



2024 - 2025 CATALOG

Founded in 1964

McDowell Technical Community College was established as the Marion-McDowell Industrial Education Center, located in downtown Marion, NC near the corner of State Street and South Garden Street. M-MEIC operated as a satellite unit of Asheville-Buncombe Technical Institute until September 1967.





McDowell Technical Community College Main Campus

54 College Drive
Marion, NC 28752
828.652.6021

NC Works Career Center at The Ford Miller Employment and Training Center

316 Baldwin Avenue
Marion, NC 28752
828.659-6001

MTCC Small Business Center

634 College Drive
Marion, NC 28752

MTCC Old Fort Workforce Training Center

55 East Main Street
Old Fort, NC 28762

Universal Advanced Manufacturing Center

634 College Drive
Marion, NC 28752

This catalog should not be considered a contract between McDowell Technical Community College and the student. Curriculum offerings may be altered to meet the needs of individuals and a minimum enrollment is required for offering or continuing a class. Tuition and fees are subject to change.

Questions not answered in this publication may be directed to the Student Services Office.

McDowell Technical Community College is an equal opportunity/affirmative action institution. McDowell Technical Community College does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.



McDowell Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of McDowell Technical 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). Normal inquiries about the institution such as admission requirements, financial aid, educational programs, etc., should be directed to the appropriate institution office and not to the Commission's office.

About McDowell Technical Community College

Message from the President

Welcome to the Tech!

I am grateful that you chose us to serve you on your education and career path. In addition to our expert faculty and staff, you will find that we sincerely care about your success. You can rely on us to be supportive and available as you strive toward graduation at McDowell Technical Community College.

At MTCC, you will find a welcoming community where you belong. Our passionate faculty are committed to helping you succeed and are eager to connect with you as you learn. I encourage you to engage with your advisor and coach, who are here to support you every step of the way. Additionally, there are numerous opportunities to get involved in campus life, and I hope you will take pride in being a Trekker.

In this publication, you will find information about our credential offerings, services, publications, an events calendar, and more to help you plan your journey. If you ever need assistance, please don't hesitate to reach out. Our online Faculty and Staff Directory contains contact information for individuals who are ready to help you.

Together, we look forward to your success in education and your future career. We are committed to learning, growing, and dreaming with you.

See you at graduation!

JW Kelley

Dr. JW Kelley

President, McDowell Technical Community College



About McDowell Technical Community College

Mission

Consistent with the North Carolina Community College System, the mission of the college is to open the door to high quality, accessible educational opportunities that minimize barriers to postsecondary education, maximize student success, and improve the lives and well-being of individuals.

Mission Statement

MTCC enriches our community with access to student-centered, affordable, high-quality, lifelong learning opportunities that promote workforce development.

Vision

We learn and grow while focusing on individuals, our community, and our institution.

Values

We are Caring and Supportive of all. We are Reliable and Available when needed. We are Sincere in our commitment. We are Amazing.

The College Fulfills Its Mission through:

- **Adult General, Basic and Secondary Education:** Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy, and English language skills or for enrolled high school students seeking acceleration opportunities.
- **Cultural, Citizenship, and Community Enrichment:** Activities, services, group travel, and special projects in response to cultural needs and quality of life interests of community populations and for the leisure enjoyment and enrichment of adults and youth served.
- **College Readiness Studies:** Courses and services for students in need of further growth and development of academic and basic skills preparation for acceptance into a curriculum and to succeed in college programs.
- **Economic/Workforce Development:** Customized courses specifically designed for and in collaboration with, business, industry, and the military including workforce readiness, job enhancement, and technical skill development.
- **Career and Technical Education:** Programs, courses, and services for students who plan to enter the workforce or upgrade their career training, professional skills, and work performance.
- **Student Development:** Programs and services to support and enhance student academic, career, and personal skill development and growth, and assure success for diverse and ever-changing student populations.
- **University-Parallel Education:** Programs and coursework for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue postsecondary liberal arts studies.

About McDowell Technical Community College

MTCC History

1964 McDowell Technical Community College was established as the Marion-McDowell Industrial Education Center, located in downtown Marion, N.C. near the corner of State Street and South Garden Street. M-MIEC operated as a satellite unit of Asheville-Buncombe Technical Institute until September 1967.

1967 M-MIEC became an independent unit of the Department of Community Colleges. The first Board of Trustees was sworn in, giving more local autonomy.

1970 The school moved to permanent facilities on a 31-acre site at the intersection of Inter- state 40 and Highway 226 in Marion.

1971 The N.C. General Assembly made it possible for the school to become an independent institution. The College was officially chartered as McDowell Technical Institute.

1975 A new building expansion program was completed, adding 39,322 square feet to the existing campus. Expansion included a new Auto Mechanics shop, 500-seat Amphitheater, Learning Resource Center, Teaching Auditorium (seating 220), permanent administrative offices, classrooms and an expanded Student Commons area.

1977 McDowell Technical Institute Foundation, Inc. was created to enrich resource development and enhance the quality of college life by procurement of gifts from the private sector.

1979 The N.C. General Assembly enacted a bill to change the school's name to McDowell Technical College.

1984 Robert M. Boggs succeeded John A. Price as President, becoming the College's second Chief Administrator. The College undertook a major bond campaign, which resulted in \$2,400,000 for the addition of new facilities.

1987 Construction was completed on the Industrial Skills Center, a 32,000 square foot class/lab facility, housing special industrial skills training facilities and class/lab areas for technical and vocational programs. The Day Care/Classroom building was completed, housing a day care area for children of MTCC students, Continuing Education classrooms/offices, an auditorium and faculty offices. The new facility added 11,200-square feet to existing campus facilities.

1988 McDowell Technical College changed its name to McDowell Technical Community College to more accurately reflect the comprehensive educational opportunities available to the citizens of McDowell County. The MTCC Small Business Center was funded and established to provide educational opportunities and financial assistance to small businesses in the county.

1989 The MTCC Career Center was established, providing students with information and help in choosing careers. The MTCC Downtown Center, located in downtown Marion at the original site of the Marion-McDowell Industrial Education Center, was established to offer Continuing Education classes.

1990 MTCC, in conjunction with Isothermal and Cleveland Community Colleges, established the Foothills Nursing Consortium to begin offering an Associate Degree Nursing Program in 1991.

1996 MTCC's North Carolina Information Highway Room was certified and became operational, offering conferences and classes via live interactive video and sound.

1997 The MTCC Downtown Center moved to its new location at 35 South Main Street in Marion, where the McDowell County Schools Accelerated Learning Center and the McDowell County Job Link Career Center were also located. Construction was completed on a new 19,950 square foot classroom building, the Library was renovated and a new handicapped lift was installed in the Administrative Building. 1,000 square foot was added to the college bookstore.

1999 Dr. Robert Boggs retired after 15 years of service to the College. Dr. H. Edwin Beam became Interim President, and the Board of Trustees began the search for a new President. Today, McDowell Technical Community College offers associate degrees, diplomas, and/or certificates in more than 30 curriculum programs. The College also offers classes in many areas of Continuing Education. MTCC currently serves more than 6,800 students per year with some type of education and training.

2000 Dr. Virginia R. Mitchell became the third president of the College. Instructor Jan Alms designed the first College Seal, which was incorporated into the College's Presidential Medallion, vested upon Dr. Mitchell during inaugural ceremonies in May.

2004 Dr. Bryan W. Wilson succeeded Dr. Virginia R. Mitchell as president of the College after she retired in December 2003.

2005 Mr. Ford Miller, local businessman, made the largest private donation the college had ever received when he gave MTCC the former Marion Mills Office Building on Baldwin Avenue. Trustees named the building The Ford Miller Employment and Training Complex. Plans were begun to convert the building to a combination office and classroom building to house MTCC staff and students, the McDowell County JobLink Career Center and associated partners, and the McDowell County Employment Security Commission.

2008 The W. Harold Smith Building was completed and named for Harold Smith, a local businessman who left his estate to further educational opportunities for young adults from McDowell County. A trust established in his name has donated over \$825,000 to the college during the last decade, including well in excess of \$100,000 for this building. Scholarships from this trust have also benefited individual students attending curriculum classes at the college.

2009 The Ford Miller Employment and Training Center was completed and began operations in late September of this year.

2010 The Academic Resource Center (ARC) opened on the upper level of the Library adjacent to the Student Enrichment Center to offer students tutoring, computer access, instructional support, test proctoring and a variety of other academic resources. Printers and study tables are also available.

2014 Dr. Bryan W. Wilson, President, and the Board of Trustees, in conjunction with the McDowell County Board of Commissioners, dedicated the Universal Advanced Manufacturing Center (UAMC), providing new and enlarged classrooms and shop areas for Machining, Electrical/Electronics, Welding, Industry Training and related programs.

2016 Dr. John Gossett, who had been serving as the college's Vice-President for Learning and Student Services, was appointed President in May and assumed his new duties on August 1. Graphic Design instructor Jay Perry designed the college tree logo.

2017 Throughout the 2017-2018 academic year, the College celebrated the 50th Anniversary of its establishment as an independent institution of what is now known as the North Carolina Community College System. A special celebration was held in conjunction with the SGA's Fall Festival in October and included the opening of a historical photo exhibit in the main administration building.

2020 Dr. John Gossett resigned when he was named the new President of AB-Tech in Asheville, NC. Mr. Ryan Garrison, Vice President for Finance and Administration at McDowell Tech was named MTCC's Interim President.

2021 In January 2021, Dr. Brian S. Merritt became the sixth president of McDowell Technical Community College.

2023 In August 2023, Dr. Brian S. Merritt resigned when he was named the Senior Vice President of Academics and Student Services/Chief Academic Officer at the North Carolina Community College System Office in Raleigh, NC.

