WILKES
COMMUNITY COLLEGE
Wilkes • Ashe • Alleghany

CATALOG 2024-2025

HANDS-ON LEARNING AT WCC!

Better **SKILLS** | Better **JOBS** | Better **FUTURE**

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.

WILKES COMMUNITY COLLEGE

Wilkes • Ashe • Alleghany

Catalog 2024-2025
Volume XLIII

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Programs of Study

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Academic Calendar 2024-2025- Legend

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

[2] Returning Student: A student who was previously enrolled. Returning students must schedule a Returning Student Advising and Registration appointment.

[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 schedule a New Student Advising and Registration appointment

Academic Calendar 2024-2025

APRIL 2024

April 01 – May 30.....New and Returning Student Advising & Registration for Summer Term (8-Week and 1st 4-Week Block)
April 01- June 28.....New and Returning Student Advising & Registration for Summer Term (2nd 4-Week Block/ 5-Week Block)
April 01-03.....Priority Online Registration for Currently Enrolled Students for Fall Semester
April 05.....3rd Pell Grant/Scholarship Refund Day (2nd 8-Week Block)
April 04– August 13.....Online Registration for Currently Enrolled Students for Fall Semester (16-Week and 1st 8-Week Block)
April 04- October 14..... Online Registration for Currently Enrolled Students for Fall Semester (2nd 8-Week Block)
April 04– August 13.....New and Returning Student Advising and Registration for Fall Semester
April 09.....Last Day to Withdraw from a Course (16-Week Classes)
April 24- 26.....No Classes (MerleFest)
April 29.....Classes Resume
April 29.....Last Day to Withdraw From a Course (2nd 8-Week Block)

MAY 2024

May 10.....Last Day of Classes Spring Semester (16-Week and 2nd 8-Week Block) & BLET
May 10..... Pell Grant/Scholarship Final Refund for Spring Semester
May 16.....Graduation
May 27.....Memorial Day Holiday
May 28.....First Day to Use Financial Aid/Scholarship in Bookstore (Summer Term/4-Week Block)
May 28-June 3 .....New Student Orientation for Summer Term (8-Week and 1st 4-Week Block)
May 30.....Last Day to Drop a Class for a 100% Refund (8-Week and 1st 4-Week Block)

June 2024

June 03.....First Day of Summer Term (8-Week and 1st 4-Week Block)
June 03 – August 2.....Summer Term (8-Week SU Term)
June 03.....Drop/Add Period (8-Week SU Term & 1st 4-Week Block)
June 03 – June 28 .....First Session Summer Term (1st 4-Week Block)
June 04.....Last Day to Drop a Class to Receive 75% Refund (1st 4-Week Block)
June 06.....Last Day to Drop a Class to Receive 75% Refund (8-Week Classes)
June 07.....Last Day to Use Financial Aid/Scholarship in Bookstore (Summer Term/4-Week Block)
June 21.....Initial Pell Grant/Scholarship Refund Day (Summer Term/4-Week Block)
June 21.....Last Day to Withdraw From a Course (1st 4-Week Block)
June 28.....Last Day Classes 1st Session (1st 4-Week Block)

July 2024

July 01.....First Day to Use Financial Aid/Scholarship in Bookstore (2nd 4-Week Block/5-Week Block)
July 01-05.....No Classes
July 03.....New Student Orientation for Summer Term (2nd 4-Week Block/5-Week Block)
July 03.....Last Day to Drop a Class for a 100% Refund (2nd 4-Week Block/5-Week Block)
July 08.....Drop/Add (2nd 4-Week Block/5-Week Block)
July 08 .....Classes Resume
July 08.....1st Day (2nd 4-Week Block/5-Week Block)
July 08 – August 02 .....Second Session Summer Term (2nd 4-Week Block)
July 08 – August 09.....5-Week Block
July 09.....Last Day to Drop a Class to Receive a 75% Refund (2nd 4-Week Block/5-Week Block)
July 12..... Last Day to Use Financial Aid/Scholarship in Bookstore (8-Week Block/5 Week Block)
July 19 .....Last Day to Withdraw From a Course Summer Term (8-Week Classes)
July 25.....2nd Refund Date for Pell Grant/Scholarships(2nd 4-Week Block)
July 26 .....Last Day to Withdraw From a Course (2nd 4-Week Block)

August 2024

August 01.....Last Day to Withdraw From a Course (5-Week Block)
August 02.....Last Day of Classes Summer Term (8 Week Classes and 2nd 4-Week Block)
August 06..... .....First day to use Financial Aid/Scholarships in Bookstore (16-Week and 1st 8-Week Block)
August 07-15 .....New Student Orientation for Fall Semester (16-Week and 1st 8-Week Block)
August 08.....BLET Training Starts
August 09.....Last Financial Aid Disbursement for 2023-2024
August 09.....Last Day of Classes (5-Week Block)
August 13.....Last Day to Drop a Class for a 100% Refund (16-Week and 1st 8-Week Block)
August 13.....New and Returning Student Advising & Registration (16-Week and 1st 8-Week Block)
August 15.....First Day of Classes Fall Semester (16-Week and 1st 8-Week Block)
August 15-19..... Drop/Add Period (16-Week and 1st 8-Week Block)
August 15 – December 13.....Fall Semester Session Dates
August 15 – October 15..... 1st 8-Week Block Fall Semester
August 20.....Last Day to Drop a Course to Receive 75% Refund (1st 8-Week Block)
August 26.....Last Day to Drop a Course to Receive 75% Refund (16-Week Classes)
August 27.....Last Day to use Financial Aid/Scholarships in Bookstore (16-Week and 1st 8-Week Block)

SEPTEMBER 2024

September 02 & 03.....Labor Day Holiday
September 04 .....Classes Resume

ACADEMIC CALENDAR 2024-2025

September 16 – October 14.....New and Returning Student Advising and Registration for Fall Semester (2nd 8-Week Block)
September 16 – October 25.....Advising for Currently Enrolled Students for Spring Semester & Summer Term
September 18.....Initial Pell Grant/Scholarship Refund Day (16-Week and 1st 8-Week Block)
September 27.....Last Day To Withdraw From a Course1st 8-Week Block

OCTOBER 2024

October 10 - October 11 .....Fall Break
October 14.....First Day to Use Financial Aid/Scholarship in Bookstore (2nd 8-Week Block)
October 14.....Last Day to Drop a Class for a 100% Refund for Fall Semester (2nd 8-Week Block)
October 14-15.....New Student Orientation for Fall Semester (2nd 8-Week Block)
October 14.....Classes Resume
October 15.....2nd pay date for Pell Grant/Scholarships
October 15.....Last Day of Classes for 1st 8-Week Block
October 16.....First Day of Classes for 2nd 8-Week Block
October 16 – 17.....Drop/Add for 2nd 8-Week Block
October 16-December 13.....2nd 8-Week Block Fall Semester
October 18.....Last Day to use Financial Aid/Scholarships in Bookstore (2nd 8-Week Block)
October 21.....Last Day to Drop a Course to Receive 75% Refund (2nd 8-Week Block)
October 28 – November 01.....Priority Online Registration for Currently Enrolled Students for Spring Semester & Summer Term/ 5-Week Block)

NOVEMBER 2024

November 04– December 20.....New and Returning Student Advising and Registration for Spring Semester (16-Week and 1st 8-Week Block)
November 04– January 03.....Online Registration for Currently Enrolled Students for Spring Semester (16-Week and 1st 8-Week Block)
November 04- March 03.....Online Registration for Currently Enrolled Students for Spring Semester (2nd 8-Week Block)
November 04 – May 29.....Online Registration for Currently Enrolled Students for Summer Term (8-Week and 1st 4-Week Block)
November 04 – June 27.....Online Registration for Currently Enrolled Students for Summer Term (2nd 4-Week Block/ 5-Week Block)
November 08.....3rd Pell Grant/Scholarship Refund Day (2nd 8-Week Block)
November 12 .....Last Day To Withdraw From a Course (16-Week Classes)
November 26.....Last Day to Withdraw from Course (2nd 8-Week Block)
November 27– November 29.....Thanksgiving Holiday

DECEMBER 2024

December 02.....Classes Resume
December 13.....Final Pay Date For Pell Grant/Scholarships for Fall Semester
December 13 .....Last Day of Classes Fall Semester (16-Week and 2nd 8-Week Block) & BLET
December 16 – January 3.....Holiday Break

JANUARY 2025

January 02-03.....New and Returning Student Advising and Registration for Spring Semester (16-Week and 1st 8-Week Block)
January 02.....First day to use Financial Aid/Scholarships in Bookstore (16-Week and 1st 8-Week Block)
January 02-06.....New Student Orientation for Spring Semester (16-Week and 1st 8-Week Block)
January 03.....Last Day to Drop a Class for a 100% Refund (16-Week and 1st 8-Week Block)
January 06.....Law Enforcement Training (LET) starts
January 06 – May 9.....Spring Semester Session Dates
January 06.....First Day of Classes Spring Semester (16-Week and 1st 8-Week Block)
January 06-07.....Drop/Add Period (16-Week and 1st 8-Week Block)
January 06- March 04.....1st 8-Week Block Spring Semester
January 09.....Last day to Drop a Course to Receive 75% refund (1st 8-Week Block)
January 15.....Last Day to Drop a Course to Receive 75% refund (16-Week Classes)
January 20 & 21.....Martin Luther King, Jr. Holiday
January 22.....Classes Resume
January 22.....Last Day to use Financial Aid/Scholarships in Bookstore (16-Week and 1st 8-Week Block)

February 2025

February 03 – March 03. .....New and Returning Student Advising and Registration for Spring Semester (2nd 8-Week Block)
February 03 - May 09.....12-week Block Spring Semester – Ashe Campus
February 12.....Initial Pell Grant/Scholarship Refund Day (16-Week and 1st 8-Week Block)
February 17– March 28.....Advising for Currently Enrolled Students for Fall Semester
February 18.....Last Day to Withdraw From a Course (1st 8-Week Block)

MARCH 2025

March 03.....First Day to Use Financial Aid/Scholarship in Bookstore (2nd 8-Week Block)
March 03.....Last Day to Drop to a Class for a 100% Refund (2nd 8-Week Block)
March 04.....Last Day of Classes (1st 8-Week Block)
March 04-05.....New Student Orientation for Spring Semester (2nd 8-Week Block)
March 05.....First Day of Classes (2nd 8-Week Block)

Academic Calendar 2024-2025

March 05-06.....Drop/Add Period (2nd 8-Week Block)
March 05- May 09..... 2nd 8-Week Block Spring Semester
March 07.....2nd Pell Grants/Scholarships Refund Day
March 07.....Last Day to use Financial Aid/Scholarships in Bookstore (2nd 8-Week Block)
March 10-13.....Spring Break/Snow Make Up Days
March 14.....Classes Resume
March 14.....Last Day to Drop a Course to Receive 75% Refund (2nd 8-Week Block)
March 31- April 12.....Priority Online Registration for Currently Enrolled Students for Fall Semester

APRIL 2025

April 04 – May 29.....New and Returning Student Advising & Registration for Summer Term (8-Week and 1st 4-Week Block)
April 04- June 27.....New and Returning Student Advising & Registration for Summer Term (2nd 4-Week Block/ 5-Week Block)
April 03– August TBD.....Online Registration for Currently Enrolled Students for Fall Semester (16-Week and 1st 8-Week Block)
April 03- October TBD..... Online Registration for Currently Enrolled Students for Fall Semester (2nd 8-Week Block)
April 03– August TBD.....New and Returning Student Advising and Registration for Fall Semester
April 07.....Last Day to Withdraw from a Course (16-Week Classes)
April 10.....3rd Pell Grant/Scholarship Refund Day (2nd 8-Week Block)
April 18.....Good Friday Holiday
April 22.....Last Day to Withdraw From a Course (2nd 8-Week Block)
April 23- 25.....No Classes (MerleFest)
April 28.....Classes Resume

MAY 2025

May 09.....Last Day of Classes Spring Semester (16-Week and 2nd 8-Week Block) & BLET
May 14.....Graduation
May 19.....Last Pell Grants/Scholarships Refund for Spring Semester
May 26.....Memorial Day Holiday
May 27.....First Day to Use Financial Aid/Scholarship in Bookstore (Summer Term/4-Week Block)
May 27-June 2 .....New Student Orientation for Summer Term (8-Week and 1st 4-Week Block)
May 29.....Last Day to Drop a Class for a 100% Refund (8-Week and 1st 4-Week Block)

June 2025

June 02.....First Day of Summer Term (8-Week and 1st 4-Week Block)
June 02 – August 1.....Summer Term (8-Week SU Term)
June 02.....Drop/Add Period (8-Week SU Term & 1st 4-Week Block)
June 02 – June 27 .....First Session Summer Term (1st 4-Week Block)
June 03.....Last Day to Drop a Class to Receive 75% Refund (1st 4-Week Block)
June 05.....Last Day to Drop a Class to Receive 75% Refund (8-Week Classes)
June 06.....Last Day to Use Financial Aid/Scholarship in Bookstore (Summer Term/4-Week Block)
June 13.....Law Enforcement Training (LAW) Ends
June 20.....Initial Pell Grant/Scholarship Refund Day (Summer Term/4-Week Block)
June 20.....Last Day to Withdraw From a Course (1st 4-Week Block)
June 27.....Last Day to Drop a Class for a 100% Refund (2nd 4-Week Block/5-Week Block)
June 27.....Last Day Classes 1st Session (1st 4-Week Block)
June 30..... .....First Day to Use Financial Aid/Scholarship in Bookstore (2nd 4-Week Block/5-Week Block)

July 2025

June 30-July 04.....No Classes
July 03.....New Student Orientation for Summer Term (2nd 4-Week Block/5-Week Block)
July 06.....Law Enforcement Training (LET) Ends
July 07.....Drop/Add (2nd 4-Week Block/5-Week Block)
July 07 .....Classes Resume
July 07.....1st Day (2nd 4-Week Block/5-Week Block)
July 07 – August 01 .....Second Session Summer Term (2nd 4-Week Block)
July 07 – August 08.....5-Week Block
July 08.....Last Day to Drop a Class to Receive a 75% Refund 2nd 4-Week Block
July 09.....Last Day to Drop a Class to Receive a 75% Refund 5-Week Block
July 11.....Last Day to Use Financial Aid/Scholarship in Bookstore (8-Week Block/5 Week Block)
July 18 .....Last Day to Withdraw From a Course Summer Term (8-Week Classes)
July 25.....2nd Pell Grant/Scholarships Refund (2nd 4-Week Block/5-Week Block)
July 25 .....Last Day to Withdraw From a Course (2nd 4-Week Block)
July 31.....Last Day to Withdraw From a Course (5-Week Block)

August 2025

August 01.....Last Day of Classes Summer Term (8 Week Classes and 2nd 4-Week Block)
August 08.....Last Day of Classes (5-Week Block)
August 08.....Last Financial Aid Disbursement for 2024-2025

* Admission application, NC Residency Determination, and placement test requirements must be satisfied prior to scheduling a New or Returning Student Advising and Registration appointment.

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 (SACSCOC) to award associate degrees. Wilkes Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wilkes Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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
93558-113 St. N. #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

The AAS Degree Respiratory Therapy program at Wilkes Community College located in Wilkesboro, NC, program number 200544, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Outcomes data for the program can be found at: https://coarc.com/students/programmatic-outcomes-data/

Commission on Accreditation for Respiratory Care
264 Precision Blvd
Telford, TN 37690
817-283-2835
www.coarc.com

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
919-782-3211

The Wilkes Community College Associate Degree in Nursing Program is accredited by the National League for Nursing Commission for
National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA)
2600 Virginia Avenue, NW, Washington, DC 20037
https://cnea.nln.org/
202-909-2487.

The WCC Dental Assisting program has been granted the Accreditation Status of Approval with 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
www.ada.org
800-232-6108

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 ASE Education Foundation (ASE).
ASE Education Foundation
1503 Edwards Ferry Rd., NE
Suite 401
Leesburg, VA 20176
https://aseeducationfoundation.org/
703-669-6650

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
www.ncosfm.gov

WCC Emergency 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
www.ncems.org

The WCC Cosmetology programs operate under the full approval of the N.C. State Board of Cosmetic Arts Examiners.
North Carolina State Board of Cosmetic Arts Examiners
1207 Front Street
Suite 110
Raleigh, NC 27609
www.nccosmeticarts.com

WCC Paralegal Program is approved and certified by the NC State Bar Board of Paralegal Certification
NC State Bar Board of Paralegal Certification
PO Box 25908
Raleigh, NC 27611
www.nccertifiedparalegal.gov

Member

North Carolina Community College System
American Association of Community Colleges

August 2024
Wilkes Community College
Wilkesboro, N.C.

Affirmative Action/Equal Opportunity Institution of Higher Education

WCC 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 the 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. Dr. Howard E. Thompson, the college's first president, 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; Dr. Jeffrey Alan Cox, July 1, 2014 to May 31, 2023; Morgan Francis, interim president, June 1, 2023 to June 2, 2024; and Dr. Michael D. Rodgers, the college's current president who assumed duties on June 3, 2024. In 1990, the Board of Trustees was expanded to include two trustees from each of Alleghany (1974) and Ashe (1975) counties; making a total of 16 trustees plus the Student Government Association president, who serves in an ex-officio capacity.

Wilkes Community College first offered apprenticeship training courses in September 1965. Part-time business technology programs began in December 1965. The first one-year diploma program, Practical Nurse Education, began on March 7, 1966. On September 15, 1966, students were admitted to full-time status in the Associate in Arts and Associate in Applied Science Degree programs. The college now offers 39+ degree programs, along with a range of continuing education and basic skills courses.

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 Workforce Development and Community Education building, formerly 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 the spring of 2007. An Automotive Technology Complex comprising two buildings, the McNeill Automotive Center and the Collision Repair Center, was dedicated in January 2014. The Tyson Foods Sustainable Animal Science Lab was dedicated in 2018. These facilities make up the current 18 buildings and 151.7 acres of the Wilkes campus. The Wilkes Early College, located in Randolph Hall, started in 2009. Herring Hall, located on Oakwoods Road, houses the health sciences programs and was dedicated in 2015.

Mrs. Hilda Kendrick and Mrs. Nancy Church made a gift to Wilkes Community College to support the purchase and renovation of the Beacon Building. At the time of their donation, the building housed Allied Health programs, Dental Clinic, Early Childhood Education, and the WCC childcare facility. The building now houses workforce development and criminal justice programs. At the time of their donation, these ladies did not want attention, they wanted to work behind the scenes. It was after their passing that the college was able to honor them. A dedication ceremony for the Kendrick/Church Hall was held on March 12, 2019.

The Stone Culinary Center, dedicated on August 27, 2018, includes a hot lab, cold lab, bake lab, library, office space, and a dining room that gives students restaurant-style practical experience in setup, preparation, and service of meals.

The college also has a center in Alleghany County, 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 former Bassett Walker plant to co-house the Blue Ridge Business Development Center and the Alleghany Center of Wilkes Community College in 2003.

The Blan Bottomley Welding, dedicated in June 2021, is a new 1,020-square-foot, state-of-the-art facility, located adjacent to the WCC Alleghany Center. The lab contains five welding booths, an ironworker, MIG, TIG and Stick welders, hand tools, safety equipment, a worktable with a vice, band saw, installed air compressor with retractable hoses, outdoor secured gas storage, a tool crib and much more.

The Ashe Campus in Jefferson originally started offering CE classes in 1975, and curriculum courses in the late seventies through the local high schools. In 1985 a new facility was opened. The Ashe Campus was elevated to multi-campus status in 2008. The facility underwent renovations and additions in 1996 and 2005. The Ashe County Early College High School opened on the Ashe Campus in 2018. A groundbreaking ceremony was held in August 2019 for the expansion of the Ashe Campus which included a new cosmetology and CNC machining shop. The dedication ceremony was held on October 21, 2021, for Kent Poe Hall. Messer Hall (located in the original building), which now houses the Ashe High School Early College, was dedicated on March 15, 2022.

A dedication ceremony was held for Window World Hall (formerly Alumni Hall) on March 22, 2022. Window World Hall houses Student Services, Financial Aid, and the Pardue Library.

An Open House celebration was held for the Pardue Library and Bowman Rare Book Room on Thursday, July 21, 2022, for the retrospective and significance of the Bowman Rare Book College donated by Dr. Tom Bowman to Wilkes Community College.

Wilkes Community College continues to provide an affordable, quality education. Serving our constituents in a variety of ways. Our priorities are to enhance lives through training and education building stronger communities for future generations.

Mission Statement

Wilkes Community College empowers individuals with the knowledge and skills to transform lives and enrich our communities through accessible lifelong education, workforce development, and community engagement.

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.

Values

Wilkes Community College's mission and vision are guided by a culture of care and the values of learner-centered excellence, integrity and respect, compassion, equity and accessibility, continuous improvement, and collaboration and engagement. These principles drive us to create an exceptional educational experience that supports and respects every individual.

- **Learner-Centered Excellence:** Focusing on the needs and success of our learners in every aspect of our work.
- **Integrity and Respect:** Upholding the highest standards of honesty and treating all individuals with dignity and respect.
- **Compassion:** Understanding and empathizing with the experiences and needs of others, while actively providing support and kindness to reduce their challenges.
- **Equity and Accessibility:** Ensuring equal opportunities for all individuals to access and benefit from education and resources.
- **Continuous Improvement:** Embracing innovation and growth to enhance our educational practices and organizational effectiveness.
- **Collaboration and Engagement:** Fostering a supportive community through active partnerships and shared learning experiences.

Performance Measures

Wilkes Community College 2024

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled during the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

Remaining focused on improving student success, every three years, a committee of college leaders; subject matter experts; and research and assessment professionals are appointed to review the measures and recommend modifications.

The current list of measures includes:

- Basic Skills Student Progress
- Student Success Rate in College-Level English Courses
- Student Success Rate in College-Level Math Courses
- First Year Progression
- Curriculum Student Completion
- Licensure and Certification Passing Rate
- College Transfer Performance

In 2013, a funding model associated with performance measures was implemented, which currently allocates $24,000,000 annually among the 58 NCCCS community colleges. Wilkes Community College earned $350,103 in 2024 funding based on achieving favorable results in its performance measures.

A major component of this model is the establishment of system-wide baseline and excellence levels for each measure. These statistically defined levels were developed to provide consistency and promote transparency, simplicity, and objectivity.

Wilkes Community College's index scores among the seven (7) measures had two (2) measures score in the ≥ Average Band Max/ Below Excellence Band (second highest), and five (5) measures score in the ≥ Average Band Min/Above Average Band (third highest). Visual representations of these five (5) bands are provided within the following document on the second page: 1) Performance Measure Overview.

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 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. A high school transcript must be submitted for financial aid recipients. 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. 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 college courses through the North Carolina Career & College Promise program. Under this program, eligible high school students may enroll in a College Transfer Pathway, and/or a Career and Technical Education Pathway, including a Workforce Continuing Education Pathway, or a Cooperative Innovative High School Program, known locally as an Early College High School.

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

Be a high school junior or senior **and**

- Have an unweighted, cumulative grade point average of 2.8 on high school courses; **or** demonstrate college readiness in reading, English, and math on an approved assessment.

Be a high school freshmen or sophomore **and**

- Be identified as gifted by local AIG plan in English/reading and be identified as gifted by local AIG plan in English/reading and math; **or**
- Be identified as academically or intellectually gifted in English, reading and math on an aptitude and achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on an aptitude and an achievement test included in the current Mental Measurements Yearbook published by the Buros Institute of Mental Measurements, **and**
- Demonstrate college readiness in English, reading and mathematics on an approved assessment, **and**
- Receive approval of college president or the college's chief student development administrator or the college's chief academic officer, **and**
- Receive written consent from the student's parent/guardian, **and**
- Receive academic advising prior to enrollment in the program.

To qualify for enrollment in a Career and Technical Education Pathway, including a Workforce Continuing Education Pathway, students must meet the following requirements:

Be a high school Junior or Senior **and**

- Have an unweighted, cumulative grade point average of 2.8 on high school courses or demonstrate college readiness in Reading, English, and Math on an approved assessment or have the recommendation of the high school principal, **and**
- Meet course prerequisites.

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

Be a high school Freshman or Sophomore **and**

- Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) **and**
- Recommendation of the college's Chief Student Development Administrator **and**
- Demonstrate college readiness in English, reading and mathematics on an approved assessment or Pass Math I with a grade of C or better AND Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I AND Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment **and**
- Enroll in Industrial and Engineering Technologies, Agriculture and Natural Resources, Transportation Systems, Construction and Business Technologies programs.

To maintain eligibility for College Transfer or Career and Technical Education Pathway participation, students must continue to make progress toward high school graduation and maintain a 2.0 college GPA.

To qualify for enrollment in either Wilkes Early College High School or Ashe Early College High School, students must follow the application process and be accepted into the program. Contact each high school for application details: Wilkes Early College High School 336-838-6247, Ashe Early College High School 336-846-1881.

For additional information about the N.C. Career & College Promise program, visit the WCC CCP website: https://www.wilkescc.edu/ccp.

Enrollment Procedures

1. Complete your NC Residency Determination at www.ncresidency.org.
2. Submit an online application for admission found on the college website at www.wilkescc.edu/enroll or through the College Foundation of North Carolina website at www.cfnc.org.
3. Request 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.
4. Request official transcript(s) for all completed college work, if applicable, to be sent to the Admissions Office.
5. Unless exempt, participate in the college's placement testing program. For more information regarding placement testing, please visit www.wilkescc.edu/placementtesting.
6. Participate in New Student Advising and Registration.
7. Participate in New Student Orientation.

Note: All official documents become the property of Wilkes Community College. Transcripts and test scores received by the Admissions Office will be deleted two years after their receipt date if the applicant has not enrolled.

Note: An official transcript is an exact and complete copy of the student's academic record at the time it is issued. It contains

Admissions

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.

Note: By enrolling, students acknowledge and agree to receive recurring text messages from Wilkes Community College about Non-Emergency Operational Messages. Text messages are periodically sent on an as-needed basis, Message frequency may vary. Visit https://www.wilkescc.edu/alerts/ ***for additional information. Message and data rates may apply. We do not charge for this service; however your mobile phone company may charge for text messages. Please refer to your mobile phone's service plan for more information.***

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.

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.

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 and HiSET® 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 new student advising and registration and a new student orientation session. Readmission applicants may be required to retake all or portions of the placement test if exemption options are not met. 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. 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 Admissions Office. 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.

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-

Admissions

26, which was published by the North Carolina Community College System on July 12, 2010.

Health Sciences Limited 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. However, Wilkes Community College does have five programs which are referred to as limited admission programs. A limited admission program is one that has limited enrollment and admission is competitive. Limited Admissions programs include the Associate Degree in Nursing, Emergency Medical Science, Respiratory Therapy, Radiography, Dental Assisting, and Regionally Increasing Baccalaureate Nurses (RIBN). If a student applies for one of the above programs, they are required to meet certain admission criteria before they are considered for their program of choice. Please visit our Health Sciences Admissions page at www.wilkescc.edu/enroll/health-science for program specific admission criteria.

Health Sciences Readmission Procedure

Applicants who have been enrolled in a WCC limited enrollment Associate Degree or Diploma Health Science curriculum program within the last year, may be eligible for readmission. Readmission is defined as re-entry at any point beyond the first semester. Applicants must apply for readmission and begin the program within one year of having exited a Health Science limited enrollment program. Applicants who exceed the one-year limit must apply as a new applicant for the first semester of the program (Basic Entry). A student may be readmitted to the same Health Science limited enrollment program one time only. Applicants who have two unsuccessful (withdraw or failure) enrollments in the same Health Science limited enrollment program will be referred to WCC's Career Services department. Readmission is always conditional on the availability of space. Please visit our Health Sciences Admissions page at www.wilkescc.edu/enroll/health-science for the Health Sciences Readmission procedure.

Health Sciences Transfer Procedure

Applicants transferring to Wilkes Community College who have previously been enrolled in a curriculum Health Science program and have earned prior Health Science program credit may be eligible for transfer. Transfer is always conditional on the availability of space. Applicants must meet WCC and program admission requirements for the college year in which transfer is desired. Transfer applicants should contact the program director of the desired Health Science program to discuss eligibility.

Law Enforcement Training (LET)
Admission Requirements

Law Enforcement Training (LET) Admission Requirements Enrollment is restricted to applicants who meet the following criteria:

1. Students must be at least 20 years of age or turn 20 during the delivery of LET;
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 or designee;
5. Have a valid driver's license;
6. Provide a copy of driver's license, social security card, and birth certificate to the Dean of Public Safety;
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 or the coordinator of law enforcement training for interview and preregistration application forms;
9. Obtain certified criminal history checks from the Clerk of Court's office from all counties lived in since age of 16 years old;
10. Obtain sponsorship from a local public or state law enforcement agency;
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 Law Enforcement Training;
14. Provide an official high school transcript to the WCC Admissions Office.

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 an activity fee of $26.00 (students registered for 1 - 8 credit hours) or $35.00 (students registered for 9 or more credit hours) 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 $1.00 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 $24.00 (students registered for 1 - 8 credit hours) or $48.00 (students registered for 9 or more credit hours) 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 $300.00-$400.00 fall semester and $200.00-$300.00 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, ART 284 and ART 285, $35.00; BIO, $15.00; Dental Assisting and Radiography, up to $100.00 (fall and spring semesters); and 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.

CUL 110 – Sanitation & Safety Course requires a Servsafe Exam with a fee up to $50.00.

CMT 120 – Codes and Inspections course requires an additional fee up to $150.00 for International Code Council Student Membership fee and the Student Study Companion.

Exam Preparation/Review Fee

An exam preparation/review fee is charged to students who are enrolled in various Nursing, Radiography, and Respiratory Therapy program classes. 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 Shaw Business Office window in Thompson Hall or online via the student's Self Service 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 Shaw 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 Shaw 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 $30.00 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, Phlebotomy and Cosmetology must be covered by malpractice insurance.

There will be a $35.00 service charge for all checks returned from the bank due to insufficient funds and/or closed accounts.

Tuition and Other Costs

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.

Residency for Tuition Purposes

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.

All individuals applying 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 Shaw 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 encouraged to complete ACA 115 within their first 13 semester hours of enrollment at WCC. With implementation of the 2014 NC Comprehensive Articulation Agreement, all Associate in Arts (AA), Associate in Science (AS), Associate in Arts Teacher Preparation (AATP), Associate in Science Teacher Prep (ASTP), and Associate in Engineering (AE) students are encouraged to complete ACA 122 during their first semester of enrollment at WCC.

ACA 115 Success and Study Skills

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

ACA 122 College Transfer Success

Students enrolling in the Associate in Arts (AA), Associate in Engineering (AE), Associate in Science (AS), Associate in Arts Teacher Preparation (AATP), or Associate in Science Teacher Preparation (ASTP) 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 and a transfer plan for career preparation, understanding North Carolina transfer guidelines, enhancing learning strategies, connecting to college resources, and working with college policies and procedures.

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 an important part of students' educational experiences. Absences from the classroom negatively affect student success and learning outcomes. 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. Students are expected to take personal responsibility for their attendance and use discretion when making schedule choices to meet the demands of work, family, and other responsibilities.

Absences

Students who know of upcoming absences should notify their instructors in advance; if advance notice is not possible, students should contact instructors immediately upon their return to class.

Absences will be counted from the first meeting of the class. State regulations require that all students must enter and participate in class prior to or on the census date (10% point) for each course in order to remain enrolled in the course. Instructors are required to mark students who fails to attend a course prior to the census date as a "No Show".

Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class and earn course credit. The student and/or faculty should notify the Dean of Student Services, in writing, of the extenuating circumstances that occurred prior to the ten percent (10%) date of the class and provide compelling documentation to support the request for reinstatement. The Dean's decision regarding reinstatement may be appealed to the Vice President of Instructional Support and Student Services within two (2) business days. The Vice President's decision is final.

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 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.

Instructors are required to withdraw a student when two consecutive weeks are missed in any term before the published withdrawal date (75% point of the term).

Students will receive a W grade up to the published withdrawal date (75% point of the term). After the published withdrawal date (75% point of the term), students will not be withdrawn from the course, but will be awarded the grade they have earned.

Co-Requisite Courses

If a student is withdrawn from a course due to attendance that has a required co-requisite course, the student shall be removed from the co-requisite course, unless a waiver has been granted by the division dean or Vice President of Instruction for the student to take the course without being enrolled in the required local co-requisite course.

If a student is required to take a Reinforced Instruction for Student Excellence (RISE) co-requisite course and is withdrawn from the required RISE co-requisite course due to attendance, the student will be withdrawn from the gateway course. Example: If a student is withdrawn from ENG-011 Writing and Inquiry Support due to attendance, the student will be withdrawn from ENG-111 Writing and Inquiry.

If a student is required to take a Reinforced Instruction for Student Excellence (RISE) co-requisite course and is withdrawn from the required gateway course due to attendance, the student will be withdrawn from the RISE co-requisite course. Example: If a student is withdrawn from ENG-111 Writing and Inquiry due to attendance, the student will be withdrawn from ENG-011 Writing and Inquiry Support.

Extenuating Circumstances

If a student has been withdrawn from a course due to any of the absence policies above and has an extenuating circumstance (court orders, natural disasters, medical issues, or other extreme circumstances) for missing the class(es), the student may submit an appeal to the instructor to be reinstated in the course. If the instructor, division dean, and the Vice President of Instruction approve, then the student will be reinstated.

