimum Semester Hours **74**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 122, HIS 121, HIS 131, HIS 132, POL 120, SOC 210.*

***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.*

*****Elective to be chosen from HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Applied Engineering Technology

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

			Credit
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
EGR	111	Engineer Comp and Careers	3
DFT	119	Basic CAD	2
MAT	121	Algebra/Trigonometry **or** MAT 110, MAT 171, MAT 272, PHY 121, PHY 131, PHY 151	3
HYD	110	Hydraulics/Pneumatics I	3
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	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
Minimum Semester Hours			**44**

AWARD: Diploma

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

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

AWARD: Certificate

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.

Coursework 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 healthcare system and may include positions within acute, chronic, extended, industrial, and community healthcare 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 N.C. Board of Nursing.

Associate Degree
Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
NUR	111	Intro to Health Concepts	6	8
BIO	168	Anatomy and Physiology I	0	4
ENG	111	Writing and Inquiry	0	3
PSY	150	General Psychology	0	3
ACA	115	Success and Study Skills	0	1
		Total Hours:	6	19

Spring Semester First Year				*Credit*
NUR	112	Health-Illness Concepts	6	5
NUR	212	Health Systems Concepts	6	5
BIO	169	Anatomy and Physiology II	0	4
PSY	281	Abnormal Psychology	0	3
		Total Hours:	12	17

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

Fall Semester Second Year				*Credit*
NUR	113	Family Health Concepts	6	5
NUR	211	Healthcare Concepts	6	5
ENG	112	Writing/Research in the Discipline	0	3
		Humanities/Fine Arts Elective*	0	3
		Total Hours:	12	16

Spring Semester Second Year				*Credit*
NUR	213	Complex Health Concepts	15	10
COM	231	Public Speaking	0	3
		Total Hours:	15	33
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

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.

Coursework 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:

Graduates of the WCC Automotive Systems Technology Program will:

- Seek best information, measure, analyze, diagnose, repair and verify the repair in the following areas:
  - A1 Engine Repair
  - A2 Automatic Transmission/Transaxle
  - A3 Manual Drive Train and Axles
  - A4 Suspension and Steering
  - A5 Brakes
  - A6 Electrical/Electronic Systems
  - A7 Heating and Air Conditioning
  - A8 Engine Performance
- Examine and validate underlying assumptions dealing with automotive shop and repair safety procedures, practices, chemical/solvent disposal, and management of waste streams reducing their impact on the global environment.
- Demonstrate the technical, communication, computation and personal responsibility skills needed to be successful in the ever-changing advanced technological automotive industry.
- Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific automotive services and repairs.
- Evaluate data collected from the power train management system to insure vehicle is performing efficiently and pollution is minimized to assist with reversing the effects on global problematic issues.

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*
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
		Total Hours:	17

Spring Semester First Year			*Credit*
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	110	Freshman Composition[1]	3
MAT	110	Math Measurement & Literacy[3]	3
		Total Hours:	18

Summer Term First Year			*Credit*
TRN	130	Intro to Sustainable Transp	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab	2
		Total Hours:	7

Fall Semester Second Year			*Credit*
AUT	163	Advanced Auto Electricity	3
AUT	163A	Advanced Auto Electricity Lab*	1
AUT	183	Engine Performance 2	4
AUT	221	Auto Transm/Transaxles	3
AUT	221A	Auto Transm/Transaxles Lab*	1
ENG	116	Tech Report Writing[2]	3
PSY	118	Interpersonal Psychology[5]	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
AUT	114	Safety and Emissions	2
AUT	231	Man Trans/Axles/Drtrains	3
AUT	231A	Man Trans/Axles/Drtrains Lab*	1
AUT	281	Advanced Engine Performance	3
TRN	145	Advanced Transp Electronics	3
HUM	110	Technology & Society[4]	3
		Total Hours:	15

Minimum Semester Hours ***75***

Work-Based Learning Option: This may include up to 5 shc from WBL course/combination of courses: WBL 111, 112, 121, 122, 131, 132, 211, 221.

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

AWARD: Associate in Applied Science Degree

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Communication options - 3 shc from the following courses: COM 231, ENG 112, ENG 114, ENG 116.
3 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.
4 - Humanities options - 3 shc from the following courses: HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, REL 110, REL 211, REL 212.
5 - Social/Behavioral Science options - 3 shc from the following courses: GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210.

Automotive Systems Technology

AUTOMOTIVE SYSTEMS TECHNOLOGY - D60160
Diploma - AUTOMOTIVE SYSTEMS TECHNOLOGY

Course Requirements

			Credit
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	110	Freshman Composition[1]	3
MAT	110	Math Measurement & Literacy[2]	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

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160BT
Certificate - BASIC TRANSPORTATION

Course Requirements

			Credit
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

			Credit
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

			Credit
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

			Credit
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

			Credit
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

Automotive Systems Technology

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160CC
Certificate -TRANSPORTATION CLIMATE CONTROL

Course Requirements

			Credit
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

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, as well as 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. Coursework 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 and baking tools, knife skills, and baking equipment knowledge.
- Pursue best research and use of recipes for all types of baking and pastry products.
- Organize, purchase, and plan for the production of baking and 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 and 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*
ACA	115	Success and Study Skills	1
CIS	110	Introduction to Computers	3
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	111	Writing and Inquiry	3
		Total Hours:	17

Spring Semester First Year			*Credit*
CUL	260	Baking II	3
CUL	170	Garde Manger I	3
ENG	112	Writing/Research in the Discipline	3
BPA	150	Artisan and Specialty Breads	4
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	
		Total Hours:	16

Fall Semester Second Year			*Credit*
BPA	210	Cake Design and Decoration	3
BPA	130	European Cakes and Tortes	3
CUL	280	Pastry and Confections	3
HRM	220	Cost Control-Food and Beverage	3
WBL	111	Work-Based Learning I**	1
		Humanities/Fine Arts Elective*	3
		Social/Behavioral Science Elective	3
		Total Hours:	19

Spring Semester Second Year			*Credit*
BPA	240	Plated Desserts	3
BPA	250	Dessert and Bread Production	5
BPA	260	Pastry and Baking Marketing	3
HRM	245	Human Resource Mgmt-Hospitality	3
WBL	121	Work-Based Learning II**	1
		Total Hours:	15

Minimum Semester Hours ***67***

** Foreign language courses may not be used as a humanities/fine arts elective for this program of study. If a student plans on attending the trip to France, they will need to complete HUM 120.*

***If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 131 or 211. Second option - Students may take one two-hour WBL to meet this requirement. The following course numbers may be used: WBL 112, 122, or132.*

AWARD: Associate in Applied Science Degree

Baking and Pastry Arts

BAKING AND PASTRY ARTS - D55130
Diploma

Course Requirements

Fall Semester First Year			*Credit*
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
		Total Hours:	14

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

Fall Semester Second Year			*Credit*
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
		Total Hours:	13

Spring Semester Second Year			*Credit*
BPA	250	Dessert and Bread Production	5
Minimum Semester Hours			**46**

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

AWARD: Diploma

Basic Law Enforcement Training

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 through 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.

Basic Law Enforcement Training

BASIC LAW ENFORCEMENT TRAINING - C55120

Course Requirements

			Credit
CJC	100	Basic Law Enforcement Training	19

Subject	*Contact*
Legal	
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
Patrol Duties	
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
Communications	
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

Subject	*Contact*
Investigation	
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
Practical Applications	
First Responder	32
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	65
Subject Control Arrest Techniques	44
Sheriff-Specific	
Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6
Miscellaneous	
Course Orientation	4
Testing	32
Total Contact Hours:	**693**
Total Hours:	**19**

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

AWARD: Certificate

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.

Coursework 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.

Disciplines of Study Include:

Specialty in Customer Relations Management	A25120C
Specialty in Management Information Systems	A25120M

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 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..

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

- Develop, maintain, and manage customer relationships through the use of social media and customer service skills (A25120C).
- Solve technical issues related to information support and services, and communicate information about these issues in an appropriate manner within the business environment (A25120M).

Business Administration

BUSINESS ADMINISTRATION - A25120

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
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 **or**	3
		CIS 111 Basic PC Literacy	2
ECO	151	Survey of Economics ***or**	3
		ECO 251 Principles of Microeconomics	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
BUS	110	Introduction to Business	3
BUS	121	Business Mathematics	3
BUS	153	Human Resource Management	3
BUS	116	Business Law II	3
CTS	130	Spreadsheet	3
		Total Hours:	19

Fall Semester Second Year			*Credit*
ENG	112	Writing/Research in the Disciplines	3
BUS	225	Business Finance	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	3
MKT	120	Principles of Marketing	3
		Humanities/Fine Arts Elective**	3
		Elective***	2
		Total Hours:	17

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

Minimum Semester Hours **68**

**Students planning to transfer after completing the associates degree should enroll in ECO 251 and ECO 252.*

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

****Elective to be chosen from ACC 129, ACC 140, BUS 125, CIS 164, DBA 110, MKT 123, MKT 220, MKT 223.*

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

AWARD: Associate in Applied Science Degree

Business Administration

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
		Total Hours:	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 **or**	3
		CIS 111 Basic PC Literacy	2
BUS	260	Business Communication	3
BUS	116	Business Law II	3
		Humanities/Fine Arts Elective**	3
		Total Hours:	21

Minimum Semester Hours **41**

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

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

Graduation from this diploma requires proficiency in DMA 10, 20, & 30.

AWARD: Diploma

BUSINESS ADMINISTRATION -C25120M
Certificate - MANAGEMENT INFORMATION SYSTEMS
Course Requirements

			Credit
CIS	110	Introduction to Computers **or**	3
		CIS 111 Basic PC Literacy	2
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

Minimum Semester Hours **17**

AWARD: Certificate

BUSINESS ADMINISTRATION - C25120C
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

Minimum Semester Hours **16**

AWARD: Certificate

Business Administration

BUSINESS ADMINISTRATION: CUSTOMER RELATIONS MANAGEMENT - A25120C

This specialty within the Business Administration degree program provides a broad foundation of communication and interpersonal skills designed to prepare the graduate for customer relationship management roles within a business organization.

Students in the Business Administration program learn business concepts such as accounting, business and consumer law, economics, management, and marketing. Coursework in this pathway emphasizes skills such as customer services, database management, social media marketing, and keyboarding.

Graduates are prepared for employment opportunities including customer services representative, customer services manager, consumer relations specialist, retail sales, account development representatives, and contact center partners in both service- and production-oriented businesses.

Program Learning Outcomes

Graduates of Customer Relations Management as part of the Business Administration degree 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 that meets those needs.
- Understand and apply the fundamental legal concepts of contract, employment, and consumer law.
- Apply the theories and concepts of economics to various business problems and decisions.
- Demonstrate the ability to access, compile, evaluate, and present relevant information using spreadsheet, document production, presentation, and database management software.
- Recognize and demonstrate work habits that model professional and ethical behavior in the workplace.
- Develop, maintain, and manage customer relationships through the use of social media and customer services skills.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
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 **or**	3
		CIS 111 Basic PC Literacy	2
ECO	151	Survey of Economics* **or**	3
		ECO 251 Principles of Microeconomics	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
BUS	110	Introduction to Business	3
BUS	137	Principles of Management	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	3
BUS	116	Business Law II	3
ENG	112	Writing/Research in the Disciplines	3
		Total Hours:	19

Fall Semester Second Year			*Credit*
MKT	232	Social Media Marketing	4
OST	130	Comprehensive Keyboarding	3
DBA	110	Database Concepts	3
MKT	223	Customer Service	3
MKT	120	Principles of Marketing	3
		Elective***	3
		Total Hours:	19

Spring Semester Second Year			*Credit*
BUS	240	Business Ethics and Social Problems	3
BUS	260	Business Communications	3
BUS	270	Professional Development	3
WBL	111	Work-Based Learning I****	1
		Social/Behavioral Elective (PSY 118, PSY 150, or ECO 252)*	3
		Humanities/Fine Arts Elective**	3
		Total Hours:	16
Minimum Semester Hours			**70**

AWARD: Associate in Applied Science Degree

**Students planning to transfer after completing the associates degree should enroll in ECO 251 & ECO 252.*

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

**** Elective to be chosen from CTS 115, ACC 225, BUS 125, or OST 164.*

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

Business Administration

BUSINESS ADMINISTRATION - D25120C
Diploma - CUSTOMER RELATIONS MANAGEMENT

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
ACC	120	Principles of Financial Accounting	4
MKT	223	Customer Service	3
BUS	115	Business Law I	3
BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers **or**	3
		CIS 111 Basic PC Literacy	2
ECO	151	Survey of Economics ***or**	3
		ECO 251 Principles of Microeconomics	3
		Total Hours:	19

Spring Semester First Year			*Credit*
DBA	110	Database Concepts	3
BUS	110	Intro to Business	3
BUS	137	Principles of Management	3
BUS	260	Business Communications	3
MKT	120	Principles of Marketing	3
		Humanities/Fine Arts Elective**	3
		Total Hours:	18

Minimum Semester Hours **37**

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

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

AWARD: Diploma

Business Administration

BUSINESS ADMINISTRATION: MANAGEMENT INFORMATION SYSTEMS - A25120M

This specialty within the Business Administration degree program provides a broad foundation of technical skills designed to prepare the graduate for information system support roles within a business organization.

Students in the Business Administration program learn business concepts such as accounting, business and consumer law, economics, management, and marketing. Coursework in this pathway develops skills in solving technical issues related to information support and services, including knowledge of computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates are prepared for employment opportunities involving information support and services, interactive media, network systems and design, software development, and other emerging technologies.