2024 In March 2024, Dr. J.W. Kelley was appointed President and assumed his new role on July 1, 2024.



General Information

Accreditation

McDowell Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of McDowell Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033.

The MTCC Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Performance Measures

The MTCC College Performance Measures are available in Appendix A of this Catalog.

Academic Year

McDowell Technical Community College operates on the semester system (Fall, Spring and Summer). Classes are regularly scheduled Monday through Friday for the day and evening curriculum classes. Weekend curriculum classes may also be offered on an occasional basis. Holidays, days for registration, and the first and last days for classes in each semester are indicated on the academic calendar. The Academic Calendar is published on the MTCC website and in Appendix B of this catalog.

General Responsibilities

Students are expected to acquaint themselves with and observe College regulations and policies contained in the *Catalog and Student Handbook* and all announcements made by administrative officials.

Graduate Competencies

McDowell Technical Community College strives to prepare graduates to:

1. Listen and communicate effectively, orally and in writing.
2. Demonstrate competence in reading.
3. Demonstrate quantitative competencies.
4. Demonstrate skills in using a personal computer.
5. Use information to analyze problems and make logical decisions.

Hours of Operation

In general, the College will offer day and evening curriculum classes in technical, vocational, general education and college transfer programs from approximately 8:00 am to 10:30 pm Monday through Friday. Occasionally, classes will begin or end an hour earlier or later than these parameters. Weekend and summer semester classes may vary from this schedule.

The administrative offices of the College are open 8:00 am to 5:00 pm Monday through Thursday, and 8:00 am to 4:30 pm Friday. The Smith Academic Resource Center is open from 9:00 am to 5:00 pm, on Monday and Wednesday, and 9:00 am to 7:00 pm, Tuesday and Thursday. Closed on Friday. The Library is open from 8:00 am to 7:00 pm Monday through Thursday and 8:00 am to 1:30 pm on Friday.

Continuing Education classes will be offered across campus and throughout the community at varying times throughout the week. Consult the Schedule of Classes for Continuing Education class times. Hours of operation for the annual Fire and Rescue College will be mailed to applicants several weeks prior to the event.

Inclement Weather

At times, McDowell Technical Community College curriculum and/or continuing education classes may be delayed or canceled due to inclement weather, natural disaster, or another emergency. The President is responsible for making the decision of whether to delay or cancel classes and for communicating this decision to the Director of Communications, to the news media, and to the campus.

When it becomes necessary to discontinue or delay classes, an announcement will be made to local and regional radio and television stations. Morning announcements will be made about 6:15 am for day classes. All day classes will operate according to the announcement and will either be canceled for the day or begin at 10:00 am. Should it become necessary to change from the delayed class schedule to class cancellation, the media will be notified by 8:00 am.

Announcements concerning evening classes will be made over the same media outlets during the afternoon, usually by 3:00 pm. There is no abbreviated schedule for evening classes. Students may call the college if they cannot receive one of the radio or television stations listed. If the college is closed, students may access a recorded closing/delay message by calling the College at 659-0419. Announcements will also be listed on Facebook and at www.mcdowelltech.edu

Students, faculty and staff may sign up for text alerts from the College to receive inclement weather announcements. Log onto the [MTCC website](#) and visit the section labeled “McDowell Tech Text Alerts” to sign up while on campus.

During inclement weather, students and staff members may listen to these stations for news about school delays or class cancellation:

<u>Radio</u>	<u>Television</u>
WWNC 570 AM Asheville	WLOS Channel 13, Asheville
WBRM 104.3 FM, Marion	WBTB Channel 3, Charlotte
WTOE 1470 AM, Spruce Pine	WSOC Channel 9, Charlotte
WMNC 92.1 FM, Morganton	WYFF Channel 4, Greenville
WKSF 99.9 FM, Asheville	WSPA Channel 7, Spartanburg

Class makeup: The college recognizes its obligation to deliver the instructional services for which students pay tuition and fees. For this reason, all missed classes should be re-scheduled or made up in a manner determined by the Chief Academic Officer. The final attendance report must document how canceled classes were made up.

Housing

McDowell Technical Community College is a commuter institution and does not provide living accommodations for students. However, if a student desires to live in the community while attending classes, the Student Services Office will refer him/her to appropriate resources for assistance in locating suitable housing.

Campus Access Parking and Security Fee (CAPS)

Parking facilities are available for students, visitors, staff and faculty. All curriculum students are required to pay a \$25.00 per semester CAPS fee. CAPS fee receipts are utilized for student parking, campus security costs, including but not limited to, salaries, related benefits and operating costs associated with security personnel; contracted security services; vehicles, equipment and capital improvements necessary to secure college property.

Food Services

A short order café is located in the Student Commons. The café serves lunch Monday through Thursday. The cafe may be closed when the college is holding special events in the Student Commons or when class is not in session. Snacks and soft drinks may also be purchased from vending machines in the Student Commons.

Smith Academic Resource Center

Library Services encompasses the library and audiovisual materials and equipment. Library staff members are available to help students and faculty as well as members of the community with library needs. The MTCC library hours are posted at the library entrances. The MTCC library can be accessed through the MTCC website by clicking on the “Campus Life” tab on the college website and then choosing Library from the drop-down menu.

A wide range of library resources is available to support the curriculum programs of the College. The book collection includes more than 9,000 volumes of current reference materials, college transfer, technical and vocational materials. Patrons are welcome to recommend materials for purchase. Audiovisual materials are available for classroom instruction. Audiovisual equipment is available in all classrooms on campus. The online card catalog, Evergreen provides easy access to Library materials and makes the check-out process smooth, quick and accurate.

Online databases include NCLIVE Databases: Gale and Cinahl Plus. Computers are available for Internet research, including NC LIVE. NCLIVE’s online collection includes access to 1.4 billion full-text articles, e-books, streaming videos, digitized newspapers, language learning tools and more. Remote access to the databases is available to online students through Open LMS as well as the website. Other students need a library account to get the passwords/urls for the databases. A library account is needed by all library patrons to use the computers in the library and to check out library materials.

Technology

McDowell Technical Community College maintains multiple computer labs for instructional purposes in curriculum areas such as Accounting, Graphic Design, Business Administration, Computer Information Technology, Health Information Technology, Nursing, Office Systems, Photography and Web Technology. The Graphic Design and Photography labs utilize Macintosh computers with associated software while other labs contain PC workstations running Microsoft Windows with associated software. An open lab is available in the Smith Academic Resource Center. Printing is available in labs for instructional purposes. Wi-Fi is available across campus for guest use. No login is necessary, but users must read and accept the campus policy to access the internet. Violation of this policy could result in revocation of computer use privileges on campus. Please reference B.P 1.22 and CP 1.22.1 Acceptable Use of Computer Resources and Network for additional information.

Children On Campus

It is College policy that children may not accompany students to class. Children who are brought to campus for other reasons must be closely supervised by a responsible adult and may be asked to leave if they become disruptive. Children enrolled in the MTCC Child Development Center are allowed on campus when supervised by college staff.

Child Development Center

The McDowell Technical Community College Child Development Center is a 5-star center providing quality care for children 6 weeks to 5 years of age. We provide care during the day with full-time or part-time slots to students, MTCC/MEC/ MAI faculty & staff and the community. The center also houses a Pre-K classroom which is led by a NC certified licensed teacher. The Pre-K classroom hours are 8:30-2:30 during the school year and is free to qualifying families. A wrap-around service (2:30-5:30) is available for children enrolled in the Pre-K classroom. The Child Development Center is open from 7:30 am to 5:30 pm Monday through Friday. Financial assistance is available to qualifying applicants. For additional information, fee schedules and application materials, please contact the MTCC Child Development Center at 828-652-0637.

Dress

Students are to exercise judgment in dressing appropriately for classes and/or laboratory work. Students in certain curriculum programs may be required to wear particular items of clothing for safety and/or designation of their course of study. Refer to the student-oriented policies and procedures section of the Catalog and to Program Handbooks for more details.

Noise

Students are to be considerate of classes which are in session. Excessive noise will not be tolerated within administrative or classroom buildings.

Tobacco Use

McDowell Technical Community College is a tobacco-free campus (including cigarettes, chewing tobacco and e-cigarettes). Smoking/tobacco use is not permitted on campus. Those who violate this policy will receive a verbal warning for the first offense. Continued violation of this policy will result in disciplinary action. If you would like assistance with smoking cessation, please contact QuitlineNC at 1-800-QUIT-NOW or 1-800-784-8669. It is a free call.

Bulletin Boards

Students may post notices on bulletin boards subject to the approval of the Student Government Advisor.

Lost and Found

All lost or found items should be reported to the receptionist at the information desk in Building 11 (Cedar) 828- 652-6021. The receptionist will post information on items which have been turned in.

Social Media Guidelines

The purpose of McDowell Technical Community College (MTCC) social networking sites such as Facebook, Instagram, TikTok, Twitter, and YouTube is to support the College's mission, programs, services, and events by offering news and information to the students, faculty, staff, and friends of MTCC. Social media sites are

valuable as they provide a method for disseminating information. These procedures are also subject to other more recent forms of social media.

MTCC encourages feedback and comments from prospective and current students, alumni, faculty, staff, and members of the community. MTCC remains committed to maintaining these sites as safe, family-friendly forums for sharing information.

Guidelines are provided in order to protect the College's reputation and image. The establishment of guidelines ensures information follows the same high standards as printed and web publications.