Excused Absences

An excused absence is defined as a planned absence with prior notification to the instructor or an unplanned extenuating circumstance. In addition to court orders, natural disasters, medical issues, a pandemic, or other extreme circumstances, the following will also be considered excused absences:

College-Related Activities

Student must submit 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

Academic Regulations

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. High school-related activities of Career and College Promise (CCP) and Early College High School (ECHS) students will be considered the same as college-related activities.

Religious Observances

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 Vice President of Instruction. Continuing education students may obtain a form from the office of the Vice President 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.

Military Absences

The College shall allow any enrolled student who is in the United States Armed Forces, who has received temporary or permanent re-assignment as a result of military operations, and any National Guard service member placed onto State active duty status during an academic term, to be given an excused absence for the period of time the student is on active duty.

Credit Hour Definitions

Credit for curriculum courses is measured in semester credit hours. WCC follows the credit hour definitions provided by the NC State Board of Community Colleges Code. SBCCC 400.1(C) defines credit hours as:

a. **Class:** Credit of one semester hour is awarded for each 16 hours of lecture and other instruction provided in a class under the supervision of an instructor.
b. **Clinical Practice:** Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skills in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student's application of skills. Clinical practice may utilize experiences that simulate realistic clinical experiences to meet the curriculum and course objectives. The percentage of simulation experiences substituting for traditional clinical practice and the qualifications of faculty providing the simulation experience must comply with the guidelines of the applicable health science accrediting and approving bodies.
c. **Experiential Laboratory:** Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
d. **Faculty Directed Laboratory:** Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory." Faculty directed laboratory means instructional activities are demonstrated or conducted by an instructor with immediate student application.
e. **Work-Based Learning:** Credit of one semester hour is awarded for each 160 hours of work-based learning (WBL curriculum prefix courses). Work-based learning is the development of job skills by providing the student with employment that is directly related to the educational program and coordinated by a college representative.

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.

Curriculum course grades with no grade points awarded include:

TR	**Transfer Credit**
CE	**Credit by Exam**
I	**Incomplete**
EI	**Emergency Incomplete**
IE	**Incomplete Emergency (National Federal Emergency)**
P	**Pass (Developmental or Credit by Exam)**
R	**Repeat (Developmental Course Not Passed or Repeated course, GPA recalculated)**
AR	**High School Credit**
W	**Withdrawal**
EW	**Emergency Withdrawal**
WE	**Withdrawal Emergency (National Federal Emergency)**
AU	**Audit**
SR	**Senior 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.
P1	A grade of "P1" is awarded if a student completes and passes the first level of a developmental course.
P2	A grade of "P2" is awarded if a student completes and passes the second level of a developmental course.
P3	A grade of "P3" is awarded if a student completes and passes the third level of a developmental course.

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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 ten percent (10%) period, a withdrawal grade of "W" is given when a student officially withdraws from a course. A withdrawal grade is awarded through the seventy-five percent (75%) point of the semester/term. An administrative withdrawal (student receives a "W" grade) may be granted for extenuating circumstances (military, court orders, natural disasters, or other extreme circumstances) and must be approved by the division dean and Vice President of Instruction. Medical Withdrawals (includes death of family member, becoming a caretaker) will still be allowed, per the current Withdrawal Policy.
AU	An "AU" grade is given when students are auditing courses.
SR	An "SR" grade is given when senior (age 65+) 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, unless the student is a senior (65+ on or before the first day of class being audited), then a grade of "SR" will be recorded. Students who wish to audit a course must register by completing the audit course form. Regular student audits will be charged full tuition and fees for the course. Senior audit students must provide proof of age and will have tuition waived, but will incur all applicable fees. Senior audit students may only have tuition waived for up to six hours of undergraduate level classes per semester. 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.

Students wishing to audit a course may not register until after late registration.

Change of Program

Students desiring to change their program of study should contact the Admissions Office or their advisor. Students will be reassigned to a new advisor, if appropriate, and course credits will be reevaluated. Students certified for VA benefits must notify a VA representative when changing their program 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 and College Promise and Early College High School students may repeat courses where they earned a grade of F or W. However, CCP and ECHS students enrolled in a college transfer pathway course may retake an earned W, F, or D course as those would not transfer. Retaking a course will only be permissible one time. CCP students will continue to pay the material fee for retakes. 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

Student Voluntary Withdrawal

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 published withdrawal date (75% point) for the term, students are responsible for completing a drop form. After the published withdrawal date (75% point) of the term, students cannot be withdrawn from a course, but will receive the grade they have earned. However, an administrative withdrawal (student receives a "W" grade) may be granted after the seventy-five percent (75%) point for extenuating circumstances (military, court orders, natural disasters, or other extreme circumstances) and must be approved by the division dean and Vice President of Instruction.

Students wishing to withdraw from the college must submit a properly completed drop form. Students are advised to meet with their advisor before dropping a course. The instructor will indicate the last date of attendance on the drop from. 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. A withdrawal grade will be recorded on the grade reports and transcripts after the 10% point and up to the published last date to withdraw (75% point) of the term. Failure to properly file a drop form may result in a failing grade.

Student Involuntary Withdrawal

- Students who register for a course and do not attend class prior to the ten percent (10%) point will be dropped by the instructor as a "No Show."
- Students may be involuntary withdrawn if they fail to meet the attendance for curriculum programs policy (5.2.1) prior to the published withdrawal date (75% point of the term).
- Students may be administratively withdrawn from courses for disciplinary reasons subject to the student discipline policies.
- If a student withdraws from a course that has a required co-requisite, the student will be withdrawn from the co-requisite course unless a waiver has been granted for the student to take the course without being enrolled in the co-requisite course.
- If a student is required to take a Reinforced Instruction for Student Excellence (RISE) co-requisite course and withdraws from the required RISE co-requisite course, the student will be withdrawn from the gateway course. Example: Student withdraws from ENG-011 Writing and Inquiry Support, then the student will be withdrawn from ENG-111 Writing and Inquiry.

Medical Withdrawal

The medical withdrawal option allows students who have experienced a medical emergency or other extenuating circumstances to withdraw from classes. Medical emergencies are defined as injuries, illnesses, psychological, or psychiatric disorders that limit the student's ability to attend classes and perform well academically

Academic Regulations

Other circumstances may allow for a medical withdrawal and will be considered on a case by case basis. These may include a death in the family or becoming a caretaker. This option allows students to drop classes after the official drop deadline has passes for a semester/term.

Any student wishing to withdraw from any or all classes due to medical concerns or other circumstances must complete a withdrawal form, which must be requested from the registrar's office, and submit supporting documentation. This documentation could include:

1. Signed note from a licensed health care provider specifying:
    a. Limitations caused by the medical condition
    b. When the condition occurred
    c. Health care provider's recommendation for student withdrawal
2. Other relevant medical records
3. Obituaries

Requests for withdrawal will be reviewed by the Dean of Student Services. The Dean of Student Services will consult with the Care Team as needed to approve or deny requests. All requests must be submitted no later than the last day of the following semester.

Any student whose request is denied may submit an appeal to the Vice President of Instruction for reconsideration.

Any approved request for withdrawal will result in the student receiving a "W" grade for the affected course(s), which will not impact the student's grade point average. Students are encouraged to meet with a financial aid representative to discuss the potential impact of the withdrawal on their Satisfactory Academic Progress (SAP) status/financial aid eligibility.

Credit for Prior Learning

The College may award Credits for Prior Learning ("CPL") as designated by law and state regulations for the following prior learning methods:

1. Apprenticeship
2. State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
3. Courses listed in high school to community college articulation agreements
4. Military education and training
5. Standardized examinations
6. Challenge exams/Proficiency (Credit by Exam)
7. Portfolio assessment
8. Public Safety Training ("PST") prefix courses
9. Non-Curriculum to Curriculum Credit

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College's standards for awarding credit for the corresponding curriculum course. The College shall award CPL in a manner consistent with State Board regulations.

Credit for Prior Learning can account for no more than 75% of the credit hours required for a credential. Continuing education to curriculum credit, challenge exams/proficiency (credit by exam), and portfolio assessments can each account for a maximum of 25% of a credential.

To be eligible to receive CPL, students must 1) meet all admission requirements for their program of study; 2) be enrolled in a curriculum program to which the credit will directly apply; and 3) request a prior learning assessment.

Please go to www.wilkescc.edu/academic-regulations/ and then click on the Credit for Prior Learning button on the left hand side of the page to view the procedures for requesting each type of CPL and all applicable cross walks.

Transfer Credit

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 is available to students from these educational experiences:

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.

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.

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

Academic Progress and Standards

Academic Progress and Standards

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

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

Academic Warning

A student failing to meet the minimum cumulative GPA during any semester or term will receive an academic warning letter and be encouraged to meet with their academic advisor to discuss strategies and resources for grade improvement. The warning status will be posted on the student's transcript and the student's academic advisor will be notified.

Academic Probation

A student whose cumulative GPA remains below 2.0 for a second consecutive semester or term is placed on academic probation. A student placed on academic probation will receive a letter informing them of their status and must meet with a Student Services representative or academic advisor to review their academic standing. While on probation, a student will be able to register for a maximum of twelve credit hours for fall and spring semesters and a maximum of six credit hours for summer term. The probation status will be posted on the student's transcript and the student's academic advisor will be notified.

Suspension

A student whose cumulative GPA falls below 2.0 for a third consecutive semester/term will be placed on academic suspension. A student on academic suspension will not be allowed to register for curriculum courses. The student may return after one semester or term by completing a re-enrollment meeting with a Student Services representative. A student who is readmitted following an academic suspension will be placed on academic probation. The suspension status will be posted on the student's transcript and the student's academic advisor will be notified.

Academic Regulations

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 an academic suspension appeal form by the designated deadline. The chief student services administrator will review the appeal and render a decision. The decision of the chief student services administrator is final. The academic suspension appeal form is available in the student forms folder within E-Forms. The link to E-Forms is available on the Prowler web page.

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. 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.)
2. Attain a cumulative grade point average of "C" (minimum of 2.00) in all work attempted; If a student's cumulative grade point average is not a 2.0, but their program GPA is a 2.0 or higher after switching academic programs, then the student may request a graduation exception. A graduation exception cannot be granted for certain programs based on state and accrediting body requirements. To request a graduation exception, the student must appeal to the VP of Instruction. If the appeal is approved, then the student will be allowed to graduate based on program GPA.
3. Complete no less than 25% of the semester hours required in the program of study at Wilkes Community College; and
4. 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.

Student's will be notified by e-mail when they are eligible to graduate, except for students enrolled in the Associates in General Education (AGE) (A10300) program. If a student wishes to graduate with an AGE, then he/she will need to work with their advisor and notify the Records and Registration office of their intent to graduate from the AGE degree.

Students who have been notified as being eligible for graduation must inform the Registration and Records office of their intent to walk in the graduation ceremony by submitting the appropriate documentation. Potential graduates will be instructed through email on how to obtain the appropriate documentation.

Any student who is not notified of graduation eligibility, but believes they are eligible for graduation from their program(s) will need to meet with their advisor to review their progress.

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. All degrees, diplomas, and certificates will be mailed, but the college will not be responsible for damage during mail delivery.

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. The College will make a best effort to have an even number of College and Career Promise, Early College High School, and traditional college students who meet the criteria.

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 16 credit hours that can be applied to a degree or diploma; and 3) have a cumulative grade point average of 3.50 or greater. 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; and 3) have achieved a cumulative grade point average of 3.00 or greater. 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 most current version 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 in section D 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 settings. 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 may 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 may be required to submit work through a plagiarism-prevention program or to use a secure browser while taking online tests. **Prior to testing via an online platform or at an approved testing center, students are also required to show proof of identity by providing official photo identification.** 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 are 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 representatives. The college may reschedule curriculum or continuing education classes missed or announce alternate activities 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 independently 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 http://sexoffender.ncsbi.gov or by contacting their local sheriff's office.

Children on Campus

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

Computer and Network Usage Policy

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college 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. The college's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. Users attempting to access college resources while outside of the US will see their access denied. However, the use of the computing and network resources is limited to authorized purposes, and any unlawful or malicious use of these resources is strictly prohibited. The use of the college's computer resources for political, religious, and other personal or non-college purposes is prohibited.

Data security training is conducted through the 3rd party online platform, KnowBe4. The Network and Security Administrator is responsible for the setup of the onboarding and annual data security training. All employees must participate in data security training when hired within two weeks of their hire date and thereafter annually.

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 Safety

Wilkes Community College collects certain information concerning campus crime and safety. 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 Chief of Police at the WCC Police Department, the Human Resources Office, Student Services, or visit the college website at https://www.wilkescc.edu/wccpd/.

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. Alcohol means any beverage containing at least one-half of one percent (.05%) alcohol by volume, including malt beverages, unfortified wine,

Students Rights, Responsibilities, and College Policies

fortified wine, spirituous liquors, and mixed beverages. Controlled substance means any substance listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, this term refers to drugs whose manufacture, use, or possession is controlled by government and includes, but is not limited to narcotics, hallucinogens, stimulants, depressants, anesthetics, opioids, and steroids. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption. 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. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs is also considered a violation of the Drug and Alcohol Policy. 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, expulsion from the college, and/or referral for prosecution, consistent with local, State, and Federal law.

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. Each student is required to inform the college, in writing, within five days after he/she is convicted for violations of any local, state, or federal criminal drug statute or alcoholic beverage control statue where such violation occurred while on or at a college location. Failure to do so could result in disciplinary action.

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 local, state, or federal 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. Though not inclusive, the following information represents some of the N.C. 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 while impaired 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 because 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 the North Carolina Highway Patrol, local Division of Motor Vehicles (DMV), or visit the following websites: https://www.ncleg.gov/Laws/GeneralStatutes (search text: alcohol); https://abc.nc.gov (click on the "Legal" tab); and www.ncdps.gov.

Illegal possession of a controlled substance

- The Controlled Substance Act (CSA) 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 (search controlled substances) or Title 21 (Sections 844, 853, 881) of the United States Code at http://uscode.house.gov/search/criteria.shtml.

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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

Illegal drugs

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction or both. 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, PCP, acid, mushrooms) – altered perceptions, hallucinations, increased blood pressure/temperature/heart rate, tremors, paranoia.
- opioids (morphine, fentanyl, heroin, codeine, opiates, roxys, oxys, pink, 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, crack, amphetamines, meth, ecstasy, crank, speed) – increased temperature and heart rate, chest pain, cardiac and neurological damage, respiratory failure, psychotic behavior, violence.
- club drugs/designer drugs (often share categories--MDMA, ecstasy, rohypnol, GHB, Eve, roofies, Georgia Home Boys, forget pill-)—emphatic feelings, lowered inhibition, sweating, memory loss, seizures, coma
- bath salts (K2, spice, black mamba, bliss)—agitation, increased heart rate, confusion, hallucinations, paranoia, psychotic behavior, violence.

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 a 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.

For further information, the National Institute on Drug Abuse's (NIDA) website, https://www.drugabuse.gov , has charts containing commonly abused drugs, street names, short-term and long-term health effects, and treatment options.

Alcohol

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 various 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, convulsions, and seizures. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and liver and increases the risk of certain cancers, stroke, and cirrhosis 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.

Electronic cigarettes/vaping pens

Electronic cigarettes (e cigs), vaping pens, and vaping devices use electronic elements to heat flavored or nicotine cartridges. E cigs and vaping devices are not approved by the FDA as acceptable smoking cessation devices. Almost one-third of e cig users eventually escalate to tobacco cigarette use. Harmful chemicals, such as diacetyl, acetaldehyde, and formaldehyde have been found in vaping cartridges, chemicals that damage the lining of mouth, throat, and lungs, and are possibly linked to heart damage, lung damage, and cancer. Continued use of vaping pens and e-cigs have been shown to cause obliterative bronchiolitis, or "popcorn lung," an irreversible inflammation and obstruction of the bronchioles, the smallest airways of the lungs.

Available Resources and Treatment/Prevention Program

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: 1-866-275-9552.
- Suicide Prevention National Lifeline: 988

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 a helpline for finding treatment facilities in North Carolina. The Hope4NC Helpline (1-855-587-3463) connects North Carolinians to additional mental health supports that help them cope and build resilience during times of crisis. Additionally, a variety of referral information is available on the college website at www.wilkescc.edu/counseling.

For lists or information about treatment options and assistance with determining the most appropriate actions, contact a Student Services counselor at 336-838-6100.

Drug-free events abound throughout the year. The college has walking trails, student commons, a gymnasium, and a wellness center

Students Rights, Responsibilities, and College Policies

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. 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.

Dissemination to College Community

All students are introduced to the policy during new student orientation and via orientation handbooks. The policy is maintained on the college's website and students are sent emails each semester, containing links to the policy and descriptions of upcoming educational events. Further, students are reminded of the policy through ACA and general course syllabi and through policy signs located in all WCC buildings.

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 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. Alcohol means any beverage containing at least one-half of one percent (.05%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquors, and mixed beverages. Controlled substance means any substance listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, this term refers to drugs whose manufacture, use, or possession is controlled by government and includes, but is not limited to narcotics, hallucinogens, stimulants, depressants, anesthetics, opioids, and steroids. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption. 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 2.2.1) 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.
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 testing 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.

Students Rights, Responsibilities, and College Policies

Legal Consequences

See Legal Consequences section of Student Policy.

Health Risks

See Health Risks section of Student Policy.

Available Resources and Treatment/Prevention Program

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.

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:

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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 a helpline for finding treatment facilities in North Carolina. The Hope4NC Helpline (1-855-587-3463) connects North Carolinians to additional mental health supports that help them cope and build resilience during times of crisis. Additionally, a variety of referral information is available on the college website at www.wilkescc.edu/counseling.

Drug-free events abound throughout the year. The college has walking trails, a gymnasium, and a wellness center that are drug and alcohol-free and promote wellness.

Educational activities and information are provided for students and employees to stress prevention. 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. College personnel participation is encouraged in all aspects of WCC's program to prevent illegal drug use and alcohol abuse.

Dissemination to College Community

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 during new employee orientation. 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 reminder email messages each semester to all students and employees, new student orientation presentations and handbooks, policy pamphlets during new employee orientations, advertisements for upcoming educational events, ACA and general course syllabi, policy signs located in all WCC buildings, and multiple 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, gender identity or expression, genetic information, national origin, political affiliation, pregnancy, race, religion, sexual orientation or veterans' status.

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 Workforce Development & Community Education Students	**336-838-6141** sajohnson366@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 Harassment

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."

Title IX Sex Discrimination and Harassment Policy

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of WCC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (commonly referred to as quid pro quo harassment); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to WCC's Education Program or Activity; or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as those terms are defined under other federal laws, including the Clery Act and the Violence Against Women Act.

When WCC has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education

Students Rights, Responsibilities, and College Policies

Program or Activity, WCC is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in the Title IX Grievance Procedure.

Promptly upon receiving allegations of Sexual Harassment against a person in the United States in WCC's Education Program or Activity, the Title IX Coordinator or Deputy Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

Go to wilkescc.edu/prevent/ to access a complete copy of WCC's Title IX Sex Discrimination and Harassment Policy.

Retaliation Prohibited

Students and employees have the right to raise concerns, to ask questions about Wilkes Community College's policies prohibiting sexual harassment, 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 Harassment

Students or employees who have a complaint regarding sexual harassment 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 Workforce Development & Community Education Students	**336-838-6141** sajohnson366@wilkescc.edu

A complaint form is also available on the college website at https://www.wilkescc.edu/prevent/.

Title IX and Pregnancy/Childbirth

Title IX regulations specifically prohibit discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Absences due to medical conditions related to pregnancy and maternity leave will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work.

Students seeking accommodations related to pregnancy or childbirth should complete the Pregnancy & Childbirth Accommodation Request Form, which is available on the college's Title IX webpage. Accommodations will be determined through a cooperative process between the director of disability services and faculty members on a case-by-case basis to determine reasonable accommodations for a student. WCC may require documentation from a medical professional if an accommodation is medically necessary.

For additional information, contact one of the following individuals.

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 Workforce Development & Community Education Students	**336-838-6141** sajohnson366@wilkescc.edu
Renee Macemore Director of Disability Services	All Students College Readiness, Curriculum & Workforce Development & Community Education Students	**336-838-6212** rmmacemore052@wilkescc.edu

Solicitation

Commercial solicitation and canvassing are not permitted on campus. Students and employees are encouraged to report unauthorized solicitation activity to WCC Police Department 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

To maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination, or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President.

Step One - Informal Grievance: In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter within five school days. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. If the attempt to resolve the complaint is unsuccessful, the student may pursue resolution with the employee's supervisor. If the complaint is still unresolved, the student may pursue resolution with the supervisory succession through the division dean.

Step Two - Formal Grievance: In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may submit a written grievance to the senior instructional, workforce development or student services officer (Vice President) within five (5) business days after the informal conference.

Step Three – Formal Grievance: If the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within five (5) business days after receipt of the Vice President's written determination. Step Three involves the convening of a grievance committee, which will be chaired by a Vice President or designee who has not previously heard the grievance.

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 College campuses and centers, off campus instructional sites, clinical sites, athletic fields, college-sponsored transportation (including but not limited to College vans and rented or chartered buses) or on any property owned, leased, or controlled by the College is prohibited. Tobacco product refers to all smoking tobacco products (cigarettes, cigars, pipes, blunts, bidis); 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 cartridges); and any other items containing or reasonably resembling tobacco or tobacco products. The advertising, sale, or distribution of tobacco products outlined above, including merchandise, is also prohibited. This Policy applies to all College employees, students, vendors, contractors, and visitors to campus. The College administration reserves the right to temporarily modify procedures for specific events or unique circumstances on campus.

Students Rights, Responsibilities, and College Policies

Tobacco cessation information is made available to students and employees upon request and is available on the college website. Ensuring compliance with 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. For a complete copy of the Tobacco-Free College Policy 2.2.1, visit the Student Resources > WCC Policies and Procedures Manual 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 all 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, including all curriculum programs, and faculty and staff development.

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.

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; 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 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; Health Sciences Division; and Applied Career Technologies Division.

Office of Institutional Research, Planning

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

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:

Advising

The Petro Kulynych Student Advising Program is designed to pair students with an academic ACA advisor and a faculty mentor upon admission to the College. Students are assigned their ACA advisor through enrollment in the appropriate student success class where they create an academic plan to reach selected goals. Academic advisors support students as they select educational and career goals, plan semester coursework, and review progress toward graduation. Students are assigned a faculty mentor for their specific discipline. Faculty mentors guide students toward appropriate job opportunities within the student's chosen program and career.

Pardue Library

The mission of the 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.

Pardue Library, on the second floor of Window World Hall, houses printed and audio-visual media including 30,000 volumes of books, newspapers, magazines, and videos, as well as over 100 databases that provide access to thousands of ebooks, streaming videos, and online journals. Library orientation is provided for groups and individuals, and students may schedule one-on-one research appointments through the Library's Book-a-Librarian service.

The Pardue Library also houses the James Larkin Pearson Collection and the Bowman Rare Book Collection. Cooperative agreements are in place with Alleghany and Ashe public libraries to support off-campus centers and distance learning. Students attending Career & College Promise classes can receive library assistance at their local high schools and at the Pardue Library. The Pardue Library also serves as the school library of the Wilkes Early College High School.

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.

DVD Materials

Items in the DVD collections are available to students, faculty, and staff and may be checked out overnight.

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.

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

WCC ID Cards

Student ID/Library Cards

Students need WCC ID cards to:

- use financial aid in the bookstore
- participate in book buyback at the bookstore
- 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 three years. The first issue of a student ID card is free. Replacement cost for additional ID cards is $10.

IDs are made on main campus in Pardue Library (2nd Floor, Window World Hall), on the Ashe Campus, and at the Alleghany Center during normal business hours, and may be requested 48 hours after students register for courses. Student may present a valid photo ID (current driver's license, state-issued photo ID, or passport) to obtain a student ID. Early College High School students may present their County School 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) 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 DVDs.

Faculty and Staff ID/Library Cards

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

Interlibrary Loans

Interlibrary loan supports the research needs of the faculty, staff, and students at Wilkes Community College by allowing users to borrow materials from other community colleges in the system. Upon receipt of these materials, the patron is notified via campus email that the materials are available. Out-of-system interlibrary loan requests are granted on a case-by-case basis and may require the patron to pay a fee and/or shipping costs.

Pardue Library 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 www.wilkescc.edu/library and click the link to the library catalog. Students may be required to pay postage for this service.

Librarians can provide library instruction online via live Teams sessions or through pre-recorded online video tutorials. Students and instructors within the three-county service area may also schedule in-person library instruction with librarians at Wilkes Community College and the Alleghany Public Library by appointment. All students may schedule live online research appointments with librarians via the Book-a-Librarian service.

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.

Bowman Rare Book Collection

The Bowman Rare Book Collection houses approximately 8,500 titles from the private collection of Dr. Tom Bowman. Primarily consisting of first, early, and important editions of popular serial fiction titles for adolescent boys and girls, the collection includes works by American and British authors that span the late-19th to mid-20th century, an era

Instructional Support Services

considered by many to be the golden age of children's publishing. The titles in this collection established such iconic characters as Tom Swift, The Hardy Boys, Nancy Drew, and Tarzan. Writers like Horatio Alger, Jr. introduced readers to exciting careers and encouraged them to pursue the American Dream. Other series in this collection allow readers to immerse themselves in a variety of adventures such as camping with the Boy Scouts, serving in the armed forces during the First World War, taking the field in their favorite collegiate sports, or exploring outer space. Scholars will find the Bowman Rare Book Collection a treasure for the study and appreciation of the children's literature of the time, and curious readers will discover a world of new-to-them stories just waiting to be enjoyed. Materials in the Bowman Rare Book Collection are limited to library use only. Depending on the item, individuals may be asked to remain in the Rare Book Room or in another location determined by the library staff. No food or drink is permitted while materials are being used. Appointments to view materials are recommended.

Children in the Library
See college policy relating to children on campus.

Computer/Internet Use
See college computer/internet use policy.

Academic Support Center

The goal of the Academic Support Center (ASC) is to support learning for all students. Students can expect friendly, knowledgeable, professional tutors who will work with them to increase skills and knowledge in a subject area or course.

The ASC offers tutoring, both in-person and online, in a variety of subjects. Students receive FREE unlimited in-person and online tutoring provided by WCC tutors. Additionally, each semester students also receive 10 free hours of online tutoring with our partner company, ThinkingStorm. Students can book tutoring appointments by clicking on the "tutoring" icon located on the WCC Prowler Student Resource Portal, by clicking on the link in the Tutoring and Research help topic in any Moodle course, or by calling the ASC Welcome Desk at 336-838-6566. Appointments can be made for in-person or online tutoring, and students may also submit papers for review by the WCC Writing Center tutors.

ASC Locations
The **Wilkes Campus ASC** is located in the Learning Commons on the second floor of Window World Hall and includes the Writing Center, the Math and Science Center, the Testing Center, and an open computer lab (with computer tutoring available). Test-taking and study skills tutoring are also provided. Appointments are strongly encouraged for tutoring, but drop-in tutoring is available.

The **Ashe Campus ASC** is located in room 306 of Messer Hall. Tutors are available to assist with writing, math, science, computers, history, study skills, and other subjects. The Ashe Campus ASC has an open computer lab, a Testing Center, and group study areas. Appointments are strongly encouraged for tutoring, but drop-in tutoring is available.

The **Herring Hall ASC** is located in room 2128 and provides support in health sciences programs as well as test taking and study skills. Tutoring is by appointment.

The **Alleghany Center ASC** is located in room 103 and assists with writing, math, computers, and study skills.

Children in the Academic Support Center.
See college policy relating to children on campus.

Computer/Internet Use
See college computer/internet use policy

Prowler Help Desk
The Prowler Help Desk provides technology support for students including assistance with Office 365, Moodle, Self-Service and other WCC Student Prowler Portal platforms. Students may submit a Help Desk ticket by clicking on the WCC Prowler Student Help page. Students should 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 visit the Wilkes Campus Academic Support Center during open hours.

Office of Disability, Inclusion, & Diversity (ODID)

Disability Services
The Office of Disability, Inclusion, & Diversity (ODID) works to provide access and awareness for WCC students, assisting students in overcoming barriers, supporting students through guidance and accommodations, and advocating for student needs.

ODID administers Disability Services, offers student engagement and outreach, provides a Resource Center for support, and sponsors the Students Overcoming Boundaries in Education (SOBiE) Club.

Disability Services are provided through the Office of Disability, Inclusion, & Diversity (ODID). Offices are located on the first floor of Lowe's Hall Room 1714.

Disability Services ensures equal access to Wilkes Community College classes, programs, facilities, services, and activities to qualified students with documented disabilities. The focus of Disability Services is to magnify student ability and enhance disability awareness and understanding among students, faculty, and staff of the college. The office strives to facilitate a transition of students with disabilities from high school to college to the workplace.

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 the Office of Disability, Inclusion and Diversity at 336-838-6560. Documentation may be confidentially faxed to 336-903-3209.

Some accommodations may take longer to implement than others, so it is necessary to plan ahead for a smooth accommodation process. Students should request accommodations at least three weeks prior to the beginning of a semester.

Diversity and Inclusion
Wilkes Community College is committed to providing a welcoming environment for all students. The Office of Disability, Inclusion, & Diversity (ODID) supports this commitment by promoting awareness, building relationships, and fostering academic and personal growth through encouragement, empowerment, and support. ODID achieves this by listening to the perspectives of students and working collaboratively with WCC departments and community agencies to provide resources and assistance.

The ODID Resource Center is a place for students to gather, receive resources, and engage with fellow students and the WCC community in a place that values diversity, equity, and inclusion. Support is offered to all students, including veterans, LGBTQIA, multicultural, neurodiverse students, and students with different abilities. The ODID Resource Center offers many and various supports including workshops, trainings, communication among departments, community resources, connections to transfer colleges and universities, social and cultural events, referrals to counseling options, and more.

ODID offices and the ODID Resource Center are located on the first floor of Lowe's Hall Room 1714. For more information, call 336-838-6434 or view the ODID webpage at https://www.wilkescc.edu/odid.

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. The SAGE office is located on the third floor of Thompson Hall. For

Instructional Support Services

more information, visit the office or call 336-838-6557.

Once enrolled in SAGE, students are encouraged to use all the SAGE services.

- **Tutoring** provides supplemental classroom instruction to assist with mastering 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, LiveScribe pens, calculators and textbooks for use during the semester.
- **Peer Mentors** share academic success skills and connect students with campus and community resources.
- **SAGE members** network with SAGE alumni at 4-year colleges or in the workforce.
- **Campus Visits to 4-year Colleges** assist students in navigating the university system and connecting with key department personnel and other TRiO programs.
- **Career Exploration** offers information about college majors and careers.
- **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.
- **Financial Aid Advising** provides students with information about all types of financial aid and assistance with completing the FAFSA.
- **Financial Literacy Advising** assists with personal budgeting, money management, handling credit, dealing with debt, preventing identity theft, and finding scholarships.
- **Monthly Communications** share news and information about upcoming events, important dates and helpful information via email.
- **Personal Counseling** provides a safe environment for sharing concerns and discussing challenges.
- **Progress Reports** provide mid-semester information about grades and class performance.
- **Study Groups** increase study skills and learning through effective, collaborative networks.
- **SAGE Workshops** engage students and provide valuable information on a variety of subjects relevant to student success.
- **The SAGE** space on campus provides an area where students can obtain assistance from SAGE staff, engage in activities with other SAGE students, or have a place to study when not in class.

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 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. be enrolled in a curriculum area that includes Work-Based Learning for academic credit (requirement or an elective).
2. 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. be willing to participate at a Work-Based Learning worksite a minimum of 160 clock hours.
4. have or be willing to obtain a work experience job that is related to the program of study in which they are enrolled. *
5. 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. 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 complete forms and evaluations to determine progress of the student during the semester.

For a student completing a subsequent credential that has a Work-Based Learning (WBL) class requirement or elective within the program of study, a past credit for work-based learning will not routinely meet this requirement for graduation checkout. This previous credit for a Work-Based Learning class must be directly related to your current program of study as determined by the appropriate division dean. To consider the previous WBL class, your past and current program of study should be housed in the same academic division area. For previous Work-Based Learning credit to be considered towards a subsequent credential, the measurable learning objectives from the previous Work-Based Learning course must align with the program of study in which the student is currently enrolled. The division dean over the program of study must approve the use of the previous Work-Based Learning credit. The student's advisor will assist in determining the appropriate WBL class the student will need to complete to fulfill the requirements for their program of study.

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 a work-based learning class.

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 218, 336-838-6127, or print the online form at https://www.wilkescc.edu/wbl/

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, (Human Services Students will also need approval from their faculty coordinator), 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.

College Access

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.

WCC Career Coaches

The purpose of The Robert L. Strickland Career Coach Program is to assist all high school students in developing a career and academic

Instructional Support Services

plan, including intentional and relevant post-secondary education, which will lead to a self-sustaining career. Career Coaches are housed in Wilkes, Ashe and Alleghany high schools. To contact a district Career Coach, call 336-838-6492.

College Opportunities for High School Students

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level jobs skills. Career and College Promise offers North Carolina high school students a clear path to success in college and/or in a career. The program is tuition-free to all North Carolina students who meet the eligibility requirements. In partnership with schools in Wilkes, Ashe, and Alleghany eligible high school students may enroll in a College Transfer Pathway, a Career and Technical Education Pathway (including a Workforce Continuing Education Pathway) or an Early College High School Program.

Home School and Private School 9th-12th grade students from Wilkes, Ashe and Alleghany who are interested in pursuing Career and College Promise opportunities, should contact Bekah Gardner at 336-838-6492 or rkgardner419@wilkescc.edu to discuss eligibility and enrollment.