Program Learning Outcomes

Graduates of Management Information Systems as part of the Business Administration degree 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 that meets those needs.
- Understand and apply the fundamental legal concepts of contract, employment, consumer, and cyber law.
- Apply the theories and concepts of economics to various business problems and decisions.
- Demonstrate the ability to access, compile, evaluate, and present relevant information using spreadsheet, document production, presentation, and database management software.
- Recognize and demonstrate work habits that model professional and ethical behavior in the workplace.
- Solve technical issues related to information and services and communicate information about these issues in an appropriate manner within the business environment.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
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 **or**	3
		CIS 111 Basic PC Literacy	2
ECO	151	Survey of Economics* **or**	3
		ECO 251 Principles of Microeconomics	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
BUS	110	Introduction to Business	3
BUS	116	Business Law II	3
ENG	112	Writing/Research in the Disciplines	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	3
		Business Elective - MKT 223 Customer Service	3
		Total Hours:	19

Fall Semester Second Year			*Credit*
CTS	115	Information Systems Business Concepts	3
CTI	110	Web Programming & Database Mgmt	3
DBA	110	Database Concepts	3
CTS	240	Project Management	3
MKT	120	Principles of Marketing	3
		Total Hours:	15

Spring Semester Second Year			*Credit*
BUS	137	Principles of Management	3
BUS	240	Business of Ethics & Social Problems	3
BUS	260	Business Communications	3
BUS	270	Professional Development	3
WBL	111	Work-Based Learning I***	1
		Social/Behavioral Elective (PSY 118, PSY 150, or ECO 252)*	3
		Humanities/Fine Arts Elective**	3
		Total Hours:	19
Minimum Semester Hours			**69**

AWARD: Associate in Applied Science Degree

**Students planning to transfer after completing the associates degree should enroll in ECO 251 & ECO 252.*

*** Elective to be chosen from ART 111, MUS 110, HUM 110. 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 courses, any of the following course numbers may be used: WBL 121, 131, or 211.*

Business Administration

BUSINESS ADMINISTRATION - D25120M
Diploma - MANAGEMENT INFORMATION SYSTEMS

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
ACC	120	Principles of Financial Accounting	4
CTS	115	Information Systems Business Concepts	4
BUS	115	Business Law I	3
CIS	110	Introduction to Computers **or**	3
		CIS 111 Basic PC Literacy	2
ECO	151	Survey of Economics ***or**	3
		ECO 251 Principles of Microeconomics	3
		Total Hours:	19

Spring Semester First Year			*Credit*
DBA	110	Database Concepts	3
BUS	110	Intro to Business	3
BUS	260	Business Communications	3
BUS	137	Principles of Management	3
MKT	120	Principles of Marketing	3
		Humanities/Fine Arts Elective**	3
		Total Hours:	18

Minimum Semester Hours **37**

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

*** Elective to be chosen from ART 111, MUS 110, HUM 110. 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

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.

Coursework 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

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.
- 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.

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
		Total Hours:	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	110	Freshman Composition[1]	3
MAT	110	Math Measurement & Literacy[3]	3
		Total Hours:	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
		Total Hours:	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[2]	3
PSY	118	Interpersonal Psychology[5]	3
		Total Hours:	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[4]	3
		Total Hours:	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.*

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

AWARD: Associate in Applied Science Degree

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Communication options - 3 shc from the following courses: COM 231, ENG 112, ENG 114, ENG 116.
3 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.
4 - Humanities options - 3 shc from the following courses: HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, REL 110, REL 211, REL 212.
5 - Social Behavioral Science options - 3 shc from the following courses: GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210.

Collision Repair and Refinishing Technology

COLLISION REPAIR AND REFINISHING TECHNOLOGY - D60130
Diploma - COLLISION REPAIR & REFINISHING
Course Requirements

			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
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	110	Freshman Composition[1]	3
MAT	110	Math Measurement & Literacy[2]	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.*

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

AWARD: Diploma

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130A
Certificate - PAINTING & REFINISHING
Course Requirements

			Credit
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

			Credit
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

			Credit
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

			Credit
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

Construction: Architecture & Construction Technology

CONSTRUCTION: ARCHITECTURE, BUILDING CONSTRUCTION, SUSTAINABILITY 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.

Coursework 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, trades professions, and positions in industry and government.

Disciplines of Study Include:

Architecture & Construction Technology	A40100
Architecture Technology	A40100AR
Building Construction Technology	A40100BC
Sustainability Technology	A40100ST

Graduates of the Architecture & Construction Technology Program will:

- Use drafting conventions, including symbols, line 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:

- Appalachian State University (see WCC advisor for program of study)
- East Carolina University (fully online Bachelor Science Industrial Technology)
- UNC-Greensboro
- UNC-Charlotte
- Winston-Salem State University
- Western Carolina University

2+2 Transfer Course Requirements:

Students choosing to transfer to a four-year university in the 2+2 Transfer Program must complete the following General Education courses:

- MAT 171 Pre-calculus Algebra
- MAT 172 Pre-calculus Trigonometry
- MAT 271 Calculus I
- MAT 272 Calculus II
- PHY 151 College Physics I
- PHY 152 College Physics II
- PHI 240 Introduction to Ethics
- PSY 150 General Psychology OR
- SOC 210 Introduction to Sociology

Construction: Architecture & Construction Technology

CONSTRUCTION: ARCHITECTURE & CONSTRUCTION TECHNOLOGY - A40100

Programs that prepare individuals to apply technical knowledge and skills related to the fields of architecture, construction, and associated professions. Includes instruction that can be applied to a variety of careers in the design-construction industry, including employment with architectural and engineering firms, residential and commercial builders/contractors, and other construction-related occupations.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
ENG	110	Freshman Composition **or** ENG 111 Expository Writing	3
ARC	112	Construction Materials and Methods	4
BPR	130	Print Reading-Construction	3
ARC	114	Architectural CAD	2
		**Specialty Major Requirements	3-8
		Total Hours:	16-21

Spring Semester First Year			*Credit*
MAT	121	Algebra and Trigonometry **or** MAT 171, MAT 172, PHY 121, PHY 151, PHY 131, PHY 132	3
CMT	120	Codes and Inspections	3
SST	140	Green Building and Design	3
		**Specialty Major Requirements	8-9
		Total Hours:	17-18

Summer Term First Year			*Credit*
ARC	111	Intro to Architecture Technology	3
		**Specialty Major Requirements	2-3
		Total Hours:	5-6

Fall Semester Second Year			*Credit*
COM	231	Public Speaking **or** ENG 112, ENG 114, ENG 116	3
CST	241	Planning/Estimating I	3
HUM	110	Technology & Society***	3
ARC	230	Environmental Systesm	4
		**Specialty Major Requirements	3-9
		Total Hours:	13-19

Spring Semester Second Year			*Credit*
PSY	118	Interpersonal Psychology*	3
ARC	213	Design Project	4
		**Specialty Major Requirements	3-9
		Total Hours:	13-19

Minimum Semester Hours **66-76**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*
***Specialty Major Requirements, minimum 31-34 hours required from the pick list.*
****Elective to be chosen from HUM 110, HUM 115, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Construction: Architecture & Construction Technology

CONSTRUCTION: ARCHITECTURE TECHNOLOGY

Disciplines of Study Include:

AAS - Architecture Technology	A40100AR
Diploma - Architecture Technology	D40100AR
Certificate - Architectural Technology Level I	C40100AT
Certificate - CAD/BIM	C40100CB
Certificate - CAD Techniques	C40100CT
Certificate - Project/Planning	C40100PP

Graduates of the Architecture & Construction Technology Program will:

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

Associate Degree - A40100AR
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
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
ENG	111	Writing and Inquiry **or**	3
		ENG 110 Freshman Composition	
BPR	130	Print Reading-Construction	3
		Total Hours:	17

Spring Semester First Year			*Credit*
CMT	120	Codes and Inspections	3
ARC	113	Residential Architectural Technology**	3
ARC	220	Advanced Architectural CAD**	2
ARC	264	Digital Architectural**	2
ARC	225	Architectural BIM I**	2
SST	140	Green Building and Design	3
MAT	121	Algebra and Trigonometry **or**	3
		MAT 171, MAT 172, PHY 121, PHY 131, PHY 132, PHY 151	
		Total Hours:	18

Summer Term First Year			*Credit*
ARC	211	Light Construction**	3
		Total Hours:	3

Fall Semester Second Year			*Credit*
ARC	230	Environmental Systems	4
CST	241	Planning and Estimating I	3
HUM	110	Technology & Society ***	3
COM	231	Public Speaking **or**	3
		ENG 112, ENG 114, ENG 116	
PSY	118	Psychology*	3
		Total Hours:	16

Spring Semester Second Year			*Credit*
ARC	221	3D Architectural CAD**	3
ARC	213	Design Project	4
ARC	240	Site Planning**	3
ARC	141	Elementary Structure for Arch**	4
ELC	220	Photovoltaic Systems Tech **	3
		Total Hours:	17

Minimum Semester Hours **71**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*
***Specialty Major Requirements - Take a minimum of 34 semester hours credit.*
****Elective to be chosen from HUM 110, HUM 115, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Construction: Architecture & Construction Technology

ARCHITECTURE TECHNOLOGY-D40100AR
Diploma - ARCHITECTURE TECHNOLOGY
Course Requirements

			Credit
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
ARC	111	Intro to Architectural Technology	3
ARC	112	Construction Materials and Methods	4
ARC	113	Residential Architectural Technology	3
ARC	114	Architectural CAD	2
ARC	114A	Architectural CAD Lab	1
ARC	211	Light Construction	3
ARC	220	Advanced Architectural CAD	2
ARC	225	Architectural BIM I	2
ARC	264	Digital Architectural	2
ENG	111	Writing and Inquiry **or** ENG 110 Freshman Composition	3
BPR	130	Print Reading—Construction	3
CMT	120	Codes and Inspections	3
SST	140	Green Building and Design	3
MAT	121	Algebra and Trigonometry **or** MAT 110, MAT 171, MAT 172, MAT 271, PHY 121, PHY 151	3
Minimum Semester Hours			**38**

AWARD: Diploma

ARCHITECTURE TECHNOLOGY-C40100AT
Certificate - ARCHITECTURAL TECH LEVEL I
Course Requirements

			Credit
ARC	114	Architectural CAD	2
ARC	114A	Architectural CAD Lab	1
ARC	220	Advanced Architecture CAD	2
ARC	225	Architectural BIM I	2
BPR	130	Print Reading-Construction	3
CMT	120	Codes and Inspections	3
Minimum Semester Hours			13

AWARD: Certificate

ARCHITECTURE TECHNOLOGY-C40100CB
Certificate - CAD/BIM
Course Requirements

			Credit
ARC	114	Architectural CAD	2
ARC	114A	Architectural CAD Lab	1
ARC	220	Advanced Architectural CAD	2
ARC	221	Architectural 3D CAD	3
ARC	225	Architectural BIM I	2
ARC	264	Digital Architecture	2
BPR	130	Print Reading-Construction	3
Minimum Semester Hours			15

AWARD: Certificate

ARCHITECTURE TECHNOLOGY-C40100CT
Certificate - CAD TECHNIQUES
Course Requirements

			Credit
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
Minimum Semester Hours			13

AWARD: Certificate

ARCHITECTURE TECHNOLOGY - C40100PP
Certificate - PROJECT PLANNING
Course Requirements

			Credit
BPR	130	Print Reading-Construction	3
CMT	120	Codes and Inspections	3
CST	241	Planning/Estimating	3
ARC	114	Architectural CAD	2
ARC	264	Digital Architecture	2
Minimum Semester Hours			**13**

AWARD: Certificate

Construction: Architecture & Construction Technology

CONSTRUCTION: BUILDING CONSTRUCTION TECHNOLOGY

Disciplines of Study Include:

AAS - Building Construction Technology	A40100BC
Diploma - Building Construction Technology	D40100BC
Certificate - Carpentry	C40100CA
Certificate - Construction Management	C40100CM
Certificate - Construction Mechanical Trades	C40100MT
Certificate - Masonry	C40100MA

Graduates of the Architecture & Construction Technology Program will:

- Use drafting conventions, including symbols, line 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.