To maintain a positive environment for MTCC website visitors, MTCC reserves the right to remove or block posts, users, or any content from official college-sponsored pages.

MTCC expects users to comply with the social website's terms of service.

- Facebook Statement of Rights and Responsibilities
- Instagram Terms of Service
- Twitter Terms of Service
- YouTube Terms of Service
- WordPress Terms of Service

Social Media Guidelines for Students

Online behavior that violates the college's Student Code of Conduct (pg. 61) or the Appropriate Use of Computing Resources Policy which is brought to the attention of the Vice President of Learning and Student Services, will be treated as any other violation of the Student Code of Conduct.

The following types of content are prohibited from the MTCC social networking sites:

1. Derogatory language or demeaning statements about or threats to any third party.
2. Lewd, indecent, or incriminating images or information depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior or inappropriate language.
3. Content that violates local, state or federal law.
4. Online gambling.
5. Content that harasses any third party or personal attacks of any kind.
6. Selling goods or services for personal financial profit.
7. Comments or posts that are unrelated to MTCC.
8. Spam.
9. Infringement on copyrights or trademarks; and/or
10. Offensive comments that target or disparage any ethnic, racial, religious, or other group of people.

If you have questions or concerns about a post or comment, contact the Director of Communications. If a sanctioned student club or organization wishes to create a social media web page, the faculty advisor must follow the procedures outlined under Social Media Guidelines for Employees in the MTCC policy and procedure manual.

Note: Refer to Individual Program handbook for potentially more stringent policy and consequences.

Title IX

McDowell Technical Community College ("MTCC"), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Non-Discrimination Notice

McDowell Technical Community College is an Equal Opportunity Institution, complies with applicable federal and state laws prohibiting discrimination on the basis of race, sex, religion, age, ethnic origin, association, or disability. It is the policy of McDowell Technical Community College that no person shall be discriminated against in employment, admissions, or educational activities. The College will provide reasonable accommodations, modifications or adjustments through the use of nondiscriminatory policies and procedures for persons with qualifying disabilities.

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING:

If you or someone you know may have been a victim of the behaviors listed above or any other type of violence, you are strongly encouraged to seek immediate assistance.

ASSISTANCE CAN BE OBTAINED 24 HOURS A DAY, 7 DAYS A WEEK, FROM THE MARION POLICE DEPARTMENT (LOCATED AT 270 SOUTH MAIN ST, MARION, NC AND AVAILABLE BY PHONE AT 911). ASSISTANCE CAN ALSO BE OBTAINED FROM THE MCDOWELL COUNTY SHERIFF'S DEPARTMENT (LOCATED AT 593 SPAULDING RD., MARION, NC AND AVAILABLE BY PHONE AT 911)

During business hours (8:30 a.m. to 4:30 p.m., Monday through Friday), you are also strongly encouraged to contact one of the following individuals by contacting them at the phone or email or visiting their office in the Cedar Building (#11):

Breanna Wilson, Title IX Coordinator 828-652-0618;

bdrose59@go.mcdowelltech.edu

Ryan Garrison, Deputy Title IX Coordinator 828-652-0627;

rtgarrison55@go.mcdowelltech.edu

For additional information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, see the following exhibits on the college website at <https://mcdowelltech.edu/title-ix/>

Victim Referral Information

[Exhibit A: Suggested Actions for People Who Have Experienced Sexual Harassment](#)

[Exhibit B: Sexual Misconduct Complaint Form](#)

Admissions

As a member institution of the North Carolina Community College System, McDowell Technical Community College operates under an “open door” admissions policy. Open door admissions means, “Any person who is a high school graduate or at least 18 years old has the opportunity to pursue the various educational opportunities that are offered by institutions in the system.” Special admission requirements, such as educational qualifications, physical abilities, assessment scores and State Board policy restrictions, are attached to certain curriculums. Applicants scoring below specified minimums on entrance criteria will be advised and required to enroll in classes designed to ensure success in college-level courses. Some programs have special requirements for admission. Consult the section of this catalog that describes the particular program in which you wish to enroll for a list of the exceptions or requirements.

The College has four academic departments: **Arts & Sciences, Business Technologies, Career & Technical Education, Health & Human Services, and Continuing Education & Workforce Development**

Curriculum Admissions

Curriculum classes are offered in all departments except the Continuing Education & Workforce Development Department. Therefore, admission to all departments except the Continuing Education Department are coordinated through and conducted in the Student Services Office. For curriculum admissions, an applicant must be a graduate of an accredited high school or have earned a high school equivalency certificate. Exceptions may be made for Dual Enrollment students, as well as individuals whose age and maturity make success likely. All students seeking a degree, diploma, or certificate must submit an official copy of their high school transcript. Recent graduates will have the option to submit it to MTCC electronically via the College Application. Paper copies of transcripts must remain in a sealed envelope to be considered official. Official transcripts may also be received via electronic format. College transcripts may be required, depending on a student’s program of study and/or whether they are receiving Veteran Education Benefits. Select financial aid students may also be required to provide transcripts on a case-by-case basis. Processing times required for high schools and colleges to prepare and send a transcript vary and applicants should plan accordingly.

Continuing Education Admissions

In general, Continuing Education courses are open to persons 16 years of age or older. Because some specialty and advanced courses may be more difficult or require a greater degree of preparation, potential enrollees should be aware of course requirements and consider their potential for success in these courses. To meet admissions requirements for certain specialized courses, including Fire Service, Law Enforcement or Management Development Training, potential students must be employed by or recommended by one of the requesting training agencies.

Special Admissions

Provisional Admissions

Students who apply too late to secure all supporting documents for admission to a particular semester may be admitted as provisional students. In such cases, all requirements for regular admission must be completed within the first semester of attendance. Students who fail to secure all supporting documents or satisfy requirements for official admission to the College may not be eligible for financial assistance.

Admission of Special Credit Students

A special credit student is one who is enrolled in curriculum credit courses, but who is not working toward a degree or diploma. Special credit students may register to take courses for which they have

met prerequisites, provided that such registration does not preempt students enrolled in a degree, diploma, or certificate program. A student may take a maximum of 15 hours in any one semester while classified as a special student. When a student reaches 20 cumulative hours, he/she will be counseled to declare a major or curriculum preference.

Visiting Student Status

A visiting student is defined as one who is a student in good standing at another institution of higher education. A visiting student may enroll at MTCC by completing an application and furnishing transcripts from the parent college (college at which the individual is a regular student). Visiting students may register to take courses for which they have met prerequisites, provided that such registration does not pre-empt students enrolled in a degree, diploma, or certificate program.

McDowell Early College

McDowell Early College (MEC) is a small, Cooperative Innovative High School high school located on the McDowell Technical Community College Campus. MEC is an exciting partnership between McDowell County Schools and McDowell Technical Community College that offers unique educational opportunities designed for a diverse group of students. The mission of MEC is to provide a smaller academic environment that fosters growth and success to prepare students for their future by developing relationships, responsibility, and respect through relevant and rigorous coursework.

McDowell Early College students earn an Associate's degree or two years of transferable credit in addition to their high school diploma. All MEC students are offered a schedule that meets individual needs, abilities and interests. The school provides ongoing academic support in a small school setting to help students meet the high expectations of the Early College Model. Our focus is college readiness. McDowell Early College strives to redefine teaching and learning by using innovative best practices. For more information, contact the MEC principal at 659-0415.

McDowell Academy for Innovation

McDowell Academy for Innovation (MAI) is a small Cooperative Innovative High school, created in 2018 and co- located on the MTCC campus. MAI students take college classes through a partnership with McDowell Technical Community College. Students are eligible to earn a variety of STEM-focused degrees, diplomas, or certificates. At McDowell Academy for Innovation, every student will experience personalized education and graduate ready for college and career with a network of connections and experiences preparing them for their role in a global economy.

McDowell Academy for Innovation students earn an Associate's degree or two years of transferable credit in addition to their high school diploma. All MAI students are offered a schedule that meets individual needs, abilities and interests. The school provides ongoing academic support in a small school setting to help students meet the high expectations of the Early College Model. For more information, contact the MAI principal at 659-0448.

Enrollment Limitations

Some curriculum programs have maximum student enrollment limitations and/or reserve space for currently enrolled students. Acceptance to most programs except Nursing and BLET will be on a first come, first served basis as evidenced by the receipt of qualified applications and payment of all appropriate fees.

Applicants who do not register and pay at established times may lose their position.

Readmissions

Students who have withdrawn while on probation, or who have been suspended for academic, behavioral or student code of conduct violations should submit requests for readmission to the Chief Academic Officer. Consideration of requests for readmission of students who have withdrawn for these reasons will be made in light of the applicant's ability, evidence of growth and maturity, time elapsed since withdrawing and other extenuating circumstances. Additional consideration will be given to those who have completed course prerequisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.



Credit for Prior Learning and Advanced Placement

Credit by Examination

A student may pass a specially prepared examination and receive credit for a course without having to do the normal course work. The student must enroll in the course and present evidence of his knowledge of the subject matter to the instructor prior to requesting credit-by-examination. The student must then present a Credit-by-Examination Request form to the instructor to begin the process. This form may be obtained in the Student Services Office. If the student passes the exam, he/she will receive a grade of "CR" which will be recorded on the transcript. The hours will be counted toward graduation, but will not be used in calculation of GPA. A student may earn up to 20% of the course requirements for any curriculum through credit by examination.

Articulation of Continuing Education Credit to Curriculum Credit

In cases where the learning outcomes of a current, industry-recognized credential's align with the learning outcomes of a curriculum course(s), credit may be given following approval of the Chief Academic Officer. Credit may be given for adequately documented and validated courses and industry-recognized credentials. These courses and credentials must be pre-approved by the Curriculum Committee and other subject matter experts based on content and outcomes. All academic program completion requirements must be met. Students should contact their advisor and the Chief Academic Officer to determine if a credential qualifies for academic credit.