For additional information about eligibility and the N.C. Career & College Promise program, visit the WCC CCP website: https://www.wilkescc.edu/ccp.

Wilkes Early College High School and Ashe Early College High School

Wilkes Early College High School is located on the campus of Wilkes Community College in Randolph Hall. Ashe Early College High School is located on the Ashe campus of Wilkes Community College in Messer Hall. Students apply to the early colleges during their 8th grade year. Students enter as freshman with a commitment to complete the four or five-year program, earning both a high school diploma and an associate degree. The early college is a national initiative that targets first generation college students with the goal of decreasing high school dropouts, increasing college going rates and graduating every student ready for college, career and life.

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, campus tours, career planning, counseling, academic advising, housing information, placement testing, registration and student records, drug education, student financial aid/veterans' benefits, employability services, resource connections (community resources, financial emergencies, food insecurity, housing information, transportation, utilities/internet), and student activities/organizations. These services are explained in detail on the pages that follow. The Student Services Office is in Window World Hall. The normal hours of operation are Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 3 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 and 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, the counselor will discuss a referral to a more comprehensive community program or service provider.

Career counseling assists individuals in exploring interests, values, and personality tendencies through personal counseling sessions, classroom presentations, assessment instruments, 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 available. Employers are encouraged to utilize our services to post jobs and recruit qualified candidates.

Retention is a measurement of student persistence in reaching educational goals. Students 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

The Petro Kulynych Student Advising Program is designed to pair students with an academic ACA advisor and a faculty mentor upon admission to the College. Students are assigned their ACA advisor through enrollment in the appropriate student success class where they create an academic plan to reach selected goals. Academic advisors support students as they select educational and career goals, plan semester coursework, and review progress toward graduation. Students are assigned a faculty mentor for their specific discipline. Faculty mentors guide students toward appropriate job opportunities within the student's chosen program and career.

Services for Online Learning Students

Wilkes Community College offers distance learning opportunities to students through internet-based instruction, synchronous courses, hybrid courses, and blended courses. Students taking distance learning courses may apply for admission, complete advising/registration, and new student orientation through online options. They will also have access to the same range of student services as those enrolled in the traditional classroom. More details about these services are available on the college website at www.wilkescc.edu. Additionally, distance learning students are encouraged to visit the online learning webpage at www.wilkescc.edu/online for helpful links and resources for successful online learning. Students can arrange for assistance virtually, by phone, email, or by visiting 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, Resource Connections staff will provide a list of possible housing resources within the service area.

Student Services

Resource Connections Center

WCC is committed to helping students connect with resources that support success both in and outside the classroom. Students who are concerned that a financial need may prevent them from completing their degree or certification should contact the Resource Connections Center for help with the following:

- Financial Emergencies
- Tuition/Books/Fees/Licenses
- Housing Needs
- Utilities and Internet
- Transportation
- Food Insecurity/Prowler Food Pantry
- Community Resources

The Resource Connections Center is located on the first floor of Lowe's Hall in room 1704. For more information, contact Erin Smith, Director of Resource Connections/Social Worker at 336-838-6290 or ecsmith460@wilkescc.edu. To learn more about Resource Connections, go to www.wilkescc.edu/resource-connections/.

Reporting of Accidents/Health Services

All accidents are to be reported immediately to WCC Police Department 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 the WCC Police Department. 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..

The WCC Police Department and its staff are required to report in writing any serious 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 Window World Hall, at 336-838-6100.

Placement Testing

Placement testing may be needed if the student does not meet any of the following criteria:

- Has graduated from a US High School.
- Has completed the ACT or SAT and achieved the required scores within the last 10 years.
- Has earned developmental course credit or has successfully completed a college-level English and Math course.
- Has an Associates or Bachelor's degree from a regionally accredited institution.
- Has completed a RISE, NCDAP, Accuplacer or Compass placement test within the last 10 years.

**For more information about placement testing, exemption options, how to prepare for the placement test, or retesting please refer to our web page www.wilkescc.edu/placementtesting.

Testing Accommodations:

Applicants requiring special testing accommodations due to a disability must notify the Office of Disability, Inclusion, & Diversity 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 applicants enrolling only in online learning (Online/Internet and Synchronous courses) will be handled on an individual basis. Please contact the Student Services Office at 336-838-6136 for further information.

Testing for Advanced Placement in Foreign Language

Students at WCC may pursue study of a foreign language to meet university 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. Please consult the lead instructor of foreign language for further information.

Recruiting/Campus Tours

The Office of Admissions 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.

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

Registration.

Steps in the registration process are as follows:
1. Meet with advisor to select courses and for schedule approval.
2. Register for courses in Self-Service.
3. Pay tuition and fees in the Business Office or in Self-Service.

New students must follow the Enrollment Procedures listed in the Admissions section of the catalog.

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.

Self Service

Self-Service is an online tool that provides students with real time, up-to-date, confidential access to specific college information. Students

Student Services

may search for sections, view class schedules, register for classes, check grades, print an unofficial transcript, request an official transcript, pay for college, retrieve tax documentation, and view account status (holds for fines due and/or tuition and fees due). Students may go to www.wilkescc.edu/prowler/ to access a link to Self-Service 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/prowler/. 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 "Use of Internet and College Computer Network" policies.

Watermark Engagement

Students are provided with a Watermark Engagement account, which is a tool for communication and support between them and their instructors, advisor, faculty mentor, and other WCC personnel.

Within Watermark students can access the following types of information and/or resources.

- Notification of low grades
- Notification of excessive absences
- View course schedule and transcript
- Email instructors, advisor, faculty mentor, or other WCC personnel

The Watermark platform provides an alert system to help connect students with resources whenever a need is identified. Automated alerts (example: attendance or grades) generated by the Watermark platform or faculty/staff-initiated alerts (example: academic coaching, counseling, community resources) are forwarded to the applicable WCC personnel and they reach out to students in response to the alerts.

The link to Watermark Engagement is available on the WCC Prowler page at www.wilkescc.edu/prowler/. Students may also download the mobile app to get easy access to their schedule, advisor, and mentor. Instructions about how to download the mobile app are available on the WCC Prowler page.

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 Self-Service at the end of each scheduled school term and will not be released to students having unsettled accounts with the college.

The student has the right:

1. To inspect and review the student's education records within 45 days after the day Wilkes Community College receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, disclosure cannot include information regarding the other students.

2. To request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Wilkes Community College to amend a record should write the Registrar's Office, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Wilkes Community College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. To provide written consent before Wilkes Community College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Transcripts

Transcripts for curriculum courses may be requested in Self-Service, 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 https://www.wilkescc.edu/registrar/. Transcripts of classes taught by the Office of Continuing Education or Adult Literacy must be requested from that department. If you placed an order for your transcript to be sent electronically, then it can be delivered in as little as 15 minutes. However, if there is a hold on your account, research is needed, or you added an attachment to your order, then it will delay your request. If you choose to have your transcript mailed, then your transcript will be mailed in two to five business days. Please allow an additional five to seven business days for delivery by the United States Postal Service. A non-refundable 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.

Notices are published annually in the college catalog and on the college Website 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.

a. The requirement for consent does not apply to the following:
b. To other school officials, including instructors, within Wilkes Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school

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has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

c. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
d. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
e. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
f. To organizations conducting studies for, or on behalf of, the college, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
g. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
h. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
i. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
j. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))
k. Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
l. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
m. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
n. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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.

The College will only release information to individuals and organizations that demonstrate a legitimate, educational interest in the information or provide a direct service to the College.

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.

If a student believes their rights under FERPA have been violated, then the student can file a complaint with the U.S. Department of Education concerning alleged failures by Wilkes Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
(202) 260-3887- Telephone
(202) 260-9001 – Fax
FERPA@ED.GOV – Email

Transfer of Credits to Senior Institutions: NC Articulation Agreements

Wilkes Community College (WCC) offers five associate degrees that parallel the freshman and sophomore years at North Carolina public universities, the Associate in Arts (AA), the Associate in Science (AS), the Associate in Arts Teacher Preparation (AATP), the Associate in Science Teacher Preparation (ASTP), and the Associate in Engineering (AE). 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, AS, AATP, and ASTP between North Carolina's 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, North Carolina State University, UNC-Charlotte and Western Carolina).

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 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.

Student Services

- 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 an Academic 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. 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.
- 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, students should contact their WCC Academic Advisor.
- 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 meeting university deadlines for admission applications as these dates vary among institutions.

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, AS, AATP, ASTP, or AE degree will satisfy MCR. Students are ultimately responsible for ensuring MCR is met through high school courses or community college courses.

Student Financial Aid

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

Information regarding financial aid may be obtained from the Financial Aid Office located in Window World Hall, Ashe Campus, and Alleghany Center. FAFSA applications must be filed annually (WCC financial aid year is fall, spring, summer). All information received will be kept confidential.

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 https://studentaid.gov/h/apply-for-aid/fafsa.Students will be considered for all aid programs available through the college (as described in this section) except certain scholarships and alternative loans. After your FAFSA is submitted, you will receive a letter and an email from the college to your WCC email account. If any documents are required to finalize your aid package they will be listed here. You may also log into Self Service and look at Financial Aid to see any documents needed.

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 at https://studentaid.gov/h/apply-for-aid/fafsa. Applicants for WCC Scholarships must also complete the FAFSA.

Eligibility for Aid

Most awards are based on financial need. This is determined by subtracting the Student Aid Index (SAI) from students' Cost of Attendance(COA). The COA is determined by Wilkes Community College based on tuition, fees, and other costs. **Total financial aid awards (includes outside scholarships, federal & state aid, institutional scholarships) cannot exceed Cost of Attendance.** Other requirements may be established by the agency or individual making the funds available. Funds received must be spent on educational related expenses.

Failure to maintain satisfactory 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 academic progress. For a complete description, refer to the satisfactory academic 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 email notice that their financial aid offer letter detailing the type(s) and amount(s) of aid to be received is available on Self-Service. Awards are made for the academic year, which is 40 weeks of instructional time beginning with fall semester and ending with the summer term/semester. **Students approved for financial aid will be allowed to charge against their financial aid and then if funds are remaining in their accounts, funds will be disbursed via check or direct deposit 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 Financial Aid Office. **All other types of financial aid assistance approved by the Financial Aid Office** will be made on an individual basis as approved by the office 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 regarding federal financial aid is available at https://studentaid.gov. As a condition of applying for federal and state financial aid students must complete the FAFSA, provide consent for Federal Tax Information (FTI) to be transferred to FAFSA, and electronically sign the FAFSA. If students or parents (where applicable) are unable to create a FSA ID to sign the FAFSA, a paper FAFSA must be completed and submitted. 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 FAFSA Submission Summary (FSS), will be sent directly to students. You will be notified on your Financial Aid offer 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 Financial Aid offer if you receive this.

NEXT NC Scholarship – A financial aid program that helps most North Carolinians from households making $80,000 or less pursue higher education. Applicants must be a N.C. resident for tuition purposes, enroll in at least six credit hours per semester, and meet Satisfactory Academic Progress at WCC. Eligibility is based on completing the FAFSA. You will be notified on your Financial Aid Offer letter if you receive this. The NEXT NC Scholarship will not be available for the summer term.

Federal Work-Study (FWS) – 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 – Beginning with the Fall 2020 semester Wilkes Community College will no longer participate in the William D. Ford Federal Direct Loan program.

Alternative Student Loans – These are loans available to students from private lenders that are not based on family income or financial need. Loans up to the remaining cost of attendance amount may be approved.

Scholarships Available

Wilkes Community College Foundation scholarships are provided through the generosity of private donors or organizations in our community who support our students and programs.

Priority Deadlines for Scholarship Applications:

- 2024 high school graduates: June 1
- All others: July 1

All scholarship applications and a complete FAFSA must be in our system, including verification, by July 31 of each year to qualify for awards for that academic year.

Application Process

1. Completion of the FAFSA is required to be considered for WCC Foundation scholarships. If you have not completed the FAFSA at the time the application is reviewed, we will not consider you for a scholarship.
2. Visit the WCC Scholarship Application Portal (wilkescc.academicworks.

Student Financial Aid

com) and log in using your WCC username and password.
3. Complete the general application. The system will use the information you provide to automatically match you with scholarships for which you are eligible, based on the criteria set by donors. This includes, but isn't limited to, enrollment, GPA, and program. Be sure to answer all fields as accurately as possible so we can better award all scholarships.
4. Make certain to complete each question and provide your electronic signature and date. Drafted/incomplete applications will not be considered.
5. Click "Finish and Submit." Once submitted, you should receive an email notification acknowledging that your application was accepted.
6. Check your WCC student email regularly for updates on your scholarship application. If you are awarded a scholarship, an offer will be included as a part of your notification email. Your notification email will prompt you to accept your scholarship offer.

Awards

Scholarships will be awarded between June 1 and September 1. You must accept your scholarship offer by logging back into the scholarship portal after being notified. You must also, in some cases, complete a post-acceptance questionnaire (thank you letter) after you accept your award. This allows our donors to see your acceptance and appreciation. You will not be awarded if you have not accepted your award AND completed the post-acceptance, if applicable, in the scholarship portal. You may also decline scholarship awards if you choose.

Scholarships awarded by the WCC Foundation may only be used to attend Wilkes Community College. They are not transferable to any other college, university, or institution. For more information on scholarships, visit wilkescc.edu/financial-aid or wilkescc.academicworks.com.

WCC Education Promise

Established by:
WAW Scholarship Endowment
Diane and Larry Stone
Window World

James Richard Absher Memorial
Chris Austin Memorial
George Cornelius Barber Memorial
John N. Bennett Scholarship
Thomas Bowie 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
Charles Elledge Memorial – Lura Myers
Millard Hansford Eller
Gertrude Elliott Allied Health
Joe E. Faw Memorial/Wilkes County Homebuilders
Elizabeth Cowles Finley

The Founder's Scholarship (donors listed below)

William J. Alexander Memorial
J. Jay Anderson
Opal Triplett Ashley Memorial
Zola Gage Barber Memorial
Dr. Seth M. Beale Memorial
Lois C. Beale Memorial Nursing Scholarship Fund
Jim Eads Memorial
Fred "Sonny" Gaither Memorial
Sonny Gaither and Douglas Linney Memorial
James R. Graham Vocational
Margaret Hayes Memorial
Y.B. Johnson Memorial
Beulah H. Maury Memorial
Edwin McGee Memorial
Robert B. McNeill Memorial
Lawrence A. Miller Memorial
Dwight Vance Nichols Memorial

Judge and Mrs. Robert W. Gambill
Carl W. Haigh Memorial
J.B. Hash
Samuel E. and Jean E. Hoss Memorial
Tommy Huskey
Milton James Ingram, Sr.
Jessica Jensen Memorial
Fred Lovette Memorial
Margaret R. Lovette Memorial
Lucille Green Lowe Nursing
Tommy McLean Memorial
Blanche P. McNeill Memorial
Chelsie and Dare Edmiston McNeil Memorial
Christopher and Gary McNeil Memorial
Joel Motsinger Memorial
Edith Murphy Memorial
Adrienne Louise Necessary Memorial
Ted Roosevelt Nichols Memorial
Ambrose Reeves Automotive Technology
Rendezvous Mountain Charter Chapter
of the Daughters of the American Revolution
Bonnie Rhodes
Lori S. Shumate 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
Bill Young

Financial Aid Refund Policy

Students Receiving Federal and State Student Financial 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. Students who have received **NEXT NC Scholarship** may also have to repay funds awarded. The amount refunded shall be the amount defined by the federal statutes or the state refund policy, whichever is larger. Return of Title IV funds, as calculated by the Financial Aid Office, will be credited back in the following order:

1. Federal Pell Grant Program,
2. Federal SEOG Program,
3. NEXT NC Scholarship Program

Other Information

Withdrawal Policy and Procedures (Return to Title IV)

a. If a student completely withdraws, drops out, or is suspended from Wilkes Community College, he or she must return unearned student aid. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned. During the first 60% of the semester, a student earns funds in direct proportion to the length of time he or she remained enrolled. The period of time during which a student is enrolled is the percentage of aid earned by the student. A student who remains enrolled at or beyond the 60% point is deemed to have earned all aid for the

Student Financial Aid

term. The term "Title IV aid" includes Federal Pell Grants and Federal SEOG.

b. This Return to Title IV (R2T4), may be a combination of tuition, fees or books charged to the students account or a refund check. The amount of aid to be returned is calculated using the last date of attendance (LDA) for each course. Last date of attendance refers to an academically-related activity which is considered last date an assignment was submitted in an online course. The student will be notified in writing the amount owed to the college.

c. In some instances, the Financial Aid Office is required to return state funds, such as NEXT NC Scholarship to the College Foundation of North Carolina, INC. (CFI). If the student ceases enrollment and has received NEXT NC Scholarship funds, the student could owe a portion of these funds back, in addition to their R2T4 outstanding balance.

Students Who Register But Do Not Attend

d. 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 (R2T4)

e. 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 must pay all debt owed to the College in order to return in subsequent terms. The College will begin North Carolina Community College System collection procedures immediately.

Pell Recalculation Date

The Pell Recalculation Date (PRD) is a date each semester for which the enrollment status of the student will be locked for the semester for the purpose of determining eligibility for Pell and state aid for that semester. A student's financial aid award is awarded based on anticipated full-time enrollment. If the student's actual attendance is less than full-time, their Pell Grant and any state aid will be adjusted accordingly.

If you stop attending a class, but do not officially withdraw prior to the PRD, your last date of attendance will be used as your withdrawal date. If your last date of attendance is prior to the PRD you will not receive aid for that class.

The NEXT NC Scholarship and WCC Education Promise Scholarship also follow the PRD guidelines.

Please refer to the financial aid website for additional information on the PRD.

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 and WCC Education Promise scholarship in order to maintain a consistent procedure for all students receiving assistance. These standards are checked at the end of each semester/term.

Satisfactory Academic Progress (SAP) Standards:

In order to be eligible for financial aid, students must meet the following minimum guidelines. ALL CLASSES, EVEN IF TAKEN IN HIGH SCHOOL OR WHEN NO FINANCIAL AID WAS RECEIVED STILL COUNT IN THE SAP CALCULATION.

1. **Cumulative GPA**
   a. Must maintain at least a cumulative Grade Point Average (GPA) of 2.0. All courses taken at WCC will count in the cumulative GPA calculation if a grade is received.
   b. Transfer credits, credit by exam, audit, and W grades are not counted as part of the GPA calculation.
2. **Completion Rate**
   a. Must complete, with a grade of A, B, C, D, P, P1, P2 or P3, at least 67% (rounded up) of the cumulative credit hours attempted. Grades of F, I, R and W do not count as classes successfully completed but will count as hours attempted.
   b. ALL courses taken at WCC are included in the calculation
   c. Transfer credits accepted by WCC are included as hours attempted and completed
3. **Maximum Time Frame**
   a. Maximum time frame is calculated on your current program of study
   b. Regulations require that you complete your program of study in a time frame not to exceed 150 percent of the published length of the program. 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).
   c. Transfer credit hours accepted from other institutions that count in your program of study are included in the calculation of the maximum time frame.
   d. Once it has been determined you cannot complete your program within the 150%-time frame, you are no longer eligible for financial aid at WCC.
   e. Once students have earned an associate degree from WCC, students may return for an additional degree and receive aid again if they are maintaining Satisfactory Academic Progress. This means a 67% cumulative completion rate (rounded up) and 2.0 cumulative GPA. 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.
   f. Students enrolled in multiple programs of study will have Max Time Frame calculated on each program.

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"** – Incomplete grades will count as credit hours attempted, but not completed. Students should contact the FA Office when a grade is received for the course.
3. **Repeated Courses** – In accordance with WCC procedure, a student is permitted to retake courses. For financial aid purposes, all hours attempted will continue to be counted in each component of the student's SAP (GPA and completion rate). Financial aid will pay for retaking a course one time if credit has already been earned (i.e., have a grade of A, B, C, or D). Subsequent repetition of the same course will not be eligible for financial aid but will be counted for SAP.
4. **Developmental (Non-Credit) Coursework** – The first 30 hours of Developmental Education courses (designated by course numbers starting with 0XX) are excluded in the GPA and completion rate calculation progress.
5. **Summer Term** – Credit hours attempted and earned during a summer term will be included in the calculation of Satisfactory Academic Progress.
6. **Academic Forgiveness** – WCC allows academic forgiveness for academic purposes. There is no provision in the federal regulations for the concept of forgiveness of grades. Therefore, both the credits and the grade will be included for all courses when evaluating satisfactory academic progress.
7. **Complete Academic Record** – In order to measure a student's satisfactory progress toward degree, diploma or eligible certificate programs, the student's total record at WCC must be evaluated whether or not the student received financial aid for the entire time of enrollment. This includes, but is not limited to, courses taken through Career and College Promise, the Wilkes Early College or the Ashe Early College.
8. **Transfer Credits** – Transfer credits will be factored into the completion rate requirement as attempted and completed credits. Transfer courses that are part of your program of study will count in Maximum Time Frame status. They are not included in the GPA calculation.
9. **Returning Students –** Returning students are evaluated on a continuing basis from the first enrollment at WCC. Returning

Student Financial Aid

students will be required to meet the standards of the current policy.

10. **Audit or Credit by Examination –** Audits and proficiency exams are not covered by any type of financial aid. Students are responsible for all costs incurred with these types of courses. Credit by exam hours do count toward credit hours attempted and earned. Audits do not carry credit hours and are not counted as attempts or completions.

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. SAP status is available on Self-Service under Financial Aid.

- **Satisfactory**

Students are considered to be satisfactory when they are maintaining a 2.0 cumulative GPA, have a 66.5% cumulative completion rate (rounded up) and have not reached max time.

- **Warning**

The first term after failure to make satisfactory academic progress is known as "warning" status. During the warning term, a student may continue to receive financial aid provided he/she is otherwise eligible. Warning statuses at WCC are WB (both GPA & Completion Rate), WG (GPA) and WC (Completion rate).

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

- **Warning Max Time Frame**

Students who are nearing the Maximum Time Frame status should receive a WMT (Warning Max Time Frame) status to indicate they have almost reached 150% and have not completed a degree or diploma. A student must be able to complete their degree within one semester when on WMT.

- **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. Suspension statuses at WCC are SB (both GPA & Completion Rate), SG (GPA) and SC (completion rate).

- **Max Time Frame**

Once it is determined that a student cannot complete their degree within 150% of the published program length, they will be placed on Max Time Frame. Max Time Frame is calculated on each program of study a student is currently enrolled in. Students who are in multiple programs may have to submit multiple plans. Students are usually not eligible to appeal a Max Time Frame status if their cumulative GPA is below 2.0 and their cumulative completion rate is below 67%.

- **Probation (AP, PA1, PA2, and PA3 or MP 1, MP2, MP3 or MP4)**

If a status of Suspension is appealed and approved, a student is placed on probation. A probation status of AP, PA1, PA2, PA3, MP1, MP2, MP3 or MP4 will be assigned.

- AP requires students to maintain both a term GPA greater than or equal to 2.0 and a term completion rate of at least 75%.
- PA1 requires students to maintain a term GPA greater than or equal to 2.0 and a term completion rate of 100%
- PA2 requires students to maintain a term GPA greater than or equal to 3.0 and a term completion rate of at least 75%.
- PA3 requires students to maintain a term GPA greater than or equal to 3.0 and a term completion rate of 100%.
- MP1, MP2, MP3 and MP4 requires students to maintain term GPA greater than or equal to 2.0 and a term completion rate of 100%.
- If a student fails to meet the requirements of their probation, the appeal is terminated, and the student's financial aid will be terminated.

- **Terminated**

A student who has previously had an appeal approved by the financial aid office and does not meet the requirements of the appeal will be terminated. They will no longer receive financial aid assistance and will not have the option of subsequent appeals in most cases. If a student can improve their completion rate to 67% and/or their GPA to 2.0 they may be able to receive financial aid in the future unless they have reached Max Time Frame. Students should contact the financial aid office if they believe they should be eligible.

Appeal Process

Students who have become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress or have reached maximum time frame to earn a degree, may appeal their status to the Financial Aid Office. Appeals will be considered for special circumstances. These may include:

1. Extended student/family illness or injury (documentation required).
2. Death of a relative (documentation required).
3. Significant trauma in student's life/personal issues/family emergency (documentation required).
4. Change of degree program or second degree (Valid reason for change/second degree required).

The appeal form is an E-Form and is listed under the Student-Financial Aid Forms. Students must provide information in the appeal form that documents the extenuating circumstances for each semester of unsatisfactory academic performance. Third party documentation must be submitted with the appeal for it to be considered.

A complete SAP appeal must be submitted by the priority deadline in order for classes not to be deleted. The Financial Aid Office and the SAP Appeals Committee will determine if the appeal is approved or denied. Their decision is final.

Students appealing after the priority deadline should be prepared to pay for their semester expenses. Appeals submitted after the final submission deadline will not be considered for current semester aid unless there is an extenuating circumstance.

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 Financial Aid Office and/or the SAP Appeals committee and approval or denial notices will be sent to the WCC student email accounts.

Approved Appeals

Students who were suspended due to not meeting the cumulative GPA and/or 66.5% completion rate and whose appeal is approved by the FAO and/or Appeals Committee must approve the SAP Plan Agreement Eform before their aid will be reinstated.

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.

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 should contact the Financial Aid Office so that his/her progress can be reevaluated.

Student Financial Aid

Cost of Attendance/Budget Information

Listed below are estimated expenses for a nine-month academic year (fall and spring semesters). This Cost of Attendance (COA) estimate is based upon full-time enrollment of 12 or more semester hours. Total financial aid awards (includes outside scholarships, federal & state aid, institutional scholarships) cannot exceed Cost of Attendance.

	Single Dependent Commuter	Married or Independent Commuter
Item		
Tuition/fees*	$ 1,824.00	$ 1,824.00
Books and Supplies	702.00	702.00
Living Expenses	4,940.00	9,882.00
Transportation	3,000.00	3,000.00
Personal/Misc. Expenses	2 ,000.00	2,000.00
Licensure**		
Total Expenses	$12,466.00	$17,408.00

Add $4,608.00 for out-of-state tuition.

****Only if program requires professional licensure, certification or credential.***

Additional Cost of Attendance Components Upon Request

Dependent Care
Additional Transportation
Disability-related expenses

Cost of Attendance information subject to change without notice
Cost of Attendance for students attending less than half time (less than 6 hours) is calculated differently.

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. Servicepersons who served on active duty for at least 90 aggregate days or discharged after 30 continuous days for a service-connected disability after 9/10/2001 may be eligible for Post 9/11 GI Bill benefits. 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.

The Post 9/11 GI Bill covers tuition and fees (percentage based on length of service), and a housing allowance and book stipend is also available to the student.

Montgomery GI Bill (Chapter 30 or Select Reserve/Chapter 1606)

After June 30, 1985, you signed a six-year obligation to serve in the Selected Reserve.

- You completed your Initial Active Duty for Training (IADT).
- You got your high school diploma or GED before you completed your IADT.
- You are in good standing in a drilling Selected Reserve unit.

Chapter 30 Eligibility

Those currently in service may be eligible after two years of active duty. Those separated from service may be eligible if:

- You entered active duty after June 30, 1985.
- You received a high school diploma (or equivalent) before the end of your first period of service. In some cases, 12 hours of college credit qualifies.
- You received an honorable discharge.
- You continuously served for three years OR two years, if you first enlisted for that long. Two years if you have an obligation to serve for years in the Selected Reserve and entered Selected Reserve within a year of leaving active duty.

The MGIB program generally 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. Generally, benefits are payable for 10 years following release from active duty. There are some differences in eligibility and benefits within the different types of MGIB. Visit https://ww.benefits.va.gov/GIBILL/comparison_chart.asp to compare.

Survivors' & Dependents' Educational Assistance (Chapter 35). Dependents' Educational Assistance provides education and training opportunities to eligible dependents (spouse or child) of a veteran who has died in active duty or is permanently and totally disabled as the result of service. The program offers 36 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. Dependent children may use between the ages of 18 and 26. Students 18 years of age must have completed high school and provide transcript.

Vocational Rehabilitation (Veterans with service-connected disabilities). A Veteran may be eligible for Vocational Readiness and Employment (VR&E) benefits if he or she has received, or will receive, a discharge that is other than dishonorable; has a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veteran Affairs; applies for Vocational Readiness and Employment (VR&E) VetSuccess services

The basic period of eligibility in which Vocational Rehab services may be used is 12 years from the latter of: The date of separation from active military service, OR the date the Veteran was first notified by VA of a service-connected disability rating.

All Veteran or Active Duty Students must apply for VA education benefits at www.va.gov and meet with VR&E counselor to determine eligibility.

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 or VR & E 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

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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).

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Wilkes Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Wilkes Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Student Center

Window World Hall is a major focal point of campus social life. The first floor of Window World Hall provides many resources for the social, educational, and personal needs of the student body. Specifically, it houses food vending services, student commons, wellness center, office of the Student Government Association, lactation room, meeting rooms, Financial Aid, and the Student Services Office. Most of the services available in Window World Hall are open for student use during regular college operating hours. Questions regarding these areas should be directed to the Student Services Office.

WCC Wellness Center

The WCC Wellness Center is in Window World Hall. It contains several types of fitness equipment, including free weights, plate-loaded exercise machines, treadmills, and elliptical machines. The center is open during regular college operating hours. All users must first attend an information session before using the Wellness Center. A valid student ID and a wristband is required for use of the Wellness Center. Visit Student Services for more information.

Student Activities

Student activities are designed to enhance the leadership, intellectual, cultural, and personal development of our students. Such opportunities promote and encourage a community atmosphere among the student body and provide students with opportunities to network with their peers. All activities (clubs and events) are advised by staff and faculty members who are committed to providing dedicated leadership that promotes successful achievement of organizational goals. Participation in student activities provides opportunities for student innovation, collaboration, 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.

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 Life 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 Wilkes Community College students. Please note that the following contact and club information was updated during the catalog revision period. For the most up-to-date information, please visit the WCC Student Activities website at: https://www.wilkescc.edu/student-life/.

Student Activity Events

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, festivals, 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 these events by contacting Student Activities Coordinator, Jackson Brown, at 336-838-6142 or email jbrown320@wilkescc.edu.

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 Jackson Brown, at 336-838-6142 or email jbrown320@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 Frank Blevins at 336-838-6226 or email fdblevins615@wilkescc.edu or co-Advisor, Tanya Fox by email tmfox088@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

Student Center

information, contact Advisor Daniel Triplett at 336-838-6406 or email dltriplett327@wilkescc.edu or co-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 Matt Ham at 336-838-6278 or email mkham874@wilkescc.edu.

Building Construction Club
The purpose of the Building Construction Club is to promote interest in the building construction field along with provide additional education and training above and beyond the classroom. The organization is open to students enrolled in the Building Construction Program and have a GPA of 2.0 or above. For more information, contact Shane Allen at 336-838-6409 or **gsallen069@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 Matthew Baldwin at 336-838-6161 or email mjbaldwin795@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 Celena Nilo at 336-838-6506 or email **canilo749@wilkescc.edu**, or co-Advisor, Chuck Wallace at 336-838-6574 or email cdwallace743@wilkescc.edu.

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 Melissa Holloway at 336-838-6289 or email mgholloway880@wilkescc.edu, or co-Advisor Jennifer Hastings at 336-838-6253 or email jrhastings018@wilkescc.edu.

Diesel Club
The purpose of the Diesel Club is to provide students with educational and networking opportunities in the academic, diesel transportation communities. Students that are registered in a diesel program at Wilkes Community College are eligible for membership. For more information, contact Advisor Jonah Severt at 336-838-6239 or email jmsevert077@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 Dayna Brower at 336-838-6154 or email dbrower961@wilkescc.edu or Advisor for Ashe Campus, Rick Laws at 336-903-3120 or email rdlaws837@wilkescc.edu.

Graphic Design Club
The Graphic Design Club 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.

Emergency Medical Science Club
The Wilkes Community College EMS Club is composed of students who are enrolled in the Emergency Medical Science program. The purpose of the club is to enhance and enrich the students experience while in the EMS program. The EMS club's primary goal is to promote pre-hospital medicine both in the classroom and pre-hospital environment. For more information, contact Advisor Sarah Triplett at 336-838-6238 or sjtriplett091@wilkescc.edu.

Engineering Technology Club
This club will promote interest in the engineering field along with additional education and training above and beyond the classroom. Members will often meet with successful professionals in the community and work on special projects and events. The club will plan field trips to industry and assist students with industry certifications. For more information, contact Advisor Bryan Hartzog at 336-838-6228 or email jbhartzog762@wilkescc.edu, or co-Advisor Joey Phillips at 336-838-3133 or email jcphillips961@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, or co-Advisor, Frank Blevins at 336-838-6188 or email fdblevins615@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

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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 Christine Gambill by email at chgambill110@wilkescc.edu, or co-Advisor Erica Harper at 336-838-6523 or email esharper121@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 Whitney Golding at 336-838-6526 or email wmgolding255@wilkescc.edu, or co-Advisor Erica Harper at 336-838-6523 or email esharper121@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. For more information on membership, see College Honors section of this catalog or contact Advisor Kristy Caldwell at 336-838-6218 or email ekcaldwell120@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. For more information on membership, see College Honors section of this catalog or contact Advisor Laura Shumate at 336-838-6197 or email lmshumate584@wilkescc.edu, co-advisor Tori Johnson at 336-838-6472 or email vkjohnson525@wilkescc.edu, or co-Advisor Melissa Holloway at 336-838-6289 or email mgholloway880@wilkescc.edu.