Associate Degree - A40100BC
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural CAD	2
CST	111	Construction I**	4
BPR	130	Print Reading-Construction	3
ENG	110	Freshman Composition **or**	3
		ENG 111 Expository Writing	
		Total Hours:	17

Spring Semester First Year			*Credit*
CST	112	Construction II**	4
MAT	121	Algebra and Trigonometry **or**	3
		MAT 171, MAT 172, PHY 121, PHY 131, PHY 132, PHY 151	
CAR	140	Basic Carpentry**	4
CMT	120	Codes and Inspections	3
SST	140	Green Building and Design Concepts	3
		Total Hours:	17

Summer Term First Year			*Credit*
ARC	111	Intro to Architectural Technology	3
MAS	140	Into to Masonry**	2
		Total Hours:	5

Fall Semester Second Year			*Credit*
CST	241	Planning and Estimating I	3
ARC	230	Environmental Systems	4
CST	251	Electrical Wiring Systems**	3
HUM	110	Technology and Society***	3
COM	231	Public Speaking **or**	3
		ENG 112, ENG 114, ENG 116	
PSY	118	Interpersonal Psychology*	3
		Total Hours:	19

Spring Semester Second Year			*Credit*
CST	131	OSHA/Safety/Certification**	3
CST	221	Statics/Structures**	4
PLU	111	Intro to Plumbing**	2
ARC	213	Design Project	4
ELC	220	Photovoltaic Systems Tech**	3
		Total Hours:	16

Minimum Semester Hours ***74***

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*
*** Specialty Major Requirements. Take a Minimum of 29 Semester Hours Credit.*
****Elective to be chosen from HUM 110, HUM 115, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Construction: Architecture & Construction Technology

BUILDING CONSTRUCTION TECHNOLOGY-D40100BC
Diploma - BUILDING CONSTRUCTION TECHNOLOGY

Course Requirements

			Credit
ACA	115	Success and Study Skills **or** ACA 122 College Transfer Success	1
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural Technology	2
CST	111	Construction I	4
BPR	130	Print Reading-Construction	3
SST	140	Green Building & Design Concepts	3
ENG	110	Freshman Composition **or** ENG 111 Writing and Inquiry	3
CST	112	Construction II	4
CMT	120	Codes and Inspections	3
MAT	121	Algebra and Trigonometry I **or** MAT 110, MAT 171, MAT 172, PHY 121, PHY 151	3
MAS	140	Intro to Masonry	2
CAR	140	Basic Carpentry	4
Minimum Semester Hours			**36**

AWARD: Diploma

BUILDING CONSTRUCTION TECHNOLOGY-C40100CA
Certificate - CARPENTRY

Course Requirements

			Credit
CST	111	Construction I	4
CST	112	Construction II	4
CAR	140	Basic Carpentry	4
Minimum Semester Hours			**12**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY-C40100CM
Certificate - CONSTRUCTION MANAGEMENT

Course Requirements

			Credit
ARC	112	Construction and Methods	4
BPR	130	Print Reading-Construction	3
CMT	120	Codes and Inspections	3
CST	241	Planning/Estimating I	3
BUS	137	Principles of Management **or** BUS 139 Entrepreneurship I	4
Minimum Semester Hours			**16**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY - C40100MT
Certificate - CONSTRUCTION MECHANICAL TRADES

Course Requirements

			Credit
BPR	130	Print Reading/Construction	3
CST	131	OSHA/Safety/Certification	3
CST	251	Electrical Wiring Systems	3
PLU	111	Introduction to Basic Plumbing	2
SST	140	Green Building and Design Concepts	3
Minimum Semester Hours			**14**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY - C40100MA
Certificate - MASONRY

Course Requirements

			Credit
ARC	112	Construction Materials & Methods	4
BPR	130	Print Reading/Construction	3
CAR	150	Concrete Construction	5
CST	131	OSHA/Safety/Certification	3
MAS	140	Intro to Masonry	2
Minimum Semester Hours			**17**

AWARD: Certificate

Construction: Architecture & Construction Technology

CONSTRUCTION: SUSTAINABILITY TECHNOLOGY

Disciplines of Study Include:

AAS - Sustainability Technology	A40100ST
Diploma - Sustainability Technology	D40100ST
Certificate - Green Building	C40100GB
Certificate - Photovoltaic System	C40100PV
Certificate - Sustainability Energy	C40100SE

Graduates of the Sustainability Technology Program will:

- Conduct energy assessments of residential buildings, develop scopes of work for and to sell and perform home energy upgrades.
- Design and install residential solar systems, and perform basic cost estimation and sales based on utility costs and rebate and tax incentives.
- Develop portfolios based on current marketing and sales techniques, practices, strategies, and technology applied to case studies in various aspects of the construction industry and energy sector.
- Develop performance and productivity-based business and marketing plans, as well as management strategies and techniques for operations, sales, and finance for driving new business in these industries.
- Obtain industry recognized credentials from the Building performance Institute (BPI) and the North American Board of Certified Energy Practitioners (NABCEP).

2+2 Transfer Opportunities:

- Appalachian State University (see WCC advisor for program of study)
- East Carolina University (fully online Bachelor of Science Industrial Technology)
- UNC-Greensboro
- UNC-Charlotte
- Winston-Salem State University
- Western Carolina University

Construction: Architecture & Construction Technology

CONSTRUCTION: SUSTAINABLE TECHNOLOGY

Associate Degree - A40100ST

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
ENG	110	Freshman Composition **or**	3
		ENG 111 Writing and Inquiry	
ARC	112	Construction Materials and Methocs	4
BPR	130	Print Reading-Construction	3
CST	111	Construction I**	4
ARC	114	Architectural CAD	2
		Total Hours:	17

Spring Semester First Year			*Credit*
MAT	121	Algebra and Trigonometry **or**	3
		MAT 171, MAT 172, PHY 121, PHY 131, PHY 132, PHY 151	
CMT	120	Codes and Inspections	3
SST	140	Green Building and Design Concepts	3
SST	110	Intro to Sustainability**	3
ALT	120	Renewable Energy Technology**	3
ELC	220	Photovoltaic Systems Technology**	3
		Total Hours:	18

Summer Term First Year			*Credit*
ARC	111	Intro to Architectural Technology	3
ALT	250	Thermal Systems**	3
		Total Hours:	6

Fall Semester Second Year			*Credit*
COM	231	Public Speaking **or**	3
		ENG 112, ENG 114, ENG 116	
HUM	110	Technology and Society***	3
ARC	230	Environmental Systems	4
CST	251	Electrical Wiring Systems**	3
CST	241	Planning/Estimating I	3
		Total Hours:	16

Spring Semester Second Year			*Credit*
PSY	118	Interpersonal Psychology*	3
ARC	213	Design Project	4
CST	131	OSHA/Safety/Certification**	3
SST	120	Energy Use Analysis**	3
PLU	111	Intro to Plumbing**	2
		Total Hours:	15

Minimum Semester Hours **72**

**Elective to be chosen from PSY 118, PSY 150, GEO 111, GEO 130, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*
*** Specialty Major Requirements Take a Minimum of 27 Semester Hours Credit.*
****Elective to be chosen from HUM 110, HUM 115, HUM 121, HUM 122, HUM 123, HUM 160, HUM 170, HUM 220, ART 111, REL 110, REL 211, REL 212, MUS 110, PHI 240.*

AWARD: Associate in Applied Science Degree

Construction: Architecture & Construction Technology

SUSTAINABILITY TECHNOLOGY-D40100ST
Diploma - SUSTAINABILITY TECHNOLOGY

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
ENG	110	Freshman Composition **or**	3
		ENG 111 Writing and Inquiry	
ARC	112	Construction Materials and Methods	4
BPR	130	Print Reading-Construction	3
CST	111	Construction I	4
		Total Hours:	15

Spring Semester First Year			*Credit*
MAT	121	Algebra and Trigonometry I **or** MAT 110, MAT 171, MAT 172, MAT 271, PHY 121, PHY 151	3
CMT	120	Codes and Inspections	3
SST	140	Green Building & Design Concepts	3
SST	110	Intro to Sustainability	3
ALT	120	Renewable Energy Technology	3
ELC	220	Photovoltaic Systems Technology	3
		Total Hours:	18

Summer Term			*Credit*
ALT	250	Thermal Systems	3
		Total Hours:	3

Minimum Semester Hours **36**

AWARD: Diploma

SUSTAINABILITY TECHNOLOGY-C40100GB
Certificate - GREEN BUILDING

Course Requirements

			Credit
ALT	120	Renewable Energy Technology	3
CST	111	Construction I	4
SST	110	Intro to Sustainability	3
SST	140	Green Building and Design Concepts	3

Minimum Semester Hours **13**

AWARD: Certificate

SUSTAINABILITY TECHNOLOGY-C40100PV
Certificate - PHOTOVOLTAIC SYSTEM

Course Requirements

			Credit
ALT	120	Renewable Energy Technology	3
SST	110	Intro to Systainability	3
CST	251	Electrical Wiring Systems	3
ELC	220	Photovoltaic Systems Technology	3
CMT	120	Codes and Inspections	3

Minimum Semester Hours **15**

AWARD: Certificate

SUSTAINABILITY TECHNOLOGY - C40100SE
Certificate - SUSTAINABILITY ENERGY

Course Requirements

			Credit
ALT	120	Renewable Energy Technology	3
SST	110	Intro to Sustainability	3
SST	120	Energy Use Analysis	3
SST	140	Green Building and Design Concepts	3
CMT	120	Codes and Inspections	3

Minimum Semester Hours **15**

AWARD: Certificate

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.

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
		Total Hours:	16

Spring Semester First Year			*Credit*
CJC	121	Law Enforcement Operations **or**	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 **or**	3
		ENG 114 Professional Research and Reporting	
MAT	143	Quantitative Literacy	3
		Humanities/Fine Arts Elective	3
		Total Hours:	18

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
		Total Hours:	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 **or** WBL 111*	1/3
		Total Hours:	14
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, BUS, 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

Criminal Justice Technology

CRIMINAL JUSTICE TECHNOLOGY - D55180
Diploma
Course Requirements

Fall Semester First Year				*Credit*
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
			Total Hours:	19

Spring Semester First Year				*Credit*
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
			Total Hours:	22
Minimum Semester Hours				**41**

AWARD: Diploma

CRIMINAL JUSTICE TECHNOLOGY - C55180
Certificate - CORRECTIONS
Course Requirements

			Credit
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 Information Technology for

Cyber Crime Certificate – C25500CC.

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 healthcare 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. Operate and clean commercial equipment properly.
- Pursue best research and use of standard menus for all types of foods and services.
- 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 and 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. Apply fundamental concepts of knife skills, basic food preparation, and equipment knowledge.

CULINARY ARTS - A55150
Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CIS	110	Intro to Computers	3
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	111	Writing and Inquiry	3
		Total Hours:	17

Spring Semester First Year			*Credit*
CUL	135	Food and Beverage Service	2
CUL	170	Garde Manger I	3
CUL	260	Baking II	3
BPA	150	Artisan and Specialty Bread	4
ENG	112	Writing/Research in the Disciplines	3
HOR	142	Fruit and Vegetable Production	2
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	3
		Total Hours:	20

Fall Semester Second Year			*Credit*
NUT	110	Nutrition	3
HRM	220	Cost Control-Food and Beverage	3
CUL	230	Global Cuisines	5
CUL	270	Garde Manger II	3
WBL	111	Work-Based Learning I**	1
		Humanities/Fine Arts Elective	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
CUL	214	Wine Appreciation	2
CUL	240	Culinary Skills II	5
CUL	240A	Culinary Skills II Lab	1
HRM	245	Human Resource Mgmt-Hospitality	3
WBL	121	Work-Based Learning II**	1
		Social/Behavioral Science Elective	3
		Total Hours:	15

Minimum Semester Hours **70**

**Foreign language courses may not be used as a humanities/fine arts elective for this program of study. If a student plans on attending the trip to France, they will need to complete HUM 120.*

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

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

AWARD: Associate in Applied Science Degree

Culinary Arts

CULINARY ARTS - D55150
Diploma
Course Requirements

Fall Semester First Year			*Credit*
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
		Total Hours:	14

Spring Semester First Year			*Credit*
CUL	135	Food and Beverage Service	2
CUL	170	Garde Manger I	3
CUL	240	Culinary Skills II	5
CIS	110	Introduction to Computers	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	
WBL	111	Work-Based Learning I*	1
		Total Hours:	17

Fall Semester Second Year			*Credit*
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
		Total Hours:	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

Fall Semester First Year			*Credit*
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

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 chairside and related office and laboratory procedures.

Coursework 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			*Clinical*	*Credit*
DEN	101	Preclinical Procedures	0	7
DEN	110	Orofacial Anatomy	0	3
DEN	111	Infection/Hazard Control	0	2
DEN	112	Dental Radiography	0	3
ACA	115	Success and Study Skills	0	1
BIO	106	Introduction to Anatomy/ Physiology/Micro **or** BIO 163 and BIO 175; **or** Bio 165, BIO 166, and BIO 175; **or** BIO 168, BIO 169 and BIO 175	0	3
		Total Hours:	0	19

Spring Semester			*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 **or** ENG 111 and COM 110	0	3
		Total Hours:	12	20

Summer Term			*Clinical*	*Credit*
DEN	107	Clinical Practice II	12	5
PSY	118	Interpersonal Psychology **or** PSY 150 General Psychology	0	3
		Total Hours:	12	8
Minimum Semester Hours				***47***

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

Accreditation: Commission on Dental Accreditation.

AWARD: Diploma

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.

Coursework 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

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.
- Work with accuracy, dependability, proficiency and speed when servicing equipment.
- Communicate and document service records. Demonstrate basic competency in use of computers to access repair/replacement data and to document service.

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

Fall Semester First Year			*Credit*
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
		Total Hours:	16

Spring Semester First Year			*Credit*
ELN	112	Diesel Electronics System	4
ENG	110	Freshman Composition[1]	3
HET	114	Power Trains	5
MAT	110	Math Measurement & Literacy[3]	3
TRN	180	Basic Welding for Transp	3
		Total Hours:	18

Summer Term First Year			*Credit*
TRN	130	Intro to Sustainable Transp	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab*	2
		Total Hours:	7

Fall Semester Second Year			*Credit*
ENG	116	Technical Report Writing[2]	3
HET	115	Electronic Engines	3
HET	231	Medium/Heavy Duty Brake Systems	2
HET	233	Suspension and Steering	4
PSY	118	Interpersonal Psychology[5]	3
HYD	112	Hydraulics-Med/Heavy Duty	2
		Total Hours:	17

Spring Semester Second Year			*Credit*
HET	125	Preventive Maintenance	2
HET	126	Preventive Maintenance Lab	1
HET	128	Medium/Heavy Duty Tune-Up	2
HET	230	Air Brakes	2
PME	211	Advanced Equipment Repair	4
HUM	110	Technology & Society[4]	3
		Total Hours:	14

Minimum Semester Hours **72**

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

Work-Based Learning Option: This may include up to 8 shc from WBL course/combination of courses: WBL 111, 112, 121, 122, 131, 132, 211, or 221.

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

AWARD: Associate in Applied Science Degree

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Communication options - 3 shc from the following courses: COM 231, ENG 112, ENG 114, ENG 116.
3 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.
4 - Humanities options - 3 shc from the following courses: HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 160, REL 110, REL 211, REL 212.
5 - Social Behavioral Science options - 3 shc from the following courses: GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210.