Transfer from Other Schools

Students who complete course work in another accredited college or university may apply for admission to

MTCC. An application must be submitted and must include official transcripts for all institutions previously attended. Transfer applicants must have maintained a “satisfactory conduct” standing in the institution from which they are transferring to be accepted as a student in good standing at MTCC.

Academic work completed at accredited colleges and universities will be accepted at full value for required courses passed with the grade of “C.” Courses taken at other institutions must have essentially the same content, contact hours and difficulty level as MTCC courses. In order to receive a degree or diploma from MTCC, a student must earn 25% of his/her program in residence at MTCC with at least a “C” average (see graduation requirements).

Applicants who seek admission with advanced standing at MTCC should make an appointment with an admissions counselor to conduct a transcript evaluation. The admissions officer will conduct an official transcript evaluation when the applicant’s admission file is complete. Requests for transfer credit should be made prior to the student’s first term of enrollment. All transfer credit will be computed by the end of the first semester of the student’s initial enrollment. The applicant can inquire in Student Services about all credits which transfer, preferably prior to enrollment.

A transfer student applying too late to complete prerequisite requirements or pre-entrance requirements may be admitted as a provisional student. In such a case, all official transcripts must be submitted within the first semester of attendance. Students who neglect to turn in documentation will have a hold placed on their account with no release of transcript and no future registration until the official transcript is received. A student on academic probation or suspended status from his/her last college or post-secondary institution may be admitted on a probationary basis and may be subject to academic progress regulations as defined in this catalog.

Transfer of Credits from College Level Examination Program

Credit may be allowed for up to 14 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student’s program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

Transfer of Credits for Military Experience

McDowell Technical Community College 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 experience. Veterans of the Armed Forces automatically receive credit for two semester hours of physical education credit. Veterans are eligible to apply for curriculum credit in other areas based on prior education, training and experience. See the Veterans Certifying Official for more information on credit for prior military experience.

Transfer within Curriculums

McDowell Technical Community College will make all reasonable efforts to assist students who transfer from one curriculum to another within the College. Credits earned in one curriculum will transfer to another when appropriate. A student’s cumulative grade point average will be computed only from the credits transferred to the new curriculum. The appropriate Dean is the primary authority in determining transfer of credits from other schools and within curriculums. When there is doubt about the transfer of a credit, the appropriate Dean will consult the appropriate faculty members. If a student wishes to appeal the decision, the transcript will be referred to the Chief Academic Officer, whose decision will be final.

Transfer to Other Colleges

The college to which a student wishes to transfer is responsible for deciding which credits from McDowell Technical Community College will be accepted. Most colleges and universities will accept MTCC credit for a course if a grade of “C” or higher is earned. Students planning to transfer to senior institutions should

strongly consider enrolling in the MTCC College Transfer or General Education program. Transfer of credits from other areas may be limited. Students should seek the advice of an advisor in these instances. There are many four-year schools which accept transfer technical courses from McDowell Technical Community College. Students should contact four-year schools of their choice to determine which courses will transfer.

Procedures for Students Desiring a Second Degree

1. The student desiring a second degree informs their advisor of their intent to receive two associate degrees prior to applying for graduation in Student Services.
2. The advisor evaluates the student's transcript to determine if additional semester hours/coursework are required.
3. The advisor documents their decision on the Secondary Major Declaration Form.
4. The student applies for graduation in Student Services, submitting a separate application for each degree sought.
5. The Director of Student Services confirms that the Secondary Major Declaration Form and Student Data Change Form are completed. If not, he/she informs the student that they need to speak with their advisor and/or Veterans' Certifying Official before proceeding if he/she plans to receive VA educational benefits.

False Information

Furnishing false data for admission or failure to fully disclose requested information will be grounds for rejection of an application or dismissal of a student who has already been admitted to the college.

Notification of Acceptance

*(*Does not apply to students in Nursing programs)*

Applicants will be notified by mail of their admission status within four weeks after their application is received. Placement into a requested program may be determined at a later date. Official notification of acceptance or placement in a program is issued only by the Chief Academic Officer or his/her designee. Applicants not placed in the program of their choice will be notified of this decision. An admissions interview may be requested prior to placement into any program. An applicant who changes his/her mailing address prior to registration for classes, who desires to apply for a different program, or wishes to enroll in a different semester than the one for which he/she originally applied should notify the Student Services Office immediately.

Placement Information

Placement into a specific course of study is based upon standards designed to assure the applicant's success in that course of study. An individual's educational background, interest, motivation, experience and aptitude will be considered when an application is submitted to the College. Students may be required to take transition or corequisite courses based on the RISE placement model. For placement into MAT 271 Calculus I, contact the Student Enrichment Center (659-0418) for placement options.

Career and College Promise

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.

CCP Eligibility Requirements

College Transfer Pathways

Eleventh and twelfth grade College Transfer Pathway students must:

- Be a high school junior or senior; **AND**
- Have a 2.8 or higher unweighted high school GPA **OR** demonstrate college

readiness in reading, writing **AND** math on a state-approved assessment (SAT, PSAT, ACT, Pre-ACT, NCDAP, RISE placement test, AP, IB, Cambridge International Examination.)

Tenth grade College Transfer Pathway students must:

- Be in the second semester of tenth grade; **AND**
- Be identified as Gifted in English/Reading **AND** Math OR have approved Aptitude **AND** Achievement Test scores of 92%- 99%; **AND**
- Have verification of maturity by high school principal and AIG Coordinator; **AND** Have written consent of the student's parent/guardian.

Career & Technical Education (CTE) Pathways

Eleventh and twelfth grade CTE Pathway students must:

- Be a high school junior or senior; **AND**
- Have a 2.8 or higher unweighted high school GPA **OR** demonstrate college readiness in reading, writing **AND** math on a state-approved assessment (SAT, PSAT, ACT, Pre-ACT, NCDAP, RISE placement test, AP, IB, Cambridge International Examination.) **OR**
- Have a Letter of Recommendation from the high school principal or designee.

Tenth grade CTE pathway students must:

- Be in the second semester of tenth grade; **AND**
- Have the recommendation of principal/designee and rationale for recommendation; **AND** Have passed Math I with grade of C or better; **AND**
- Have scored 3, 4 or 5 on EOC for Math I; **AND**
- Have scored 3, 4 or 5 on 8th grade EOC ELA assessment.

Workforce Continuing Education (WCEP) Pathways

- Be a high school junior or senior; **AND**
- Have a 2.8 or higher unweighted high school GPA **OR** demonstrate college readiness in reading, writing **AND** math on a state-approved assessment (SAT, PSAT, ACT, Pre-ACT, NCDAP, RISE placement test, AP, IB, Cambridge International Examination.) **OR**
- Have a Letter of Recommendation from the high school principal or designee.

To maintain eligibility in a pathway, a student must maintain a college GPA of at least 2.0 after completing two courses and must continue to make progress toward high school graduation. A student who falls below a 2.0 GPA after completing two courses will be required to meet with the College Liaison or a Career Coach to develop a "Satisfactory Academic Progress" plan.

CCP Pathway options for the 2024-2025 academic year are outlined in Appendix A.

Additional information can be found on the CCP webpage at <https://mcdowelltech.edu/career-college-promise/>

Academic Regulations

Final grades will be issued to all students at the end of the term, based on the criteria outlined below (with the exceptions given). At the end of each semester, quality points are assigned in accordance with the following formula. (The minimum grade-point average for graduation is 2.00 or an average of grade "C.") Grade point averages are determined by dividing the total number of quality points by the number of hours attempted. If a course is repeated, the latest grade will be used in determining a student's quality points.

Numerical Grade	Letter Grade	Quality Point Equivalent
90-100	A - Excellent	4 points per credit hour
80-89	B - Above Average	3 points per credit hour
70-79	C - Average	2 points per credit hour
60-69	D - Below Average	1 point per credit hour
Below 50	F - Failure	0 grade point (punitive)
AU - Audit		No effect on grade point average
CR - Credit by Examination		No effect on grade point average
I - Incomplete		After the first day of the subsequent semester, an incomplete grade becomes an F
NS - No Show (never attended)		No effect on grade point average
P1 - Pass Developmental Tier 1		No effect on grade point average
P2 - Pass Developmental Tier 3		No effect on grade point average
P3 - Pass Developmental Tier 4		No effect on grade point average
R - Repeat Developmental		No effect on grade point average
W - Withdrawal		No effect on grade point average
No Withdrawals allowed after 75%		Student receives grade earned

***The above Numerical Grade does not apply to the Cosmetology and Esthetics Programs. Please see individual program handbooks for program requirements. **A grade of 80 or above is required to pass courses in Developmental Studies and Health Sciences Programs (HIT, Nurse Aide, Practical Nursing and ADN).*

Incompletes

The grade "I," incomplete, may be assigned when a student is unable to complete a course by the end of **the semester**. The student must present valid reasons why the course cannot be completed and obtain the instructor's approval to receive an incomplete grade. This grade will be replaced with the grade earned when the work to be completed is satisfactorily accomplished prior to the first day of class in the following semester. If the incomplete course is a prerequisite to a course the student is registered for in the following

semester, and if the student is unable to complete the requirements to satisfy the incomplete grade, the student will be withdrawn from the subsequent course. An incomplete grade is treated as a failing grade in GPA computation after the first day of the subsequent semester when the work has not been completed. The faculty member of the course will complete a Change of Grade Form to document that the incomplete has, in fact, been satisfied.