Radiography Club

The Radiography Club is comprised of students enrolled in the Radiography program. For more information, contact Advisor Courtney Lackey at 336-838-4438 or email cwlackey428@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 more information, contact Advisor Tori Johnson at 336-838-6472 or email vkjohnson525@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 Amber Dillard at 336-838-6229 or email agdillard803@wilkescc.edu.

For the Rotaract Club at the Alleghany Center, please contact Talina Pipes at 336-903-3144 or email at tlpipes811@wilkescc.edu.

SOBIE (Students Overcoming Boundaries in Education)

SOBiE is a club whose mission is to promote awareness and build an environment of acceptance and inclusion. The club strives to connect all students with resources and support by hosting awareness events, participating in WCC events and activities, and fostering an atmosphere of inclusion, friendship, and celebration of diversity. SOBiE club is open to all students at WCC. For more information, contact Advisor April Teague at arteague507@wilkescc.edu, co-Advisor Renee Macemore rmmacemore052@wilkescc.edu, or call the Office of Disability, Inclusion, & Diversity (ODID) at 336-838-6434.

Student Ambassadors

Student Ambassadors will represent a group of positive, enthusiastic, and well-informed representatives of the student body who are interested in working with faculty, staff and students to promote the colleges programs and services. Ambassadors assist with campus tours, official college/foundation events, and other recruitment activities. For more information, contact Advisor Morgan Staley at 336-838-6509 or mbstaley687@wilkescc.edu.

Student Information Technology Club

The Student Technology Information 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.

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 Stephanie Lunsford at 336-838-6411 or email sflunsford406@wilkescc.edu, or co-Advisor Sonya Jordan at 336-838-6511 or email sojordan592@wilkescc.edu, for the 2nd-year club, contact Advisor Tammy Carroll at 336-838-6484 or email tscarroll600@wilkescc.edu, or co-Advisor Emily Orr at 33-838-6573 or email edorr738@wilkescc.edu or co-Advisor Laine Reynolds at 336-838-6183 or email vlreynolds651@wilkescc.edu.

Students for Christ Club

The Students for Christ (SFC) is an organized campus ministry available to all students at Wilkes Community College. The purpose if the club is to aid in relating the Christian Gospel in the lives of the members and those around them, to strengthen and unify the work of the members, to provide a ministry to individuals in the campus community, and to nurture them in the Christian life and faith. For more information, contact Advisor Jamie Reavis at 336-838-6437 or email ljreavis691@wilkescc.edu.

The Collegiate Grange Club

The purpose of the CGC is to strengthen students through grassroots action, service, education, advocacy, and agriculture awareness. The CGC strives to educate and inspire those interested in the agriculture industry and community. The club is open to all WCC students not just those in specific programs. For more information, contact Advisor Frank Blevins at 336-838-6226 or email fdblevins615@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'

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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 Jamie Reavis at 336-838-6192 or email ljreavis691@wilkescc.edu, or co-Advisor MaryBeth Knight at 336-838-3127 or email meknight956@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, as well as other course materials, 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 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.

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.

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.

WCC Police Department

The WCC Police Department is responsible for helping provide a safe and secure learning environment for all WCC students, faculty, staff, and visitors. WCC Police Officers are sworn law enforcement officers which are duly certified by the State of North Carolina. WCC Police Officers possess the authority granted by statute to all law enforcement officers within the state of North Carolina. WCC Police Officers are responsible for providing police/law enforcement services for all WCC locations and any other WCC controlled areas including the investigation and enforcement of potential violations of state law, including felonies, misdemeanors, and traffic infractions. WCC Police Officers shall meet the requirements of Article 1 of Chapter 17C of the NC General Statutes, shall take the oath of office prescribed by Article VI, Section 7 of the NC Constitution. Both sworn Police Officers and non-sworn staff are responsible for the physical security of WCC facilities and enforcement of WCC specific campus parking and driving policies.

The WCC Police Department maintains mutual aid agreements and commonly work closely with adjoining law enforcement agencies. The WCC Police Department may, as needed, cooperate with and/or seek assistance from any other Federal, State, Tribal, or Local agency.

The WCC Police Department can be contacted by calling 911 in an emergency or by calling the non-emergency line directly at 336-838-6275.

Campus Parking and Driving Policy

This policy applies to all individuals who operate a motor vehicle on the Wilkes Campus, Herring Hall, or any other area controlled by Wilkes Community College. WCC parking and driving policies may be enforced in addition to other local or state regulations or law.

WCC 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 Permit. WCC employees shall be issued a parking permit to park on campus. Parking permit must be displayed on vehicles as specified by the instructions provided with the permit.
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 WCC Police Department and its staff 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.
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 WCC Police Department should be notified of the day(s) the vehicle will remain on campus. Generally, vehicles will be parked in the lot(s) contiguous to the WCC Visitor Center. 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 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 speed limit and in a manner that will not endanger individuals or personal property.

l. Speeding and Reckless Driving. WCC Police Department and its staff 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.
n. Loud Music or Excessive Noise. WCC Police Department and its staff 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.

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 but not limited to 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 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, the use of the computing and network resources is limited to authorized purposes, and any unlawful or malicious use of these resources is strictly prohibited. The use of the college's computer resources for political, religious, and other personal or non-college purposes is prohibited. The college monitors cyber security threats and reserves all rights to block access from any country, region, or specific IP address. Users attempting to access college resources while outside of the United States will see their access denied. 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 Institutional Advancement

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 contacting potential funding agencies and prospective donors who can be partners in enhancing the academic opportunities offered by the college.

Marketing & Communications

Wilkes Community College Marketing and Communications takes the many stories and activities of the College and communicates them as a consistent message of academic quality and accessibility.

This office updates internal audiences on campus events, policy, ongoing initiatives, and more. Social media is used to reach external and internal audiences. This office offers photography and videography services to promote campus activities and events and serves as the coordinator in communicating with internal and external audiences in crisis and emergency situations. A variety of external media is employed in communication of the College's stories.

Developing and ensuring the proper presentation of the College's visual image through publications and promotional materials, this office supports student recruitment, fundraising, and community awareness through marketing efforts, including advertising, publicity, publications, and other media.

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 Office of Institutional Advancement.

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 Institutional Advancement for more information.

John A. Walker Community Center

The John A. Walker 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. It is Wilkes county's premier location for performing arts.

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 maintains the highest standards of preparation, sanitation, service, and taste.

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, Building Construction, College Transfer, Business Administration, Information Technology, Advertising and Graphic Design, Welding, Basic Transportation, Agribusiness, Early Childhood Education, and Criminal Justice. Students attend classes in a variety of classroom settings, including regular classroom, hybrid format, internet, or in an interactive video classroom. Numerous continuing education courses are also offered, such as health care classes, trades, computer, notary public, emergency medical, law enforcement, firefighter training, and adult enrichment. 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 WCC Alleghany Center partners with Alleghany High School to offer Career and College Promise (CCP) pathway classes to high school students. A WCC CCP Coordinator is located at the Alleghany Center to assist high school students with career planning, registration of classes, advising, etc. Students who are eligible to participate in the CCP program can earn certificates, diplomas, and/or an associate degree.

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. The NCWorks 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. The Alleghany Center 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

Ashe Campus of Wilkes Community College

Located at the foot of Mount Jefferson, the Ashe Campus offers a wide variety of programs and courses in regular classroom settings, synchronous 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 workforce development courses and programs are offered at the Ashe Campus throughout the year. Examples include welding, HVAC, 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 adult basic education (ABE) 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.

The Ashe Campus is home to the Mt. Jefferson Community Room which has the capacity for over 50 individuals as a meeting space, event venue, and capabilities to broadcast any event to a wider, digital audience. This space is available to community members, partners, and private guests for a nominal fee. In the last year alone, the Ashe Campus hosted over 175 events in this space making the Campus a central hub for activity in the county.

The Ashe County Board of Commissioners appoints two representatives to the Board of Trustees of Wilkes Community College. With local representation on the Board of Trustees, the Ashe Campus is given a strong voice to advocate for the ever-changing needs of the community. 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
W. Jefferson, NC 28694
PO Box 900
West Jefferson, NC 28694
Telephone: 336-846-3900
Fax: 336-903-3129
Website: www.wilkescc.edu/about/locations

College & Career Readiness

College & Career Readiness (ASE, ABE, ELA)

The College & Career 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 College & Career Readiness Division 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, the High School Equivalency (HSE) assessment exams, and the Multiple Pathways High School Equivalency (MPHSE) 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 College & Career Readiness Division. 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.

The MPHSE program repackages valid academic credit so that an individual may earn a high school equivalency diploma using a combination of any of the following: high school credits, adult high school credits, individual sections of HSE assessments, college-ready benchmarks on other standardized assessments, and college course credits.

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 College & Career Readiness 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.

Transitional 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 Transitional Studies program enables students who are placed into transitional 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 placement measures or GPA, or other scores, all entering students, whether recent high school graduates or persons returning to school. These courses are required and are prerequisites for certain other courses. Transitional Studies' courses do not count toward hours required for degree, diploma, or certificate programs but do count towards veterans' benefits and financial aid hours.

Students who do not place into Transition courses but feel the need for refresher courses in Integrated Reading/English/Writing or Mathematics may choose to take any one or all of the Transition courses.

The instructional method used for Transition courses is a mastery-based learning format throughout the 16-week courses. These 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 a growth mindset framework.

The specific Transition Math and English courses are two courses which are offered through both curriculum courses and College and Career Readiness' courses. For a complete description of courses, refer to the back of this catalog.

- ENG 002
- MAT 003

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.

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. Returning students who have not been enrolled in the last 5 academic years will be enrolled in the current catalog. 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.

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.

College Opportunities for High School Students

High school students may take college courses through the North Carolina Career & College Promise program. In partnership with our public-school systems in Wilkes, Ashe, and Alleghany eligible high school students may enroll in a College Transfer Pathway, a Career and Technical Education Pathway, and/or a Workforce Continuing Education Pathway.

Home School and Private School 9th-12th grade students from Wilkes, Ashe and Alleghany who are interested in pursuing Career and College Promise opportunities, should contact Bekah Gardner at 336-838-6492 or rkgardner419@wilkescc.edu to discuss eligibility and enrollment.

To maintain eligibility for CCP participation, students must continue to make progress toward high school graduation and maintain a 2.0 college GPA.

For additional information about eligibility and the N.C. Career & College Promise program, visit the WCC CCP website: https://www.wilkescc.edu/ccp/.

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 online instruction is greater than 50% but less than 100%.

Web-Supported/Web-Assisted Courses (WB)

Web-Supported/Web-Assisted Courses (WB)

A course is designated as a web-supported/assisted course where face-to-face classroom instruction is greater than or equal to 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 Science	X		
Associate in General Education	X		
Associate in Arts Teacher Preparation	X		
Associate in Science Teacher Preparation	X		
Accounting	X	X	X
Business Administration (AAS)	X	X	X
Criminal Justice (AAS)			X
Early Childhood Education (AAS)	X	X	X

General Education

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

Science Skills

WCC graduates will demonstrate understanding of the scientific method, models, and basic foundational scientific theories, and will be able to apply sound scientific reasoning to problems.

Written Communication

WCC graduates will achieve college-level competence in written communication, composing clear, organized, and focused documents which demonstrate mastery in research and documentation skills, use of evidence, supporting details, analysis, and mechanical accuracy.

Oral Communication

WCC graduates will achieve college-level competence in oral communication by demonstrating proficiency in these professional verbal communication skills: planning clear and coherent presentations appropriate to audience; composing and organizing content; using effective transitional devices; and engaging verbal communication with effective delivery techniques.

Cultural 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 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: Humanities/Fine Arts (AA, AS only)
ART	114	Art History Survey I	UGETC: Humanities/Fine Arts (AA, AS only)
ART	115	Art History Survey II	UGETC: Humanities/Fine Arts (AA, AS only)
DRA	111	Theatre Appreciation	UGETC: Humanities/Fine Arts
MUS	110	Music Appreciation	UGETC: Humanities/Fine Arts (AA, AS only)
MUS	112	Introduction to Jazz	UGETC: Humanities/Fine Arts (AA, AS only)
MUS	114	Non-Western Music	Gen Ed/Transfer Elective
MUS	210	History of Rock Music	Gen Ed/Transfer Elective
Humanities			
ENG	231	American Literature I	UGETC: Humanities/Fine Arts (AA, AS only)
ENG	232	American Literature II	UGETC: Humanities/Fine Arts (AA, AS only)
ENG	241	British Literature I	UGETC: Humanities/Fine Arts (AA, AS only)
ENG	242	British Literature II	UGETC: Humanities/Fine Arts (AA, AS only)
ENG	261	World Literature I	Gen Ed/Transfer Elective
ENG	262	World Literature II	Gen Ed/Transfer Elective
FRE	111	Elementary French I	Gen Ed/Transfer Elective
FRE	112	Elementary French II	Gen Ed/Transfer Elective
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	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	220	Human Values and Meaning	Gen Ed/Transfer Elective
PHI	240	Intro to Ethics	UGETC: Humanities/Fine Arts (AA, AS only)
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
SPA	112	Elementary Spanish II	Gen Ed/Transfer Elective
SPA	211	Intermediate Spanish I	Gen Ed/Transfer Elective
SPA	212	Intermediate Spanish II	Gen Ed/Transfer Elective
Note: Foreign language courses may not be used as a humanities/fine arts elective in A.A.S. degree programs.			

Continued on the next page.

Humanities/Fine Arts and Social Sciences Courses

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: Social/Behavioral Science (AA, AS only)
ECO	252	Principles of Macroeconomics	UGETC: Social/Behavioral Science (AA, AS only)
GEO	111	World Regional Geography	UGETC: Natural Sciences (AA, AS only)
HIS	111	World Civilization I	UGETC: Social/Behavioral Science (AA, AS only)
HIS	112	World Civilization II	UGETC: Social/Behavioral Science (AA, AS only)
HIS	131	American History I	UGETC: Social/Behavioral Science (AA, AS only)
HIS	132	American History II	UGETC: Social/Behavioral Science (AA, AS only)
POL	120	American Government	UGETC: Social/Behavioral Science (AA, AS only)
POL	220	International Relations	Gen Ed/Transfer Elective
PSY	150	General Psychology	UGETC: Social/Behavioral Science (AA, AS only)
PSY	241	Developmental Psychology	Gen Ed/Transfer Elective
PSY	281	Abnormal Psychology	Gen Ed/Transfer Elective
SOC	210	Intro to Sociology	UGETC: Social/Behavioral Science (AA, AS only)
SOC	213	Sociology of the Family	Gen Ed/Transfer Elective
SOC	220	Social Problems	Gen Ed/Transfer Elective
SOC	225	Social Diversity	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	Select ONE: COM 231 Public Speaking *or* COM 120 Intro to Interpersonal Communication	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 DRA 111 Theatre Appreciation, 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 111 World Civilizations I, HIS 112 World Civilizations II, HIS 131 American History I, HIS 132 American History II			
UGETC	Select TWO courses 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, MAT 175 Precalculus			
UGETC	**NATURAL SCIENCE** - Select ONE course	4 shc		
	BIO 110 Principles of Biology, BIO 111 General Biology I, CHM 151 General Chemistry I, GEL 111 Geology 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, GEL 111, MAT 143, MAT 152, MAT 171, MAT 172, MAT 175, 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.			
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			

Continued on the next page.

Associate in Arts Degree

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, COM 110, COM 120, COM 140, COM 231, DRA 111, ECO 151, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, GEL 111, GEO 111, GEO 130, FRE 111, FRE 112, HIS 111, HIS 112, 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 175, 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, POL 220, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SOC 225, 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, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 131, ART 132, ART 240, ART 241, ART 283, ART 284, ART 285, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, BIO 143, BIO 146, BIO 150, BIO 155, BIO 163, BIO 166, BIO 168, BIO 169, BIO 175, BIO 275, BUS 110, BUS 115, BUS 137, CHM 130, CHM 130A, CHM 251, CHM 252, CIS 110, CJC 111, CJC 113, CJC 121, CJC 141, CJC 212, COM 110, COM 120, COM 140, CSC 151, CSC 251, CTS 115, DFT 170, DRA 111, ECO 151, ECO 251, ECO 252, EDU 144, EDU 145, EDU 216, EDU 221, EGR 150, EGR 210, EGR 212, EGR 215, EGR 220, EGR 225, EGR 228, ENG 114, ENG 125, ENG 126, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, FRE 181, FRE 182, GEL 111, GEO 111, GEO 130, HEA 110, HIS 111, HIS 112, HIS 116, HIS 131, HIS 132, HIS 145, HIS 163, HIS 211, HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 130, HUM 150, HUM 160, HUM 161, HUM 170, HUM 180, HUM 220, MAT 143, MAT 152, MAT 171, MAT 172, MAT 175, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 112, MUS 114, MUS 131, MUS 132, MUS 151, MUS 152, MUS 210, 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, PHI 240, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, POL 130, POL 220, PSY 150, PSY 241, PSY 263, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SOC 225, SPA 111, SPA 112, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212, SPA 221, SPA 231, SPA 281, SPA 282				
Total Semester Hours Credit (SHC) in Program:			**Minimum 60 shc**	**Total shc:**

Associate in Arts Teacher Preparation Degree

ASSOCIATE IN ARTS TEACHER PREPARATION DEGREE - A1010T

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.

** Note: While some private senior institutions have signed on to the articulation agreement with this degree, at the time of this publication of this check sheet, the NC University System was still looking at this degree. Make sure to discuss the matter with your advisor before you follow this pathway.

All students awarded the Associate in Arts Teacher Prep 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.

Each course can only be used once.	**UGETC = Universal General Education Transfer Component**			
English Composition			**6 shc**	
UGETC	ENG 111 Writing & Inquiry	3 shc		
UGETC	ENG 112 Writing & Research in the Disciplines	3 shc		
Communications, Humanities, and Fine Arts (Take 3 groups)			**9 shc**	
UGETC	**Group 1 (Take 3 Credits)** COM 231 Public Speaking or COM 120 Intro to Interpersonal Communication	3 shc		
	Group 2 (Take 3 Credits) ART 111 Art Appreciation, ART 114 Art History Survey I, ART 115 Art History Survey II DRA 111 Theatre Appreciation, ENG 231 American Literature I, ENG 232 American Literature II, ENG 241 British, PHI 240 Introduction to Ethics	3 shc		
	Group 3 (Take 3 Credits) ENG-231, ENG -232, ENG -241 and ENG 242	3 shc		
Social / Behavioral Sciences (Take 2 Groups)			**6 shc**	
UGETC	**Group 1 (Take 3 credits)** HIS 111 World Civilization I, HIS 112 World Civilization 2, HIS 131 American History 1, HIS 132 American History 2	3 shc		
	Group 2 (Take 3 credits) ECO 251 Principles of Microeconomics, ECO 252 Principles of Macroeconomics POL 120 American Government, PSY 150 General Psychology, SOC 210 Introduction to Sociology	3 shc		
Mathematics and Natural Sciences			**7-8 shc**	
UGETC	**MATH** - Select ONE course from the list below:			
	MAT 143 Quantitative Literacy, MAT 152 Statistical Methods, MAT 171 Precalculus Algebra	3-4 shc		
UGETC	**NATURAL SCIENCE** - Select ONE course	4 shc		
	BIO 110 Principles of Biology, BIO 111 General Biology I, CHM 151 General Chemistry I, GEL 111 Geology PHY 110/PHY 110A Conceptual Physics and Conceptual Physics Lab			

Continued on the next page.

Associate in Arts Teacher Preparation Degree

Additional General Education			**17-18 shc**	
Other Required General Education (3 SH)				
SOC 225	Social Diversity	3shc		
	An additional 14 – 15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. **Students should select these courses based on their intended major and transfer university.** Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. *All courses listed above as UGETC or GENED (not previously used) and all courses listed as General Education Electives can be used.			
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, COM 110, COM 120, COM 140, DRA 111, ECO 151, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, GEL 111, GEO 111, GEO 130, GER 111, GER 112, HIS 111, HIS 112, 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, POL 220, 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		**45-46 shc**	**Total shc above this line:**	
Academic Transition			**1 shc**	
ACA 122 College Transfer Success		**1 shc**		
Transfer Electives			**14 shc**	
Transfer Elective courses listed below. EDU 187 Teaching and Learning for All, EDU 216 Foundations of Education, EDU 250 Teacher Licensure Preparation, EDU 279 Literacy Development and Instruction. ***STUDENTS ARE REQUIRED TO COMPLETE LAB HOURS IN AN APPROVED PUBLIC SCHOOL SETTING; BACKGROUND CHECKS MAY BE REQUIRED DEPENDING ON PLACEMENT AND ASSOCIATED FEES ARE THE RESPONSIBILITY OF THE STUDENT.**		**4 shc** **3 shc** **3 shc** **4 shc**	**EDU 187** **EDU 216** **EDU 250** **EDU 279**	
Total Semester Hours Credit (SHC) in Program:			**Minimum 60-61 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		
	ART 111 Art Appreciation, ART 114 Art History Survey I, ART 115 Art History Survey II COM 231 Public Speaking 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 General Education		3 shc		
UGETC	BIO 111 General Biology	4 shc		
UGETC	CHM 152 General Chemistry II	4 shc		
UGETC	ECO 252 Principles of Macroeconomics	3 shc		
UGETC	GEL 111 Geology	4 shc		
Other Required Hours			**15 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		12 shc	
Select 12 shc of courses from the list below. *Must select at least one of the starred courses (BIO 111, CHM 152, ECO 252, or GEL 111). 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 (3 shc) 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) *GEL 111 Geology (4 shc) HUM 110 Technology and Society (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 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, GEL, 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 place out of or complete MAT 003 P1 or BSP 4003 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	Select ONE: COM 231 Public Speaking *or* COM 120 Intro to Interpersonal Communication	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 175 Precalcus 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 175 Precalculus, 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, GEL 111 Geology, 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, COM 110, COM 120, COM 140, COM 231, DRA 111, ECO 151, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, GEL 111, GEO 111, GEO 130, HIS 111, HIS 112, 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 175, 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, POL 220, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SOC 225, 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 110, 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, GEL 111, MAT 143, MAT 152, MAT 171, MAT 172, MAT 175, 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, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 131, ART 132, ART 240, ART 241, ART 283, ART 284, ART 285, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, BIO 146, BIO 150, BIO 155, BIO 163, BIO 166, BIO 168, BIO 169, BIO 175, BIO 275, BUS 110, BUS 115, BUS 137, CHM 130, CHM 130A, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CJC 111, CJC 113, CJC 121, CJC 141, CJC 212, COM 110, COM 120, COM 140, COM 231, CSC 151, CSC 251, CTS 115, DFT 170, DRA 111, ECO 151, ECO 251, ECO 252, EDU 144, EDU 145, EDU 216, EDU 221, EGR 150, EGR 210, EGR 212, EGR 215, EGR 220, EGR 225, EGR 228, ENG 114, ENG 125, ENG 126, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, FRE 181, FRE 182, GEL 111, GEO 111, GEO 130, HEA 110, HIS 111, HIS 112, HIS 116, HIS 131, HIS 132, HIS 145, HIS 163, HIS 211, HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 123, HUM 130, HUM 150, HUM 160, HUM 161, HUM 170, HUM 180, HUM 220, MAT 143, MAT 152, MAT 171, MAT 172, MAT 175, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 112, MUS 114, MUS 131, MUS 132, MUS 151, MUS 152, MUS 210, 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, PHI 240, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, POL 130, POL 220, PSY 150, PSY 241, PSY 263, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SOC 225, SPA 111, SPA 112, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212, SPA 221, SPA 231, SPA 281, SPA 282				
Total Semester Hours Credit (SHC) in Program:			**Minimum 60 shc**	**Total shc:**

Associate in Science Teacher Preparation Degree

ASSOCIATE IN SCIENCE TEACHER PREPARATION DEGREE - A1040T

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.

** Note: While some private senior institutions have signed on to the articulation agreement with this degree, at the time of this publication of this check sheet, the NC University System was still looking at this degree. Make sure to discuss the matter with your advisor before you follow this pathway.

All students awarded the Associate in Science Teacher Prep 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.

Each course can only be used once.	**UGETC = Universal General Education Transfer Component**			
English Composition			**6 shc**	
UGETC	ENG 111 Writing & Inquiry	3 shc		
UGETC	ENG 112 Writing & Research in the Disciplines	3 shc		
Communications, Humanities, and Fine Arts			**6 shc**	
UGETC	Select ONE: COM 231 Public Speaking or COM 120 Intro to Interpersonal Communication	3 shc		
UGETC	Select ONE courses from the list below: ENG 232 American Literature II, ENG 241 British Literature I, ENG 242 British Literature II	3 shc		
Social / Behavioral Sciences			**3 shc**	
UGETC	Select ONE course from the list below: HIS 111 World Civilization I, HIS 112 World Civilization II, HIS 131 American History I, HIS 132 American History II	3 shc		
Mathematics			**8 shc**	
UGETC	Select TWO courses from list below: (follow prerequisites) MAT 171 Precalculus Algebra, MAT 172 Precalculus Trigonometry, MAT 263 Brief Calculus, MAT 271 Calculus I, MAT 272 Calculus II	4 shc 4 shc		
Natural Sciences			**8 shc**	
UGETC	Select TWO courses from the list below: BIO 111 General Biology I and BIO 112 General Biology II, CHM 151 General Chemistry I and General Chemistry II, PHY 151 College Physics I and PHY 152 College Physics II, PHY 251 General Physics I and General Physics II	4 shc 4 shc		
Additional General Education			**14-15 shc**	
Other Required General Education (3 SH)				
SOC 225	Social Diversity	3shc		
	An additional 11 – 12 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. **Students should select these courses based on their intended major and transfer university.** Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. *All courses listed above as UGETC or GENED (not previously used) and all courses listed as General Education Electives can be used.			

Continued on the next page.

Associate in Science Teacher Preparation Degree

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, COM 110, COM 120, COM 140, DRA 111, ECO 151, ECO 251, ECO 252, ENG 114, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, FRE 111, FRE 112, GEL 111, GEO 111, GEO 130, GER 111, GER 112, HIS 111, HIS 112, 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, POL 220, 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	**45-46 shc**	**Total shc above this line:**	
Academic Transition		**1 shc**	
ACA 122 College Transfer Success	1 shc		
Transfer Electives		**14 shc**	
Transfer Elective courses listed below. EDU 187 Teaching and Learning for All, EDU 216 Foundations of Education, EDU 250 Teacher Licensure Preparation, EDU 279 Literacy Development and Instruction. ***STUDENTS ARE REQUIRED TO COMPLETE LAB HOURS IN AN APPROVED PUBLIC SCHOOL SETTING; BACKGROUND CHECKS MAY BE REQUIRED DEPENDING ON PLACEMENT AND ASSOCIATED FEES ARE THE RESPONSIBILITY OF THE STUDENT.**	4 shc	EDU 187	
	3 shc	EDU 216	
	3 shc	EDU 250	
	4 shc	EDU 279	
Total Semester Hours Credit (SHC) in Program:		**Minimum 60-61 shc**	**Total shc:**

Accounting and Finance

ACCOUNTING - A25800

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations. Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations, including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Learning Outcomes

Graduates of the WCC Accounting and Finance 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.

Associate Degree - with Concentration in Accounting
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ACC	120	Principles of Financial Accounting	4
BUS	115	Business Law I	3
		Business Elective*	3
CIS	110	Introduction to Computers **or**	3/2
		CIS 111 Basic PC Literacy	2
ENG	111	Writing and Inquiry	3
		Total Hours:	16/17

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
ACC	129	Individual Income Taxes	3
ACC	150	Accounting Software Applications	2
CTS	130	Spreadsheet	3
ENG	112	Writing/Research in the Disc	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	
		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	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	267	Fraud Examination	3
BUS	260	Business Communication	3
DBA	110	Database Concepts	3
ECO	252	Principles of Macroeconomics	3
		Total Hours:	16

Minimum Semester Hours **68/69**

**Business elective to be chosen from: BUS 110 or BUS 137.*

AWARD: Associate in Applied Science Degree

Accounting and Finance

ACCOUNTING - D25800
Diploma
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ACC	120	Principles of Financial Accounting	4
BUS	115	Business Law I	3
CIS	110	Introduction to Computers **or**	3/2
		CIS 111 Basic PC Literacy	2
ECO	251	Principles of Microeconomics	3
ENG	111	Writing and Inquiry	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	
		Total Hours:	19/20

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
ACC	129	Individual Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3
		Total Hours:	17

Minimum Semester Hours **36/37**

AWARD: Diploma

ACCOUNTING - C25800AC
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 **or**	3/2
		CIS 111 Basic PC Literacy	2
CTS	130	Spreadsheet	3

Minimum Semester Hours **15/16**

AWARD: Certificate

ACCOUNTING - C25800CA
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 **or**	3/2
		CIS 110 Basic PC Literacy	2
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3

Minimum Semester Hours **16/17**

AWARD: Certificate

ACCOUNTING - C25800ET
Certificate - ACCOUNTING FOR ENTREPRENEURS
Course Requirements

			Credit
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2

Minimum Semester Hours **12**

AWARD: Certificate

Agribusiness Technology

AGRIBUSINESS TECHNOLOGY - A15100

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Disciplines of Study Include:

- Agribusiness Technology Associate - A15100
- Agribusiness Technology Diploma - D15100
- Ag Production Certificate - C15100A
- Intro To Agriculture Certificate - C15100IA
- Agribusiness Certificate - C15100AC
- Sustainable Agriculture Certificate - C15100SA

Program Learning Outcomes

- Analyze various agricultural economic principles and articulate the impact that those principles have on domestic and global economics.
- Demonstrate the role of marketing in agribusiness technology and apply core marketing principles to the development of agribusiness strategy and decision-making process
- Analyze the role of local agribusiness in the US and demostrate the impact of basic laws affecting the agriculture industry.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
AGR	170	Soil Science	3
AGR	214	Agriculture Marketing	3
ANS	110	Animal Science	3
ANS	130	Poultry Production	3
HOR	253	Horticulture Turfgrass	3
		Total Hours:	16

Spring Semester First Year			*Credit*
AGR	139	Intro to Sustainable Ag	3
AGR	212	Farm Business Mgmt.	3
AGR	213	Ag. Law and Finance	3
ENG	110	Freshman Compostion	3
ETR	220	Innovation and Creativity	3
MAT	110	Math Measurement & Literacy	3
		Total Hours:	18

Summer Term First Year			*Credit*
AGR	130	Alternative Ag Production	3
WBL	111	Work Based Learning	1
		Total Hours:	4

Fall Semester Second Year			*Credit*
ANS	120	Beef Production	3
ANS	170	Sheep and Goat Production	3
FOR	171	Intro to Forest Resources	3
FOR	275	Natural Resources Issues	1
HOR	225	Nursery Production	3
		Social/Behavioral Sciences Elective	3
		Total Hours:	16

Spring Semester Second Year			*Credit*
ACM	112	Facility Management	3
AGR	110	Agriculture Economics	3
AGR	140	Agriculture Chemicals	3
COM	120	Intro Interpersonal Com	3
HOR	235	Greenhouse Production	3
		Humanities Elective	3
		Total Hours:	18

Minimum Semester Hours **72**

AWARD: Associate in Applied Science Degree

Agribusiness Technology

AGRIBUSINESS TECHNOLOGY - D15100
Diploma
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
AGR	170	Soil Science	3
AGR	214	Agriculture Marketing	3
ANS	110	Animal Science	3
ANS	130	Poultry Production	3
HOR	253	Horticulture Turfgrass	3
		Total Hours:	16

Spring Semester First Year			*Credit*
AGR	139	Intro to Sustainable Ag	3
AGR	212	Farm Business Mgmt.	3
AGR	213	Ag. Law and Finance	3
ENG	110	Freshman Composition	3
ETR	220	Innovation and Creativity	3
MAT	110	Math Measurement & Literacy	3
		Total Hours:	18

Summer Term First Year			*Credit*
AGR	130	Alternative Ag Production	3
WBL	111	Work Based Learning	1
		Total Hours:	4

Minimum Semester Hours **38**

AWARD: Diploma

AGRIBUSINESS TECHNOLOGY - C15100IA
Certificate - INTRO TO AGRICULTURE
Course Requirements

			Credit
AGR	170	Soil Science	3
ANS	110	Animal Science	3
ANS	130	Poultry Production	3
HOR	253	Horticulture Turfgrass	3

Minimum Semester Hours **12**

AWARD: Certificate

AGRIBUSINESS TECHNOLOGY - C15100AC
Certificate – AGRIBUSINESS CERTIFICATE
Course Requirements

			Credit
AGR	110	Agriculture Economics	3
AGR	212	Farm Business Mgmt.	3
AGR	213	Ag. Law and Finance	3
AGR	214	Agriculture Marketing	3

Minimum Semester Hours **12**

AWARD: Certificate

AGRIBUSINESS TECHNOLOGY - C15100SA
Certificate - SUSTAINABLE AGRICULTURE
Course Requirements

			Credit
AGR	130	Alternative Ag Production	3
AGR	139	Intro to Sustainable Ag	3
FOR	171	Intro to Forest Resources	3
FOR	275	Natural Resources Issues	1
HOR	225	Nursery Production	3

Minimum Semester Hours **13**

AWARD: Certificate

AGRIBUSINESS TECHNOLOGY - C15100A
Certificate - AG PRODUCTION
Course Requirements

			Credit
ACM	112	Facility Management	3
ANS	130	Poultry Production	3
HOR	225	Nursery Production	3
HOR	235	Greenhouse Production	3

Minimum Semester Hours **12**

AWARD: Certificate

Applied Animal Science Technology

APPLIED ANIMAL SCIENCE TECHNOLOGY

This curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock, swine, and poultry and their products according to scientific principles essential to efficient and profitable operation.