Diesel and Heavy Equipment Technology

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - D60460

Diploma - DIESEL AND HEAVY EQUIPMENT

Course Requirements

			Credit
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	110	Freshman Composition[1]	3
HET	114	Power Trains	5
HET	125	Preventative Maintenance	2
MAT	110	Math Measurement & Literacy[2]	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

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460ES

Certificate - ENGINE SYSTEMS

Course Requirements

			Credit
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

			Credit
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

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.

Coursework 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 childcare 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*
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
EDU	119	Intro to Early Childhood Education	4
EDU	131	Child, Family and Community	3
EDU	144	Child Development I	3
PSY	150	General Psychology	3
		Total Hours:	17

Spring Semester First Year			*Credit*
CIS	110	Introduction to Computers	3
ENG	112	Writing/Research in the Disciplines **or**	3
COM	120	Intro to Interpersonal Comm.	
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	184	Early Child Intro Pract	2
		Total Hours:	17

Fall Semester Second Year			*Credit*
EDU	153	Health, Safety, Nutrition	3
EDU	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers and Twos	3
EDU	271	Education Technology	3
		Math Elective (MAT 110 or MAT 143)	3
		Total Hours:	15

Spring Semester Second Year			*Credit*
ART	111	Art Appreciation **or**	3
MUS	110	Music Appreciation	
EDU	259	Curriculum Planning	3
EDU	280	Language & Literacy Exp.	3
EDU	284	Early Childhood Capstone	4
		Social/Behavioral Science Elective	3
		Total Hours:	16
Minimum Semester Hours			**65**

AWARD: Associate in Applied Science Degree

Early Childhood Education

EARLY CHILDHOOD EDUCATION – D55220
Diploma – EARLY CHILDHOOD
Course Requirements

Fall Semester			*Credit*
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
		Total Hours:	14

Spring Semester			*Credit*
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
		Total Hours:	14

Summer Term			*Credit*
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
EDU	221	Children with Exceptionalities	3
		Total Hours:	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

			Credit
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.

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.

Coursework 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 childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Course Requirements

			Credit
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.

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; Advanced Cardiovascular Life Support (ACLS); or Pediatric Advanced Life Support (PALS). 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 prerequisites. 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; MED 120. EMS Bridge students will also be required to take EMS 140, EMS 280, and EMS 285 in addition to the other listed courses. Students entering the program with a current N.C. EMT-B certification will receive credit for EMS 110 when required.

Program Learning Outcomes

Graduates of the WCC Emergency Medical Service Program will:

- Perform medical patient assessment and management.
- Perform trauma patient assessment and management.
- Provide cardiac patient care based on American Heart Association standards including Advanced Cardiac Life Support.
- Provide pediatric patient care considering the unique needs of the pediatric patient.
- Demonstrate appropriate paramedic skills including intravenous therapy and medication administration.
- Reason through emergency medical situations and issues effectively and efficiently.
- Document practice of emergency medical science accurately and per standards set by the NC Office of EMS.
- Meet state certification requirements as well as other credentialing standards.

Associate Degree

Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
ACA	115	Success and Study Skills	0	1
BIO	168	Anatomy and Physiology I	0	4
EMS	110	EMT	0	8
EMS	150	Emergency Vehicles and EMS Comm	0	2
MED	120	Survey of Medical Terminology	0	2
		Total Hours:	0	17

Spring Semester First Year			*Clinical*	*Credit*
BIO	169	Anatomy and Physiology II	0	4
ENG	111	Writing and Inquiry	0	3
EMS	122	EMS Clinical Practicum I	3	1
EMS	130	Pharmacology	0	4
EMS	131	Advanced Airway Management	0	2
EMS	140	Rescue Scene Management	0	2
		Total Hours:	3	16

Summer Term First Year			*Clinical*	*Credit*
EMS	160	Cardiology I	0	2
EMS	221	EMS Clinical Practicum II	6	2
		Total Hours:	6	4

Fall Semester Second Year			*Clinical*	*Credit*
EMS	220	Cardiology II	0	3
EMS	231	EMS Clinical Practicum III	9	3
EMS	250	Medical Emergencies	0	4
EMS	260	Trauma Emergencies	0	2
PSY	150	General Psychology	0	3
HUM		Humanities/Fine Arts Elective*	0	3
		Total Hours:	9	18

Spring Semester Second Year				
EMS	240	Patients w/Special Challenges	0	2
EMS	241	EMS Clinical Practicum IV	12	4
EMS	270	Life Span Emergencies	0	3
EMS	285	EMS Capstone	0	2
COM	120	Introduction to Interpersonal Communication **or** COM 231 Public Speaking	0	3
		Total Hours:	12	14
Minimum Semester Hours				**69**

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

AWARD: Associate in Applied Science Degree

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.

Coursework 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:

- Understand 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

2+2 Transfer Course Requirements:

Students choosing to transfer to North Carolina State University in the 2+2 Transfer Program must complete the following:

- HOR 160 Plant Materials I
- HOR 162 Applied Plant Science
- HOR 164 Horticulture Pest Management
- HOR 168 Plant Propagation

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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
ENG	111	Writing and Inquiry **or**	3
		ENG 110 Freshman Composition	
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 **or**	2
		WBL - Work-Based Learning	
		111, 112, 121, 122, 131, 132, 211	
		Total Hours:	18

Spring Semester First Year			*Credit*
BIO	140	Environmental Biology **or**	3
MAT	110	Math Measurement & Literacy **or** BIO 110, BIO 111, BIO 146, MAT 143, MAT 121	
HOR	134	Greenhouse Operations	3
AGR	139	Intro to Sustainable Agriculture	3
HOR	164	Horticulture Pest Management	3
LSG	122	Spring Gardening Lab **or**	2
		WBL - Work-Based Learning	
		111, 112, 121, 122, 131, 132, 211	
TRF	151	Introduction to Landscape Design	3
		Total Hours:	17

Summer Term First Year			*Credit*
WBL		Work-Based Learning	2
		111, 112, 121, 122, 131, 132, 211 **or**	
		TRF 152 Landscape Maintenance	3
HOR	166	Soils and Fertilizers	3
		Total Hours:	5/6

Fall Semester Second Year			*Credit*
ENG	112	Writing/Research in the Disciplines **or**	3
		ENG 114, ENG 116, COM 231	
HOR	225	Nursery Production	3
HOR	170	Horticulture Computer Applications	2
HOR	161	Plant Materials II	3
HOR	253	Horticulture Turfgrass	3
PSY	118	Interpersonal Psychology*	3
SEL	191	Selected Topics	1
		Total Hours:	18

Spring Semester Second Year			
HOR	142	Fruit and Vegetable Production	2
HOR	245	Horticulture Specialty Crops	3
HOR	235	Greenhouse Production	3
HOR	265	Advanced Plant Materials	2
HOR	273	Horticulture Management and Marketing	3
HUM	110	Technology & Society**	3
		Total Hours:	16

Minimum Semester Hours **74**

** Elective to be chosen from the following courses: PSY 118, PSY 150, GEO 130, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, SOC 210.*

***Elective to be chosen from the following courses: HUM 110, HUM 115, HUM 120, HUM 121, HUM 123, HUM 220, REL 110, REL 211, REL 212, MUS 110, MUS 210.*

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

AWARD: Associate in Applied Science Degree

Horticulture Science Technology

HORTICULTURE TECHNOLOGY - D15240
Diploma - HORTICULTURE TECHNOLOGY
Course Requirements

			Credit
ACA	115	Success and Study Skills **or**	1
		ACA 122 College Transfer Success	
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 **or**	2
		WBL - Work-Based Learning	
		111, 112, 121, 122, 131, 132, 211	
ENG	110	Freshman Composition **or**	3
		ENG 111, ENG 112, ENG 114, ENG 116, COM 231	
HOR	134	Greenhouse Operations	3
HOR	164	Horticulture Pest Management	3
LSG	122	Spring Gardening Lab **or**	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 **or** BIO 110, BIO 111, BIO 140, BIO 146, MAT 121, MAT 143	3
TRF	152	Landscape Maintenance **or**	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

			Credit
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

			Credit
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

			Credit
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

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

Award: Certificate

Human Services Technology

HUMAN SERVICES TECHNOLOGY

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

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

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

Program Learning Outcomes

Graduates of the WCC Human Services program will:

- Interview clients and document appropriately.
- Communicate effectively with clients, service providers, and other professionals.
- Recognize crisis situations and initiate crisis intervention model.
- Make appropriate referrals to community agencies.
- Model professional behaviors, team work, and ethics in a variety of settings.
- Reason through a variety of human service issues.

HUMAN SERVICES TECHNOLOGY - A45380

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills **or**	1
		ACA 118 College Study Skills	2
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
PSY	150	General Psychology	3
		Humanities/Fine Arts Elective*	3
		Total Hours:	18

Spring Semester First Year			*Credit*
ENG	112	Writing/Research in the Discipline	3
HSE	145	Child Abuse and Neglect	3
HSE	225	Crisis Intervention	3
PSY	241	Developmental Psychology	3
SAB	110	Substance Abuse Overview	3
		Social/Behavioral Science Elective (Recommended: SOC 210)	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	220	Case Management	3
SOC	220	Social Problems	3
WBL	111	Work-Based Learning I	1
WBL	115	Work-Based Learning Seminar I	1
		BIO 110 **or** BIO 111 **or** BIO 140 **or** CHM 151 **or** MAT 143**	3/4
		Total Hours:	17

Spring Semester Second Year			
GRO	120	Gerontology	3
HSE	210	Human Services Issues	2
SOC	213	Sociology of the Family	3
PSY	281	Abnormal Psychology	3
WBL	121	Work-Based Learning II	1
WBL	125	Work-Based Learning Seminar II	1
		Total Hours:	13
Minimum Semester Hours			**66/67**

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

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

AWARD: Associate in Applied Science Degree

Human Services Technology

HUMAN SERVICES TECHNOLOGY - D45380
Diploma - HUMAN SERVICES TECHNOLOGY
Course Requirements

Fall Semester First Year			*Credit*
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
ACA	115	Success and Study Skills	1
		Total Hours:	6

Spring Semester First Year			*Credit*
SAB	110	Substance Abuse Overview	3
PSY	150	General Psychology	3
		Total Hours:	6

Fall Semester Second Year			*Credit*
ENG	111	Writing and Inquiry	3
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
CIS	110	Introduction to Computers	3
		Total Hours:	12

Spring Semester Second Year			*Credit*
HSE	225	Crisis Intervention	3
PSY	241	Developmental Psychology	3
		Total Hours:	6

Fall Semester Third Year			*Credit*
WBL	115	Work-Based Learning Seminar I	1
WBL	111	Work-Based Learning I	1
		Total Hours:	2

Spring Semester Third Year			*Credit*
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
		Total Hours:	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
Certificate - HUMAN SERVICES TECHNOLOGY
Course Requirements

Fall Semester First Year			*Credit*
HSE	110	Introduction to Human Services	3
HSE	123	Interviewing Techniques	3
		Total Hours:	6

Spring Semester First Year			*Credit*
HSE	145	Child Abuse and Neglect	3
PSY	150	General Psychology	3
		Total Hours:	6

Fall Semester Second Year			
WBL	115	Work-Based Learning Seminar I	1
WBL	111	Work-Based Learning I	1
HSE	112	Group Process I	2
		Total Hours:	4
Minimum Semester Hours			16

AWARD: Certificate

Information Technology

INFORMATION TECHNOLOGY

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

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

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

Disciplines of Study in Computer Technology Integration Include:

Specialty in Game Development	A25590G
Specialty in Network Management	A25590N
Specialty in Computer Programming	A25590P
Specialty in Digital Media	A25590D

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. (Computer Programming A25590P)
- Develop LAN/WAN solutions for a given network scenario. (Network Management A25590N)
- Develop original game-ready graphical assets. (Game Development A25590G)
- Develop digital shorts and effects. (Digital Media A25590D)

Information Technology

INFORMATION TECHNOLOGY - A25590G
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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTS	115	Info System Business Concept	3
SGD	111	Intro to SGD	3
SGD	114	3D Modeling I	3
SGD	116	Graphic Design Tools	3
		Total Hours:	16

Spring Semester First Year			*Credit*
SGD	113	SGD Programming	3
SGD	162	SGD 3D Animation	3
SGD	214	3D Modeling II	3
SGD	174	SG Level Design	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy **or**	3
		MAT 171 Precalculus Algebra	4
		*Technical Elective	1/3
		Total Hours:	16

Fall Semester Second Year			*Credit*
CTI	120	Network & Sec Foundation	3
CTS	120	Hardware/Software Support	3
SGD	213	SG Programming II	3
SGD	237	Rigging 3D Models	3
SGD	274	SG Level Design II	3
ENG	111	Writing & Inquiry	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
SGD	289	SGD Project	3
ENG	112	Writing/Research in the Disciplines	3
		Technical Elective*	3
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
		Total Hours:	15
Minimum Semester Hours			**65**

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

A maximum of 1 credit hour with WBL prefix.