Only under extenuating circumstances may the Chief Academic Officer (CAO) extend the deadline for the completion of an incomplete grade. In such a rare case, the student, faculty and Chief Academic Officer (CAO) will sign a memo of understanding outlining the terms of the extension.

Standards of Progress

All MTCC students are expected to make academic progress toward graduation. The grade point average required for graduation is 2.00, indicating that the student has a C average in all course work. The calculations listed below are the acceptable grade point averages which students are expected to maintain for the number of semester hours they have accumulated.

ASSOCIATE DEGREE PROGRAM		VOCATIONAL DIPLOMA PROGRAMS	
Cumulative Semester Hours	Minimum Grade Point Average	Cumulative Semester Hours	Minimum Grade Point Average
0 - 10	1.00	0 - 10	1.00
11 - 20	1.25	11 - 20	1.35
21 - 30	1.50	21 - 30	1.75
31 - 40	1.75	31 - Completion	2.00
41 - 50	1.90		
51 - Completion	2.00		

***There are additional regulations for Health Science (ADN, Practical Nursing, HIT) and Public Safety (BLET, EMS & Paramedic) and Cosmetic Arts Programs. Check with the Student Services Officer, the Health Science Department, or your advisor for these regulations. Also reference Graduation Requirements in this Catalog.*

Academic Advisement/Probation

The above cumulative grade point averages are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 grade point average is required for graduation. Students who fall below the specified minimum will be placed on Academic Probation for the following semester and will be required to reduce their course loads and develop a plan of corrective action with their success coach or advisor that is approved by the Dean of Students and the Chief Academic Officer and submitted to the Registrar's Office.

Academic Suspension and Readmission

Students who fail to earn a 2.00 GPA during any semester of academic probation may be suspended from their program of study. The period of suspension will not be less than one semester, nor more than one year. Students who have been suspended for academic deficiencies should submit requests for readmission to the Chief Academic Officer (CAO). Requests for readmission will be considered in light of the applicant's ability, evidence of growth and maturity, time elapsed since suspension and other extenuating circumstances. Additional consideration will be given to those who have completed course prerequisites. Enrollment limits

and class sequencing will also be considered in evaluating a request for readmission.

Recognition of Academic Honor Students

Students enrolled full-time (12 credit hours or more) who receive no incompletes are eligible for the following academic honor's lists:

- President's List - Grade point average of 4.00
- Dean's List - Grade point average of 3.75 - 3.99
- Honor List - Grade point average of 3.50 - 3.74

Academic honor lists are posted on-campus and provided to newspapers each semester.

Faculty Advisors and Success Coaches

Each student enrolled at MTCC will be assigned an onboarding and faculty advisors. The onboarding advisor will provide each student personal assistance in orientation to MTCC's policies and procedures, confirm the student's program major, and help the student register for first semester classes. The onboarding advisor will serve as a success coach for the student throughout the duration of enrollment at MTCC.

The student's faculty advisor will work with the student after the initial enrollment in classes at MTCC. The faculty advisor will provide assistance in developing an educational plan, evaluating the student's progress, and registration for courses for the remaining semesters at MTCC. The student's faculty advisor may be consulted regarding various problems, but must, in all cases, be consulted by the student in the following instances:

1. When planning each semester's schedule (after the first semester).
2. When changing courses within the current program.
3. When changing programs of study.
4. When preparing to enter a final semester of studies to determine graduation eligibility.

If a student is unsure who his or her current advisor is, the student should contact Student Services at 828-652-0622 to obtain the advisor name, office location, phone number and email address. Advisors maintain office hours as posted on their office doors.

Registration

MTCC operates on the semester system (Fall, Spring, and Summer). All students are expected to register during the time set aside for that purpose. MTCC offers Pre-Registration dates to give students more time and flexibility to register and meet with their advisors as well as offering a one-time Late Registration Day. These dates are listed in the MTCC Catalog, the Schedule of Classes, and the MTCC website.

Students may not register for a semester until they have paid any deferred or past due charges owed to the College. These fees are paid through the Business Office. Students are responsible for obtaining registration clearance each semester before they are permitted to register for classes.

Procedure for Schedule Changes

Students may change their academic schedules during the prescribed period without scholastic penalty. Courses dropped after the 10% point in the semester are not subject to a refund. Courses dropped after the 10% point in the semester will be marked "W" (Withdrawal). Withdrawal is not permitted after the 75% point of a semester. The steps below must be followed before schedule changes are official:

1. Students must speak with a Success Coach before withdrawing from courses.
2. The student secures an Add-Drop-Withdrawal Form from the Student Services Office and completes it.

3. Individual course changes must be approved by the appropriate instructor with a signature on the form.
4. The Add-Drop-Withdrawal Form is submitted to the Registrar's Office, where the change is recorded.
5. Students who do not withdraw officially from a course and who must be administratively withdrawn from the course because of absences will be dropped with a grade in accordance with the rules above.

Procedures for Student Withdrawal

To officially withdraw from the College or from a course, the student must follow these procedures:

1. Students must speak with a Success Coach before withdrawing from courses.
2. The student reports to the Student Services Office to obtain a Drop-Add-Withdrawal form.
3. The student is responsible for obtaining each instructor's signature, last date of attendance and withdrawal grade on the withdrawal form, and is responsible for returning this form back to the Student Services Office. If the circumstances surrounding the withdrawal process do not allow the student to do the above, the Student Services Office will perform the withdrawal procedure for the student upon request.
4. A student may withdraw prior to the 75% point of the semester without scholastic penalty. This procedure, if followed, will entitle the student to have the permanent record show the notation "W" withdrawn. This notation indicates good standing and the privilege of readmission but may affect financial aid.
5. Any student who withdraws or is withdrawn after the 75% point of the semester will receive the earned grade, including coursework for the remaining portion of the semester.
6. Any student who fails to officially withdraw from the College may receive a grade of "F." *STUDENTS ARE ENCOURAGED TO INITIATE AND FOLLOW THROUGH WITH OFFICIAL WITHDRAWAL PROCEDURES.*

Course Substitutions

Students may be allowed to substitute one course for another to meet graduation requirements. The substituted course must contribute to the goals of the degree program equally as well as the original course. Students must obtain approval from the instructor, advisor, Dean and the Vice President of Academics and Student Services/Chief Academic Officer to gain approval. A course substitution form may be obtained in the Student Services Office or on the MTCC Website at [Resources > Student Forms](#).

Repeating Courses

A course may be repeated for credit for the purposes of obtaining certification hours, gaining additional knowledge, improving a grade or for the purposes of auditing a class. A student may receive credit hours toward graduation only once for a course. In the case of a course which has been repeated, only the quality points and hours earned in the most recent enrollment will be calculated in the GPA. However, all grades will be shown on the transcript during the semester in which the course was taken.

Students may receive financial aid one additional time for a repeated course that was previously passed if the student is attempting to better that grade. Students may also receive financial aid for a repeated course in which they previously received a grade of "F," regardless of the number of prior attempts, as long as they are maintaining satisfactory academic progress per financial aid guidelines.

Veteran's benefits may not be received by students repeating a course unless it is to achieve the minimum grade required for graduation.

Auditing Courses

Students who wish to audit courses must register and pay the same tuition and fees as students taking courses for credit. Unless the instructor makes an exception, auditing students are subject to the attendance policy (as stated in the College Catalog and Student Handbook). Students auditing courses which involve laboratory work may work in labs only during the course's scheduled laboratory hours and under the direct supervision of the instructor. Otherwise, labs are closed to auditing students. No financial aid is received for audited classes. Audited courses are not eligible for Veterans educational benefit payments.

**Note: If auditing a course that is a prerequisite, a student cannot receive credit and progress to the next course. Contact your advisor for additional questions.*

Change of Program

All MTCC students wishing to change their program of study must pick up a Major Change Form located in the Student Services Office or <https://mcdowelltech.edu/student-services/student-forms/>. A change of major will be applied at the beginning of each semester. Once your program change has been processed, a new advisor will be assigned for the purpose of re-evaluating your new program and transferring applicable credits.

Students who request a major change from a certificate or diploma program to an associate degree program will have to update placement tests through the Student Enrichment Center.

Credit or Contact Hours

Credit for course work is recorded in semester hours. One semester hour credit is given for one hour of class work, two hours of laboratory or three hours shop work/clinical per week during a 16 week term. Work-based Learning credit is one semester hour of credit for 160 hours of work per semester.

Maximum Course Load

Students are encouraged not to enroll in more courses than they can successfully complete. Students enrolling for 19 credit hours up to 22 maximum credit hours must have special permission from the faculty advisor and Chief Academic Officer and have a GPA of 3.00 or higher.

Class Attendance

The following attendance requirements shall apply to all college students. Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. Departments and programs may establish stricter attendance policies as required by program accreditation or secondary approving agencies.

1. Students are expected to attend and be on time for all classes, lab or shop sessions and clinical, preceptor, work-based learning and apprenticeship. Students should refer to each course syllabus for individual course attendance requirements. At the instructor's discretion, students may make up missed class, lab, shop or clinical work. When students must be absent, it is vital that they remain in contact with their instructors. Students who are absent for high-school or college related extracurricular activities, sports, clubs, etc. and are current in their class assignments shall be allowed to make up missed work at the instructor's discretion.
2. Any student who has not attended at least one seated class or completed and submitted one assignment in an online course by the date in which ten percent (10%) of the class has passed will be reported by the instructor as a "no show". A student who has never attended a course by the ten percent (10%) date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.
3. The instructor may withdraw any student who has been absent from a course for fourteen (14) consecutive days in a 16-week term or seven (7) consecutive days in a shorter academic term. A student in an online, hybrid, blended, or hy-flex course will be withdrawn following fourteen (14) consecutive days in a 16 week term (or seven (7) consecutive days in shorter academic terms) of missed assignments, missed attendance (for hybrid, blended and hy-flex), and lack of communication with the instructor regarding course

participation. Holidays, breaks and weekends are not included when calculating consecutive days. Consistent with policies establishing attendance in online courses, logging into a course site but failing to submit completed work does not constitute attendance.