Students should learn skills necessary for the operation of efficient and profitable livestock, swine, and poultry enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

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

Disciplines of Study Include:

Applied Animal Science Technology	A15280AS
Poultry Management Technology	A15280PM
Applied Animal Science Technology	D15280AS
Poultry Management Technology	D15280PM

Program Learning Outcomes:

Graduates of the WCC Applied Animal Science Technology Program will:

- Evaluate production, management, and marketing decisions, and be able to effectively communicate those decisions.
- Recognize the effects of animal health, management, genetics, environment, and nutrition in livestock production and their interactions.

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

- Understand the impact the livestock industries have on local, state, national, and international levels. (Animal Science A15280AS)
- Understand the impact the poultry industries have on local, state, national, and international levels. (Poultry Management A15280PM)

Transfer Opportunities:

Appalachian State University
NC A&T State University
University of Mount Olive

Additional Transfer Course Requirements:

Students choosing to transfer to a four-year university may need to complete one or more of the following General Education courses (discuss with advisor).

- MAT 171 - PreCalculus Algebra
- BIO 111 - General Biology I
- BIO 112 - General Biology II
- ENG 112 - Argument-Based Research
- CHM 151 - General Chemistry I

Applied Animal Science Technology

APPLIED ANIMAL SCIENCE TECHNOLOGY - A15280AS

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.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ACM	110	Intro to Animal Care	3
ANS	110	Animal Science	3
ANS	111	Sustainable Livestock Management	3
ANS	118	Into to Animal Science Industry	2
ANS	130	Poultry Production	3
ENG	111	Writing and Inquiry	3
		Total Hours:	18

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
AGR	212	Farm Business Management	3
ANS	115	Animal Feeds and Nutrition	3
ANS	116	Intro to the Equine Industry	3
BIO	140	Environmental Biology	3
ETR	220	Innovation and Creativity	3
		Total Hours:	17

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

Fall Semester Second Year			*Credit*
AGR	261	Agronomy	3
ANS	120	Beef Production	3
ANS	150	Animal Health Management	3
ANS	170	Sheep and Goat Production	3
ANS	216	Livestock Ind Mechanization	3
		Social/Behavioral Science Elective	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
ACM	112	Facility Management	3
ANS	140	Swine Production	3
ANS	210	Livestock Prod Issues	3
COM	120	Intro to Interpersonal Com	3
		Humanities Elective	3
		Total Hours:	15

Minimum Semester Hours **69**

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 - D15280AS
Diploma
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ACM	110	Intro to Animal Care	3
ANS	110	Animal Science	3
ANS	111	Sustainable Livestock Management	3
ANS	118	Intro to Animal Science Industry	3
ANS	130	Poultry Production	3
ENG	111	Writing and Inquiry	3
		Total Hours:	18

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
AGR	212	Farm Business Management	3
ANS	115	Animal Feeds and Nutrition	3
ANS	116	Intro to the Equine Ind	3
BIO	140	Environmental Biology	3
ETR	220	Innovation and Creativity	3
		Total Hours:	17

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

Minimum Semester Hours **36**

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*
AGR	111	Basic Farm Maintenance	2
ACM	112	Facility Management	3
AGR	261	Agronomy	3
ANS	110	Animal Science	3
ANS	216	Livestock Ind Mechanization	3

Minimum Semester Hours **14**

Award: Certificate

APPLIED ANIMAL SCIENCE TECHNOLOGY – C15280BA
Certificate - BASIC ANIMAL SCIENCE
Course Requirements

			Credit
ACM	110	Intro to Animal Science	3
ANS	110	Animal Science	3
ANS	111	Sustainable Livestock Management	3
ANS	118	Intro to Animal Science Industry	2
ANS	130	Poultry Production	3

Minimum Semester Hours **14**

Award: Certificate

APPLIED ANIMAL SCIENCE TECHNOLOGY – C15280AP
Certificate - ANIMAL PRODUCTION
Course Requirements

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

Minimum Semester Hours **12**

***Award: Certificate**

APPLIED ANIMAL SCIENCE TECHNOLOGY – C15280BP
Certificate - INTRO TO BEEF
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 – C15280AI
Certificate - INTRO TO ANIMAL SCIENCE
Course Requirements

			Credit
ACM	110	Intro to Animal Care	3
ANS	111	Sustainable Livestock Management	3
ANS	115	Animal Feeds & Nutrition	3
ANS	116	Intro to the Equine Ind	3
ANS	150	Animal Health Management	3

Minimum Semester Hours **15**

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	1
ACM	110	Intro to Animal Care	3
ANS	110	Animal Science	3
ANS	118	Intro to Animal Science Industry	2
ANS	130	Poultry Production	3
ENG	111	Writing and Inquiry	3
		Total Hours:	15

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
AGR	212	Farm Business Management	3
ANS	115	Animal Feeds and Nutrition	3
ANS	230	Poultry Management	3
ANS	230A	Poultry Management Lab	1
BIO	140	Environmental Biology	3
ETR	220	Innovation and Creativity	3
		Total Hours:	18

Summer Term First Year			*Credit*
ANS	232	Meatbird Production	3
ANS	234	Egg Production	3
WBL	111	Work Based Learning I*	1
		Total Hours:	7

Fall Semester Second Year			*Credit*
AGR	261	Agronomy	3
ANS	120	Beef Production	3
ANS	150	Animal Health Management	3
ANS	216	Livestock Ind Mechanization	3
		Social/Behavioral Science Elective	3
		Total Hours:	15

Spring Semester Second Year			*Credit*
ACM	112	Facility Management	3
ANS	140	Swine Production	3
ANS	236	Poultry Processing	3
ANS	210	Livestock Prod Issues	3
COM	120	Intro to Interpersonal Com	3
		Humanities Elective	3
		Total Hours:	18

Minimum Semester Hours **73**

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

POULTRY MANAGEMENT TECHNOLOGY - D15280PM
Diploma
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ACM	110	Intro to Animal Care	3
ANS	110	Animal Science	3
ANS	118	Intro to Animal Science Industry	2
ANS	130	Poultry Production	3
ENG	111	Writing and Inquiry	3
		Total Hours:	15

Spring Semester First Year			*Credit*
AGR	111	Basic Farm Maintenance	2
AGR	212	Farm Business Management	3
ANS	115	Animal Feeds and Nutrition	3
ANS	230	Poultry Management	3
ANS	230A	Poultry Management Lab	1
BIO	140	Environmental Biology	3
ETR	220	Innovation and Creativity	3
		Total Hours:	18

Summer Term			*Credit*
ANS	232	Meatbird Production	3
ANS	234	Egg Production	3
WBL	111	Work Based Learning	1
		Total Hours:	7

Minimum Semester Hours **40**

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

POULTRY MANAGEMENT TECHNOLOGY - C15280PM
Certificate - POULTRY MANAGEMENT
Course Requirements

Fall Semester			*Credit*
ANS	130	Poultry Production	3
ANS	230	Poultry Management	3
ANS	230A	Poultry Management Lab	1
ANS	232	Meatbird Production	3
ANS	234	Egg Production	3
ANS	236	Poultry Processing	3

Minimum Semester Hours **16**

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:

Electronics & Computer Engineering	A40130EE
Industrial Engineering	A40130IE
Robotics, Automation & Mechatronics	A40130RN

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.
- Diagnose, repair, and maintain equipment and processes within their area of specialization.

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

- Recognize, build, test and troubleshoot standard electronic circuit configurations. (Electronics & Computer Engineering A40130EE)
- Utilize mechanical drawings and CAD software to communicate technical information. (Industrial Engineering A40130IE)
- Design a robotic work cell to accomplish a task. (Robotics, Automation, and Mechatronics A40130RM)

Associate to Bachelor Agreements:

- East Carolina University (fully online Bachelor Science Industrial Technology)
- UNC-Charlotte (Engineering Technology - ABET accredited)
- Western Carolina University (Engineering Technology - non ABET accredited)

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - A40130EE
SPECIALTY - ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

The WCC Applied Engineering Technology curriculum prepares individuals to become engineering technicians who work in product design, research and developing, manufacturing, and service-related jobs. Students will become familiar with advanced technologies that are essential for businesses who wish to become or remain competitive in a global economy. This high demand, hands-on program prepares students to enter the workforce. 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	1
ATR	112	Intro to Automation	3
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
MAT	121	Algebra and Trigonometry	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ATR	215	Sensors & Transducers	3
ELC	117	Motors & Controls	4
ELN	133	Digital Electronics	4
ELN	152	Fabrication Techniques	2
HYD	110	Hydraulics/Pneumatics	3
		Total Hours:	16

Summer Term First Year			*Credit*
DFT	119	Basic CAD	2
ENG	110	Freshman Composition	3
WBL	111	Work-Based Learning I*	1
		Total Hours:	6

Fall Semester Second Year			*Credit*
ELC	128	Introduction to PLCs	3
ELN	131	Analog Electronics I	4
ELN	234	Communication Systems	4
HUM	110	Technology & Society	3
TDP	110	Intro to 3D Printing	3
		Total Hours:	17

Spring Semester Second Year			*Credit*
COM	231	Public Speaking	3
EGR	285	Design Project **or** WBL*	2
ELN	132	Analog Electronics II	4
ELN	275	Troubleshooting	2
PSY	118	Interpersonal Psychology	3
SST	140	Green Bldg & Design	3
		Total Hours:	17

Minimum Semester Hours **72**

AWARD: Associate in Applied Science Degree

**If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 112, WBL 121, WBL 122, WBL 131, WBL 211.*

Applied Engineering Technology

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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ATR	112	Intro to Automation	3
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
MAT	121	Algebra/Trigonometry	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ATR	215	Sensors & Transducers	3
ELC	117	Motors & Controls	4
ELN	133	Digital Electronics	4
ELN	152	Fabrication Techniques	2
HYD	110	Hydraulics/Pneumatics I	3
		Total Hours:	16

Summer Term First Year			*Credit*
DFT	119	Basic CAD	2
ENG	110	Freshman Composition	3
WBL	111	Work-Based Learning I*	1
		Total Hours:	6

Minimum Semester Hours **38**

AWARD: Diploma

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

APPLIED ENGINEERING TECHNOLOGY - C40130A
Certificate - ELECTRONICS
Course Requirements

			Credit
ATR	112	Intro to Automation	3
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1

Minimum Semester Hours **12**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130AU
Certificate - HOME AUTOMATION
Course Requirements

			Credit
ATR	215	Sensors & Transducers	3
ELC	113	Residential Wiring	4
ELC	131	Circuit Analysis I	4
SST	140	Green Bldg & Design	3

Minimum Semester Hours **14**

AWARD: Certificate

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

			Credit
ELC	131	Circuit Analysis I	4
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4

Minimum Semester Hours **12**

AWARD: Certificate

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - A40130IE
SPECIALTY - INDUSTRIAL ENGINEERING

The Industrial Engineering Technology curriculum prepares students to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, trouble shooting and diagnosing industrial systems. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered. 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 the option to sit for industry recognized certification examinations.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
ISC	212	Metrology	2
MAT	121	Algebra and Trigonometry	3
MNT	131	Metalworking Processes	3
		Total Hours:	18

Spring Semester First Year			*Credit*
AHR	110	Intro to Refrigeration	5
DFT	121	Intro to GD&T	2
ELC	117	Motors & Controls	4
HYD	110	Hydraulics/Pneumatics I	3
MAC	122	CNC Turning	2
MNT	165	Mechanical Industrial Systems	2
		Total Hours:	18

Summer Term First Year			*Credit*
DFT	119	Basic CAD	2
ENG	110	Freshman Composition	3
WBL	111	Work-Based Learning I*	1
		Total Hours:	6

Fall Semester Second Year			*Credit*
ELC	113	Residential Wiring	4
ELC	128	Introduction to PLCs	3
ELN	131	Analog Electronics I	4
MAC	124	CNC Milling	2
TDP	110	Intro to 3D Printing	3
		Total Hours:	16

Spring Semester Second Year			*Credit*
COM	231	Public Speaking	3
HUM	110	Technology & Society	3
ISC	220	Lean Manufacturing	3
MEC	110	Intro to CAD/CAM	2
MNT	240	Industrial Equipment Troubleshooting **or** WBL*	2
PSY	118	Interpersonal Psychology	3
WLD	112	Basic Welding Procedures	2
		Total Hours:	18
Minimum Semester Hours			**76**

AWARD: Associate in Applied Science Degree

**If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 112, WBL 121, WBL 122, WBL 131, WBL 211.*

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - D40130IE
Diploma - INDUSTRIAL ENGINEERING
Course Requirements

Fall Semester			*Credit*
ACA	115	Success and Study Skills	1
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
ISC	212	Metrology	2
MAT	121	Algebra and Trigonometry	3
MNT	131	Metalworking Processes	3
		Total Hours:	18

Spring Semester			*Credit*
AHR	110	Intro to Refrigeration	5
DFT	121	Intro to GD&T	2
ELC	117	Motors & Controls	4
HYD	110	Hydraulics/Pneumatics I	3
MAC	122	CNC Turning	2
MNT	165	Mechanical Industrial Systems	2
		Total Hours:	18

Summer Term			*Credit*
DFT	119	Basic CAD	2
ENG	110	Freshman Composition	3
WBL	111	Work-Based Learning*	1
		Total Hours:	6

Minimum Semester Hours **42**

AWARD: Diploma

**If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 121, WBL131, WBL 211.*

APPLIED ENGINEERING TECHNOLOGY - C40130B
Certificate - INDUSTRIAL ENGINEERING
Course Requirements

			Credit
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
ISC	212	Metrology	2
MNT	131	Metalworking Processes	3

Minimum Semester Hours **14**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130CI
Certificate - COMPUTER INTEGRATED MACHINING
Course Requirements

			Credit
DFT	119	Basic CAD	2
DFT	121	Intro to GD&T	2
ISC	110	Workplace Safety	1
ISC	212	Metrology	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MEC	110	Intro to CAD/CAM	2

Minimum Semester Hours **13**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130IM
Certificate - INDUSTRIAL ENGINEERING TECHNOLOGY MANAGEMENT
Course Requirements

			Credit
BPR	111	Print Reading	2
DFT	121	Intro to GD&T	2
EGR	125	Appl Software for Tech	2
ISC	110	Workplace Safety	1
ISC	212	Metrology	2
ISC	220	Lean Manufacturing	3

Minimum Semester Hours **12**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130VA
Certificate - HEATING, VENT, AC
Course Requirements

			Credit
AHR	110	Intro to Refrigeration	5
ELC	113	Residential Wiring	4
ELC	131	Circuit Analysis I	4

Minimum Semester Hours **13**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130ME
Certificate - MANUFACTURING ENGINEERING TECHNOLOGY
Course Requirements

			Credit
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
TDP	110	Introduction to 3D Printing	3
HYD	110	Hydraulics/Pneumatics I	3
ISC	110	Workplace Safety	1
MAC	122	CNC Turning	2

Minimum Semester Hours **13**

AWARD: Certificate

Applied Engineering Technology

APPLIED ENGINEERING TECHNOLOGY - A40130RM
SPECIALTY - ROBOTICS, AUTOMATION, & 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	1
ATR	112	Intro to Automation	3
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
MAT	121	Algebra and Trigonometry	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ATR	212	Industrial Robots	3
ATR	215	Sensors & Transducers	3
ELC	117	Motors & Controls	4
ELN	133	Digital Electronics	4
HYD	110	Hydraulics/Pneumatics I	3
		Total Hours:	17

Summer Term First Year			*Credit*
DFT	119	Basic CAD	2
ENG	110	Freshman Composition	3
WBL	111	Work-Based Learning I*	1
		Total Hours:	6

Fall Semester Second Year			*Credit*
ATR	219	Automation Troubleshooting	2
ELC	128	Introduction to PLCs	3
ELC	130	Advanced Motors and Controls	3
ELN	131	Analog Electronics I	4
HUM	110	Technology & Society	3
TDP	110	Introduction to 3D Printing	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
COM	231	Public Speaking	3
EGR	285	Design Project **or** WBL*	2
ELN	229	Industrial Electronics	4
UAS	111	Unmanned Aircraft Systems	3
PSY	118	Interpersonal Psychology	3
		Total Hours:	15
Minimum Semester Hours			**72**

AWARD: Associate in Applied Science Degree

**If a student has completed one or more WBL classes, any of the following course numbers may be used: WBL 112, WBL 121, WBL 122, WBL 131, WBL 211.*

Applied Engineering Technology

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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ATR	112	Intro to Automation	3
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
MAT	121	Algebra and Trigonometry	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ATR	212	Industrial Robots	3
ATR	215	Sensors & Transducers	3
ELC	117	Motors & Controls	4
ELN	133	Digital Electronics	4
HYD	110	Hydraulics/Pneumatics I	3
		Total Hours:	17

Summer Term			*Credit*
DFT	119	Basic CAD	2
ENG	110	Freshman Composition	3
WBL	111	Work-Based Learning I*	1
		Total Hours:	6
Minimum Semester Hours			**39**

AWARD: Diploma

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

APPLIED ENGINEERING TECHNOLOGY - C40130C
Certificate - MECHATRONICS
Course Requirements

			Credit
DFT	119	Basic CAD	2
ELC	117	Motors and Controls	4
ELC	131	Circuit Analysis I	4
HYD	110	Hydraulics/Pneumatics I	3
Minimum Semester Hours			**13**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130RB
Certificate - ROBOTICS
Course Requirements

			Credit
ATR	112	Intro to Automation	3
ATR	212	Industrial Robots	3
ATR	215	Sensors and Transducers	3
ELC	131	Circuit Analysis I	4
ISC	110	Workplace Safety	1
Minimum Semester Hours			**14**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130RE
Certificate - ROBOTIC ELECTRICAL MAINTENANCE
Course Requirements

			Credit
ATR	219	Automation Troubleshooting	2
ELC	131	Circuit Analysis I	4
ELN	131	Analog Electronics I	4
ELN	229	Industrial Electronics	4
Minimum Semester Hours			**14**

AWARD: Certificate

APPLIED ENGINEERING TECHNOLOGY - C40130D
Certificate - DRONE TECHNOLOGY
Course Requirements

			Credit
ATR	112	Intro to Automation	3
DFT	119	Basic CAD	2
ISC	110	Workplace Safety	1
TDP	110	Introduction to 3D Printing	3
UAS	111	Unmanned Aircraft Systems	3
Minimum Semester Hours			**12**

AWARD: Certificate

Architectural Technology

CONSTRUCTION: ARCHITECTURE AND CONSTRUCTION TECHNOLOGY

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

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:

AAS - Architecture Technology	A40100
Diploma - Architecture Technology	D40100
Certificate – Intro to Architectural Technology	C40100
Certificate - Architecture & Construction Management	C40100A
Certificate - CAD/BIM	C40100CB
Certificate - Project/Planning	C40100PP

Graduates of the Architecture 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 in Revit, AutoCAD and SolidWorks CSWA. .
- Understand the construction process from the transformation of an idea or need into a completed project.
- Demonstrate an understanding of the role, duties, and responsibilities of the members of the design team, including the different disciplines of construction related fields.

Associate to Bachelors Agreement:

- Appalachian State University – Architectural Technology & Design
- East Carolina University (fully online Bachelor Science Industrial Technology)
- UNC-Greensboro - Interior Architecture
- UNC-Charlotte - Civil Engineering Technology

ARCHITECTURE TECHNOLOGY - A40100

Associate Degree

Course Requirements

Fall Semester First Year			***Credit***
ACA	115	Success and Study Skills	1
ARC	111	Intro to Arch Technology	3
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural CAD	2
ARC	114A	Architectural CAD Lab	1
BPR	130	Print Reading-Construction	3
ENG	110	Freshmen Composition	3
		Total Hours:	17

Spring Semester First Year			***Credit***
ARC	113	Residential Architectural Technology	3
ARC	220	Adv Architect CAD	2
ARC	225	Architectural BIM I	2
ARC	264	Digital Architecture	2
CMT	120	Codes and Inspections	3
MAT	121	Algebra and Trigonometry **or**	3/4
		MAT 171 Precalculus Alegbra	
SST	140	Green Bldg & Design Concepts	3
		Total Hours:	18

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

Fall Semester Second Year			***Credit***
ARC	191A	Selected Topics in Architecture	1
ARC	230	Environmental Systems	4
CST	241	Planning/Estimating I	3
ENG	116	Technical Report Writing	3
WBL	111	Work Based Learning I	1
		Social/Behavioral Elective	3
		Total Hours:	15

Spring Semester Second Year			***Credit***
ARC	213	Design Project	4
ARC	221	Architectural 3-D CAD	3
ARC	240	Site Planning	3
CST	221	Statics/Structures	4
		Humanities Elective	3
		Total Hours:	17
Minimum Semester Hours			**70**

AWARD: Associate in Applied Science Degree

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

Architectural Technology

ARCHITECTURE TECHNOLOGY-D40100
Diploma - ARCHITECTURE TECHNOLOGY

Course Requirements

Fall Semester			Credit
ACA	115	Success and Study Skills	1
ARC	111	Intro to Architectural Technology	3
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural CAD	2
ARC	114A	Architectural CAD Lab	1
BPR	130	Print Reading-Construction	3
ENG	110	Freshman Composition	3
		Total Hours	17

Spring Semester			Credit
ARC	113	Residential Architectural Technology	3
ARC	220	Adv Architect CAD	2
ARC	225	Architectural BIM I	2
ARC	264	Digital Architecture	2
CMT	120	Codes and Inspections	3
MAT	121	Algebra and Trigonometry **or**	3/4
		MAT 171 Precalculus Algebra	
SST	140	Green Bldg & Design Concepts	3
		Total Hours	18

Summer Term			Credit
ARC	211	Light Construction Technology	3
Minimum Semester Hours			**38**

AWARD: Diploma

ARCHITECTURE TECHNOLOGY-C40100
Certificate - INTRODUCTION TO ARCHITECTURAL TECHNOLOGY

Course Requirements

			Credit
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
BPR	130	Print Reading-Construction	3
Minimum Semester Hours			**13**

AWARD: Certificate

ARCHITECTURE TECHNOLOGY-C40100A
Certificate - ARCHITECTURE & CONSTRUCTION MANAGEMENT

Course Requirements

			Credit
ARC	111	Intro to Architectural Technology	3
ARC	114	Architectural CAD	2
ARC	225	Architectural BIM I	2
ARC	264	Digital Architectural	2
SST	140	Green Bldg & Design Concepts	3
Minimum Semester Hours			**12**

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 3-D 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 - C40100PP
Certificate - PROJECT PLANNING

Course Requirements

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

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 approval of the N.C. Board of Nursing (www.ncbon.com).

The Wilkes Community College Associate Degree in Nursing Program is accredited by the National League for Nursing Commission for Nursing Education Accreditation, NLN CNEA (https://cnea.nln.org/).

Associate Degree

Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
ACA	122	College Transfer Success	0	1
BIO	168	Anatomy and Physiology I	0	4
NUR	111	Intro to Health Concepts	6	8
PSY	150	General Psychology	0	3
		Total Hours:	6	16

Spring Semester First Year				*Credit*
ENG	111	Writing and Inquiry	0	3
BIO	169	Anatomy and Physiology II	0	4
NUR	112	Health-Illness Concepts	6	5
NUR	212	Health Systems Concepts	6	5
		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
		Total Hours:	12	13

Spring Semester Second Year				*Credit*
HUM	115	Critical Thinking	0	3
NUR	213	Complex Health Concepts	15	10
		Total Hours:	15	13
Minimum Semester Hours				**67**

NUR classes must be taken in the sequence listed above. General education classes must be completed before or during the academic term that they are listed in the catalog.

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

AWARD: Associate in Applied Science Degree

Note: Each NUR course has a clinical component and clinical may be held any day of the week, and any shift. Students will be assigned by the nursing faculty to their clinical rotations.

Associate in General Education Nursing

ASSOCIATE IN GENERAL EDUCATION NURSING - A1030N

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing Degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

Students who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Associate Degree

Course Requirements

I. General Education Courses			*Credit*
ENG	111	Writing and Inquiry	3
ENG	112	Writing/Research in the Disciplines	3
		Total English Composition Courses:	6

II. Humanities/Fine Arts			*Credit*
Select <u>two</u> courses from the following:			
ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
HUM	115	Critical Thinking	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
PHI	240	Introduction to Ethics	3
Select <u>one</u> course from the following:			
ENG	231	American Literature I	3
ENG	232	American Literature II	3
		Total Humanities/Fine Arts Courses:	9

III. Social/Behavioral Sciences			*Credit*
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
SOC	210	Introduction to Sociology	3
Select <u>one</u> course from the following:			
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
Select <u>one</u> course from the following:			
HIS	111	World Civilizations I	3
HIS	112	World Civilizations II	3
HIS	131	American History I	3
HIS	132	American History II	3
		Total Social/Behavioral Sciences Courses:	15

IV. Natural Sciences			*Credit*
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	275	Microbiology	4
Select <u>one</u> sequence from the following:			
CHM	151	General Chemistry I or	4
		CHM 130 Gen, Org, & Biochemistry	3
CHM	130A	Gen, Org, & Biochemistry Lab	1
		Total Natural Sciences Courses:	16

V. Math			*Credit*
MAT	152	Statistical Methods I	4
Select <u>one</u> course from the following:			
MAT	143	Quantitative Literacy	3
MAT	171	Precalculus Algebra	4
		Total Other Required Courses:	7-8

VI. Other Required Courses			*Credit*
Academic Transition			
ACA	122	College Transfer Success	1
Select <u>two</u> course from either the Social Behavioral Science or Elective category or one from each:			
Social Behavioral Science			
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Microeconimics	3
POL	120	American Government	3
Electives			
BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
COM	231	Public Speaking	3
CIS	110	Introduction to Computers	3
PSY	281	Abnormal Psychology	3
		Total Other Required Courses:	7
Total Semester Credit Hours			**60-61**

AWARD: Associate in General Education Nursing 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:

AAS - Automotive Systems Technology	A60160
Diploma - Automotive Systems Technology	D60160
Certificate- Basic Transportation	C60160BT
Certificate- Transportation Climate Control	C60160CC
Certificate – Drivetrain	C60160DC
Certificate – Electrical/Electronics	C60160EC
Certificate – Engine Performance	C60160EP
Certificate – Under Car	C60160UC

Automotive Systems Technology Program Learning Outcomes:

Graduates of the WCC Automotive Systems Technology Program will:

- Demonstrate the technical, communication, computation and personal responsibility skills needed to be successful in the ever-changing technologically advanced automotive industry.
- 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. Evaluate data collected from the power train management system to ensure the vehicle is performing efficiently and pollution is minimized to assist with reversing the effects on global problematic issues.
- Seek best information, measure, analyze, diagnose, repair, and verify the repair in all areas of automotive repair (A1-A8 ASE areas). Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific automotive services and repairs.

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	3
MAT	110	Math Measurement & Literacy	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	114	Safety & Emissions	2
AUT	163	Advanced Auto Electricity	3
AUT	183	Engine Performance 2	4
AUT	221	Auto Transm/Transaxles	3
AUT	221A	Auto Transm/Transaxles Lab*	1
ENG	116	Tech Report Writing	3
		Behavioral/Social Science Elective	3
		Total Hours:	19

Spring Semester Second Year			*Credit*
AUT	213	Automotive Servicing 2	2
AUT	231	Man Trans/Axles/Drtrains	3
AUT	231A	Man Trans/Axles/Drtrains Lab*	1
AUT	281	Advanced Engine Performance	3
		Humanities Elective	3
TRN	145	Advanced Transp Electronics	3
		Total Hours:	15

Minimum Semester Hours **76**

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.

AWARD: Associate in Applied Science Degree

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.

AWARD: Diploma

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 - 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

AUTOMOTIVE SYSTEMS TECHNOLOGY - C60160UC
Certificate - UNDER CAR
Course Requirements

			Credit
AUT	141	Suspension & Steering	3
AUT	141A	Suspension & Steering Lab	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1
AUT	181	Engine Performance I	3
AUT	181A	Engine Performance Lab	1
Minimum Semester Hours			**12**

AWARD: Certificate

Baking and Pastry Arts

BAKING AND PASTRY ARTS

The Baking and Pastry Arts curriculum is designed to prepare students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, 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:

- Apply fundamental concepts of pastry and baking tools, knife skills, and baking equipment knowledge.
- Access, compile, and evaluate food cost, labor cost, beverage cost, and operation cost from the point of making profit..
- Recognize and demonstrate work habits that model the professional chef and ethical behavior in the food service industry.

Associate to Bachelor Agreements:
Johnson & Wales University

Baking and Pastry Arts - A55130
Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CIS	111	Basic PC Literacy **or**	2/3
		CIS 110 Introduction to Computers	
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	110	Freshman Composition or	3
		ENG 111 Writing and Inquiry	
		Total Hours:	16

Spring Semester First Year			*Credit*
CUL	260	Baking II	3
CUL	170	Garde Manger I	3
COM	231	Public Speaking **or**	3
		ENG 112 Writing/Research in the Disc	
BPA	150	Artisan and Specialty Breads	4
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy	
		Total Hours:	16

Summer Semester			*Credit*
WBL		Work-Based Learning: 111, 112, 121, 122, 131, 132, 211**	2
		Total Hours:	2

Fall Semester Second Year			*Credit*
BPA	130	European Cakes and Tortes	3
BPA	210	Cake Design and Decoration	3
BPA	230	Chocolate Artistry	3
HRM	220	Cost Control-Food and Beverage	3
		Humanities/Fine Arts Elective*	3
		Social/Behavioral Science Elective	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
BPA	220	Confection Artistry	3
BPA	220A	Confection Artistry Lab	1
BPA	250	Dessert and Bread Production	5
BPA	260	Pastry and Baking Marketing	3
HRM	245	Human Resource Mgmt-Hospitality	3
		Total Hours:	15

Minimum Semester Hours **67**

If a student plans to participate in an international trip, they are advised to complete HUM 120.

****If a student has completed prior WBL classes, any of the following course numbers may be used: WBL 121, 131, and 211. Second option - Students may take one two-hour WBL to meet this requirement. The following course numbers may be used: WBL 112, 122, or 132.***

AWARD: Associate in Applied Science Degree

Baking and Pastry Arts

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	110	Freshman Composition **or**	3
		ENG 111 Writing and Inquiry	
		Total Hours:	14

Spring Semester First Year			*Credit*
BPA	150	Artisan and Specialty Breads	4
CUL	260	Baking II	3
COM	231	Public Speaking **or**	3
		ENG 112 Writing/Research in the Disc	
CIS	111	Basic PC Literacy **or**	2/3
		CIS 110 Introduction to Computers	
		Total Hours:	12

Fall Semester Second Year			*Credit*
BPA	210	Cake Design and Decoration	3
HRM	220	Cost Control-Food and Beverage	3
		Total Hours:	6

Spring Semester Second Year			*Credit*
BPA	250	Dessert and Bread Production	5
		Total Hours:	5
Minimum Semester Hours			**37**

AWARD: Diploma

BAKING AND PASTRY ARTS - C55130B
Certificate - BAKING AND PASTRY ARTS
Course Requirements

Fall Semester First Year			*Credit*
CUL	110	Sanitation and Safety	2
CUL	160	Baking I	3
		Total Hours:	5

Spring Semester First Year			*Credit*
BPA	150	Artisan and Specialty Breads	4
CUL	260	Baking II	3
		Total Hours:	7
Minimum Semester Hours			**12**

AWARD: Certificate

***See Culinary Arts for* Line Cook Certificate – C55150C**

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.

Program Learning Outcomes

Graduates of the WCC Business Administration program will:

- Apply appropriate accounting principles and concepts to identify, record, classify, summarize, interpret, and communicate financial results.
- Recognize and demonstrate appropriate employability skills.
- Demonstrate effective communication and critical thinking skills in the business and professional environment.