AWARD: Associate in Applied Science Degree

Information Technology

INFORMATION TECHNOLOGY - D25590G
Diploma - GAME CONTENT CREATION
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
SGD	111	Intro to SGD	3
SGD	114	3D Modeling I	3
SGD	116	Graphic Design Tools	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ENG	111	Writing & Inquiry	3
MAT	143	Quantitative Literacy	3
SGD	113	SGD Programming	3
SGD	174	SG Level Design	3
SGD	162	SG 3D Animation	3
SGD	214	3D Modeling II	3
		Technical Elective*	1/3
		Total Hours:	19

Fall Semester Second Year			*Credit*
SGD	237	Rigging 3D Models	3

Minimum Semester Hours **38**

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

AWARD: Diploma

INFORMATION TECHNOLOGY - C25590G
Certificate - GAME DEVELOPMENT
Course Requirements

Fall Semester First Year			*Credit*
SGD	111	Intro to SGD	3
SGD	114	3D Modeling I	3
		Total Hours:	6

Spring Semester First Year			*Credit*
SGD	113	SG Programming I	3
SGD	116	Graphic Design Tools	3
		Total Hours:	6

Minimum Semester Hours **12**

AWARD: Certificate

Information Technology

INFORMATION TECHNOLOGY - A25590N
SPECIALTY - NETWORK MANAGEMENT

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 that rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Associate Degree
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
NET	125	Intro to Networks	3
CTS	115	Info System Business Concept	3
CIS	110	Intro to Computers **or**	3
		CIS 111 Basic PC Literacy	2
		Total Hours:	15

Spring Semester First Year			*Credit*
ENG	111	Writing & Inquiry	3
NET	126	Routing Basics	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
		Humanities/Fine Arts Elective	3
		Technical Elective*	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
CTS	120	Hardware/Software Support	3
NET	225	Routing & Switching I	3
NOS	230	Windows Admin I	3
ENG	112	Writing/Research in the Disciplines	3
SEC	110	Security Concepts	3
		Technical Elective*	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
NET	226	Routing & Switching II	3
SEC	160	Security Admin I	3
NET	289	Networking Project	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy **or**	
		MAT 171 Precalculus Algebra	
		Technical Elective*	1/3
		Social/Behavioral Science Elective	3
		Total Hours:	16
Minimum Semester Hours			**67**

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

A maximum of 1 credit hour with WBL prefix.

AWARD: Associate in Applied Science Degree

Information Technology

INFORMATION TECHNOLOGY - D25590N
Diploma - NETWORK MANAGEMENT
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
NET	125	Intro to Networks	3
CTS	115	Info Sys Business Concepts	3
CIS	110	Intro to Computers **or**	3
		CIS 111 Basic PC Literacy	2
CTS	120	Hardware/Software Support	3
		Total Hours:	18

Spring Semester First Year			*Credit*
ENG	111	Writing & Inquiry	3
NET	126	Routing Basics	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
DBA	110	Database Concepts	3
		Technical Elective*	3
		Humanities/Fine Arts Elective	3
		Total Hours:	21

Minimum Semester Hours **39**

** 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, CTI, CTS, DBA,DME, GRD, ITN, NET, NOS, SEC, SGD, WBL, or WEB.*

A maximum of 1 credit hour with WBL prefix.

AWARD: Diploma

INFORMATION TECHNOLOGY - C25590N
Certificate - NETWORK MANAGEMENT
Course Requirements

Fall Semester First Year			*Credit*
CTI	120	Network and Sec Foundation	3
NET	125	Intro to Networks	3
		Total Hours:	6

Spring Semester First Year			*Credit*
NET	126	Routing Basics	3

Fall Semester Second Year			*Credit*
NET	225	Routing & Switching I	3

Spring Semester Second Year			*Credit*
NET	226	Routing and Switching II	3

Minimum Semester Hours **15**

AWARD: Certificate

INFORMATION TECHNOLOGY - C25590S
Certificate - NETWORK SECURITY
Course Requirements

Fall Semester First Year			*Credit*
CTI	120	Network and Sec Foundation	3
NET	125	Intro to Networks	3
		Total Hours:	6

Spring Semester First Year			*Credit*
NET	126	Routing Basics	3

Fall Semester Second Year			*Credit*
NET	225	Routing & Switching !	3

Spring Semester Second Year			*Credit*
NET	226	Routing & Switching II	3
SEC	160	Security Admin I	3
		Total Hours:	6

Minimum Semester Hours **18**

AWARD: Certificate

INFORMATION TECHNOLOGY - C25590CS
Certificate - CYBER SECURITY
Course Requirements

Fall Semester First Year			*Credit*
CTI	120	Network and Sec Foundation	3
CCT	240	Data Recovery Techniques	3
		CJC Elective	3
		Total Hours:	9

Spring Semester First Year			*Credit*
CCT	121	Computer Crime Investigations	4
CCT	241	Advanced Data Recovery Techniques	3
		Total Hours:	7

Minimum Semester Hours **16**

AWARD: Certificate

Information Technology

INFORMATION TECHNOLOGY - A25590P
SPECIALTY - COMPUTER 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 that rely on computer systems to design and manage information.

Associate Degree
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
NET	125	Intro to Networks	3
CTS	115	Info System Business Concepts	3
CIS	110	Intro to Computers **or**	3
CIS	111	Basic PC Literacy	2
		Total Hours:	15

Spring Semester First Year			*Credit*
ENG	111	Writing & Inquiry	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
		Tecnical Elective*	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
CTS	120	Hardware/Software Support	3
CSC	139	Visual Basic Programming	3
CSC	251	Advanced JAVA Programming	3
WEB	215	Advanced Markup and Scripting	3
ENG	112	Writing/Research in the Disciplines	3
SEC	110	Security Concepts	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
DBA	110	Database Concepts	3
CSC	289	Programming Capstone Project	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy **or**	3
		MAT 171 Precalculus Algebra	4
		Technical Elective*	3
		Social/Behavioral Science Elective	3
		Total Hours:	15
Minimum Semester Hours			**66**

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

A maximum of 1 credit hour with WBL prefix.

AWARD: Associate in Applied Science Degree

Information Technology

INFORMATION TECHNOLOGY - D25590P
Diploma - COMPUTER 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
NET	125	Intro to Networks	3
SEC	110	Security Concepts	3
CTS	115	Info System Business Concepts	3
CTS	120	Hardware/Software Support	3
		Total Hours:	19

Spring Semester First Year			*Credit*
ENG	111	Writing & Inquiry	3
NOS	120	Linux/UNIX Single User	3
CSC	151	JAVA Programming	3
DBA	110	Database Concepts	3
WEB	115	Web Markup and Scripting	3
CIS	110	Intro to Computers **or**	3
		CIS 111 Basic PC Literacy	2
		Humanities/Fine Arts Elective	3
		Total Hours:	20

Minimum Semester Hours **39**

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

INFORMATION TECHNOLOGY - C25590I
Certificate - INFORMATION TECHNOLOGY
Course Requirements

Fall Semester First Year			*Credit*
CTS	115	Info Sys Business Concepts	3
CTI	110	Web, Pgm, and Db Foundation	3
CTI	120	Network and Sec Foundation	3
CTS	120	Hardware/Software Support	3

Minimum Semester Hours **12**

AWARD: Certificate

INFORMATION TECHNOLOGY - C25590W
Certificate - IT WEB PROGRAMMING
Course Requirements

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

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

Minimum Semester Hours **12**

AWARD: Certificate

Information Technology

INFORMATION TECHNOLOGY - A25590D
SPECIALTY - DIGITAL MEDIA

This curriculum specializes in practical applications in graphic arts, audio editing, 3D modeling, video editing, animation, and video compositing. This curriculum prepares graduates for employment as entry-level positions in feature or short films, commercials, industrial or educational productions, or even as independent film makers and artists.

Employment industries could include film, television, advertising, and any other fields that may utilize video production skills to produce content for either entertainment, training, or documentary purposes. Students will be trained with industry-recognized software applications from Autodesk and Adobe. The program will incorporate the competencies of industry-recognized certification exams from Autodesk.

Associate Degree
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
DME	110	Intro to Digital Media	3
GRD	151	Computer Design Basics	3
SGD	114	3D Modeling I	3
		Total Hours:	16

Spring Semester First Year			*Credit*
GRD	141	Graphic Design I	4
SGD	162	SG 3D Animation	3
SGD	214	3D Modeling II	3
DME	130	Digital Animation	3
DME	140	Intro to Audio/Video Media	3
		Total Hours:	16

Fall Semester Second Year			*Credit*
CTS	115	Info Sys Business Concepts	3
CTS	120	Hardware/Software Support	3
GRD	167	Photographic Imaging I	3
SGD	237	Rigging 3D Models	3
ENG	111	Writing & Inquiry	3
MAT	110	Math Measurements & Literacy **or**	3
		MAT 143 Quantitiative Litercy **or**	3
		MAT 171 Precalculus Algebra	4
		Total Hours:	18

Spring Semester Second Year			*Credit*
GRD	168	Photographic Imaging II	3
ENG	112	Writing/Research in the Disciplines	3
SGD	164	SG Audio/Video	3
		Technical Elective*	1/3
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
		Total Hours:	16
Minimum Semester Hours			**66**

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

A maximum of 1 credit hour with WBL prefix.

AWARD: Associate in Applied Science Degree

Information Technology

INFORMATION TECHNOLOGY - C25590DM
Certificate - DIGITAL MEDIA

Course Requirements

Fall Semester First Year				*Credit*
DME	110	Intro to Digital Media		3
GRD	151	Computer Design Basics		3
			Total Hours:	6

Spring Semester First Year				*Credit*
DME	130	Digital Animation I		3
DME	140	Intro to Audio/Video Media		3
			Total Hours:	6

Minimum Semester Hours 12

AWARD: Certificate

Medical Assisting

MEDICAL ASSISTING - A45400

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

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

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

A goal of the Medical Assisting A.A.S. program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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 and quality reasoning in the performance of administrative duties as outlined in the AAMA's DACUM for entry-level medical assistants.
- Demonstrate competence and quality reasoning in the performance of clinical skills as outlined in the AAMA's DACUM for entry-level medical assistants.
- Demonstrate competency in general business, administrative, and clinical areas on the certified medical assistant national examination (AAMA).

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

Associate Degree

Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
ACA	115	Success and Study Skills	0	1
BIO	163	Basic Anatomy and Physiology	2	5
MED	110	Orientation to Medical Assisting	0	1
MED	118	Medical Law and Ethics	0	2
MED	121	Medical Terminology I	0	3
MED	130	Administrative Office Procedures I	2	2
ENG	111	Writing and Inquiry	0	3
		Total Hours:	4	17

Spring Semester First Year				*Credit*
ENG	112	Writing/Research	0	3
MED	131	Administrative Office Procedures II	2	2
MED	122	Medical Terminology II	0	3
MED	140	Exam Room Procedures I	4	5
CIS	110	Intro to Basic PC	0	3
		Humanities/Fine Arts Elective*	0	3
		Total Hours:	6	19

Fall Semester Second Year			*Clinical*	*Credit*
MED	150	Laboratory Procedures I	4	5
MED	240	Exam Room Procedures II	4	5
MED	230	Administrative Office Procedures III	0	2
MED	272	Drug Therapy	0	3
MAT	143	Quanitative Literacy	0	3
		Total Hours:	10	18

Spring Semester Second Year				
MED	270	Symptamology	2	3
MED	260	Clinical Practicum	15	5
MED	264	Medical Assisting Overview	0	2
MED	262	Clinical Perspectives	0	1
PSY	150	General Psychology	0	3
		Total Hours:	17	14

Minimum Semester Hours **68**

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

Medical Assisting

MEDICAL ASSISTING - D45400
Diploma - MEDICAL ASSISTING
Course Requirements

Fall Semester			*Clinical*	*Credit*
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	118	Medical Law and Ethics	0	2
MED	121	Medical Terminology I	0	3
CIS	110	Intro to Computers	0	3
		Total Hours:	0	18

Spring Semester			*Clinical*	*Credit*
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
		Total Hours:	0	18

Summer Term			*Clinical*	*Credit*
MED	260	MED Clinical Practicum	15	5
MED	262	Clinical Perspectives	0	1
		Total Hours:	15	6
Minimum Semester Hours				**42**

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

Radiography

RADIOGRAPHY– A45700

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

Coursework includes clinical rotations to area healthcare 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

Program Learning Outcomes

Graduates of the WCC Radiography program will:

- Demonstrate clinical competency by applying knowledge of positioning skills, radiographic technique, and radiation protection.
- Student will demonstrate critical thinking skills by adapting to atypical patient examination circumstance and image evaluation.
- Student will demonstrate effective communication by applying knowledge of written and oral communication skills.
- Student will demonstrate professional behaviors by adhering to professional practice standards, identifying the benefit of professional society membership, and designing a pathway for career development.

Associate Degree

Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
ACA	115	Success and Study Skills	0	1
BIO	163	Basic Anatomy and Physiology	0	5
RAD	110	Rad Intro and Patient Care	0	3
RAD	111	Rad Procedures I	0	4
RAD	151	Rad Clinical Ed I	6	2
		Total Hours:	6	15

Spring Semester First Year			*Clinical*	*Credit*
ENG	111	Writing and Inquiry	0	3
MAT	143	Quantitative Literacy	0	3
RAD	112	Rad Procedures II	0	4
RAD	121	Rad Imaging I	0	3
RAD	161	Rad Clinical Ed II	15	5
		Total Hours:	15	18

Summer Term First Year			*Clinical*	*Credit*
RAD	122	Rad Imaging II	0	2
RAD	131	Rad Physics I	0	2
RAD	171	Rad Clinical Ed III	12	4
		Total Hours:	12	8

Fall Semester Second Year			*Clinical*	*Credit*
RAD	211	Rad Procedures III	0	3
RAD	231	Rad Physics II	0	2
RAD	241	Radiobiology/Protection	0	2
RAD	251	Rad Clinical Ed IV	21	7
ENG	112	Writing/Research in the Disciplines	0	3
		Total Hours:	21	17

Spring Semester Second Year			*Clinical*	*Credit*
RAD	245	Image Analysis	0	2
RAD	261	Rad Clinical Ed V	21	7
RAD	271	Radiography Capstone	0	1
PSY	150	General Psychology	0	3
		Humanities/Fine Arts Elective*	0	3
		Total Hours:	21	16
Minimum Semester Hours				**74**

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

AWARD: Associate in Applied Science Degree

Respiratory Therapy

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. Respiratory 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 patient's 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 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, N.C., program number 200544, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

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

Associate Degree

Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
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
		Total Hours:	0	18

Spring Semester First Year			*Clinical*	*Credit*
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
		Total Hours:	15	18

Summer Term First Year			*Clinical*	*Credit*
RCP	112	Patient Management	0	4
RCP	144	RCP Clinical Practice II	12	4
		Total Hours:	12	8

Fall Semester Second Year			*Clinical*	*Credit*
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
		Total Hours:	15	14

Spring Semester Second Year			*Clinical*	*Credit*
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
		Total Hours:	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

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, chemical/solvent disposal, 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)
    - Metallurgy/Machining
    - Oxygen-Fuel

Welding Technology

WELDING TECHNOLOGY - D50420
Diploma - WELDING TECHNOLOGY
Course Requirements

Fall Semester			*Credit*
ACA	115	Success and Study Skills	1
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
		Total Hours:	15

Spring Semester			*Credit*
ENG	110	Freshman Composition[1]	3
WLD	115	SMAW (Stick) Plate	5
WLD	131	GTAW (TIG) Plate	4
MAC	121	Introduction to CNC	2
MAT	110	Math Measurement & Literacy[2]	3
		Total Hours:	17

Summer Term			*Credit*
WLD	151	Fabrication I	4
WLD	261	Certification Practices	2
Minimum Semester Hours			**38**

AWARD: Diploma

1 - English options - 3 shc from the following courses: ENG 110, ENG 111.
2 - Math options - 3 shc from the following courses: MAT 110, MAT 121, MAT 143, MAT 171, PHY 121.