Please note: 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 should notify the instructor, in writing, of the extenuating circumstances prior to the ten percent (10%) date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the appropriate dean, and the approval of the chief academic officer.

4. A student's absence while participating in a college-sponsored, school-sponsored or approved activity will be considered an excused absence for participating students. Such excused absences will not be considered in the student's class attendance for withdrawal purposes, nor will excused absences be included in the determination grade for "participation" of which class attendance is a part. The responsibility for making up missed work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed will be rescheduled prior to the excused absence or otherwise rescheduled at the discretion of the instructor.
5. **Withdrawals:** If a withdrawal is processed prior to the 75% point of a course, a grade of "W" (Withdrawn) will be assigned. After the 75% point, the student will receive the grade earned, including coursework for the remaining portion of the semester. (For Individualized Instruction, a student must complete 100% of required hours.)

6. Absences for Religious Observance

In compliance with North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, McDowell Technical Community College will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The college provides reasonable accommodations including a minimum of two (2) excused absences each academic year, for religious observances required by a student's religious practice or belief.

- a. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year. The Academic Term consists of fall, spring and summer semesters.
- b. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
- c. The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the Academic Information Section of the MTCC Catalog and Student Handbook.
- d. The student must submit a "Request to be Excused for Religious Observance Form" to the Chief Academic Officer or his/her designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance.
- e. A "Request to be excused for Religious Absence Form" must be completed for each class missed. Forms may be obtained from the Student Services office.
- f. The Chief Academic Officer or their designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
- g. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence within a reasonable accommodation and without undue hardship.
- h. No more than two tests per day may be given to a student who is making up a test or tests due to the excused absence(s).
- i. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious

observance.

- j. Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.

Reasonable accommodation: Any change in an academic course or program of study with respect to the ways tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.

Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.

Undue hardship: An accommodation that would require significant expense or difficulty for the college or would result in the inability of the student to perform an essential function of his or her course/ program of study. The determination of undue hardship is dependent on the facts of each individual situation.

7. **Absences for Active Military Duty.** The college shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations and a National Guard service member placed onto active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.
- The college shall provide the student the opportunity to make up any test or other work missed during the excused absence.
 - The college shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
 - The college shall give the student the option of receiving a temporary grade of “incomplete” or “absent from the final exam” for any course that the student was unable to complete as a result of being placed on state active duty status; however, the student must complete the course requirements within one (1) semester following their return from action service to avoid receiving a failing grade for the course.
 - The college shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on state active duty status.

Procedure for Attendance in All (including online) Classes

Per Department of Education regulations in 34 C.F.R. 668.22 (1) (7), the following activities are considered academic attendance or an academically-related activity:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The following activities would not be considered an academically-related activity:

- Logging into an online class without active participation
- Participating in academic counseling or advising

With the understanding that federal standards regarding attendance in distance education courses are more rigorous than those of the state, the procedure for documenting attendance in online courses should include:

- An activity scheduled for each week that indicates some form of active attendance; such as:
 1. Interactive tutorial in which the student must participate to receive an attendance mark
 2. Video with required completion of at least one question after viewing
 3. Discussion board/interaction with other students in class
 4. Practice exam

5. Test review
 6. Quiz (less than 5 questions would be acceptable)
 7. Required reading with completion of at least one question after reading
 8. Journal entry based on material covered or read
- An activity would not include simply downloading material for reading, watching a video without interaction or questions, logging in with no indication of work
 - There should be at least one activity each week that documents attendance; this documentation should be easily accessible for auditing purposes
 - If a student fails to participate in an activity for two consecutive weeks, the student should be withdrawn from the class with a last date of attendance equal to the last documented activity

Grade Reports

Final grade reports will be posted in Self-Service. If the student has any outstanding debt to the college, the grade report will be held until the debt is resolved.

Grades will be changed due to a computational error within six weeks of the due date for final grade submission. Under no circumstances will a student be allowed to do makeup work to improve a grade once final grades have been submitted. All grade changes must be approved by the Registrar.

Change of Name or Address

Students should immediately report any change of name or address on the appropriate form to the Student Services Office.

Student Classification

Full-Time Student:*	A student enrolled for 12 or more credit hours.
Part-Time Student:*	A student enrolled for less than 12 credit hours.
Freshman:	A student with fewer than 32 semester hours of credit.
Sophomore:	A student with 32 or more semester hours of credit.

**Since the summer semester is an abbreviated term, 9 or more credit hours is considered full-time during the summer; less than 9 hours is considered part-time.*

For financial aid purposes, a student must be enrolled for 12 semester hours of credit during any semester for which he/she wishes to be considered full-time, including the summer semester.

Graduation Requirements

It is the responsibility of each student to know and to meet the graduation requirements of the College in her/his particular program of study and to maintain the minimum required grade average. Counselors and faculty advisors are available to work with individual students, but the final responsibility for meeting graduation requirements lies with the student. The following list constitutes the minimum requirements for graduation:

1. Satisfy proficiency standards in English, math, and reading. Complete all course requirements as outlined by curriculums, achieve an overall grade point average of 2.00 or above with all passing grades.
2. Students who fail individual subjects or have incomplete grades must make up such deficiencies before being allowed to graduate.
3. A Graduation Application must be submitted via Self-Service prior to the completion of course requirements. One semester prior to the semester that the student expects to complete diploma or degree requirements, the student is expected to have a preliminary record check by an academic advisor. It is the student's responsibility to arrange for a final record check with the Director of Student Services or appointed designee.
4. Students must fulfill all financial obligations to the College.

5. If a student is administratively-identified as being eligible for completing a credential, they can be graduated from said credential, even if the student is not actively in the program.

Graduation vs. Conferring of Degrees

McDowell Tech confers degrees three times a year: December (Fall), May (Spring), and August (Summer). Degrees can only be conferred once a student applies to graduate. Students should apply to graduate at least 45 days prior to graduation by submitting the Graduation Application in Self-Service. The graduation ceremony is in May. It is optional for all students. Students who are within 10 hours of program completion in the summer semester may participate in the May graduation ceremony.

Graduation with Honors and High Honors

A graduate who completes his/her curriculum program at MTCC with an accumulated grade point average of 3.50 to 3.79 on a 4.0 scale will be graduated with “honors.” Graduates with an accumulated grade point average of 3.80 to 4.0 will graduate with “high honors.” These distinctions will be noted on the diploma and on the student’s transcript.

Completion of Two A.A.S. Degrees

Any MTCC graduate who desires a second degree must fulfill all degree requirements for the second degree plus a minimum of 20 semester hour credits earned in residency beyond the first degree. Students with an Associate Degree from another accredited institution may receive a second Associate Degree from MTCC by fulfilling the conditions outlined above. Completion of both degree requirements will be noted on the student’s permanent record and credentials.

Distance/Online Learning

Distance/Online Learning

Distance/Online Learning is teaching and learning across geographical distances through the use of a Learning Management System (LMS), a software program for online course delivery. MTCC utilizes Open LMS, enabling students to access course materials, lectures, notes, assignments and tests, via computers and the Internet.

Distance learning courses offer a high degree of flexibility and may eliminate barriers to achieve educational goals. Students taking courses by distance learning methods must be self-motivated, self-disciplined learners, and should have adequate computer skills. Online learning typically involves more independent work than traditional classes, it may not suit every student's learning style.

All facilities and resources available to traditional MTCC students are also available to the Distance Learner, including student services, library resources and support services. The same tuition and fees apply, as does the curriculum credit.

Methods of Instruction in Distance Education Classes

Internet/Online (50-53 Section codes designated in the Academic Schedule) class instruction is offered off campus and delivered via the Internet. Students receive their assignments and information from an instructor, participate in online discussion forums, submit work, and take tests through Open LMS. Instructors are available by MTCC Gmail, telephone, Zoom, and on campus during office hours.

*An **Orientation** for complete online classes is provided and highly recommended for **new students** to attend; the orientation will provide useful information, resources, and tutorials that can help a student to be better prepared to concentrate on the course content, rather than logistics and software issues.*

01-05	Traditional (Day)	Courses meet in the classroom face-to-face.
06-09	Traditional (Evening)	
20-24	Hybrid (Day)	Hybrid courses use a combination of online information and face-to-face class meetings. These classes will meet in a traditional classroom on the first day to receive the syllabus and review course requirements.
25-29	Hybrid (Evening)	
30-34	Blended (Day)	The primary delivery is via traditional face-to-face sessions with a requirement that students have internet access as a supplemental part of the course.
35-39	Blended (Evening)	
40-44	HyFlex Day	multi-modal delivery method with option to deliver online portions synchronously, asynchronously, or both as long as 100% of the instruction is offered face-to-face with the instructor in a physical classroom.
45-49	HyFlex Evening	multi-modal delivery method with option to deliver online portion synchronously, asynchronously, or both as long as 100% of the instruction is offered face-to-face with instructor in a physical classroom.
50-53	Internet	Open LMS Orientation is available online.
54-56	Internet w/ Mandatory Meetings	Primarily online with 3 to 5 Mandatory Meeting Dates.
57-58	Internet w/ Work Experience	Primarily online with work experience.