Associate to Bachelor Agreements:

Gardner-Webb University
UNC-Greensboro
East Carolina University
Lees-McRae College
Western Carolina University
Western Governors University

Business Administration

BUSINESS ADMINISTRATION - A25120

Associate Degree

Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ACC	120	Principles of Financial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
CIS	110	Introduction to Computers **or** CIS 111 Basic PC Literacy	2/3
ENG	111	Writing and Inquiry	3
		Total Hours:	16

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
BUS	121	Business Mathematics	3
CTS	130	Spreadsheet	3
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods	3
		Humanities/Fine Arts Elective*	3
		Total Hours:	16

Fall Semester Second Year			*Credit*
ENG	112	Writing/Research in the Disciplines	3
BUS	139	Entrepreneurship I	3
BUS	153	Human Resource Management	3
BUS	225	Business Finance	3
ECO	251	Principles of Microeconomics	3
MKT	120	Principles of Marketing	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
BUS	137	Principles of Management	3
BUS	240	Business Ethics	3
BUS	260	Business Communication	3
BUS	270	Professional Development	3
ECO	252	Principles of Macroeconomics **or** PSY 150 General Psychology	3
WBL	111	Work-Based Learning I**	1
		Total Hours:	16

Minimum Semester Hours **66**

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

AWARD: Associate in Applied Science Degree

BUSINESS ADMINISTRATION - A25120-ONLINE

Associate Degree

Course Requirements

Fall Semester First Year-Online			*Credit*
ACA	115	Success and Study Skills	1
ACC	120	Principles of Financial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
CIS	110	Introduction to Computers*	3
ENG	111	Writing and Inquiry	3
		Total Hours:	17

Spring Semester First Year-Online			*Credit*
ACC	121	Principles of Managerial Accounting	4
BUS	139	Entrepreneurship I	3
		Humanities/Fine Arts Elective**	3
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods	3
MKT	120	Principles of Marketing	3
		Total Hours:	16

Summer Term - Online			*Credit*
BUS	137	Principles of Management	3
BUS	260	Business Communication	3
		Total Hours:	6

Fall Semester Second Year-Online			*Credit*
BUS	121	Business Mathematics	3
BUS	240	Business Ethics	3
BUS	270	Professional Development	3
CTS	130	Spreadsheet	3
ECO	251	Principles of Microeconomics	3
		Total Hours:	15

Spring Semester Second Year-Online			*Credit*
BUS	153	Human Resource Management	3
BUS	225	Business Finance	3
ECO	252	Principles of Macroeconomics **or** PSY 150 General Psychology	3
ENG	112	Writing/Research in the Disciplines	3
WBL	111	Work-Based Learning I***	1
		Total Hours:	13

Minimum Semester Hours **67**

**** CIS-111 (2 credits) can be taken here but is only offered as a seated course. ** Elective to be chosen ART 111, MUS 110, HUM 110 which are all offered each semester online. 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

Business Administration

BUSINESS ADMINISTRATION - D25120
Diploma
Course Requirements

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

Spring Semester First Year			*Credit*
ACC	121	Principles of Managerial Accounting	4
BUS	137	Principles of Management	3
BUS	121	Business Mathematics	3
BUS	139	Entrepreneurship	3
ECO	251	Principles of Microeconomics	3
MAT	110	Math Measurement & Literacy **or**	3
		MAT 143 Quantitative Literacy **or**	
		MAT 152 Statistical Methods	
		Total Hours:	19

Minimum Semester Hours **38**

AWARD: Diploma

BUSINESS ADMINISTRATION - C25120
Certificate - BUSINESS ADMINISTRATION
Course Requirements

			Credit
BUS	110	Introduction to Business	3
BUS	115	Business Law	3
BUS	137	Principles of Management	3
CIS	110	Introduction to Computers	3

Minimum Semester Hours **12**

AWARD: Certificate

BUSINESS ADMINISTRATION - C25120TR
Certificate - BUSINESS ADMINISTRATION TRANSFER
Course Requirements

			Credit
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3

Minimum Semester Hours **14**

AWARD: Certificate

BUSINESS ADMINISTRATION - C25120TE
Certificate - ENTREPRENEURSHIP
Course Requirements

			Credit
BUS	115	Business Law	3
BUS	121	Business Math	3
BUS	139	Entrepreneurship	3
MKT	120	Principles of Marketing	3

Minimum Semester Hours **12**

AWARD: Certificate

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, Graduates of the Collision Repair and Refinishing Technology program will be able to:

- Understand non-structural panel makeup for both steel and aluminum and automotive plastics to be able to determine damage analysis, repair vs. replace decisions, glass repair or replacement determinations for both stationary and moveable 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.
- 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. Show an understanding of surface preparation corrosion protection, color theory and detailing.

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
ENG	110	Freshman Composition	3
TRN	110	Intro to Transport Tech	2
		Total Hours:	17

Spring Semester First Year			*Credit*
AUB	112	Painting and Refinishing II	4
AUB	122	Non-Structural Damage II	4
AUB	132	Structural Damage II	4
MAT	110	Math Measurement & Literacy	3
TRN	180	Basic Welding for Transp	3
		Total Hours:	18

Summer Term First Year			*Credit*
AUB	114	Special Finishes	2
AUB	136	Plastics and Adhesives	3
TRN	140	Transp Climate Control	2
		Total Hours:	7

Fall Semester Second Year			*Credit*
AUB	160	Body Shop Operations	1
AUB	162	Autobody Estimating	2
AUC	117	Custom Airbrushing	4
ENG	116	Tech Report Writing	3
TRN	170	PC Skills for Transp	2
		Total Hours:	12

Spring Semester Second Year			*Credit*
AUB	141	Mechanical & Electrical Components I	3
AUB	150	Automotive Detailing	2
WBL	111	Work-Based Learning	1
		Behavioral/Social Science Elective	3
		Humanities Elective	3
		Total Hours:	12
Minimum Semester Hours			**66**

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.

AWARD: Associate in Applied Science Degree

Collision Repair and Refinishing Technology

COLLISION REPAIR AND REFINISHING TECHNOLOGY - D60130

Diploma - COLLISION REPAIR & REFINISHING

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
ENG	110	Freshman Composition	3
TRN	110	Intro to Transport Tech	2
		Total Hours:	17

Spring Semester First Year			*Credit*
AUB	112	Painting and Refinishing I	4
AUB	122	Non-Structural Damage II	4
AUB	132	Structural Damage II	4
MAT	110	Math Measurement & Literacy	3
TRN	180	Basic Welding for Transportation	3
		Total Hours:	18

Summer Term First Year			*Credit*
AUB	114	Special Finishes	2
AUB	136	Plastics and Adhesives	3
TRN	140	Transp Climate Control	2
		Total Hours:	7

Minimum Semester Hours **42**

AWARD: Diploma

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.

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130E

Certificate - INTRO TO COLLISION REPAIR AND REFINISHING TECHNOLOGY

Course Requirements

			Credit
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

Minimum Semester Hours **13**

AWARD: Certificate

COLLISION REPAIR AND REFINISHING TECHNOLOGY - C60130F

Certificate - BASIC COLLISION REPAIR AND REFINISHING

Course Requirements

			Credit
AUB	111	Painting and Refinishing I	4
AUB	121	Non-Structural Damage I	3
TRN	110	Intro to Transport Tech	2
TRN	170	PC Skills for Transp	2
TRN	180	Basic Welding for Transp	3

Minimum Semester Hours **14**

AWARD: Certificate

Construction: Building Construction Technology

CONSTRUCTION: BUILDING CONSTRUCTION TECHNOLOGY

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

Disciplines of Study Include:

AAS - Building Construction Technology	A35140
Diploma - Building Construction Technology	D35140
Certificate – Intro to Building Construction	C35140
Certificate - Carpentry	C35140CA
Certificate - Construction Management	C35140CM
Certificate - Construction Trades	C35140IM
Certificate - Construction Mechanical Trades	C35140MT

Graduates of the Building Construction Technology program will be able to:

- Perform residential construction skills based on recognized building codes (both local and state residential building codes).
- Perform and demonstrate skills in calculating, planning, and constructing/framing residential rafters, roof trusses, doors, and windows.
- Identify safe construction practices.

Associate to Bachelor Agreements:

- Appalachian State University – Construction Management
- East Carolina University- (Fully Online) Bachelor Science, Industrial Technology
- UNC Charlotte--Construction Management

Associate Degree - A35140
Course Requirements

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

Fall Semester Second Year			*Credit*
AHR	211	Residential Systems Design	3
COM	120	Intro to Interpersonal Com	3
CST	241	Planning and Estimating I	3
CST	251	Electrical Wiring Systems	3
HOR	114	Landscape Construction	3
MAS	140	Masonry	2
		Total Hours:	17

Spring Semester First Year			*Credit*
CAR	140	Basic Carpentry	4
CMT	120	Codes and Inspections	3
CST	112	Construction II	4
MAT	110	Math Measurement & Literacy	3
SST	140	Green Building and Design Concepts	3
		Total Hours:	17

Spring Semester Second Year			*Credit*
CMT	226	Applications Project	3
CST	221	Statics/Structures	4
HOR	118	Equipment Op and Maintenance	2
PCW	230	Wood Design: Special Study	2
PLU	111	Intro to Basic Plumbing	2
		Social/Behavioral Science Elective	3
		Total Hours:	16

Summer Term First Year			*Credit*
		Humanities Elective	3
WBL	111	Work-Based Learning*	1
		Total Hours:	4

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

Minimum Semester Hours **71**

AWARD: Associate in Applied Science Degree

Construction: Building Construction Technology

BUILDING CONSTRUCTION TECHNOLOGY-D35140
Diploma - BUILDING CONSTRUCTION TECHNOLOGY

Course Requirements

Fall Semester			Credit
ACA	115	Success and Study Skills	1
ARC	112	Construction Materials and Methods	4
ARC	114	Architectural CAD	2
BPR	130	Print Reading-Construction	3
CST	111	Construction I	4
ENG	110	Freshman Composition	3
MAS	140	Masonry	2
		Total Hours	19

Spring Semester First Year			Credit
CAR	140	Basic Carpentry	4
CMT	120	Codes and Inspections	3
CST	112	Construction II	4
MAT	110	Math Measurement & Literacy	3
SST	140	Green Building & Design Concepts	3
		Total Hours	17

Summer Term			Credit
		Humanities Elective	3
WBL	111	Work-Based Learning*	1
		Total Hours	4

Minimum Semester Hours **40**

AWARD: Diploma

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

BUILDING CONSTRUCTION TECHNOLOGY-C35140
Certificate - INTRO TO BUILDING CONSTRUCTION

Course Requirements

			Credit
ARC	112	Construction Materials & Methods	4
ARC	114	Architectural CAD	2
BPR	130	Print Reading Construction	3
CST	111	Construction	4

Minimum Semester Hours **13**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY-C35140CA
Certificate - CARPENTRY

Course Requirements

			Credit
CAR	140	Basic Carpentry	4
CST	111	Construction I	4
CST	112	Construction II	4

Minimum Semester Hours **12**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY-C35140CM
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

Minimum Semester Hours **13**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY - C35140MT
Certificate - CONSTRUCTION MECHANICAL TRADES

Course Requirements

			Credit
AHR	211	Residential Systems Design	3
BPR	130	Print Reading/Construction	3
CST	251	Electrical Wiring Systems	3
MAS	140	Masonry	2
PLU	111	Introduction to Basic Plumbing	2

Minimum Semester Hours **13**

AWARD: Certificate

BUILDING CONSTRUCTION TECHNOLOGY - C35140IM
Certificate - CONSTRUCTION TRADES

Course Requirements

			Credit
ARC	112	Construction Materials & Methods	4
BPR	130	Print Reading Construction	3
CST	251	Electrical Wiring Systems	3
MAS	140	Intro to Masonry	2
PLU	111	Intro to Basic Plumbing	2

Minimum Semester Hours **12**

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:

- Demonstrate the ability to know when to apply the appropriate constitutional, criminal, juvenile, and/or civil law, with high ethical standards.
- Demonstrate a working knowledge of law enforcement operations, investigations, patrol procedures to include professionalism and community relations.
- Demonstrate an understanding of the court and corrections systems including jails, prisons, probation, and parole.

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

CRIMINAL JUSTICE - A55180
Associate Degree
Course Requirements

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

Fall Semester Second Year			*Credit*
CJC	131	Criminal Law	3
CJC	132	Court Porcedure and Evidence	3
CJC	212	Ethics and Comm. Relations	3
CJC	232	Civil Liability	3
PSY	150	General Psychology	3
		Elective*	3
		Total Hours:	18

Spring Semester First Year			*Credit*
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
CJC	231	Constitutional Law	3
ENG	112	Writing/Research in the Disciplines **or**	3
		ENG 114 Professional Research and Reporting	
		Humanities/Fine Arts Elective	3
MAT	143	Quantitative Literacy **or**	3
		MAT 152 Statistical Methods I	4
		Total Hours:	18

Spring Semester Second Year			*Credit*
CJC	113	Juvenile Justice	3
CJC	214	Victimology	3
CJC	215	Organization and Administration	3
CJC	221	Investigative Principles	4
		Elective **or** WBL 111**	1/3
		Total Hours:	14
Minimum Semester Hours			**66**

Students successfully completing a 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 Law Enforcement Training since 1985.

Elective to be chosen from the following prefixes: BIO, BUS, CCT, CTI, HEA, 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.

AWARD: Associate in Applied Science Degree

Associate to Bachelor Agreements:
Appalachian State University
Gardner-Webb University
Lees-McRae College
Western Carolina University

Criminal Justice Technology

CRIMINAL JUSTICE TECHNOLOGY - D55180
Diploma
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
CJC	132	Court Procedure and Evidence	3
CJC	212	Ethics & Community Relations	3
		Elective*	3
		Total Hours:	19

Spring Semester First Year			*Credit*
CJC	113	Juvenile Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
CJC	231	Constitutional Law	3
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy **or**	3
		MAT 152 Statistical Methods I	4
		Total Hours:	18
Minimum Semester Hours			**37**

AWARD: Diploma

CRIMINAL JUSTICE TECHNOLOGY - C55180
Certificate - CORRECTIONS
Course Requirements

			Credit
CJC	111	Introduction to Criminal Justice	3
CJC	113	Juvenile Justice	3
CJC	141	Corrections	3
CJC	212	Ethics & Comm. Relations	3
Minimum Semester Hours			**12**

AWARD: Certificate

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.
- 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.

Associate to Bachelor Agreement:

Johnson & Wales University

CULINARY ARTS - A55150
Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CIS	111	Basic PC Literacy or	2/3
		CIS 110 Intro to Computers	
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	110	Freshman Composition or	3
		ENG 111 Writing and Inquiry	
		Total Hours:	16

Spring Semester First Year			*Credit*
BPA	150	Artisan and Specialty Bread	4
COM	231	Public Speaking or	3
		ENG 112 Writing/Research in the Disc	
CUL	135	Food and Beverage Service	2
CUL	170	Garde Manger I	3
CUL	260	Baking II	3
MAT	110	Math Measurement & Literacy or	3
		MAT 143 Quantitative Literacy	
		Total Hours:	18

Summer Semester			*Credit*
WBL		Work-Based Learning: 111, 112, 121, 122, 131, 132, 211**	2
		Total Hours:	2

Fall Semester Second Year			*Credit*
CUL	230	Global Cuisines	5
CUL	270	Garde Manger II	3
HRM	220	Cost Control-Food and Beverage	3
NUT	110	Nutrition	3
		Humanities/Fine Arts Elective*	3
		Total Hours:	17

Spring Semester Second Year			*Credit*
CUL	240	Culinary Skills II	5
CUL	240A	Culinary Skills II Lab	1
HRM	245	Human Resource Mgmt-Hospitality	3
HOR	142	Fruit and Vegetable Production	2
		Social/Behavioral Science Elective	3
		Total Hours:	14
Minimum Semester Hours			**67**

If a student plans to participate in an international trip, they are advised to complete HUM 120.

****If a student has completed prior WBL courses, any of the following course numbers may be used: WBL 121, 131, 211. Second option - Students may take one two-hour WBL to meet this requirement. The following course numbers may be used: WBL 112, 122, or 132.***

AWARD: Associate in Applied Science Degree

Culinary Arts

CULINARY ARTS - D55150
Diploma
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CIS	111	Basic PC Literacy **or**	2/3
		CIS 110 Introduction to Computers	
CUL	110	Sanitation and Safety	2
CUL	140	Culinary Skills I	5
CUL	160	Baking I	3
ENG	110	Freshman Composition **or**	3
		ENG 111 Writing and Inquiry	
NUT	110	Nutrition	3
		Total Hours:	19

Spring Semester First Year			*Credit*
BPA	150	Artisan & Specialty Breads	4
CUL	135	Food and Beverage Service	2
CUL	170	Garde Manger I	3
CUL	260	Baking II	3
COM	231	Public Speaking **or**	3
		ENG 112 Writing/Research in the Discipline	
HOR	142	Fruit & Vegetable Production	2
WBL	111	Work-Based Learning I**	1
		Total Hours:	18

Minimum Semester Hours **37**

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

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 (Coreq. CUL 110)	5
CUL	160	Baking I (Coreq. CUL 110)	3
		Total Hours:	10

Spring Semester First Year			*Credit*
CUL	170	Garde Manger I (Coreq. CUL 110, 140)	3
		Total Hours:	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:

- Utilize standards of infection and hazard control.
- Produce radiographs of diagnostic quality.
- Perform clinical supportive treatments and dental laboratory procedures.

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*
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
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
		Total Hours:	0	19

Spring Semester			*Clinical*	*Credit*
COM	120	Intro Interpersonal Communication	0	3
DEN	102	Dental Materials	0	4
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	6
		Total Hours:	12	20

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

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:

A60460	Diesel and Heavy Equipment Technology-Associate
D60460	Diesel and Heavy Equipment Technology-Diploma
C60460ES	Diesel and Heavy Equipment Technology -Engine Systems Certificate
C60460VM	Diesel and Heavy Equipment Technology-Vehicle Maintenance
C60460PT	Diesel and Heavy Equipment Technology-Power Trains
C60460SE	Diesel and Heavy Equipment Technology-Suspension and Engine Management
C60460AD	Diesel and Heavy Equipment Technology-Advanced Diesel P/M Diagnosis

Program Learning Outcomes:

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

- Use OSHA standards; demonstrate safety procedures relating to equipment, personal safety, using proper personal protective equipment, and safety of others.
- Work independently and in groups to service, repair, test, and maintain heavy duty diesel vehicles using proper tooling including hand tools, electronic testing equipment and diagnostic equipment to meet industry standards.
- Work with accuracy and proficiency identifying function, reading diagrams, manufacturer specifications, and documenting service records, in the heavy-duty transportation industry..

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 **or**	3
		ENG 111 Writing and Inquiry	
HET	114	Power Trains	5
MAT	110	Math Measurement & Literacy	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	3
HET	115	Electronic Engines	3
HET	230	Air Brakes	2
HET	233	Suspension and Steering	4
HYD	112	Hydraulics-Med/Heavy Duty	2
		Behavioral/Social Science Elective	3
		Total Hours:	17

Spring Semester Second Year			*Credit*
AUT	151	Brake Systems	3
HET	125	Preventive Maintenance	2
HET	126	Preventive Maintenance Lab	1
HET	128	Medium/Heavy Duty Tune-Up	2
		Humanities Elective	3
PME	211	Advanced Equipment Repair	4
		Total Hours:	15

Minimum Semester Hours **73**

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.

AWARD: Associate in Applied Science Degree

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
ELN	112	Diesel Electronics System	4
ENG	110	Freshman Composition	3
HET	110	Diesel Engines	6
HET	114	Power Trains	5
HET	125	Preventative Maintenance	2
MAT	110	Math Measurement & Literacy	3
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transport Electricity	5
TRN	130	Intro to Sustainable Transp	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab	2
TRN	170	PC Skills for Transp	2
TRN	180	Basic Welding for Transp	3
Minimum Semester Hours			**43**

AWARD: Diploma

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

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460PT

Certificate - POWER TRAINS

Course Requirements

			Credit
ELN	112	Diesel Electronic System	4
HET	114	Power Trains	5
TRN	180	Basic Welding for Transport	3
Minimum Semester Hours			**12**

AWARD: Certificate

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460SE

Certificate - SUSPENSION AND ENGINE MANAGEMENT

Course Requirements

			Credit
AUT	151	Brake Systems	3
HET	115	Electronic Engines	3
HET	233	Suspension and Steering	4
HYD	112	Hydraulics-Med/Heavy Duty	2
TRN	110	Intro to Transportation Tech	2
Minimum Semester Hours			**14**

AWARD: Certificate

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY - C60460AD

Certificate - ADVANCED DIESEL P/M DIAGNOSIS

Course Requirements

			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
TRN	110	Intro to Transportation Tech	2
Minimum Semester Hours			**13**

AWARD: Certificate

Early Childhood Education

EARLY CHILDHOOD EDUCATION

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

Disciplines of Study Include:

Specialty in Transfer Licensure -A55220A
Specialty in Transfer Non-Licensure -A55220B
Specialty in Non-Transfer -A55220C

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.

2+ Transfer Opportunities:

In March 2018, the UNC Board of Governors and State Board of Community Colleges approved "The University of North Carolina Baccalaureate of Birth-Kindergarten and Early Childhood Related Programs and North Carolina Community College System Applied Associate in Early Childhood Education Programs" Uniform Articulation Agreement. Transfer licensure and transfer non-licensure options are available.

- NC Public Universities
- Gardner-Webb University

Early Childhood Education

Associate Degree - Transfer Licensure -A55220A
Course Requirements

Fall Semester First Year			*Credit*
ACA	122	College Transfer Success	1
EDU	119	Intro to Early Childhood Education	4
EDU	131	Child, Family, and Community	3
EDU	144	Child Development I	3
ENG	111	Writing and Inquiry	3
PSY	150	General Psychology	3
		Total Hours:	17

Spring Semester First Year			*Credit*
ENG	112	Writing/Research in the Disciplines	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	216	Foundations of Education	3
MAT	143	Quantitative Literacy	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
BIO	110	Principles of Biology	4
EDU	153	Health, Safety, and Nutrition	3
EDU	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers, and Twos	3
EDU	250	Teacher Licensure Preparation*	3
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
		Total Hours:	20

Spring Semester Second Year			*Credit*
COM	231	Public Speaking	3
		Humanities/Fine Arts Elective	3
EDU	280	Language/Literacy Experiences	3
EDU	284	Early Child Capstone Prac	4
		Social/Behavioral Science Elective**	3
		Total Hours:	16
Minimum Semester Hours			**71**

If Praxis requirement is met by ACT/SAT scores, take EDU-261 instead of EDU-250.

****HIS 111, 112, 131, 132, or SOC 210***

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

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

Early Childhood Education

Associate Degree - Transfer Non-Licensure -A55220B
Course Requirements

Fall Semester First Year			*Credit*
ACA	122	College Transfer Success	1
EDU	119	Intro to Early Childhood Education	4
EDU	131	Child, Family, and Community	3
EDU	144	Child Development I	3
ENG	111	Writing and Inquiry	3
PSY	150	General Psychology	3
		Total Hours:	17

Spring Semester First Year			*Credit*
COM	231	Public Speaking	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
ENG	112	Writing/Research in the Disciplines	3
MAT	143	Quantitative Literacy	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
BIO	110	Principles of Biology	4
EDU	153	Health, Safety, and Nutrition	3
EDU	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers, and Twos	3
EDU	261	Early Childhood Admin I	3
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
		Total Hours:	20

Spring Semester Second Year			*Credit*
EDU	280	Language/Literacy Experiences	3
EDU	284	Early Child Capstone Prac	4
		Social/Behavioral Science Elective**	3
EDU	262	Early Childhood Admin II	3
		Humanities/Fine Arts Elective	3
		Total Hours:	16

Minimum Semester Hours **71**

***HIS 111, 112, 131, 132, SOC 210**

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

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

Associate Degree - Non-Transfer -A55220C
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*
COM	231	Public Speaking	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	184	Early Child Intro Prac	2
MAT	110	Math Measurement **or**	3
		MAT 143 Quantitative Literacy	3
		Total Hours:	17

Fall Semester Second Year			*Credit*
CIS	110	Introduction to Computers **or**	3
		CIS 111 Basic PC Literacy	2
EDU	153	Health, Safety, and Nutrition	3
EDU	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers, and Twos	3
EDU	261	Early Childhood Admin I	3
		Humanities/Fine Arts Elective	3
		Total Hours:	17

Spring Semester Second Year			*Credit*
EDU	280	Language/Literacy Experiences	3
EDU	284	Early Child Capstone Prac	4
EDU	216	Foundations of Education	3
EDU	262	Early Childhood Admin II	3
SOC	213	Sociology of the Family	3
		Total Hours:	16

Minimum Semester Hours **67**

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

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

Early Childhood Education

EARLY CHILDHOOD EDUCATION – D55220
Diploma – EARLY CHILDHOOD
Course Requirements

Fall Semester First Year			*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 First Year			*Credit*
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
EDU	184	Early Child Intro Pract	2
ENG	111	Writing and Inquiry	3
		Total Hours:	**14**

Fall Semester Second Year			*Credit*
CIS	110	Introduction to Computers **or**	3
CIS	111	Basic PC Literacy	2
EDU	221	Children with Exceptionalities	3
PSY	150	General Psychology	3
		Total Hours:	8

Minimum Semester Hours **36**

AWARD: Diploma

EARLY CHILDHOOD EDUCATION - C55220
Certificate - EARLY CHILDHOOD PRESCHOOL
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

Minimum Semester Hours **16**

AWARD: Certificate

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

EARLY CHILDHOOD EDUCATION - C55220IT
Certificate - INFANT/TODDLER CARE
Course Requirements

			Credit
EDU	119	Intro to Early Child Educ	4
EDU	131	Child, Family, and Community	3
EDU	144	Child Development I	3
EDU	153	Health, Safety, and Nutrition	3
EDU	234	Infants, Toddlers, and Twos	3

Minimum Semester Hours **16**

AWARD: Certificate

EARLY CHILDHOOD EDUCATION - C55220AD
Certificate - ADMINISTRATION CERTIFICATE
Course Requirements

			Credit
EDU	119	Intro to Early Childhood Educ	4
EDU	131	Child, Family, and Community	3
EDU	153	Health, Safety, and Nutrition	3
EDU	261	Early Childhood Admin I	3
EDU	262	Early Childhood Admin II	3

Minimum Semester Hours **16**

AWARD: Certificate

Electrical Systems Technology

ELECTRICAL SYSTEMS TECHNOLOGY

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Disciplines of Study Include:

Diploma - Electrical Systems Technology	D35130
Certificate - Intro to Electrical Systems	C35130A
Certificate - Electrical Wiring	C35130B

Program Learning Outcomes

Graduates of the WCC Electrical Systems Technology program will:

- Identify a safe work environment.
- Demonstrate the ability to troubleshoot electrical systems.
- Conduct standard calculations to analyze and interpret electrical systems.

ELECTRICAL SYSTEMS TECHNOLOGY - D35130
Diploma - ELECTRICAL SYSTEMS TECHNOLOGY
Course Requirements

Fall Semester			***Credit***
ACA	115	Success and Study Skills	1
BPR	130	Print Reading-Construction	3
EGR	125	Appl Software for Tech	2
ELC	113	Residential Wiring	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ISC	110	Workplace Safety	1
		Total Hours:	**16**

Spring Semester			***Credit***
ELC	114	Commercial Wiring	4
ELC	117	Motors and Controls	4
ELC	118	National Electrical Code	2
ELN	229	Industrial Electronics	4
MAT	110	Math Measurement and Literacy **or** MAT 121 **or** MAT 171	3
		Total Hours:	**17**

Summer Term			***Credit***
ENG	110	Freshman Composition **or** ENG 111	3
WBL	111	Work-Based Learning*	1
		Total Hours:	**4**

Minimum Semester Hours **37**

AWARD: Diploma

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

ELECTRICAL SYSTEMS TECHNOLOGY - C35130A
Certificate - INTRO ELECTRICAL SYSTEMS
Course Requirements

			Credit
BPR	130	Print Reading-Construction	3
ELC	113	Residential Wiring	4
ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ISC	110	Workplace Safety	1
Minimum Semester Hours			**14**

AWARD: Certificate

ELECTRICAL SYSTEMS TECHNOLOGY - C35130B
Certificate - ELECTRICAL WIRING
Course Requirements

BPR	130	Print Reading-Construction	3
ELC	113	Residential Wiring	4
ELC	114	Commercial Wiring	4
ELC	118	National Electrical Code	2
Minimum Semester Hours			**13**

AWARD: Certificate

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: Students entering the Emergency Medical Science program, who hold a current NC EMT or AEMT or National EMT or AEMT will receive credit for EMS 110 (9 credit hours) and EMS 150 (2 credit hours).

EMS Bridge Program is available for NC Paramedics or NREMT-Paramedics interested in obtaining an AAS degree. Students applying to the Bridge program must meet all prerequisites listed for the Emergency Medical Science Program as well as provide proof of the following:

1. Current NC Paramedic or NREMT-P certification
2. Current ACLS certification
3. Current PALS certification
4. Documentation of 1,000 hours of paramedic work experience

Students meeting these requirements will receive equivalent curriculum credit for the following: EMS, 110, 122, 130, 131, 140, 150, 160, 220, 221, 231, 240, 241, 250, 260, 270, 285; MED 120. EMS Bridge students will be required to complete EMS 280 (offered online), in addition to the other general education courses listed, (ACA 115, BIO 168, BIO 169, PSY 150, COM 120 or 231, & PHI 240).

Program Learning Outcomes

Graduates of the WCC Emergency Medical Service Program will:

- Reason through emergency medical situations and issues effectively and efficiently.
- Perform medical patient assessment and management.
- Perform trauma patient assessment and management.
- Demonstrate appropriate paramedic skills including intravenous therapy and medication administration.
- Document practice of emergency medical science accurately and per standards set by the NC Office of EMS.
- 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.
- 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	9
EMS	150	Emergency Vehicles and EMS Comm	0	2
		Total Hours:	0	16

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	160	Cardiology I	0	3
		Total Hours:	3	17

Summer Term First Year			*Clinical*	*Credit*
EMS	140	Rescue Scene Management	0	2
EMS	220	Cardiology II	0	3
EMS	221	EMS Clinical Practicum II	6	2
		Total Hours:	6	7

Fall Semester Second Year			*Clinical*	*Credit*
EMS	231	EMS Clinical Practicum III	9	3
EMS	250	Medical Emergencies	0	4
EMS	260	Trauma Emergencies	0	2
EMS	270	Life Span Emergencies	0	4
PSY	150	General Psychology	0	3
		Total Hours:	9	16

Spring Semester Second Year				
COM	120	Introduction to Interpersonal Communication **or** COM 231 Public Speaking	0	3
EMS	240	Patients w/Special Challenges	0	2
EMS	241	EMS Clinical Practicum IV	12	4
EMS	285	EMS Capstone	0	2
PHI	240	Intro to Ethics	0	3
		Total Hours:	12	14
Minimum Semester Hours				**70**

AWARD: Associate in Applied Science Degree

Graphic Design

GRAPHIC DESIGN - A30100

The Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, and illustration for printed and digital media.

Students will be trained in the creative process and application of design principles for advertisements, branding, corporate identity, layouts, typography, visual assets, custom graphics, self-promotional material, and preparation of files for printed and digital distribution.

Graduates should qualify for employment opportunities with design advertising agencies and printing companies.

Program Learning Outcomes

Graduates of the WCC Graphic Design Program will:

- Demonstrate proficiency using industry standard software to generate video, with quality audio, for advertising needs.
- Demonstrate a thorough understanding of Social Media Marketing through various projects and the creation of mock social media sites.
- Think practically and creatively to analyze, synthesize, and develop design and media solutions through brainstorming, sketching, conceptualizations, storyboarding, and creating mood boards.

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ART	111	Art Appreciation	3
DME	110	Intro to Digital Media	3
ENG	110	Freshman Composition **or** ENG 111 Writing and Inquiry	3
GRD	141	Graphic Design I	4
GRD	151	Computer Design Basics	3
		Total Hours:	17

Spring Semester First Year			*Credit*
DME	140	Intro to Audio/Video Media	3
ENG	112	Writing/Research in the Disc **or** COM 231 Public Speaking	3
GRD	110	Typography I	3
GRD	121	Drawing Fundamentals I	2
GRD	142	Graphic Design II	4
MAT	110	Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
GRD	131	Illustration I	3
GRD	152	Computer Design Technology	3
GRD	167	Digital Photography I	3
GRD	188	Graphic Design for Web I	3
GRD	241	Graphic Design III	4
		Social/Behavioral Science Elec	3
		Total Hours:	19

Spring Semester Second Year			*Credit*
GRD	168	Digital Photography II	3
GRD	242	Graphic Design IV	4
GRD	280	Portfolio Design	4
MKT	232	Social Media Marketing	3
WBL	111	Work-Based Learning I*	1
		Total Hours:	15

Minimum Semester Hours **69**

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

Graphic Design

GRAPHIC DESIGN - D30100
Diploma
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ART	111	Art Appreciation	3
DME	110	Intro to Digital Media	3
ENG	110	Freshman Composition or	3
		ENG 111 Writing and Inquiry	
GRD	141	Graphic Design I	4
GRD	151	Computer Design Basics	3
GRD	167	Digital Photography I	3
		Total Hours:	20

Spring Semester First Year			*Credit*
DME	140	Intro to Audio/Video Media	3
ENG	112	Writing/Research in the Disc or	3
		COM 231 Public Speaking	
GRD	110	Typography I	3
GRD	121	Drawing Fundamentals I	2
GRD	142	Graphic Design II	4
GRD	168	Digital Photography II	3
		Total Hours:	18
Minimum Semester Hours			**38**

AWARD: Diploma

GRAPHIC DESIGN - C30100GD
Certificate - GRAPHIC DESIGN
Course Requirements

			Credit
GRD	110	Typography I	3
GRD	141	Graphic Design I	4
GRD	142	Graphic Design II	4
GRD	151	Computer Design Basics	3
Minimum Semester Hours			**14**

AWARD: Certificate

GRAPHIC DESIGN - C30100PH
Certificate – PHOTOGRAPHY
Course Requirements

			Credit
GRD	141	Graphic Design I	4
GRD	151	Computer Design Basics	3
GRD	167	Digital Photography I	3
GRD	168	Digital Photography II	3
Minimum Semester Hours			**13**

AWARD: Certificate

GRAPHIC DESIGN - C30100DM
Certificate - DIGITAL MEDIA
Course Requirements

			Credit
DME	110	Intro to Digital Media	3
DME	140	Intro to Audio/Video Media	3
GRD	151	Computer Design Basics	3
GRD	188	Graphic Design for Web I	3
Minimum Semester Hours			**12**

AWARD: Certificate

Heavy Equipment Operator

HEAVY EQUIPMENT OPERATOR - D35340

The Heavy Equipment Operation, Management, and Service curriculum prepares students to efficiently operate heavy equipment such as dozers, loaders, scrapers, and graders, to perform maintenance on various types of heavy equipment, and to manage equipment systems. Course work includes construction safety, proper equipment operation, grades, drawings, environmental concerns, heavy equipment design characteristics and features, equipment maintenance and service, and common equipment systems. Graduates of this program may find employment with state and local government agencies and private contractors engaged in highway or other construction activities.