WELDING TECHNOLOGY - C50420MW
Certificate – MIG WELDING TECHNOLOGY
Course Requirements

			Credit
MEC	111	Machine Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	141	Symbols and Specifications	3
Minimum Semester Hours			**12**

AWARD: Certificate

WELDING TECHNOLOGY - C50420SW
Certificate – STICK WELDING TECHNOLOGY
Course Requirements

			Credit
WLD	115	SMAW (Stick) Plate	5
WLD	110	Cutting Processes	2
MEC	111	Machine Processes I	3
WLD	141	Symbols and Specifications	3
Minimum Semester Hours			**13**

AWARD: Certificate

WELDING TECHNOLOGY - C50420TW
Certificate – TIG WELDING TECHNOLOGY
Course Requirements

			Credit
DFT	119	Basic CAD	2
WLD	131	GTAW (TIG) Plate	4
WLD	110	Cutting Processes	2
MAC	121	Introduction to CNC	2
WLD	141	Symbols and Specifications	3
Minimum Semester Hours			**13**

AWARD: Certificate

Workforce Development & Community 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, High School Equivalency (HSE) preparation, and English Language Acquisition (ELA). 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 on a space-available basis. 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.

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

Workforce Development and Community 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 10 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 college. 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 locations in Wilkes, Ashe, and Alleghany counties and in various other places 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 students. 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 Workforce Development and Community Education course schedule (available at www.wilkescc.edu) or contact the Wilkes Campus at 336-838-6203; the Alleghany Center at 336-372-5061; or the Ashe Campus at 336-846-3900 for details on meeting time and dates.

Course Registration

Students are encouraged to preregister for courses through email or in person. Specific courses, particularly allied health courses, require preregistration 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.

Minimum Enrollment Requirements

Courses are generally offered with a minimum enrollment of 10 students. The College reserves the right to determine the minimum number of students required for the course to be offered.

Primary Services

The Workforce Development and Community Education division offers a wide variety of programs and courses at locations throughout Alleghany, Ashe and Wilkes counties. Most coursework is provided under one of our primary education areas – College Readiness, Public Safety, Health Occupations, and Workforce Development. Some of the courses that are offered are included in the following pages.

College Readiness (Basic Skills: ASE, ABE, ELA)

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 Language Acquisition (ELA). 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

Workforce Development & Community Education

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 coursework 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 coursework 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®) and/or High School Equivalency Test (HiSET®). 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. Eligibility for participation in Basic Skills programs is determined by attaining a valid placement score on a National Reporting System (NRS) approved assessment.

English Language Acquisition (ELA)

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.

Public Safety

Public safety courses provide training for individuals in law enforcement agencies, fire departments, and emergency medical services to receive necessary educational opportunities for certification and advancement.

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.

Admissions for courses mandated under G.S.17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standard Commission, are limited to law enforcement officers or persons sponsored by law enforcement agencies and must maintain sponsorship by the agency until completion of the training program.

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 that 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 preregistration;
8. Obtain certified criminal history checks from the Clerk of Court's office from all locations lived in since age of 16 years old;
9. Obtain sponsorship from a local law enforcement agency and provide a certified criminal history check from the clerk of court;
10. Undergo a medical examination resulting in no medical restrictions (forms will be provided);
11. Complete a Wilkes Community College application for admission;
12. Take a reading assessment test administered by the director of law enforcement training;
13. Hold a current North Carolina Handgun Purchase Permit;
14. Provide an official high school transcript to the WCC Admissions Office.

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 healthcare providers with information concerning advanced management of the cardiac patient.

Cardiopulmonary Resuscitation (CPR) and First Aid

Wilkes Community College offers various training courses in CPR and first aid that provide certification by the American Heart Association. These courses provide individuals with instruction and skill development in adult, child, and infant foreign body airway obstruction as well as adult, child, and infant cardiopulmonary resuscitation. Also, training in automated external defibrillation is available.

Driver/Operator

This series of classes provides the firefighter with certification and training in fire service pump operations and aerial operations. These courses include Emergency Vehicle Driving, Trailer Towing Operations, Introduction to Pumps, Basic Pump Operations, Pump Maintenance, Sprinklers and Standpipes, Pump Hydraulics, Service testing, Pump Water Supply, Introduction to Aerials, Basic Aerial Operations, Aerial Maintenance, and Aerial Testing.

Emergency Medical Technician (EMT)

This continuing education training program provides students with training at various levels of EMT certification. Emergency Medical Technician training is offered to full-time professionals and volunteers. The various levels of certification offered at Wilkes Community College are

Workforce Development & Community Education

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) credential and successful completion of an entrance examination assessing basic skills competency in reading, language, and math.

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 a wide range of 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 prerequisites to take this course. Candidates successfully completing the course will be eligible to take the appropriate N.C. 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 N.C. Emergency Medical Services Instructor Level 1. This credential will be issued from the N.C. Office of Emergency Medical Services.

Northwest Fire and Rescue College

The Northwest Fire & 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 more.

Pediatric Advanced Life Support (PALS)

The P.A.L.S. course is designed to certify Emergency Medical Personnel in Pediatric Advanced Life Support through the American Heart Association. This course teaches the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Upon successful completion, the student will be awarded P.A.L.S. certification from the American Heart Association. Prerequisite: It is desirable but not required that an ALS certification be held.

Search and Rescue (SAR)

Search and rescue training involves locating lost persons and removing them from danger. Classes to train SAR personnel include incident command, mantracking, land navigation, search management, and wilderness survival. Other rescue classes such as mountain rescue and high-level rescue complement the program.

Specialized Firefighter Training

In addition to the Firefighter Certification Program, the college offers specialized and customized training programs for the firefighter. These programs include live structural burns, 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 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 Occupations

Health occupations provides short-term training programs that allow students to enter the health care field. Many also lead to industry recognized certifications.

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 N.C. State Competency Exam and listing on the N.C. 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 ninth 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) training is designed to prepare students to function under the supervision of a professional nurse performing certain

Workforce Development and Community Education

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 N.C. 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 updated immunizations. Preregistration 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 24 months) or someone coming from another state and needing to be listed on the NA-I registry in N.C. 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. Preregistration is mandatory due to eligibility requirements. For complete information, call 336-838-6167.

Pharmacy Technician Training

The 96-hour Pharmacy Technician Training course 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

The 180-hour Phlebotomy course 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 preregistration is mandatory. For complete information, call 336-838-6167.

Medication Aide

This 24-hour Medication Aide 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 N.C. Medication Aide Registry. Preregistration and screening is mandatory. Applicant must be currently listed on the N.C. Nurse Aide-I registry in Raleigh. No absences allowed. For complete information, call 336-838-6167.

Health Occupations Attendance and Grading

Nursing Assistant and Phlebotomy are 60-minute contact hour classes with one makeup day provided. Students absent beyond this makeup 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

Workforce development courses cover a myriad of topics ranging from customized training for large employers to topic specific courses designed to enhance individual skills. Courses are offered in a variety of settings and are targeted to help individuals and companies to rapidly gain skills that enhance our region's workforce.

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, except UNIX and Quickbooks, are approved for teacher renewal credit through the Wilkes County Board of Education.

Career and Talent Development

The Career and Talent Development (CTD) department provides employability skills training, skill assessment services, and career development counseling for unemployed and underemployed adults. The CTD 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 CTD courses receive assistance with applications, job interview skills, computerized job searches, and résumé preparation. Tuition and fees for CTD 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 colocated 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/Work First.

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 centers' 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.

Workforce Development and Community Education

Occupational Training

Occupational Extension courses are designed to prepare students for entry into an occupation, to upgrade the occupational skills of individuals who are already employed, 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 on a space-available basis. 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.

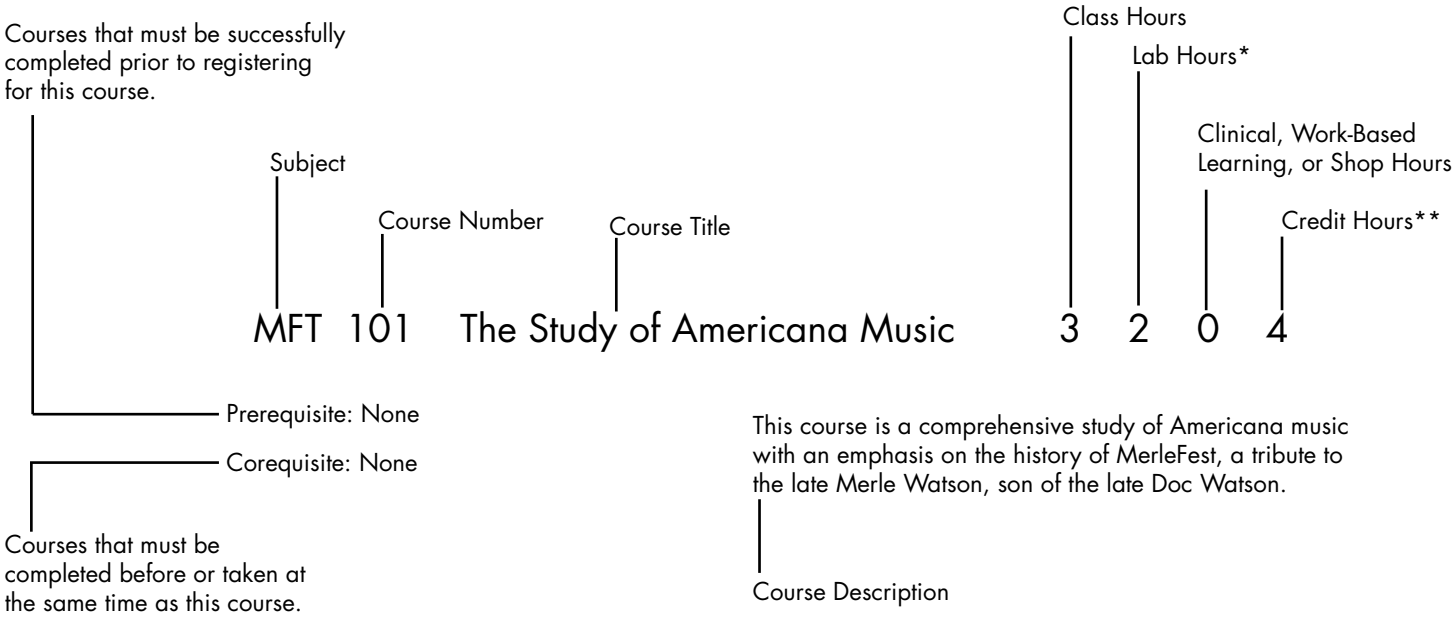
Each semester the SBC offers seminars, workshops, and short courses in the basic skills required to start and operate a successful business. Topics include How to Start a Business, Financing Your Small Business, How to Develop and Write a Business Plan, Advertising and Marketing Your Business, and Recordkeeping 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 their 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.

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: BUS 115 Business Law I
BUS 116 Business Law 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 118 College Study Skills 1 2 2
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

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 income 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, 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.

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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.

AHR 211 Residential System Design 2 2 3
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

ALTERNATIVE ENERGY
ALT 120 Renewable Energy 2 2 3
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on human and their environment.

ALT 250 Thermal Systems 2 2 3
This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance, Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations.

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, statewide, 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, statewide, 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, statewide, 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, statewide, 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 160 Animal Waste Management 3 0 3
This course introduces proper animal waste management. Emphasis is placed on waste management practices, environmental laws and issues relating to animal waste, soil and water conservation, and dead animal disposal. Upon completion, students should be able to calculate proper application rates, apply best management practices, and identify methods of animal waste collection, storage, and utilization.

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.

ANS 191A Selected Topics in Animal Science 0 3 1
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

ANS 210 Livestock Prod Issues 3 0 3
This course explores areas associated with livestock production. Emphasis is placed on monthly work schedules; qualities of a successful manager; and recruiting, motivating, and retaining employees. Upon completion, students should be able to prepare a livestock management program,

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write a resume, complete an interview, and identify ways to improve community relations.

ANS 230 Poultry Management 3 0 3
This course is designed to expand topics covered in ANS 130. Emphasis is placed on management techniques as they relate to brooding, growing, and housing poultry and the environmental needs of various types of poultry. Upon completion, students should be able to analyze and respond to management and production problems as they occur.

ANS 232 Meatbird Production 2 2 3
This course covers the fundamentals of meatbird production. Topics include breeding, hatching, brooding, and growout procedures for broilers and turkeys. Upon completion, students should be able to perform the fundamental skills required in meatbird production facilities.