Non-Traditional Classes

Individualized Instruction (Independent Study) (10 section code)

Students may, under certain circumstances, register for courses by Individualized Instruction. Students who wish to register for a course through Individualized Instruction should contact the Student Services Office to procure the appropriate form to be completed.

The student is required to have:

1. A 2.50 grade point average or recommendation of faculty advisor.
2. Present written documentation for his/her inability to take the course in a regular classroom setting.
3. Submit the "Individualized Instructions" Form to Office of Student Services with the following signatures:
 - a. Instructor.
 - b. Advisor.
 - c. Department Chair or Dean.
 - d. Chief Academic Officer

No more than one course per semester may be taken as Individualized Instruction, for a maximum of 12 semester hours that can be counted toward graduation.

Work-Based Learning (WBL)

Work-Based Learning is designed to give students an opportunity to receive non-required core credit, and in some cases, required credit for on-the-job work experience. Students participating in a work-based learning course will work under the direction of MTCC's assigned Work-Based Learning Coordinator for the student's specific program of study, their job supervisor, and their Curriculum Advisor. The work experience used for WBL must be significantly related to the student's program of study.

Eligibility

Any student who is enrolled in a curriculum program which offers WBL for academic credit may be eligible if they meet the following requirements:

1. Be approved by his/her advisor.
2. Be approved by the WBL Coordinator.
3. Have an employer or gain an employer that agrees to participate in the WBL program and follow the guidelines required in the WBL Student Handbook.
4. The employment is significantly related to the student's program of study.

Academic Credit

Students may earn a maximum of two WBL credits in one semester (four WBL credits if enrolled in an Apprenticeship NC program in one semester). The work-based learning student may receive a maximum of eight total hours of academic credit for an approved Associate of Applied Science (sixteen total hours of academic credit for an approved Associate of Applied Science when enrolled in an Apprentice NC program), up to four total hours of academic credit for an approved Diploma program (eight total hours of academic credit for an approved Diploma program when enrolled in an Apprentice NC program), up to two total hours of academic credit for an approved Certificate program, and one credit hour of academic credit in the Associate of Arts program. One college credit hour of WBL requires 160 hours of work.

WBL Options

Eligible students in the College Transfer program must use WBL credit for non-required core credit. Students in Technical Degree programs must use WBL credit for non-required core credit, except in programs where WBL courses are listed as a requirement. Substituting WBL for required curriculum courses must be approved by the WBL Coordinator or Director and the Chief Academic Officer.

Application Procedure

Students interested in participating in the WBL program must contact the WBL Coordinator for their program of study and their curriculum advisor. Students are selected for WBL based on an evaluation of their interview and other pertinent criteria. After a student has been approved for WBL, the curriculum advisor will assist them in locating an appropriate assignment. Students already working must have the approval of the College and employer.

Registration

Students must have the approval of the WBL Coordinator and curriculum advisor before registering for a WBL work experience. Those students who are approved must follow normal registration procedures. Students are invited to inquire for more detailed information regarding WBL from their program advisor.

Apprenticeship Training

North Carolina is requiring increasingly greater numbers of highly trained men and women to keep pace with our rapidly changing economy. New demands on the abilities and experience of workers because of changing methods, materials and technology, call for a new look into educational methods. Apprenticeship is an effective means to develop formal skills. As such, it makes a major contribution to our state's economic

growth.

McDowell Technical Community College can help train an employed apprentice by making available necessary courses, instructors and classrooms for the educational piece to ApprenticeshipNC.

The main objective for the Apprenticeship Program is to combine on-the-job training with a program of formal related instruction through MTCC. The major objective of the related instruction is to teach an apprentice that part of the technical information pertaining to his/her trade which can best be taught in the classroom. Other objectives include 1) development of an ability to apply technical related information to his or her trade, 2) evolvement of proper attitudes and human relations, and 3) adjustment to social problems encountered in the world of work. The North Carolina Community College ApprenticeshipNC program has mandated that related training be required of every ApprenticeshipNC participant.

MTCC has courses in the curriculum program that offer the apprentice an opportunity to acquire an associate degree, Diploma, Certificate, or Industry Recognized Credential at the same time they are completing the Apprenticeship Program.

Apprenticeships include pre-apprentice, adult apprentice, and youth apprentice programs. Students enrolled in an apprenticeship program earn pay from an employer. Many times, the employer pays while the employee is attending college classes. In addition, youth apprentices attend college tuition waived. Adults participating in an apprenticeship program may be eligible for state scholarships. For more detailed information, students should contact their program advisor.

Enrolling in Work Based Learning or ApprenticeshipNC courses

Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students enrolled in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs. The following course list is available at MTCC, please reference individual program of study for recommended course.

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 112	Work-Based Learning I	0	0	20	20	2
WBL 113	Work-Based Learning I	0	0	30	30	3
WBL 114	Work-Based Learning I	0	0	40	40	4
WBL 121	Work-Based Learning II	0	0	10	10	1
WBL 122	Work-Based Learning II	0	0	20	20	2
WBL 123	Work-Based Learning II	0	0	30	30	3
WBL 124	Work-Based Learning II	0	0	40	40	4
WBL 131	Work-Based Learning III	0	0	10	10	1
WBL 132	Work-Based Learning III	0	0	20	20	2
WBL 133	Work-Based Learning III	0	0	30	30	3
WBL 134	Work-Based Learning III	0	0	40	40	4
WBL 211	Work-Based Learning IV	0	0	10	10	1
WBL 212	Work-Based Learning IV	0	0	20	20	2
WBL 213	Work-Based Learning IV	0	0	30	30	3
WBL 214	Work-Based Learning I	0	0	40	40	4

Student Expenses

McDowell Technical Community College receives financial support from local, state and federal sources, allowing educational opportunities at a minimum cost. Tuition fees are set by the State Board of Community Colleges and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. The payment of tuition and all required fees must be made at the time of registration unless deferred payment arrangements have been made with the Business Office.

****Students are not officially registered until tuition payment and fees have been received in the Business Office or deferred by Financial Aid or a signed Promissory Note.***

*****The following information applies to students enrolled in curriculum programs (technical, vocational, college transfer and general education). For information on Continuing Education fees, see the appropriate section of this catalog.***

TUITION (In-State)

**\$76.00 per credit hour, up to a maximum tuition charge of \$1,216.00 per semester.
(16 or more credit hours = \$1,216.00)**

TUITION (Out-of-State)

Any student whose legal residence is outside the State of North Carolina, or in the case of students who are boarding or living with relatives in the community, whose parents or guardians are living outside the State, shall pay tuition fees as follows:

\$268.00 per semester credit hour, up to 16 credit hours; maximum tuition charge of \$4,288.00 per semester.

Past Due Accounts

Students may not register for a semester, receive transcripts (unless MTCC tuition and fees were paid with Title IV (federal financial aid) funds) or participate in graduation until deferred or past due charges are paid in the Business Office.

Residency Status for Tuition Purposes

Under North Carolina law, persons must qualify as state residents for a tuition rate lower than that for non-residents.

Residency Determination Service

All individuals applying to MTCC will be required to complete the online residency determination prior to 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) which will be utilized at all colleges in NC.

MTCC 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 CFI and not MTCC. The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in circumstances (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

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.

Tuition Exemptions

College tuition exemptions are as follows:

- Current high school students taking courses at community colleges.
- Some students enrolled in the BLET training program.
- Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of traumatic injury sustained in the line of duty may be eligible for a tuition waiver.
- Any spouse or children (ages 17 to 22) of law enforcement officers, firefighters, volunteer firefighters, or rescue squad workers who are permanently and totally disabled as a result of a traumatic injury sustained in the line of duty may be eligible for waiver of tuition.

Estimated Fees

- Activity Fee - All curriculum students are required to pay the Student Government Activity Fee. The established fee is \$25.00 per semester. This fee is not refundable.
- Student Insurance Fee - In order that every student may be covered by insurance in case of an accident, institutional policy requires that each student enroll in the accident insurance program at registration. The established fee is \$1.30 per semester. This fee is not refundable.
- Liability Insurance - Students enrolled in Practical Nursing Education, associate degree Nursing, Nurse Aide, Teacher Associate, Cosmetology, Nail Technology, Health Information Technology, Phlebotomy and Early Childhood Associate are required to purchase professional liability insurance coverage. The cost of liability insurance is \$14.50 per year. This fee is not refundable.
- Technology Fee - In order to offset the cost of copies, toner, state-of-the-art computer labs, and other technology made available to students, a fee of \$25.00 per semester is charged to each student at the time of registration. This fee is not refundable.
- Identification Badge - All curriculum students are required to purchase a picture identification badge to be on his/her person at all times while on the campus grounds for a fee of \$5.00 for the academic year. This fee is not refundable.
- Campus Access Parking and Security Fee (CAPS) - Parking facilities are available for students, visitors, staff and faculty. All Curriculum students are required to pay a \$25.00 per semester CAPS fee. CAPS fee receipts are utilized for student parking, campus security costs, including but not limited to, salaries, related benefits and operating costs associated with security personnel; contracted security services; vehicles, equipment and capital improvements necessary to secure college property. This fee is not refundable.

Fees for Special Purposes-Student Success Fee

All curriculum students are required to pay a Student Success Fee of \$25.00 per semester. This fee pays for the printed diploma, diploma cover, large mailing envelope, and purchase of a cap/gown/tassel unit. The Student Success Fee funds may also be utilized to pay for services or equipment that will benefit all students. This fee is not refundable.