Disciplines of Study Include:

Diploma - Heavy Equipment Technology	D35340
Certificate - Intro to Heavy Equipment Operator	C35340A
Certificate - Heavy Equipment Operator I	C35340B
Certificate - Heavy Equipment Operator II	C35340C

Program Learning Outcomes

Graduates of the WCC Heavy Equipment Operator program will:

- Understand basic maintenance of equipment.
- Demonstrate correct operation of various types of equipment.
- Identify safety aspects for operator and equipment.

HEAVY EQUIPMENT TECHNOLOGY - D35340
Diploma - HEAVY EQUIPMENT TECHNOLOGY
Course Requirements

Fall Semester			*Credit*
ACA	115	Success and Study Skills	1
ENG	110	Freshman Composition	3
HEO	111	Equipment Operator I	12
HYD	112	Hydraulics-Med/Heavy Duty	2
ISC	121	Environmental Health and Safety (OSHA 10 Construction)	3
		Total Hours:	**21**

Spring Semester			*Credit*
HEO	112	Heavy Equipment Operator II	12
HEO	113	Grades and Drawings	3
MAT	110	Math Measurement and Literacy	3
TRN	180	Basic Welding for Transport	3
		Total Hours:	**21**

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

Minimum Semester Hours **43**

AWARD: Diploma

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

HEAVY EQUIPMENT TECHNOLOGY - C35340A
Certificate - INTRO TO HEAVY EQUIPMENT OPERATOR
Course Requirements

			Credit
ACA	115	Success and Study Skills	1
HEO	113	Grades and Drawings	3
HYD	112	Hydraulics-Med/Heavy Duty	2
ISC	121	Environmental Health and Safety (OSHA 30)	3
TRN	180	Basic Welding for Transport	3

Minimum Semester Hours **12**

AWARD: Certificate

HEAVY EQUIPMENT OPERATOR - C35340B
Certificate - HEAVY EQUIPMENT OPERATOR I
Course Requirements

HEO	111	Heavy Equipment Operator I	12

Minimum Semester Hours **12**

AWARD: Certificate

HEAVY EQUIPMENT OPERATOR - C35340C
Certificate - HEAVY EQUIPMENT OPERATOR II
Course Requirements

HEO	112	Heavy Equipment Operator II	12

Minimum Semester Hours **12**

AWARD: Certificate

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:

- Exhibit minimum proficiency in the use of equipment and tools used in horticulture, including but not limited to environmental systems, installation and maintenance equipment, irrigation.
- Demonstrate plant knowledge through correct identification of locally important plant species, selection of proper propagation techniques, appropriate use in the landscape, and best maintenance practices.
- Apply the scientific principles required for the sustainable use of natural resources (soil, water, nutrients, pest management) to produce a crop or ornamental landscape.

Associate to Bachelor Agreements:

Appalachian State University
NC A&T University
North Carolina State University

Associate to Bachelor Agreements:

Students choosing to transfer to North Carolina State University in the Associate to Bachelor Agreements 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	1
ENG	111	Writing and Inquiry	3
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 112 - Work-Based Learning I	
		Total Hours:	18

Spring Semester First Year			*Credit*
AGR	139	Intro to Sustainable AG	3
BIO	140	Environmental Biology	3
ETR	220	Innovation and Creativity	3
HOR	134	Greenhouse Operations	3
HOR	164	Hort Pest Management	3
LSG	122	Spring Gardening Lab **or**	2
		WBL 122 - Work-Based Learning II	
		Total Hours:	17

Summer Term First Year			*Credit*
HOR	112	Landscape Design I	3
WBL	111	Work-Based Learning I	1
		Total Hours:	4

Fall Semester Second Year			*Credit*
AGR	170	Soil Science	3
COM	120	Intro to Interpersonal Com	3
HOR	161	Plant Materials II	3
HOR	225	Nursery Production	3
HOR	253	Horticulture Turfgrass	3
		Social/Behavioral Science Elective	3
		Total Hours:	18

Spring Semester Second Year			
AGR	212	Farm Business Management	3
HOR	142	Fruit & Vegetable Prod	2
HOR	235	Greenhouse Production	3
HOR	245	Hor Specialty Crops	3
HOR	265	Advanced Plant Materials	2
		Humanities Elective	3
		Total Hours:	16

Minimum Semester Hours **73**

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

AWARD: Associate in Applied Science Degree

Horticulture Science Technology

HORTICULTURE TECHNOLOGY - D15240
Diploma - HORTICULTURE TECHNOLOGY
Course Requirements

Fall Semester			*Credit*
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
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 112 - Work-Based Learning I	
		Total Hours:	**18**

Spring Semester			*Credit*
AGR	139	Intro to Sustainable Ag	3
BIO	140	Environmental Biology	3
ETR	220	Innovation and Creativity	3
HOR	134	Greenhouse Operations	3
HOR	164	Hort Pest Management	3
LSG	122	Spring Gardening Lab **or**	2
		WBL 122 - Work-Based Learning II	
		Total Hours	17

Summer Term			*Credit*
HOR	112	Landscape Design I	3
WBL	111	Work-Based Learning I	1
		Total Hours	4

Minimum Semester Hours **39**

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

Award: Diploma

HORTICULTURE TECHNOLOGY - C15240GR
Certificate - PLANT PRODUCTION
Course Requirements

			Credit
HOR	134	Greenhouse Operations	3
HOR	168	Plant Propagation	3
HOR	225	Nursery Production	3
HOR	235	Greenhouse Production	3

Minimum Semester Hours **12**

Award: Certificate

HORTICULTURE TECHNOLOGY - C15240IT
Certificate - INTRODUCTION TO HORTICULTURE
Course Requirements

			Credit
AGR	139	Intro to Sustainable Ag	3
HOR	114	Landscape Construction	3
HOR	160	Plant Materials I	3
HOR	235	Greenhouse Production	3

Minimum Semester Hours **12**

Award: Certificate

HORTICULTURE TECHNOLOGY - C15240LS
Certificate - LANDSCAPING
Course Requirements

			Credit
HOR	112	Landscape Design I	3
HOR	114	Landscape Construction	3
HOR	164	Hort Pest Management	3
HOR	253	Horticulture Turfgrass	3

Minimum Semester Hours **12**

Award: Certificate

HORTICULTURE TECHNOLOGY - C15240LG
Certificate - LANDSCAPE GARDENING
Course Requirements

			Credit
HOR	114	Landscape Construction	3
HOR	160	Plant Materials I	3
HOR	162	Applied Plant Science	3
HOR	168	Plant Propagation	3

Minimum Semester Hours **12**

Award: Certificate

HORTICULTURE TECHNOLOGY - C15240BC
Certificate - BASIC HORTICULTURE
Course Requirements

			Credit
HOR	160	Plant Materials I	3
HOR	162	Applied Plant Science	3
HOR	164	Hort Pest Management	3
HOR	168	Plant Propagation	3

Minimum Semester Hours **12**

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:

- Communicate effectively with clients, service providers, and other professionals.
- Make appropriate referrals to community agencies.
- 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	1
ENG	111	Writing and Inquiry	3
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
HSE	225	Crisis Intervention	3
PSY	150	General Psychology	3
		Total Hours:	15

Spring Semester First Year			*Credit*
ENG	112	Writing/Research in the Disc	3
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	220	Case Management	3
SOC	210	Introduction to Sociology	3
		Total Hours:	17

Fall Semester Second Year			*Credit*
HSE	155	Community Resources Management	2
HSE	227	Children and Adolescent in Crisis	3
PHI	240	Introduction to Ethics	3
PSY	241	Developmental Psychology	3
SAB	110	Substance Abuse Overview	3
WBL	111	Work-Based Learning I	1
WBL	115	Work-Based Learning Seminar I	1
		Total Hours:	16

Spring Semester Second Year			*Credit*
BIO	110	Principles of Biology **or** MAT 152 Statistical Methods I	4
GRO	120	Gerontology	3
HSE	120	Interpersonal Relationships	3
POL	120	American Government	3
PSY	281	Abnormal Psychology	3
WBL	121	Work-Based Learning II	1
WBL	125	Work-Based Learning Seminar II	1
		Total Hours:	17
Minimum Semester Hours			**66**

AWARD: Associate in Applied Science Degree

Human Services Technology

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

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
ENG	111	Writing and Inquiry	3
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
HSE	225	Crisis Intervention	3
PSY	150	General Psychology	3
SAB	110	Substnce Abuse Overview	3
		Total Hours:	18

Spring Semester First Year			*Credit*
ENG	112	Writing/Research in the Disc	3
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	220	Case Management	3
SOC	220	Social Problems	3
		Total Hours:	17

Summer Term First Year			*Credit*
WBL	111	Work-Based Learning I	1
WBL	115	Work-Based Learning Seminar I	1
		Total Hours:	2
Minimum Semester Hours			**37**

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	112	Group Process I	2
HSE	225	Crisis Intervention	3
PSY	150	General Psychology	3
WBL	111	Work-Based Learning I	1
WBL	115	Work-Based Learning Seminar I	1
Minimum Semester Hours			**13**

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 Information Technology Include:

Specialty in Network Management	A25590N
Specialty in Systems Security	A25590S
Specialty in Software Development Diploma	D25590SD

Program Learning Outcomes

- Examine networking systems and identify security risks.
- Develop a website using HTML and CSS.

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

- Develop LAN/WAN solutions for a given network scenario. (Network Management A25590N)
- Analyze a network for vulnerabilities to provide security recommendations. (Systems Security A25590S)
- Develop an application in a programming language. (Software Development D25590SD)

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. Graduates will be well positioned to obtain the following industry standard certifications.

- CompTIA Security+
- Cisco Certified CyberOps Associate
- Cisco CCNA
- A+ exam 220-1001

Associate Degree
Course Requirements

Fall Semester First Year			*Credit*
ACA	115	Success and Study Skills	1
CIS	110	Intro to Computers **or**	2/3
		CIS 111 Basic PC Literacy	
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network and Sec Foundation	3
CTS	115	Info System Business Concept	3
NET	125	Intro to Networks	3
		Total Hours:	15

Spring Semester First Year			*Credit*
ENG	111	Writing & Inquiry	3
NET	126	Switching and Routing	3
MAT	110	Math Measurement & Literacy **or**	3/4
		MAT 143 Quantitative Literacy **or**	
		MAT 171 Precalculus Algebra	
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
		Technical Elective*	3
		Total Hours:	18

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

Spring Semester Second Year			*Credit*
		Humanities/Fine Arts Elective	3
CTI	240	Virtulization Admin	3
NET	289	Networking Project	3
SEC	160	Security Admin I	3
		Social/Behavioral Science Elective	3
		Technical Elective*	1/3
		Total Hours:	16
Minimum Semester Hours			**67**

**** Elective to be chosen from the following prefixes: CCT, CSC, CTI, CTS, DBA, NET, NOS, SEC, 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
CIS	110	Intro to Computers **or**	2/3
		CIS 111 Basic PC Literacy	
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network and Sec Foundation	3
CTS	115	Info Sys Business Concepts	3
CTS	120	Hardware/Software Support	3
NET	125	Intro to Networks	3
		Total Hours:	18

Spring Semester First Year			*Credit*
DBA	110	Database Concepts	3
ENG	111	Writing & Inquiry	3
MAT	110	Math Measurement & Literacy **or**	3/4
		MAT 143 Quantitative Literacy **or**	
		MAT 171 Precalculus	
NET	126	Switching and Routing	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
		Technical Elective*	3
		Total Hours:	21

Minimum Semester Hours **39**

**** Elective to be chosen from the following prefixes: CCT, CSC, CTI, CTS, DBA, NET, NOS, SEC, 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	Switching and Routing	3

Fall Semester Second Year			*Credit*
NET	225	Enterprise Networking	3

Spring Semester Second Year			*Credit*
CTI	240	Virtulization Admin	3

Minimum Semester Hours **15**

AWARD: Certificate

INFORMATION TECHNOLOGY - C25590I
Certificate - INFORMATION TECHNOLOGY
Course Requirements

Fall Semester First Year			*Credit*
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network and Sec Foundation	3
CTS	115	Info Sys Business Concepts	3
NET	125	Intro to Networks	3

Minimum Semester Hours **12**

AWARD: Certificate

INFORMATION TECHNOLOGY - C25590TS
Certificate - IT SUPPORT
Course Requirements

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

Minimum Semester Hours **12**

AWARD: Certificate

Information Technology

INFORMATION TECHNOLOGY - A25590S
SPECIALTY - SYSTEMS SECURITY

The Information Technology System Security Curriculum is designed to prepare graduates for employment in Information Technology related areas such as network security, digital forensics, and ethical hacking. Coursework in this program will include network and security foundation, data recovery techniques, network vulnerability assessments, as well as windows and security administrations. Linux and Microsoft operating systems will be used extensively during coursework. Graduates should qualify for employment in entry-level positions as cybersecurity specialists, cybersecurity analysts, cyber incident responders and information assurance specialists. Graduates will be well positioned to obtain the following industry standard certifications:

- CompTIA Security+
- Cisco Certified CyberOps Associate
- EC-Council CEH (Certified Ethical Hacker)
- A+ exam 220-1001

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
CTS	115	Info System Business Concepts	3
ENG	111	Writing and Inquiry	3
NET	125	Introduction to Networks	3
		Total Hours:	16

Spring Semester First Year			*Credit*
CCT	110	Intro to Cyber Crime	3
ENG	112	Writing/Research in the Disciplines	3
MAT	110	Math Measurement & Literacy **or**	3/4
		MAT 143 Quantitative Literacy **or**	
		MAT 171 Precalculus Algebra	
NET	126	Switching and Routing	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
		Total Hours:	18

Fall Semester Second Year			*Credit*
CCT	240	Data Recovery Techniques	3
CCT	250	Network Vulnerabilities I	3
CCT	251	Network Vulnerabilities II	3
CTS	120	Hardware/Software Support	3
SEC	110	Security Concepts	3
		Humanities/Fine Arts Elective	3
		Total Hours:	18

Spring Semester Second Year			*Credit*
CSC	121	Python Programming	3
CTI	141	Cloud & Storage Concepts	3
SEC	160	Security Administration I	3
SEC	285	Systems Security Project	3
		Social/Behavioral Science Elective	3
		Total Hours:	15
Minimum Semester Hours			**67**

AWARD: Associate in Applied Science Degree

Information Technology

INFORMATION TECHNOLOGY - D25590S
Diploma - SYSTEMS SECURITY
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
CTS	115	Info System Business Concepts		3
CTS	120	Hardware/Software Support		3
ENG	111	Writing and Inquiry		3
NET	125	Introduction to Networks		3
			Total Hours:	**19**

Spring Semester First Year				*Credit*
CCT	110	Intro to Cyber Crime		3
CSC	121	Python Programming		3
MAT	110	Math Measurement & Literacy **or**		3/4
		MAT 143 Quantitative Literacy **or**		
		MAT 171 Precalculus Algebra		
NET	126	Switching and Routing		3
NOS	120	Linux/UNIX Single User		3
NOS	130	Windows Single User		3
			Total Hours:	18
Minimum Semester Hours				**37**

AWARD: Diploma

INFORMATION TECHNOLOGY - C25590SS
Certificate - SYSTEMS SECURITY
Course Requirements

Fall Semester First Year				*Credit*
CTI	120	Network & Sec Foundation		3
NET	125	Introduction to Networks		3
SEC	110	Security Concepts		3
			Total Hours:	9

Spring Semester First Year				*Credit*
CTI	141	Cloud & Storage Concepts		3
SEC	160	Security Administration I		3
			Total Hours:	6
Minimum Semester Hours				**15**

AWARD: Certificate

Information Technology

INFORMATION TECHNOLOGY - D25590SD
SPECIALTY - SOFTWARE DEVELOPMENT

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.

INFORMATION TECHNOLOGY - D25590SD
Diploma - SOFTWARE DEVELOPMENT
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
CTS	115	Info System Business Concepts		3
CTS	120	Hardware/Software Support		3
NET	125	Introduction to Networks		3
WEB	115	Web Markup and Scripting		3
			Total Hours:	**19**

Spring Semester First Year				*Credit*
CIS	110	Introduction to Computers **or** CIS 111 Basic Literacy		3/2
CSC	121	Python Programming		3
CSC	151	JAVA Programming		3
DBA	110	Database Concepts		3
ENG	111	Writing and Inquiry		3
NOS	120	Linux/UNIX Single User		3
		Humanities/Fine Arts Elective		3
			Total Hours:	20
Minimum Semester Hours				**39**

AWARD: Diploma

INFORMATION TECHNOLOGY - C25590W
Certificate - IT WEB PROGRAMMING
Course Requirements

Spring Semester First Year				*Credit*
CTI	110	Web, Pgm, & DB Foundation		3
WEB	115	Web Markup and Scripting		3
			Total Hours:	6
Fall Semester Second Year				*Credit*
CSC	121	Python Programming		3
CSC	151	JAVA Programming		3
			Total Hours:	6
Minimum Semester Hours				**12**

AWARD: Certificate

Law Enforcement Training (LET)

LAW ENFORCEMENT TRAINING

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

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

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission to receive a certificate.

Program Learning Outcomes

This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission.

Topics include: Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/ investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

Admission Requirements

Law Enforcement Training (LET) 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 or designee
5. Have a valid driver's license
6. Provide a copy of driver's license, social security card, and birth certificate to the Dean of Public Safety
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 or the coordinator of law enforcement training for interview and preregistration application forms
9. Obtain certified criminal history checks from the Clerk of Court's office from all counties lived in since age of 16 years old
10. Obtain sponsorship from a local public or state law enforcement agency
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 Law Enforcement Training
14. Provide an official high school transcript to the WCC Admissions Office

Law Enforcement Training (LET)

LAW ENFORCEMENT TRAINING - C55120

Course Requirements

	Credits		
LET 110 Law Enforcement Training	**37**		
Topics	***Class Hours***	***Practical Hours***	***Total****
Orientation	8	0	8
Ethics and Problem Solving	16	0	16
Communication and De-Escalation Skills	16	8	24
Crisis Intervention: Special Needs Populations	16	8	24
Officer Health and Wellness	8	46	54
Field Notetaking and Report Writing	8	8	16
Arrest, Search, Seizure and Constitutional Law	24	0	24
Interviews and Interrogations	16	8	24
Compliance and Control Tactics	8	56	64
Firearms	20	76	96
Law Enforcement Driver Training	14	34	48
First Responder	8	16	24
Criminal Investigations	24	16	40
Responding to Crime Victims	6	2	8
Person Crime Investigations	8	8	16
Property Crime Investigations	8	8	16
Crimes Against the Public	8	8	16
Juvenile Law and Procedures	12	0	12
Domestic Violence Response	8	8	16
Sexual Assaults	8	8	16
Human Trafficking	4	0	4
Hate Crimes	8	0	8
Controlled Substances	12	4	16
Missing Persons	4	0	4
Deceased Persons	4	0	4
Testifying in Court	8	8	16
Motor Vehicle Laws	20	0	20
Traffic Law Enforcement	8	16	24
Traffic Crash Investigations	8	16	24
Standardized Field Sobriety Testing	20	8	28
Patrol Techniques	8	16	24
Hazardous Material Emergencies	16	0	16
Crowd Management	8	8	16
Courtroom Security	8	0	8
Homeland Security/Anti-Terrorism	8	0	8
Rapid Deployment to Active Attacker	4	12	16
Civil Process	20	4	24
Transporting and Processing Arrestee	6	2	8
Crime Prevention	4	0	4
Total Classroom:	**422**		
Total Practical:		**412**	
Testing:			**30**
Total Hours:	**864**		

School Directors may add blocks of instruction or add to the number of hours in classroom and practical exercises.

AWARD: Certificate

Medical Assisting

MEDICAL ASSISTING

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; electronic medical records management; 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.

Program Goal:

The goal of the Wilkes Community College Medical Assisting Diploma program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Accreditation: The Wilkes Community College Medical Assisting diploma 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).

Program Learning Outcomes

Graduates of the WCC Medical Assisting program will:

- Demonstrate competence and quality reasoning in the performance of administrative duties for entry-level medical assistants.
- Demonstrate competence and quality reasoning in the performance of clinical skills for entry-level medical assistants.
- Demonstrate competency in general business, administrative, and clinical areas on credential examinations.

Associate Degree - A45400

Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
ACA	115	Success and Study Skills	0	1
BIO	163	Basic Anatomy and Physiology	0	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	0	2
MED	140	Exam Room Procedures I	0	5
		Total Hours:	0	19

Spring Semester First Year			*Clinical*	*Credit*
ENG	111	Writing and Inquiry	0	3
MED	122	Medical Terminology II	0	3
MED	131	Administrative Office Procedures II	0	2
MED	150	Laboratory Procedures I	0	5
MED	240	Exam Room Procedures II	0	5
		Total Hours:	0	18

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

Spring Semester Second Year			*Clinical*	*Credit*
ENG	112	Writing/Research	0	3
HUM	115	Critical Thinking	0	3
MED	230	Administrative Office Proc. III	0	2
MED	232	Medical Insurance and Coding	0	2
MAT	110	Math Measurement	0	3
		Total Hours:	0	13
Minimum Semester Hours				**64**

AWARD: Associate in Applied Science Degree

Medical Assisting

MEDICAL ASSISTING - DIPLOMA - D45400

Program Goal

The goal of the Wilkes Community College Medical Assisting Diploma program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. .

Program Learning Outcomes

- Demonstrate competence and quality reasoning in the performance of administrative duties for entry-level medical assistants.
- Demonstrate competence and quality reasoning in the performance of clinical skills for entry-level medical assistants.
- Demonstrate competency in general business, administrative, and clinical areas on credential examinations.

MEDICAL ASSISTING - D45400*
Diploma - MEDICAL ASSISTING
Course Requirements

Fall Semester First Year			*Clinical*	*Credit*
ACA	115	Success and Study Skills	0	1
BIO	163	Basic Anatomy and Physiology	0	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	0	2
MED	140	Exam Room Procedures I	0	5
		Total Hours:	0	19

Spring Semester First Year			*Clinical*	*Credit*
ENG	111	Writing and Inquiry	0	3
MED	122	Medical Terminology II	0	3
MED	131	Administrative Office Procedures II	0	2
MED	150	Laboratory Procedures I	0	5
MED	240	Exam Room Procedures II	0	5
		Total Hours:	0	18

Summer Term First Year			*Clinical*	*Credit*
MED	260	Clinical Practicum	15	5
MED	262	Clinical Perspectives	0	1
MED	264	Medical Assisting Overview	0	2
PSY	150	General Psychology	0	3
		Total Hours:	15	11
Minimum Semester Hours				**48**

AWARD: Diploma

Students are eligible to complete a national credentialing examination upon completion of the diploma program.

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 Goals and Student Learning Outcomes

- The student will be clinically competent.
  - Students will apply positioning skills.
  - Students will select radiographic techniques.
  - Students will practice radiation protection.
- The student will demonstrate effective communication skills.
  - Students will demonstrate oral communication skills.
  - Students will demonstrate written communication skills.
- The student will demonstrate critical thinking skills.
  - Students will adapt standard procedures for non-routine patients.
  - Students will critique images to determine diagnostic quality.

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	Image Production I	0	3
RAD	161	Rad Clinical Ed II	15	5
		Total Hours:	15	18

Summer Term First Year			*Clinical*	*Credit*
RAD	122	Image Production II	0	2
RAD	141	Radiation Safety	0	2
RAD	171	Rad Clinical Ed III	9	3
		Total Hours:	9	7

Fall Semester Second Year			*Clinical*	*Credit*
ENG	112	Writing/Research in the Disc	0	3
RAD	211	Rad Procedures III	0	3
RAD	231	Image Production III	0	2
RAD	251	Rad Clinical Ed IV	21	7
		Total Hours:	21	15

Spring Semester Second Year			*Clinical*	*Credit*
PHI	240	Introduction to Ethics	0	3
PSY	150	General Psychology	0	3
RAD	261	Rad Clinical Ed V	21	7
RAD	271	Radiography Capstone	0	3
		Total Hours:	21	16
Minimum Semester Hours				**71**

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, CoARC
264 Precision Blvd.
Telford, TN 37690
1-817-283-2835

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
ENG	111	Writing and Inquiry	0	3
RCP	110	Intro to Respiratory Care	0	4
RCP	117	Respiratory Care Pharmacology	0	2
		Total Hours:	0	15

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

Summer Term First Year			*Clinical*	*Credit*
RCP	112	Patient Management	0	4
RCP	143	RCP Clinical Practice II	9	3
		Total Hours:	9	7

Fall Semester Second Year			*Clinical*	*Credit*
PHI	240	Intro to Ethics	0	3
RCP	155	RCP Clinical Practice III	15	5
RCP	210	Critical Care Concepts	0	4
RCP	214	Neonatal/Peds RC	0	2
		Total Hours:	15	14

Spring Semester Second Year			*Clinical*	*Credit*
COM	120	Intro Interpersonal Communication	0	3
RCP	211	Adv Monitoring/Procedures	0	4
RCP	215	Career Preparation	0	1
RCP	237	RCP Clinical Practice IV	21	7
		Total Hours:	21	15

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

Welding Technology

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:

Diploma - Welding Technology	D50420
Certificate – Basic Welding	C50420BW
Certificate – MIG Welding	C50420MW
Certificate – Stick Welding	C50420SW

Program Learning Outcomes

Graduates of the WCC Welding Technology program will:

- Examine and validate underlying assumptions dealing with welding shop and construction safety procedures, practices, chemical/solvent disposal, adhere to the EPA/OSHA regulatory requirements and management of waste streams.
- 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:
  - Shielded Metal Arc (SMAW)
  - Gas Metal Arc (MIG)
  - Gas Tungsten Arc (TIG)

Welding Technology

WELDING TECHNOLOGY - D50420
Diploma - WELDING TECHNOLOGY
Course Requirements

Fall Semester			*Credit*
ACA	115	Success and Study Skills	1
WLD	110	Cutting Processes	2
WLD	115	SMAW (Stick) Plate	5
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	141	Symbols and Specifications	3
		Total Hours:	15

Spring Semester			*Credit*
ENG	110	Freshman Composition	3
MAT	110	Math Measurement & Literacy	3
WLD	116	SMAW (Stick) Plate/Pipe	4
WLD	122	GMAW (MIG) Plate/Pipe	3
WLD	131	GTAW (TIG) Plate	4
		Total Hours:	17

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

AWARD: Diploma

WELDING TECHNOLOGY - C50420BW
Certificate – BASIC WELDING
Course Requirements

			Credit
WLD	110	Cutting Processes	2
WLD	115	SMAW (Stick) Plate	5
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	141	Symbols and Specifications	3
Minimum Semester Hours			**14**

AWARD: Certificate

WELDING TECHNOLOGY - C50420MW
Certificate – MIG WELDING TECHNOLOGY
Course Requirements

			Credit
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	122	GMAW (MIG) Plate/Pipe	3
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	116	SMAW (Stick) Plate/Pipe	4
WLD	141	Symbols and Specifications	3
Minimum Semester Hours			**12**

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 336-838-6210; the Alleghany Center at 336-372-5061; or the Ashe Campus at 336-903-3117.

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 & Community Education course schedule (available at www.wilkescc.edu) or contact the Wilkes Campus at 336-838-6210; the Alleghany Center at 336-372-5061; or the Ashe Campus at 336-903-3117 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

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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)

TThe 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. For further information, call 336-903-3230..

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 Law Enforcement Training (LET), 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 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 336-838-6120.

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.

Law Enforcement Training (LET) 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 or designee
5. Have a valid driver's license
6. Provide a copy of driver's license, social security card, and birth certificate to the Dean of Public Safety
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 or the coordinator of law enforcement training for interview and preregistration application forms
9. Obtain certified criminal history checks from the Clerk of Court's office from all counties lived in since age of 16 years old
10. 1Obtain sponsorship from a local public or state law enforcement agency
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 Law Enforcement Training
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

Workforce Development & Community Education

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 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. For further information, call 336-838-6215.

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. For further information, call 336-838-6215.

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. For further information, call 336-838-6215.

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

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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 336-838-6214.

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 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 336-838-6214.

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 336-838-6214.

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 336-838-6214.

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 336-838-6214.

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 336-838-6214.

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. For further information, call 336-838-6405.

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

Workforce Development and Community Education

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.

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.

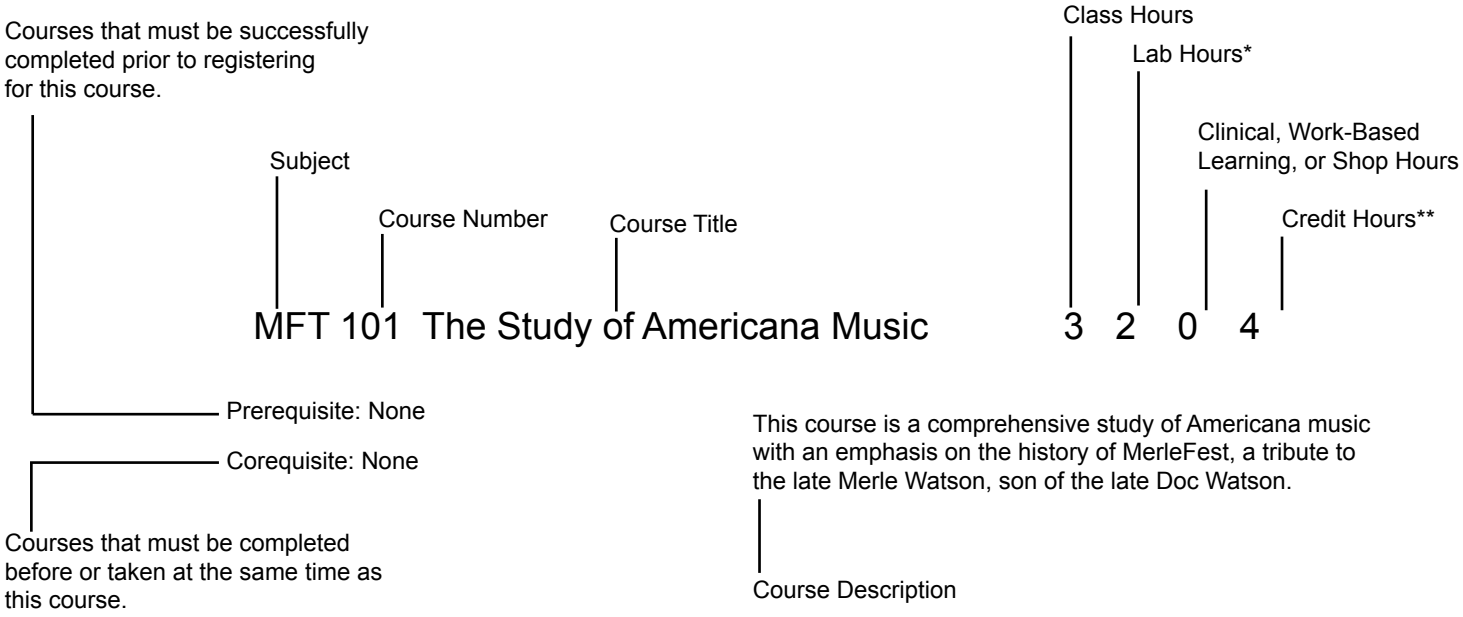
Each semester the SBC offers seminars, workshops, and short courses in the basic skills required to start and operate a successful business. Topics include How to Start a Business, Financing Your Small Business, How to Develop and Write a Business Plan, Advertising and Marketing Your Business, and Recordkeeping 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. For further information, call 336-838-6166.

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.

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 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 3 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 3 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 accurately 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 267 Fraud Examination 3 0 3
Prerequisite: ACC 120
This course is an introduction to the investigation techniques used to discover fraudulent activities. Emphasis is placed on the techniques for the detection, deterrence, and prevention of the major types of occupational and management frauds. Upon completion, students should be able to examine relevant fraud cases and apply critical thinking and technology skills used in fraud examination.

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 110 Agricultural Economics 3 0 3
This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

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.

AGR130 Alternative Ag Production 3 0 3
This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

Course Descriptions

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 140 Agricultural Chemicals 2 2 3
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

AGR 170 Soil Science 2 2 3
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. Competencies
Student Learning Outcomes
1. Identify the biological properties of soil.
2. Describe sustainable land care practices and how they impact soil quality.
3. Select and apply fertilizers according to sustainable practices.

AGR 212 Farm Business Management 3 0 3
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 Ag Law & Finance 3 0 3
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214 Agricultural Marketing 3 0 3
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

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.

ANIMAL SCIENCE

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

ANS 111 Sustainable Livestock Management 2 2 3
This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small scale livestock production.

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 118 Intro Animal Science Industry 1 3 2
This course provides an introduction to the animal science industry. Topics include the animal science commercial industry, local and niche markets, allied industries, and general production practices. Upon completion, students should be able to identify and analyze careers in the animal science industry and to develop a personal career plan.

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

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

Course Descriptions

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 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 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, write a resume, complete an interview, and identify ways to improve community relations.

ANS 216 Livestock Ind Mechanization 2 2 3
This course covers livestock machinery and equipment as it applies to animal welfare. Topics include the selection and operation of tractors used in forage production, waste disposal equipment, tillage and harvesting equipment, animal housing equipment, and general animal production infrastructure as it relates to overall animal welfare. Upon completion, students should be able to identify equipment parts, explain the basic principles of machinery operation and management, and maintain proper livestock housing equipment as it pertains to animal welfare.