ANS 234 Egg Production 2 2 3
This course covers the fundamentals of poultry egg production. Topics include housing, feeding, and managing of layers and breeders. Upon completion, students should be able to demonstrate a knowledge of and perform fundamental skills needed for egg production facilities.

ANTHROPOLOGY

ANT 220 Cultural Anthropology 3 0 3
Prerequisite: ENG 110 or ENG 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.

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
Prerequisites: 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 225 Architectural BIM I 1 3 2
This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include basic parametric modeling, creating new types and families of components, and using 3D models to create design drawings. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

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.

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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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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.

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 AutomationTroubleshooting 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;

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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, 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
Prerequisites: 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
Prerequisites: (AUT 110 and AUT 181) or (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.

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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.

AUT 163A Adv Auto Electricity Lab 0 3 1
Corequisite: AUT 163
This course is an optional lab to be used as an alternative to 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.

AUT 181 Engine Performance 1 2 3 3
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A Engine Performance 1 Lab 0 3 1
Corequisite: AUT 181
This course is an optional lab to be used as an alternative to Work-Based Learning placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2 2 6 4
Prerequisite: AUT 181
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 221 Auto Transm/Transaxles 2 3 3
Prerequisite: 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.

AUT 221A Auto Transm/Transax Lab 0 3 1
Corequisite: AUT 221
This course is an optional lab to be used as an alternative to Work-Based Learning placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains 2 3 3
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, 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

Course Descriptions

for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. 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, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. 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, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. 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, 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 143 Field Biology Minicourse 1 2 2
This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. Approved for transfer as a pre-major and/or elective course.

BIO 146 Regional Natural History 3 3 4
Prerequisites: DRE 098 and DMA 010, DMA 020, and DMA 030
This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region. Approved for transfer as a premajor and/or elective course.

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
TThis 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 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 168 Anatomy and Physiology I 3 3 4
Prerequisites: DRE 098 and DMA 010, DMA 020, and DMA 030
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and

Course Descriptions

nervous systems and special senses. 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 169 Anatomy and Physiology II 3 3 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. 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.

BIO 275 Microbiology 3 3 4
Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. 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 CUL 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 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 CUL 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
Prerequisites: BPA 150 and BPA 210
Corequisite: BPA 250
This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/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 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
Prerequisites: 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

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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 and (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.

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 260 Business Communication 3 0 3
Prerequisite: ENG 111 or ENG 110
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 15 8
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II 3 15 8
Prerequisite: CAR 111
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 140 Basic Carpentry 2 6 4
This course covers the basic construction of wood structures, and installation, maintenance, and repair of the many components within these structures. Topics include safe use of tools, implementation of standard practices, appropriate use of materials, and installation/repair of components such as doors, windows, roofing, and siding. Upon completion, students should be able to construct, install/repair wooden structures and components using appropriate tools, materials and standard practices from the carpentry trade.

CAR 150 Concrete Construction 2 9 5
This course covers methods of erecting forms and placing concrete. Topics include safety, hand/power tool use, blueprints, rigging, form construction, reinforcement, and placement. Upon completion, students should be able to demonstrate skills in concrete construction procedures and processes with supervision.

CYBER CRIME TECHNOLOGY
CCT 121 Computer Crime Investigation 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.

Course Descriptions

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 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
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 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
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
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 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 Intro to Programming and Logic 2 3 3
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, or (MAT 121 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 10 30 20
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

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communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the 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 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, CJC 112, CJC 131, and CJC 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
Prerequisite: 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. Approved for transfer as a general education course in communication.

COM 120 Introduction to Interpersonal Comm. 3 0 3
Prerequisite: 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

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basic principles of group discussion, and manage conflict in interpersonal communication situations. Approved for transfer as a general education course in communication.

COM 140 Introduction to Intercultural Comm. 3 0 3
Prerequisite: 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 in communication.

COM 231 Public Speaking 3 0 3
Prerequisite: ENG 110 or ENG 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. 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 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.

CSC 289 Programming Capstone Project 1 4 3
Prerequisite: CTI 110, CTI 120, and CTS 115
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentationm, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CONSTRUCTION
CST 111 Construction I 3 3 4
This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST 112 Construction II 3 3 4
Prerequisite: CST 111
This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

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
Prerequisites: MAT 121 or MAT 171
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 110 or MAT 121 or MAT 171) 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 121 or MAT 171
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 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 TECHNOLOGY 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

COMPUTER INFORMATION TECHNOLOGY

CTS 115 Info Sys Business Concepts 3 0 3
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. Approved for transfer as a pre-major and/or elective course.

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 130 Spreadsheet 2 2 3
Prerequisite: CIS 110 or CIS 111
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
Prerequisites: DMA 020 and 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
Prerequisites: DMA 020 and 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
Corequisites: 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
Prerequisites: 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.

CUL 240A Culinary Skills II 0 3 1
Prerequisites: CUL 110 and CUL 140
Corequisite: 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
Prerequisites: CUL 110 and CUL 160
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

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.

Course Descriptions

CUL 280 Pastry and Confections 1 4 3
Prerequisites: CUL 110, CUL 140, and CUL 160
Corequisite: 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.

DENTAL
DEN 101 Preclinical Procedures 4 6 0 7
Prerequisite: Enrollment in the Dental Assisting Program
Corequisites: ACA 115, DEN 110, DEN 111, DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
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.

DEN 102 Dental Materials 2 4 0 5
Prerequisites: ACA 115, DEN 101, DEN 110, DEN 111, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
Corequisites: DEN 103, DEN 104, DEN 105, and DEN 106 and (take one group below)
Group 1: ENG 102
Group 2: ENG 111 and COM 110
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.

DEN 103 Dental Sciences 2 0 0 2
Prerequisites: ACA 115, DEN 101, DEN 110, DEN 111, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
Corequisites: DEN 102, DEN 104, DEN 105, and DEN 106 and (take one group below)
Group 1: ENG 102
Group 2: ENG 111 and COM 110
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.

DEN 104 Dental Health Education 2 2 0 3
Prerequisites: ACA 115, DEN 101, DEN 110, DEN 111, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
Corequisites: DEN 102, DEN 103, DEN 105, and DEN 106 and (take one group below)
Group 1: ENG 102
Group 2: ENG 111 and COM 110
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.

DEN 105 Practice Management 2 0 0 2
Prerequisites: ACA 115, DEN 101, DEN 110, DEN 111, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
Corequisites: DEN 102, DEN 103, DEN 104, and DEN 106 and (take one group below)
Group 1: ENG 102
Group 2: ENG 111 and COM 110
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.

DEN 106 Clinical Practice I 2 0 12 5
Prerequisites: ACA 115, DEN 101, DEN 110, DEN 111, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
Corequisites: DEN 102, DEN 103, DEN 104, and DEN 105 and (take one group below)
Group 1: ENG 102
Group 2: ENG 111 and COM 110
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.

DEN 107 Clinical Practice II 1 0 12 5
Prerequisites: DEN 102, DEN 103, DEN 104, DEN 105, and DEN 106
Corequisite: PSY 118 or PSY 150
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.

DEN 110 Orofacial Anatomy 2 2 0 3
Prerequisite: Enrollment in the Dental Assisting Program
Corequisites: ACA 115, DEN 101, DEN 111, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175

Course Descriptions

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, DEN 101, DEN 110, and DEN 112 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
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, DEN 101, DEN 110, and DEN 111 and (take one group below)
Group 1: BIO 106
Group 2: BIO 163 and BIO 175
Group 3: BIO 165, BIO 166, and BIO 175
Group 4: BIO 168, BIO 169, and BIO 175
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
Prerequisites: 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
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
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
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: DMA 040, DMA 050, and MAT 060
Set 3: MAT 060 and MAT 070
This course provides a study of problems involving algebraic representations of 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
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
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.

DIGITAL MEDIA TECHNOLOGY
DME 110 Intro to Digital Media 2 2 3
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 130 Digital Animation I 2 2 3
Prerequisite: DME 110
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to prodice simple animations.

DME 140 Intro to Audio/Visual Media 2 2 3
Prerequisite: DME 110
This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media 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

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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 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.

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 170 Engineering Graphics 2 2 3
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. Approved for transfer as a pre-major and/or elective course.

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

Course Descriptions

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.

ECONOMICS
ECO 151 Survey of Economics 3 0 3
Prerequisite: DRE 098 and 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
Prerequisite: DRE 098 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 Childhood Education 4 0 4
This course introduces the foundations of the early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, 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
Corequisite: DRE 097
This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144 Child Development I 3 0 3
Corerequisite: DRE 097
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 145 Child Development II 3 0 3
Corerequisite: DRE 097
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 146 Child Guidance 3 0 3
Corerequisite: DRE 097
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151 Creative Activities 3 0 3
Corerequisite: DRE 097
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 Health, Safety, and Nutrition 3 0 3
Corerequisite: DRE 097
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect,

Course Descriptions

and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

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
Corerequisite: 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.

EDU 184 Early Child Intro Pract 1 3 2
Prerequisite: EDU 119
Corerequisite: 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 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
Corerequisite: DRE 098
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

EDU 234 Infants, Toddlers, and Twos 3 0 3
Prerequisite: EDU 119
Corerequisite: DRE 098
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 247 Sensory and Physical Disabilities 3 0 3
Prerequisites: Take one set:
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245
Corerequisite: 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
Corerequisite: 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
Corerequisite: DRE 098
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU 259 Curriculum Planning 3 0 3
Prerequisite: EDU 119
Corequisite: DRE 098
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261 Early Childhood Administration I 3 0 3
Corequisites: DRE 098 and EDU 119
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262 Early Childhood Administration II 3 0 3
Prerequistite: DRE 098, EDU 119, and EDU 261
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
Corerequisite: DRE 098
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 280 Language/Literacy Experiences 3 0 3
Corerequisite: DRE 098
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 282 Early Childhood Literature 3 0 3
Corerequisite: 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 for children who are culturally, linguistically, and ability diverse.

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 demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

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 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 pre-major and/or elective course.

EGR 210 Intro to Elec/Comp Eng Lab 1 3 2
Prerequisites: MAT 271 and PHY 251
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 pre-major 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 pre-major and/or elective course.

EGR 215 Network Theory I 3 0 3
Prerequisites: MAT 272 and PHY 251
Corequisites: PHY 252 and MAT 273
This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural responses, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural reponses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. Approved for transfer as a pre-major and/or elective course.

EGR 220 Engineering Statics 3 0 3
Prerequisite: PHY 251
Corequisite: 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 that require the ability to analyze systems of forces in static equilibrium. Approved for transfer as a pre-major and/or elective course.

EGR 225 Engineering Dynamics 3 0 3
Prerequisite: EGR 220
Corequisite: 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 pre-major and/or elective course.

EGR 228 Intro to Solid Mechanics 3 0 3
Prerequisite: 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 completion, students should be able to analyze solids subject to various

Course Descriptions

forces and design systems using a variety of materials. Approved transfer for as a pre-major and/or elective course.

EGR 285 Design Project 0 4 2
Prerequisites: ELC 131, ELC 131A, DFT 119, and 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 114 Commercial Wiring 2 6 4
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC 117 Motors and Controls 2 6 4
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1 2 2
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 126 Electrical Computations 2 2 3
This course introduces the fundamental applications of mathematics that 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
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
Prerequisites: DMA 040, and DMA 050
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 220 Photovoltaic Systems Technology 2 3 3
This course introduces the concepts, tools, techniques, and matrials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

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
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
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 135 Electronic Circuits 2 3 3
Prerequisite: ELC 131 and ELN 131
This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on applications.

ELN 152 Fabrication Techniques 1 3 2
Prerequisites: 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.

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ELN 235 Data Communication Systems 3 3 4
Prerequisites: ELC 131, 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.

ELN 275 Troubleshooting 1 3 2
Prerequisites: ISC 112, ELC 131, and 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
Corequisites: ACA 115, BIO 168, EMS 150, and MED 120
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 122 EMS Clinical Practicum I 0 0 3 1
Prerequisite: EMS 110
Corequisites: EMS 130, EMS 131, and EMS 140
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

EMS 130 Pharmacology 3 3 0 4
Prerequisite: EMS 110
Corequisites: EMS 122, EMS 131, and EMS 140
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. 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 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
Prerequisite: EMS 110
This course introduces rescue scene management. Topics include response to hazardous material conditions, 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.

EMS 150 Emerg Vehicles and EMS Comm 1 3 0 2
Corequisites: ACA 115, BIO 168, EMS 110, and MED 120
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
Corequisite: EMS 221
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 3 0 3
Prerequisites: EMS 122, EMS 130, and EMS 160
Corequisites: EMS 231, EMS 250, and EMS 260
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 6 2
Prerequisites: EMS 122 and EMS 130
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of 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 and EMS 221
Corequisites: EMS 220, EMS 250, and EMS 260
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing 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
Prerequisites: EMS 130 and EMS 221
Corequisites: EMS 220, EMS 250, and EMS 260
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
Prerequisites: EMS 122 and EMS 130
Corequisites: EMS 241, EMS 270, and EMS 285
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

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EMS 241 EMS Clinical Practicum IV 0 0 12 4
Prerequisites: EMS 130 and EMS 231
Corequisites: EMS 240, EMS 270, and EMS 285
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Medical Emergencies 3 3 0 4
Prerequisites: EMS 122 and 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 appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies 1 3 0 2
Prerequisites: EMS 122 and EMS 130
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies 2 3 0 3
Prerequisites: EMS 122 and 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, and 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
Prerequisite: 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
Prerequisite: 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 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
Prerequisite: 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.

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ENG 232 American Literature II 3 0 3
Prerequisite: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Approved for transfer as a Universal General Education Transfer Component course in Humanities/Fine Arts.

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 Universal General Education Transfer Component 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 Universal General Education Transfer Component 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
Prerequisite: 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.

GRD 131 Illustration I 1 3 2
Prerequisite: ART 131 or GRD 121 or DES 125
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

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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 or DES 135
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 or DES 136
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 challenging 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
Prerequisite: (GRD 142 and GRD 152) or (GRD 142 and GRA 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 TRN 120
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 125 Preventive Maintenance 1 3 2
Prerequisite: 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 114
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

HET 230 Air Brakes 1 2 2
Prerequisite: HET 114
This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.

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.

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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
Prerequisites: 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.

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 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

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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 191A Selected Topics in Horticulture 0 3 1
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

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
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 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 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 2 0 3
Corequisite: DRE 098
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
Corequisite: DRE 098
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
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.

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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
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
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
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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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.

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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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

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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.

HYD 112 Hydraulics-Med/Heavy duty 1 2 2
This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

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 170 Problem-Solving Skills 3 0 3
This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

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.

LANDSCAPE ARCHITECTURE
LAR 111 Intro to Landscape 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.

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
Prerequisites: MAC 122 and MAC 124
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 110 Math Measurement & Literacy 2 2 3
Prerequisites: DMA 010, DMA 020, and DMA 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

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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 121 Algebra/Trigonometry I 2 2 3
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 or DMA 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 143 Quantitative Literacy 2 2 3
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. Approved for transfer as a Universal General Education Transfer Component course in Mathematics for the AA degree.

MAT 152 Statistical Methods I 3 2 4
Prerequisites: 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
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and (DMA 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 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 in the AE and AS degrees.

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 and a Universal General Education Transfer Component course in Mathematics in the AE and AS degrees.

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 and a Universal General Education Transfer Component in the AE degree.

MAT 280 Linear Algebra 2 2 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.

MAT 285 Differential Equations 2 2 3
Prerequisite: MAT 272
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions,

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eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. 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.

MEC 128 CNC Machining Processes 2 4 4
This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.

MEC 130 Mechanisms 2 2 3
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 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 healthcare 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 Healthcare 1 0 0 1
Prerequisite: 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
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
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
Prerequisite: 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, DMA 010, DMA 020, and DMA 030
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
Prerequisites: MED 110, DMA 010, DMA 020, DMA 030
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting

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and processing specimens, performing selective tests, phlebotomy, screening and followup of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/ skills based on course topics.

MED 230 Admin Office Procedures III 1 2 0 2
Prerequisite: MED 131
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

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
Prerequisites: MED 230 and MED 240
Corequisite: MED 262
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level healthcare professional.

MED 262 Clinical Perspective 1 0 0 1
Corequisite: MED 260
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 Med Assisting Overview 2 0 0 2
Prerequisites: MED 230 and MED 240
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomology 2 2 0 3
Prerequisite: MED 122
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy 3 0 0 3
Prerequisite: MED 122
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

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.

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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 114 Non-Western Music 3 0 3
This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. Approved for transfer as a general education 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 151 Class Music I 0 2 1
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and the repertoire through performance. Approved for transfer as a pre-major and/or elective course.

MUS 152 Class Music II 0 2 1
Prerequisite: Take MUS 151
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. 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 Introduction to Networks 1 4 3
Prerequisite: CTI 120
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126 Routing Basics 1 4 3
Prerequisite: NET 125
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 prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Router and Switching I 1 4 3
Prerequisite: NET 225
This course itroduces WAN theory and design, WAN technology, PPP Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN pototcols, and describe the Spanning Tree protocol.

NET 289 Networking Project 1 4 3
Prerequisites: CTI 110, CTI 120, and CTS 115
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NETWORKING OPERATING SYSTEMS
NOS 120 Linux/UNIX Single User 2 2 3
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
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.

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NURSING

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisite: ACA 115, ENG 111, PSY 150, and BIO 168
Corequisites: ACA 115, ENG 111, PSY 150, and BIO 168
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: ACA 115, ENG 111, NUR 111, PSY 150, and BIO 168
Corequisites: NUR 212, PSY 281, and BIO 169
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, NUR 114 and (BIO 168 and BIO 169), and PSY 241
Corequisites: ENG 112 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, NUR 112, NUR 212, PSY 281, and (BIO 168 and BIO 169)
Corequisite: 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 Healthcare Concepts 3 0 6 5
Prerequisites: : NUR 111, NUR 114, PSY 241, and (BIO 168 and BIO 169)
Corequisites: ENG 112, 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: ACA 115, ENG 111, NUR 111, PSY 150, and BIO 168
Corequisites: NUR 112 ,PSY 281, and BIO 169
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: ENG 112, NUR 111, NUR 113, NUR 211 and (BIO 168 and BIO 169)
Corequisite: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
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 130 Comprehensive Keyboarding 2 2 3
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 competion, 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.

Course Descriptions

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.

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 154 Swimming for Fitness 0 3 1
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. 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

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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
Prerequisites: DMA 010, DMA 020, and DMA 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 in Natural Science.

PHY 110A Conceptual Physics Lab 0 2 1
Prerequisites: DMA 010, DMA 020, and DMA 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
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 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
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 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.

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 AE and AS degrees.

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 AE and AS degrees.

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.

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POWER MECHANICS

PME 211 Advanced Equipment Repair 2 6 4
Prerequisites: 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
Prerequisite: 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
Prerequisite: 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
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
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 121 and RAD 161
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I 2 3 0 3
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 161
This course provides the basic principles of imaging. 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 basic radiographic imaging.

RAD 122 Radiographic Imaging II 1 3 0 2
Prerequisites: 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
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 171
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
Corequisites: 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
Prerequisites: 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
Prerequisites: 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.

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RAD 211 RAD Procedures III 2 3 0 3
Prerequisites: RAD 122, RAD 131, and RAD 171
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
Prerequisites: RAD 122, RAD 131, or RAD 171
Corequisites: RAD 211, RAD 241, and RAD 251
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241 Radiobiology/Protection 2 0 0 2
Prerequisites: 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
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: RAD 261 and RAD 271
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
Prerequisites: RAD 122, RAD 131, and RAD 171
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
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: RAD 245 and RAD 271
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
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: RAD 245 and RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.

RESPIRATORY CARE

RCP 110 Intro to Respiratory Care 3 3 0 4
Prerequisite: Enrollment in the Respiratory Therapy Program
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics 4 3 0 5
Prerequisite: 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
Prerequisite: 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 though 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
Corequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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

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able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

RCP 214 Neonatal/Peds Rc. 1 3 0 2
Prerequisite: 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
Prerequisite: RCP 111
Corequisite: 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 ENG 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 ENG 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
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.

INFORMATION SYSTEMS SECURITY
SEC 110 Security Concepts 2 2 3
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historial view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an informatin security policy, and identify processes to implement and enforce policy.

SEC 160 Security Administration I 2 2 3
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SELECTED TOPICS
SEL 191 Selected Topics 1 3 1
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

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
This course introduces the concepts of Massive Online Programming for simulations and games. Emphasis is on learning Massive Multiplayer Online simulation and game programming techniques. Upon Completion, students should be able to create Massive Multiplayer Online 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.

Course Descriptions

Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 164 SG Audio/Video 2 3 3
This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for production and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games.

SGD 174 SG Level Design 2 3 3
Prerequisites: SGD 111, SGD 114 and SGD 116
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry-standard tools.

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.

SGD 274 SG Level Design II 2 3 3
Prerequisite: SGD 174
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting, and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

SGD 289 SGD Project 2 3 3
Prerequisites: Take one - SGD 212, SGD 213, SGD 214, or SGD 285
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation, and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SOCIOLOGY
SOC 210 Introduction to Sociology 3 0 3
Prerequisite: ENG 110 or ENG 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 ENG 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 ENG 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 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.

Course Descriptions

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
Prerequisite: SPA 111
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 110 Intro to Sustainability 3 0 3
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, student should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120 Energy Use Analysis 2 2 3
This course introduces the principles the principles of analyzing energy use, energ auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students hould be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 140 Green Bldg & Design Concepts 3 0 3
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

TRANSPORTATION TECHNOLOGY

TRN 110 Intro to Transport Tech 1 2 2
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

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 130 Into to Sustainable Transp 2 2 3
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

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

Course Descriptions

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
Corequisite: TRN 140
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 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 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
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
Prerequisites: WLD 115, 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.

Course Descriptions

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, WBL 112, WBL 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, WBL 122, WBL 123, or WBL 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.

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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College Personnel

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Index A-M

Index M-W

Campus Map

WILKES COMMUNITY COLLEGE

CAMPUS MAP

1. Alumni Hall
2. Lowe's Hall
3. Thompson Hall
4. Hayes Hall
5. Lovette Hall
6. Center for Excellence in Teaching
7. Building 7
8. Power Mechanics
9. Industrial Classroom Bldg.
10. Daniel Hall
11. Randolph Hall/ Bumgarner Gym
12. Walker Center
13. Beacon Hall - Workforce Development & Community Education
14. Horticulture Complex
23. Collision Repair
24. McNeill Automotive Center

P Student Parking
V Visitor Parking

Fire Hydrant

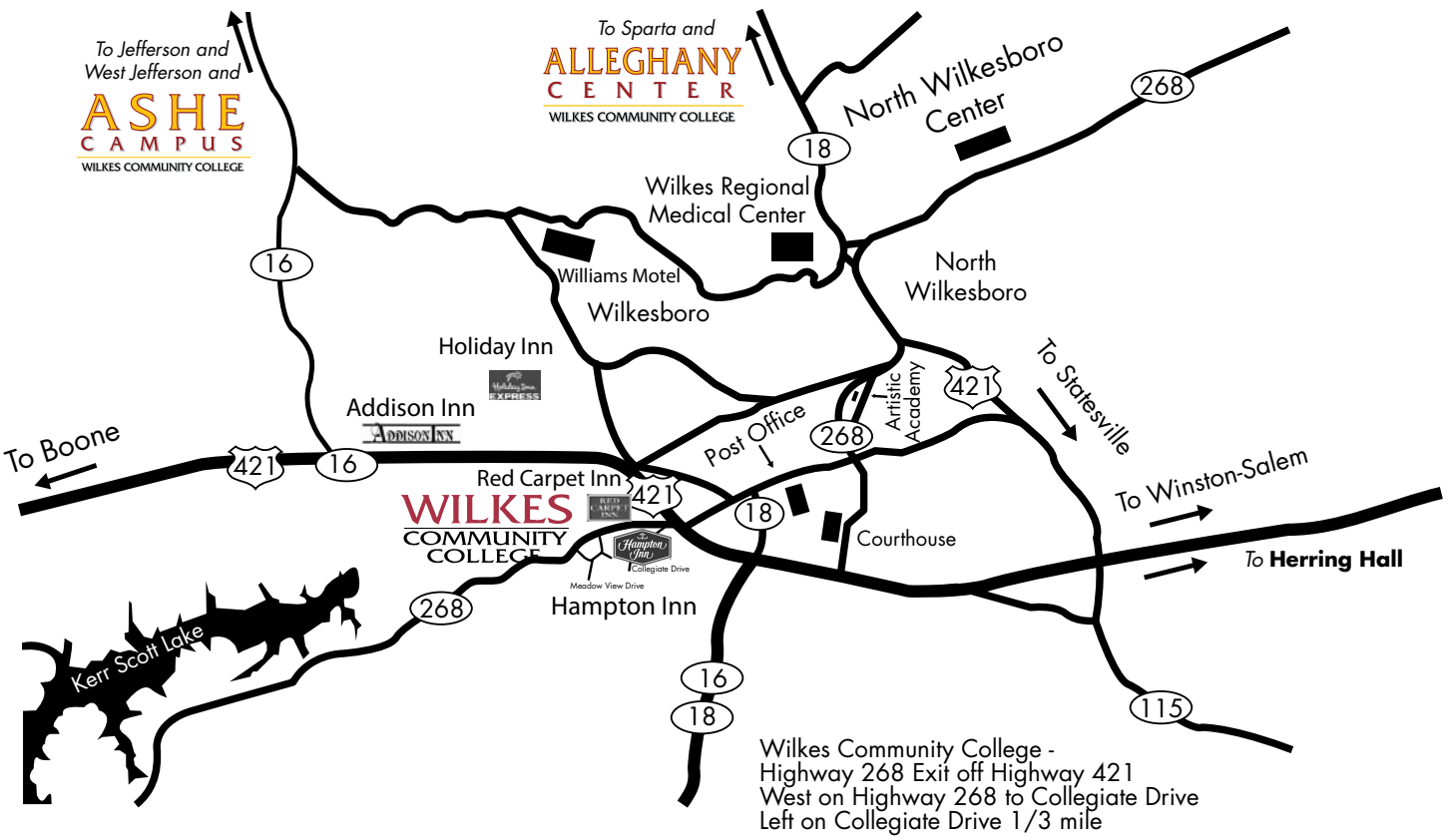
Room Number Index

Admissions.....Alumni Hall..... 1st Floor
Bumgarner Gymnasium.....Randolph Hall ..... 1st Floor
Pardue Library .....Alumni Hall..... 2nd Floor

Room #	Building
100	Thompson Hall - 1st Floor
200	Thompson Hall - 2nd Floor
300	Hayes Hall - 1st Floor
400	Hayes Hall - 2nd Floor
500	Lovette Hall
575	Classroom Building 7
600	Power Mechanics Bldg.
700	Randolph Hall - 1st Floor
800	Randolph Hall - 2nd Floor
900	Walker Center

Room #	Building
1000	Daniel Hall
1100	Alumni Hall - 1st Floor
1200	Alumni Hall - 2nd Floor
1031	Collision Repair
1037	McNeill Automotive Center
1400	Beacon Hall - 1st Floor
1500	Beacon Hall - 2nd Floor
1700	Lowe's Hall - 1st Floor
1800	Lowe's Hall - 2nd Floor

LOCATION MAP



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PO Box 504
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Wilkes Community College

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