ANS 230 Poultry Management 3 0 3
Corequisite ANS 230A
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 230A Poultry Management Lab 0 3 1
Corequisite ANS 230
This course provides a laboratory component to complement ANS 230. Emphasis is placed on laboratory and field experience within poultry management. Upon completion, students should be able to demonstrate a practical understanding of poultry management and production issues as they occur in the small scale and commercial poultry industries.

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.

ANS 236 Poultry Processing 2 2 3
This course covers the fundamentals of poultry processing. Topics include principles of primary processing, fresh meat and further processing, automation, live bird handling, Hazard Analysis Critical Control Point (HACCP), inspection, grading, and sanitization. Upon completion, students should be able to demonstrate an advanced knowledge and understanding of the small-scale and commercial poultry processing industry.

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 191A Selected Topics in Architecture 1 3 1
Local Prerequisite: ARC 225
Local Corequisite: ARC 230 or CST 251 & PLU 111
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.

Course Descriptions

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.

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
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

ART 114 Art History Survey I 3 0 3
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

ART 115 Art History Survey II 3 0 3
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

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.

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

Course Descriptions

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.

ART 285 Ceramics III 0 6 3
Prerequisite: ART 284
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. 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, PLC integration, operator interfaces, 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
Prerequisite: ELC 131
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
Prerequisite: ELC 131
This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

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
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include

Course Descriptions

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 141 Mech & Elec Components I 2 2 3
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 150 Automotive Detailing 1 3 2
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

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 CUSTOMIZING

AUC 117 Custom Airbrushing 2 6 4
This course covers custom airbrushing techniques, finish application, and equipment selection. Emphasis is placed on the design and application of custom airbrushing techniques and proper equipment maintenance. Upon completion, students should be able to design and apply custom air brush graphics using a variety of techniques.

AUTOMOTIVE

AUT 114 Safety and Emissions 1 2 2
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT 116 Engine Repair 2 3 3
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab 0 3 1
Corequisite: AUT 116
This course is an optional lab to be used as an alternative to Work-Based Learning placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension and Steering Systems 2 3 3
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension and Steering Lab 0 3 1
Corequisite: AUT 141
This course is an optional lab to be used as an alternative to Work-Based Learning placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems 2 3 3
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab 0 3 1
Corequisite: AUT 151
This course is an optional lab to be used as an alternative to Work-Based Learning placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 163 Adv Auto Electricity 2 3 3
Prerequisite: TRN 120
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

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.

Course Descriptions

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 213 Automotive Servicing 2 1 3 2
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 Auto Transm/Transaxles 2 3 3
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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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
This course provides a survey of fundamental biological principles 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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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. Selected course sections of this class have been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee. Please check with your advisor.

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,

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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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Approved for transfer as a pre-major and/or elective course.

BIO 168 Anatomy and Physiology I 3 3 4
Prerequisites: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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 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 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: Take One: 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 220 Confection Artistry 1 4 3
Prerequisites: CUL 110 and CUL 160
Corequisite: BPA 220A
This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar

Course Descriptions

techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

BPA 220A Confection Artistry Lab 0 2 1
Prerequisites: CUL 110 and CUL 160
Corequisite: BPA 220
This course provides a laboratory experience for enhancing student skills in confection artistry. Emphasis is placed on decorative sugar work and confectionary candy including nougat, marzipan modeling, pastillage, and cocoa painting. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

BPA 230 Chocolate Artistry 1 4 3
Prerequisites: CUL 110 and CUL 160
This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts.

BPA 250 Dessert and Bread Production 1 8 5
Prerequisites: BPA 150 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.

PRINT 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 121 Business Mathematics 2 2 3
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 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. Selected course sections of this class have been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee. Please check with your advisor.

BUS 225 Business Finance 2 2 3
Prerequisite: ACC 120
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.

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CARPENTRY

CAR 140 Basic Carpentry 2 6 4
Prerequisite: CST 111
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 193A Selected Topics in Construction 1 6 3
This course provides an opportunity to explore areas of current interest in the 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.

CYBER CRIME TECHNOLOGY

CCT 110 Intro to Cyber Crime 3 0 3
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

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 250 Network Vulnerabilities I 2 2 3
This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 251 Network Vulnerabilities I I 2 2 3
Prerequisite: CCT 250
This course advances students' knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.

CHEMISTRY

CHM 130 General, Organic and Biochemistry 3 0 3
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
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.

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.

CRIMINAL JUSTICE

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.

Course Descriptions

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

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

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.

CMT 226 Applications Project 2 2 3
This course provides an individual and/or integrated team approach to a practical construction management project. Topics include project selection, research and planning, implementation, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented construction management project.

COMMUNICATION

COM 110 Introduction to Communication 3 0 3
Prerequisite: ENG 002 P1 or BSP 4002
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
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. Approved for transfer as a Universal General Education Transfer Component course in communication.

COM 140 Introduction to Intercultural Comm. 3 0 3
Prerequisite: ENG 002 P1 or BSP 4002
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,

Course Descriptions

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 121 Python Programming 2 3 3
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

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 221 Advanced Python Programming 2 3 3
Prerequisite: CSC 121
This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

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

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 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.

CTI 141 Cloud & Storage Concepts 1 4 3
This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems

CTI 240 Virtualization Admin 1 4 3
This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion , students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

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.

Course Descriptions

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
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.

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
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
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 present a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 230 Global Cuisines 1 8 5
Prerequisites: CUL 110 and CUL 140
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. This course is officially certified as a *Globalized Course* with 14 or more hours of instruction in global content by the WCC Global Education Committee.

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.

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.

DBA 120 Database Programming I 2 2 3
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DBA 240 Database Analysis/Design 2 3 3
This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.

Course Descriptions

DENTAL

DEN 101 Preclinical Procedures 4 6 0 7
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 4
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
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
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
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 6
Prerequisite: DEN 101
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
Prerequisite: DEN 106
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
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
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
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.

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 140 Intro to Audio/Visual Media 2 3 3
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.

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 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.

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 Universal General Education Transfer Component course in Humanities/Fine Arts.

ECONOMICS

ECO 151 Survey of Economics 3 0 3
This course, for those who have not received credit for ECO 251 or

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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
This course introduces economic analysis of individual, business, and industry 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 culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

EDU 131 Child, Family, and Community 3 0 3
This course covers the development of partnerships among 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 and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 144 Child Development I 3 0 3
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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 145 Child Development II 3 0 3
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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 146 Child Guidance 3 0 3
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
This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 Health, Safety, and Nutrition 3 0 3
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, 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 184 Early Child Intro Pract 1 3 2
Prerequisite: EDU 119
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, assisting in the implementation of developmentally appropriate, culturally responsive, equitable, and ability diverse activities in indoor/outdoor environments for young children, supporting/engaging families, and modeling reflective/professional practices based on national/state guidelines. Upon completion, students should be able to implement

Course Descriptions

respectful/reciprocal relationships with children and families, design, implement, and adapt developmentally appropriate activities, plans, and daily routines that align with NC Foundations for Early Learning and Development and demonstrate ethical/professional behaviors as indicated by assignments and onsite/virtual faculty assessments.

EDU 187 Teaching and Learning For All 3 3 4
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216 Foundations of Education 3 0 3
Prerequisite: ENG 002P1 or BSP 4002 (P1)
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

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
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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 234 Infants, Toddlers, and Twos 3 0 3
Prerequisite: EDU 119
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, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum 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 250 Teacher Licensure Preparation 3 0 3
Prerequisites: Take one set
Set 1: ENG 111 and MAT 143
Set 2: ENG 111 and MAT 152
Set 3: ENG 111 and MAT 171
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology-based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 261 Early Childhood Administration I 3 0 3
Corequisites: 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: 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.

EDU 279 Literacy Develop and Instruct 3 3 4
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 Language/Literacy Experiences 3 0 3
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 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
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

Course Descriptions

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 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 which 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 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
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
Prerequisite: ELC 131
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 128 Intro to PLC 2 3 3
Prerequisites: ELC 117 and ELC 131
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.

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ELC 130 Advanced Motors/Controls 2 2 3
Prerequisites: Take One: ELC 111, ELC 112, ELC 131, or ELC 138
Prerequisite: Must take ELC 117
This course covers motors concepts, construction and characteristics and provides a foundation in motor controls. Topics include motor control ladder logic, starters, timers, overload protection, braking, reduced voltage starting, SCR control, AC/DC drives, system and component level troubleshooting. Upon completion, students should be able to specify, connect, control, troubleshoot, and maintain motors and motor control systems.

ELC 131 Circuit Analysis I 3 3 4
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A Circuit Analysis I Lab 3 0 1
Corequisite: ELC 131
This course 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, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

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
Prerequisites: ELC 131
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 132 Analog Electronics II 3 3 4
Prerequisite: ELN 131
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic 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 152 Fabrication Techniques 1 3 2
This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 229 Industrial Electronics 3 3 4
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.
Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to semiconductor devices.
3. Describe the properties and operation of semiconductors.
4. Identify the schematic symbols associated with semiconductor devices.
5. Construct and analyze operational circuits using semiconductor devices.

ELN 234 Communication Systems 3 3 4
Prerequisites: ELC 131
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 275 Troubleshooting 1 3 2
Prerequisites: ELC 131
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 3 9
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
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 competency with fundamental paramedic level skills.

EMS 130 Pharmacology 3 3 0 4
Prerequisite: EMS 110
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 must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

Course Descriptions

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
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 2 3 0 3
Prerequisite: EMS 110
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 220 Cardiology II 2 3 0 3
Prerequisites: EMS 122, EMS 130, and EMS 160
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II 0 0 6 2
Prerequisite: EMS 122
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
Prerequisite: EMS 221
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 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.

EMS 241 EMS Clinical Practicum IV 0 0 12 4
Prerequisites: 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 3 3 0 4
Prerequisites: EMS 122 and EMS 130
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. 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.

EMS 280 EMS Bridging Courses 2 2 0 3
This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.

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 002 Transition English 0 6 3
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 Writing and Inquiry Support 1 2 2
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading

Course Descriptions

and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 102 Applied Communications II 3 0 3
Prerequisite: ENG 002 P1 or BSP 4002
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: ENG 002 or BSP-4002
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: ENG 002 or BSP-4002
Corequisite: ENG 011
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. Selected course sections of this class have been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee. Please check with your advisor.

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 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.

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
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. Selected course sections of this class have been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee. Please check with your advisor.

ENG 232 American Literature II 3 0 3
Prerequisite: ENG 112
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
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

ENG 242 British Literature II 3 0 3
Prerequisite: ENG 112
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

ENG 261 World Literature I 3 0 3
Prerequisite: ENG 112
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.This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

ENG 262 World Literature II 3 0 3
Prerequisite: ENG 112
This course introduces selected works from the Pacific, Asia, Africa,

Course Descriptions

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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

ENTREPRENEURSHIP

ETR 210 Intro to Entrepreneurship 3 0 3
This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

ETR 220 Innovation and Creativity 3 0 3
This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

FOREST MANAGEMENT

FOR 171 Intro to Forest Resources 3 0 3
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.

FOR 275 Natural Resources Issues 0 3 1
This course provides an opportunity to explore natural resource topics of common interest. Emphasis is placed on special topics and organized field trips to expand student knowledge. Upon completion, students should be able to demonstrate an understanding of the issues explored.

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
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.

GEOLOGY

GEL 111 Geology 3 2 4
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. Approved for transfer as a Universal General Education Transfer Component course in Natural Sciences

GEOGRAPHY

GEO 111 World Regional Geography 3 0 3
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

GEO 130 General Physical Geography 3 0 3
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.

GRAPHIC DESIGN

GRD 110 Typography I 2 3 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 introduces skills using basic drawing techniques and media in graphic design. Emphasis is placed on using design principles, media applications, spatial considerations, and drawing styles. Upon completion, students should be able to use drawing for conceptualization, visual communication, and graphic simplification.

GRD 131 Illustration I 1 4 3
Prerequisites: ART 131, GRD 141, GRD 151
This course introduces the application of rendering techniques to create illustrations in traditional and/or digital media. Emphasis is placed on appropriate media selection and using various techniques and methods to solve design problems. Upon completion, students should be able to produce illustrations from conception through finished artwork.

GRD 141 Graphic Design I 2 4 4
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles to projects.

GRD 142 Graphic Design II 2 4 4
Prerequisite: ART 141 or GRD 141
This course covers the application of graphic design principles. Topics include creation of various designs, such as branding, advertisements, and publication design. Upon completion, students should be able to apply design principles and develop design solutions.

GRD 151 Computer Design Basics 1 4 3
This course introduces software applications for graphic design. Emphasis is placed on utilizing digital tools to generate design solutions. Upon completion, students should be able to use industry-standard software as a creative tool.

Course Descriptions

GRD 152 Computer Design Tech I 1 4 3
This course covers complex design problems utilizing various design and drawing software applications. Topics include the use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate industry-standard software.

GRD 167 Digital Photography I 1 4 3
This course introduces basic camera operations. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, digital imaging, correction and output. Upon completion, students should be able to produce digital photography with acceptable technical and compositional quality.

GRD 168 Digital Photography II 1 4 3
Prerequisites: GRD 167
This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photography.

GRD 188 Graphic Design for Web I 2 3 3
This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites.

GRD 241 Graphic Design III 2 4 4
Prerequisite: GRD 142
This course is an advanced exploration of various techniques and media for 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 242 Graphic Design IV 2 4 4
Prerequisite: GRD 241
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in design. Upon completion, students should be able to conceptualize and generate designs.

GRD 280 Portfolio Design 2 4 4
Prerequisites: GRD 142
This course covers the organization and presentation of a design portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present a portfolio and related self-promotional materials.

GERONTOLOGY

GRO 120 Intro to Gerontology 3 0 3
Prerequisite: PSY 150
This course introduces the psychological, social, and biological aspects of aging. Emphasis is placed on common mental, social, and physical changes that occur during the aging process. Upon completion, students should be able to recognize the aging process and its psychological, social, and biological aspects.

HEALTH

HEA 110 Personal Health/Wellness 3 0 3
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. Approved for transfer as a pre-major and/or elective course.

HEAVY EQUIPMENT OPERATIONS

HEO 111 Heavy Equipment Operations I 8 8 12
This course covers the beginning processes of heavy equipment operations. Topics include heavy equipment operator employment options, heavy equipment safety, identification of heavy equipment, equipment systems and maintenance, and basic operational techniques. Upon completion, students should be able to demonstrate a basic understanding of heavy equipment operations utilized in the construction field.

HEO 112 Heavy Equipment Operations II 8 8 12
Prerequisite: HEO 111
This course provides instruction regarding advanced operations of various construction equipment. Topics include purpose, function, design features, controls, manipulation, limitations, and safe operation of popular mobile heavy equipment. Upon completion, students should be able to demonstrate advanced operations of various heavy equipment found in the construction field.

HEO 113 Grades and Drawings 3 0 3
This course is designed to develop the knowledge and skills required to interpret construction drawings, civil blueprints, and grades. Topics include basic terms for construction drawings, dimensions, setting grades, interpreting grade stakes, reading site plans, safety, and legal issues. Upon completion, students should be able to demonstrate a general knowledge of civil blueprints, construction drawings and the theory behind finish grade selection.

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
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
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.

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HET 128 Medium/Heavy Duty Tune-up 1 2 2
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
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 233 Suspension and Steering 2 4 4
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

HISTORY

HIS 111 World Civilization I 3 0 3
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

HIS 112 World Civilization II 3 0 3
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. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

HIS 116 Current World Problems 3 0 3
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 131 American History I 3 0 3
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
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
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
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: ENG 002 P1 or BSP 4002
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 112 Landscape Design I 2 3 3
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, 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 and draft a landscape design according to sustainable practices.

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 118 Equipment Op & Maint 1 3 2
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

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

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plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 161 Plant Materials II 2 2 3
This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 162 Applied Plant Science 2 2 3
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Horticulture Pest Management 2 2 3
This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

HOR 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 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.

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
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
Preequisite: ENG 002 P1
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. Approved for transfer as a pre-major and/or elective course.

HSE 112 Group Process I 1 2 0 2
Prerequisite: ENG 002 P1
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 120 Interpersonal Relations 3 0 0 3
This course introduces the interpersonal and communication skills used in helping relationships and professions. Topics include self-understanding; growth techniques; assertive, passive, and aggressive behaviors; and effective communications in the helping role. Upon completion, students should be able to demonstrate skills for effective communications in helping relationships which promote understanding of self, other people, and personal growth.

HSE 123 Interviewing Techniques for Human Services 2 2 0 3
Prerequisite: ENG 002 P1
This course covers the purpose, structure, focus, and techniques utilized in effective interviewing. Emphasis is placed on observing, attending, listening, responding, summarizing and documenting with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to facilitate the helping relationship.

HSE 125 Counseling 2 2 0 3
Prerequisite: PSY 150
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

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HSE 145 Abuse and Neglect 3 0 0 3
This course explores various types of abuse and neglect. Emphasis is placed on the causes and impact of abuse and neglect. Upon completion, students should be able to identify types of abuse and neglect, mandatory reporting laws, and strategies for intervening.

HSE 155 Community Resources Mgt 2 0 0 2
This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.

HSE 210 Diversity Ethics and Trends 3 0 0 2
Prerequisite: ENG 002 P1
This course is designed to provide students with an in-depth understanding of the role of diversity and ethical considerations within the human services profession. Emphasis is placed on the knowledge and skills in the evolving landscape of human services. Upon completion, students should be able to apply ethical decision-making, demonstrate an understanding of diverse perspectives, and identify current trends in the human services field.

HSE 220 Case Management 2 2 0 3
This course covers the variety of tasks associated with professional case management. Topics include needs assessment, service planning, referral procedures, 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 Principles 3 0 0 3
Prerequisite: ENG 002 P1
This course introduces the types of crises and principles of intervention. Emphasis is placed on identifying culturally competent techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond effectively.

HSE 227 Children & Adol in Crisis 3 0 0 3
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HUMANITIES

HUM 110 Technology and Society 3 0 3
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: ENG 002 P1 or BSP 4002 or ENG 111
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. Approved for transfer as a general education course in Humanities/Fine Arts.

HUM 120 Cultural Studies 3 0 3
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. Approved for transfer as a general education course in Humanities/Fine Arts. This course has been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee.

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
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
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
TThis 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
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology,

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bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. Approved for transfer as a pre-major and/or elective course.

HUM 180 International Cultural Exploration 2 3 3
This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. Approved for transfer as a pre-major and/or elective course.

HUM 220 Human Values and Meaning 3 0 3
Prerequisite: ENG 111
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. Approved for transfer as a general education course in Humanities/Fine Arts.

HUM 230 Leadership Development 3 0 3
Prerequisite: ENG 111
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

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 110 Workplace Safety 1 0 1
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 121 Environmental Health and Safety 3 0 3
This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

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 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.

LAW ENFORCEMENT TRAINING

LET 110 Law Enforcement (LET) 28 27 37
This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

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.

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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 003 Transition Math 0 6 3
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 Math Measurement & Literacy Success 0 2 1
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 021 Algebra/Trigonometry I Support 1 2 2
This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 Quantitative Literacy Support 1 2 2
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 Statistical Methods I Support 1 2 2
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 Precalculus Algebra Support 0 4 2
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110 Math Measurement & Literacy 2 2 3
Prerequisites: MAT 003 or BSP 4003
Corequisite: MAT 010
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 Algebra/Trigonometry I 2 2 3
Prerequisites: MAT 003 (P2) or BSP 4003
Corequisite: MAT 021
- Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-121 with the coreq MAT-021.
- Successful completion of MAT-171 permits a student to register for MAT-121 without the coreq MAT-021.

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: Take 1 set
1. MAT-003 and ENG-002
2. MAT-003 and BSP-4002
3. BSP-4003 and ENG-002
Corequisite: MAT 043
- Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043.

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: Take 1 set
1. MAT-003 and ENG-002
2. MAT-003 and BSP-4002
3. BSP-4003 and ENG-002
Corequisite: MAT 052
- Successful completion of MAT-143 permits a student to register for MAT-152 without the coreq MAT-052.

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.

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MAT 171 Precalculus Algebra 3 2 4
Prerequisites: Take 1 set
1. MAT 121
2. MAT-003 (P2)
3. BSP-4003
Corequisite: MAT 071
- Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071.
- Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071.

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 175 Precalculus 4 2 5
Prerequisites: Take 1 set
1. MAT 121
2. MAT-003 (P3)
3. BSP-4003 (P3)
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions and their graphs, with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry and geometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Approved for transfer as a Universal General Education Transfer Component course in Mathematics.

MAT 263 Brief Calculus 3 2 4
Prerequisite: MAT 171 or MAT 175
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 or MAT 175
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 an introduction to linear algebra topics. Emphasis is placed 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, 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

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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: ENG 002 P1 and MAT 003 P1 or BSP 4002 and BSP 4003
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 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
Corequisite: 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
Corequisite: MED 110
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisites: MED 110 , MED 140
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and 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
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.

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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
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 Symptomatology 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. Selected course sections of this class have been officially certified as a Globalized Course with 14 or more hours of instruction in global content by the WCC Global Education Committee. Please check with your advisor

MKT 232 Social Media Marketing 2 2 3
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 131 Metalworking Processes 2 3 3
This course introduces the standard practices that are found in the metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.

MNT 165 Mechanical Industrial Sys 1 3 2
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

MNT 240 Industrial Equip Troubleshoot 1 3 2
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MUSIC

MUS 110 Music Appreciation 3 0 3
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. Approved for transfer as a Universal General Education Transfer Component course in Humanities/Fine Arts.

MUS 112 Introduction to Jazz 3 0 3
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. Approved for transfer as a Universal General Education Transfer Component course in Humanities/Fine Arts.

MUS 114 Introduction to World Music 3 0 3
This course provides a basic survey of the music of World Music. 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 World 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: 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

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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 125 Introduction to Networks 1 4 3
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 Switching and Routing 1 4 3
Prerequisite: NET 125
This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

NET 225 Enterprise Networking 1 4 3
Prerequisite: NET 126
This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

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.

NURSING

NUR 111 Intro to Health Concepts 4 6 6 8
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
Prerequisite: NUR 111
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
Prerequisite: NUR 111
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
Prerequisite: NUR 111
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
Prerequisite: NUR 111
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
Prerequisite: NUR 111
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.

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NUR 213 Complex Health Concepts 4 3 15 10
Prerequisite: NUR 111
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.

SPECIAL STUDY

PCW 230 Wood Design 4 0 2
This course provides a format in which to explore personal interests in wood design with instructor supervision. Emphasis Is placed on student proposals and student-instructor-developed contractual agreements specifying goals. deadlines, and evaluation criteria. Upon completion, students should be able to complete a design project as specified in student-instructor-developed contractual agreement.

PHYSICAL EDUCATION

PED 110 Fit and Well for Life 1 2 2
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. Approved for transfer as a pre-major and/or elective course.

PED 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.

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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.

PHILOSOPHY

PHI 240 Introduction to Ethics 3 0 3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. Approved for transfer as a Universal General Education Transfer Component course in Humanities/Fine Arts.

PHYSICS

PHY 110 Conceptual Physics 3 0 3
Prerequisite: MAT 003 P1 or BSP 4003
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
Prerequisite: MAT 003 P1 or BSP 4003
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. Approved for transfer as a Universal General Education Transfer Component course in Natural Science.

PHY 121 Applied Physics I 3 2 4
Prerequisite: MAT 003 P1 or BSP 4003
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 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 or MAT 271
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.

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.

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.

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.

PLUMBING

PLU 111 Introduction to Basic Plumbing 1 3 2
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POWER MECHANICS

PME 211 Advanced Equipment Repair 2 6 4
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.

Course Descriptions

POLITICAL SCIENCE

POL 120 American Government 3 0 3
This course is a study of the origins, development, structure, and functions of American 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 process. 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.

POL 130 State & Local Government 3 0 3
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. Approved for transfer as a pre-major and/or elective course.

POL 220 International Relations 3 0 3
Prerequisite: ENG 111
This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. Approved for transfer as a general education 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
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
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 263 Educational Psychology 3 0 3
Prerequisites: PSY 150
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. Approved for transfer as a pre-major and/or elective course.

PSY 281 Abnormal Psychology 3 0 3
Prerequisites: PSY 150
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
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, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II 3 3 0 4
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Image Production I 2 3 0 3
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

RAD 122 Image Production II 1 3 0 2
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

RAD 141 Radiation Safety 2 0 0 2
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 151 RAD Clinical Ed I 0 0 6 2
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
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

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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 9 3
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 RAD Procedures III 2 3 0 3
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Image Production III 1 3 0 2
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

RAD 251 RAD Clinical Ed IV 0 0 21 7
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 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
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 2 3 0 3
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 role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics 4 3 0 5
Prerequisite: RCP 110
This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy 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 respiratory care procedures in acute and non-acute care settings. Emphasis is placed on therapeutic modalities and physiological effects, monitoring mechanical ventilation, and problem-solving strategies based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 115 C-P Pathophysiology 2 0 0 2
This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations.

RCP 117 Respiratory Care Pharmacology 1 2 0 2
This course introduces the pharmacological principles related to the treatment of patients with cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents and the effects of drugs on a particular body system. Upon completion, students should be able to demonstrate competence through written and laboratory 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 143 RCP Clinical Practice II 0 0 9 3
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 application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation 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 using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations.

RCP 214 Neonatal/Peds Rc. 1 3 0 2
Prerequisite: RCP 111

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This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, laboratory and/or clinical simulation evaluations.

RCP 215 Career Prep-Adv Level 0 3 0 1
This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.

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 Intro to Addiction and Recovery 3 0 3
Prerequisite: ENG 002 P1
This course provides an overview of the core concepts in addiction and recovery. Topics include the history of substance use, effects on societly members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of substance abuse, addiction, prevention, treatment, and recovery.

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 historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

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.

SEC 285 System Security Project 1 4 3
Prerequisites: CTI 110, CTI 120, and CTS 115
This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

SIMULATION AND GAME DEVELOPMENT

SGD 168 SGD Mobile Programming I 2 3 3
This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

SOCIOLOGY

SOC 210 Introduction to Sociology 3 0 3
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
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
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.

SOC 225 Social Diversity 3 0 3
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

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SPANISH

SPA 111 Elementary Spanish I 3 0 3
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
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.

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 comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. Approved for transfer as a pre-major and/or elective course.

SPA 211 Intermediate Spanish I 3 0 3
Prerequisite: SPA 112
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
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.

SUSTAINABILITY TECHNOLOGIES

SST 140 Green Bldg & Design Concepts 3 0 3
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

THREE DIMENSIONAL PRINTING

TDP 110 Intro to 3D Printing 2 3 3
This course covers the historical, social and ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project.

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 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

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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.

UNMANNED AIRCRAFT SYSTEMS

UAS 111 Unmanned Aircraft Systems 3 0 3
This course provides students with the various products and technologies commonly associated with unmanned aircraft systems utilized by hobbyists, government, industry, and the military. Topics include data acquisition, operations and the various technologies associated with unmanned flight. Upon completion, students should be able to demonstrate an understanding of flight control operations including programming telemetry and data acquisition.

WEB TECHNOLOGIES

WEB 115 Web Markup and Scripting 2 3 3
This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.

WEB 215 Adv Markup and Scripting 2 3 3
Prerequisite: WEB 115
This course covers the advanced programming skills required to design Internet applications and interactive web content. Emphasis is placed on the programming techniques required to develop Internet applications, interactive web content, frameworks, and using libraries. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems.

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 116 SMAW (Stick) Plate/Pipe 1 9 4
Prerequisites: WLD 115
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

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 122 GMAW (MIG) Plate/Plate 1 6 3
Prerequisites: WLD 121
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

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.

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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.

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-base d 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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Wilkes Campus Map

WILKES COMMUNITY COLLEGE
Wilkes • Ashe • Alleghany

Your life. Your college. Your future.

WILKES CAMPUS MAP

1. Window World Hall
2. Lowe's Hall
3. Thompson Hall
4. Hayes Hall
5. Lovette Hall
6. Marketing/Print Shop
7. Building 7
8. Power Mechanics
9. Industrial Classroom Bldg.
10. Daniel Hall
11. Randolph Hall/ Bumgarner Gym
12. John A. Walker Community Center
13. Kendrick/Church Hall - Workforce Development & Community Education
14. Agriculture Complex
16. Stone Culinary Center
23. Collision Repair
24. McNeill Automotive Center

P Student Parking

V Visitor Parking

Fire Hydrant

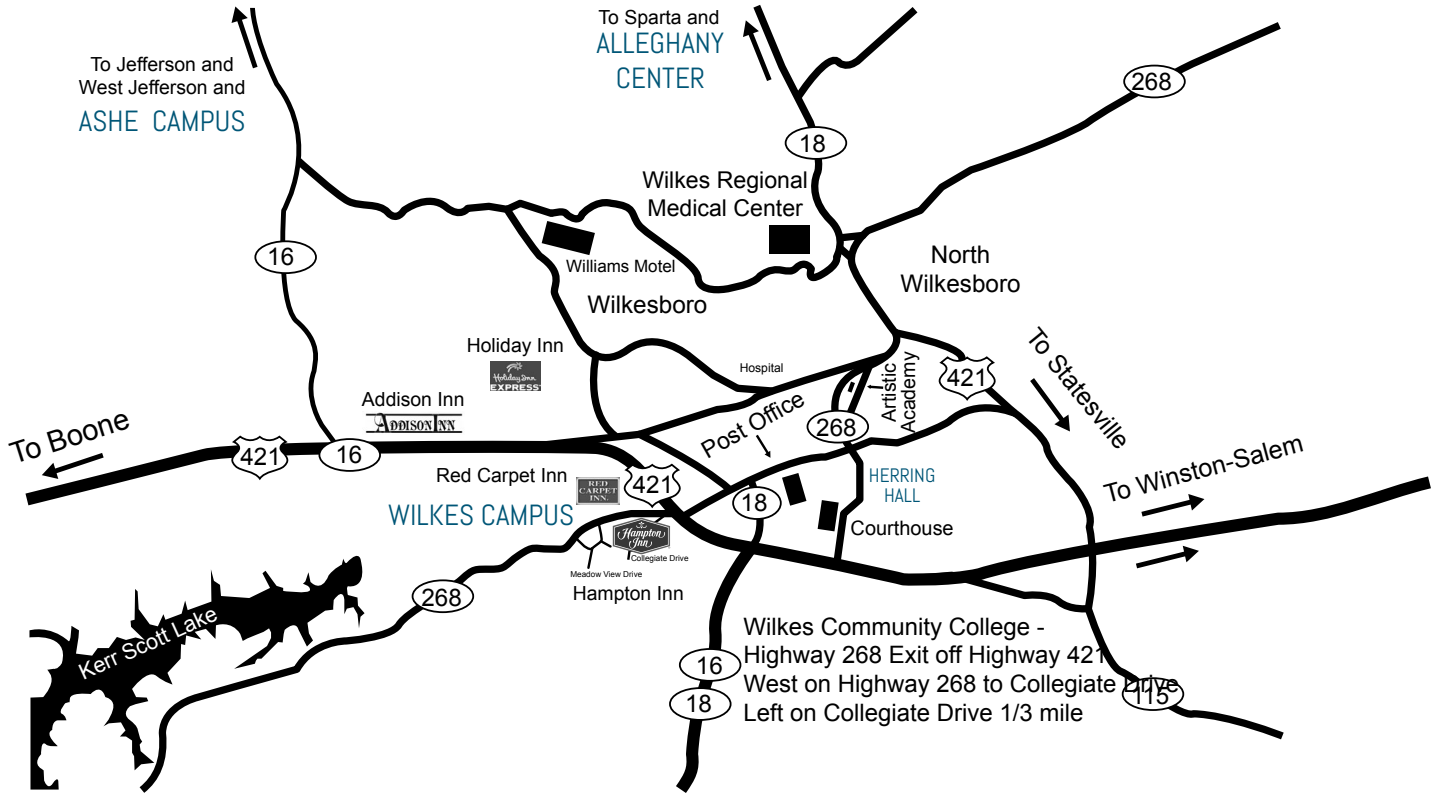
Room Number Index

Admissions ..... Window World Hall..... 1st Floor
Bumgarner Gymnasium..... Randolph Hall ..... 1st Floor
Pardue Library ..... Window World Hall..... 2nd Floor
Kulynych Advising Center.. Thompson 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	Window World Hall - 1st Floor
1200	Window World Hall - 2nd Floor
1031	Collision Repair
1037	McNeill Automotive Center
1400	Kendrick/Church Hall - 1st Floor
1500	Kendrick/Church Hall - 2nd Floor
1700	Lowe's Hall - 1st Floor
1800	Lowe's Hall - 2nd Floor

Location Map



Information and Mailing Addresses

WCC Alleghany Center

115 Atwood Street
Sparta, NC 28675

336-372-5061

PO Box 120
Wilkesboro, NC 29697

WCC Ashe Campus

363 Campus Drive
Jefferson, NC 28640

336-846-3900

PO Box 504
West Jefferson, NC 28694

Wilkes Community College

1328 S. Collegiate Drive
Wilkesboro, NC 28697

336-838-6100

PO Box 120
Wilkesboro, NC 28697

Shipping Address
211 Christie Lane
Wilkesboro, NC 28697

WCC Herring Hall

127 Executive Park Drive - (off Oakwoods Road)
Wilkesboro, NC 28697

336-838-6249

PO Box 120
Wilkesboro, NC 28697