Educational Testing Fee

Students enrolled in the Practical Nursing Education and Associate Degree Nursing Programs are charged an educational testing fee each semester. There are testing fees for PNE and for ADN students which will be provided at student orientation.

Transcript Copy Fee

Students should go to Student Services to request a transcript. A fee of \$5.00 is charged for copies of official transcripts.

Additional Expenses

Some curricula require students to purchase additional supplies, equipment and/or uniforms. Students should contact the instructor/advisor in the curriculum they plan to enter.

Book Costs

Students are required to purchase the necessary textbooks for courses. Copying of textbooks is not allowed and is a violation of copyright laws in most cases. Courses that utilize Cengage Unlimited® will have an annual fee of \$210.00. The average cost of textbooks and materials ranges from approximately \$500 to \$800 per semester, depending on the student's chosen curriculum. Workbooks and certain text materials which are expendable items may be required for some courses.

In accordance with Department of Education regulation § 668.164 regarding student receiving Title IV funding, an option to opt out of the textbook program and receive a partial credit for the textbook portion of the One Fee must be offered. With the opt out option, students are responsible for directly procuring textbooks and course materials; students who opt out still have access to the online textbook portal for viewing textbook information.

Procedure for Opting Out of textbook costs

The cost of textbooks and supplies required for completion of each program of study at McDowell Technical Community College is included in the total tuition cost. The amount of tuition and fees for a student's program is located on the student's registration form.

By including the cost of textbooks and supplies required for each program in the total tuition amount billed to students, MTCC is able to pass along costs, which are at or below competitive market rates, which helps to reduce the costs for students. In addition, the textbook(s) and supplies are provided to students at the beginning of each scheduled course, so students have the necessary material(s) for their coursework timely.

Students have the right to opt-out of the inclusion of Cengage Unlimited being included in the total tuition. If a student chooses to assume the responsibility to purchase textbooks and supplies on their own, they must understand their rights and responsibilities of this opt-out request. Listed below are some important responsibilities for students to consider:

- The student will be responsible for purchasing all resources that are required for each course.
- The student is fully responsible for purchasing and receiving all required textbook(s) and supplies for each course on or before the third day of the course. They should understand that the costs incurred to purchase these will likely be higher than the cost included in the program tuition.
- If for any reason the student does not obtain their textbook(s) and or supplies timely, it is not the responsibility of MTCC (faculty or staff) to provide any accommodations.
- Once a student opts-out of including the costs of textbooks and supplies in the tuition cost for their program, the request cannot be reversed.
- The student must opt-out prior to the beginning of each semester
- If a student changes his/her mind and wishes to opt-in, and if the opt-out period has not ended, you can opt back in during that period of time. Please log back into the opt-out portal and choose "Opt-In".

During the registration process, the student will initial their choice to opt-in or opt-out. Choosing to opt-in indicates their agreement to include the costs for textbooks and supplies provided by McDowell Technical Community College, in the total tuition. If a student chooses to opt-out,

they will complete and submit the Cengage Unlimited Opt-out form, along with a copy of their registration paperwork, to the Financial Aid Office for processing. The total amount listed on the Textbook Supplies List for their program will be deducted from the amount of tuition and fees listed on the registration form.

Continuing Education Fire, Rescue and EMS College Fee

Students attending the McDowell Fire, Rescue and EMS College will be charged a fee of \$15.00.

Returned Check Fee

A \$25.00 service charge is assessed for each returned check.

Refund Policy

Tuition refunds are automatic if a student initiates the drop before the 10% point of the semester. A 100% tuition refund can be made to a student who withdraws by registration day. A 75% tuition refund can be made to a student who withdraws before the 10% point in the semester. An official withdrawal must be made by completing the "Add/ Drop/Withdrawal" form. Tuition refunds will not be considered after the 10% point in the semester. There is no refund made on activity fees or insurance unless the class is canceled. "Add/Drop Withdrawal" forms may be obtained in the Student Services Office, or on the MTCC website.

Students will receive a copy of the textbook refund policy when textbooks are published in the College Bookstore. Books must be returned within ten days of registration for consideration of refund. All refunds are subject to the terms and conditions stated on the textbook refund policy.

Proctored Test Fee

Non-MTCC Course Proctoring: McDowell Technical Community College (MTCC) offers proctoring services through the UNC Online Proctoring Network and for other colleges and universities as a community service. Proctoring is available in the Academic Resource Center (ARC) anytime during the hours of operation, when classes are in session. All proctored exams must be completed at least 30 minutes before closing time. There is a charge of \$25.00 per test for proctoring services. Proctoring fees may be paid in person in the Business Office. Fees must be paid prior to the testing appointment. Students must bring this receipt of payment to their scheduled proctoring appointment.

Student Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance.

Although the primary responsibility for financing an education remains with students and families, McDowell Technical Community College participates in several programs designed to supplement individual and family contributions. Financial aid may consist of grants, scholarships, campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

Eligibility for Financial Aid

Eligibility requirements for receiving financial aid may change from year to year. Specific requirements are established by the U.S. Department of Education for federally funded aid programs. The North Carolina State Education Assistance Authority and the North Carolina Community College System determine eligibility for state funded programs. Any local and/or private scholarship sources determine the eligibility for awarding funds from their respective programs.

Students must be in a program leading to a degree, diploma, or eligible certificate (at least 16 semester hours and/or 38 contact hours in length) to be eligible for federal or state financial aid. Therefore, students enrolled as Special Credit/Undecided are not eligible to receive federal or state financial aid. In addition, any student in default of a student loan or owing a repayment of Pell Grant funds will not be awarded financial aid. Students must have a high school diploma, adult high school diploma or GED certificate in order to receive federal and/or state financial aid. Official transcripts must be on file with the admissions office in order to be eligible.

All students receiving financial aid must maintain satisfactory academic progress. At MTCC, students must maintain a grade point average of 2.0 and complete 67% of all credit hours attempted. Students that receive financial aid and subsequently withdraw from classes before the end of the semester may be required to repay a portion of Pell Grant, SEOG funds and state funds.

Students falling below the minimum standard for academic progress and/or in ineligible status due to overpayment of Pell Grant funds or student loan default should contact the MTCC Financial Aid Office to determine how their eligibility may be regained. (See upcoming section regarding satisfactory academic progress for further explanation.)

Important Information for Pell Grant Recipients Regarding Lifetime Eligibility

In December 2011, President Obama signed into law the Consolidated Appropriations Act of 2012 (Public Law 112-74). This law significantly impacts Federal Student Aid Programs.

One of the most significant changes is the Federal Pell Grant Duration of Eligibility. The law reduces the duration of a student's eligibility to receive a Federal Pell Grant to 12 full-time semesters (or its equivalent). This provision applies to all Pell Grant eligible students effective the 2012/2013 academic year. The calculation of the duration of the student's eligibility will include all years, no matter how far in the past, that the student has received Federal Pell Grant funding. Therefore, every semester that a student has received Pell Grant funding will count toward the semester limit. Students that have attended at less than full-time status in the past, or at present, will be assessed accordingly.

The MTCC Financial Aid Office will attempt to notify students of their remaining eligibility as they apply or reapply for financial aid.

Scheduled Pell Award

The Scheduled Pell Award is the maximum amount a student can receive during the award year if the student attends full-time for a full academic year.

Beginning with the 2024-2025 academic year, the Department will no longer publish a Federal Pell Grant Payment Disbursement Schedule. Instead, each student's Scheduled Pell Award is:

1. An automatic Maximum Pell Grant Award (Max Pell);
2. The difference between the Annual Max Pell and the student's Student Aid Index (SAI) or;
3. A Minimum Pell Grant Award (Min Pell).

Application for Financial Aid

Students applying for Financial Aid at MTCC should complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed and submitted via an online process at www.studentaid.gov. There is not a technical deadline to apply for financial aid at MTCC, but students should apply at least 8 weeks prior to the beginning of their first semester at MTCC. The priority filing deadline for NC grants is August 15th. Funds are limited in some financial aid categories (i.e. Federal Work Study and Federal Supplemental Educational Opportunity Grant (FSEOG)). Therefore, early applicants are most likely to receive assistance if eligible and funds are available. Students may also be required to submit additional internal and external scholarship applications if interested in applying for aid other than or in addition to federal and state funds. Scholarship applications can be found on the MTCC Financial Aid Office webpage, as well as on the MTCC Foundation webpage.

Student financial aid information is kept confidential within the MTCC Financial Aid Office. Financial Aid awards can be adjusted according to changes in eligibility and enrollment.

Awarding of Financial Aid

Students must always be enrolled in at least six credit hours to be eligible for the North Carolina Scholarship. Because of the number of credit and/or contact hours, the following certificate are not eligible for financial aid:

- C25800A Accounting Certificate
- C35100A Air Conditioning, Heating & Refrigeration Certificate Level 1
- C40130A Applied Engineering Technology Certificate Level 1
- C60160A Automotive Systems Technology Certificate Level 1
- C35130A Electrical Systems Technology Certificate Level 1
- C55460C Emergency Management- Criminal Justice Certificate
- C55460F Emergency Management- Fire Technology Certificate
- C25590A Information Systems Certificate
- C25590B Information Systems (Advanced) Certificate
- C25590E Information Technology Software Development Certificate
- C25590F Information Technology Advanced Software and Web Development Certificate
- C25590G Information Technology Web Administration and Design Certificate
- C25590H Information Technology Web Administration and Design Advanced Certificate
- C40350A Mechatronics Engineering Technology Certificate Level 1
- C50420A Welding Technology Certificate Level 1

Nondiscrimination in Aid Awards

As with all programs of the College, financial aid awards are made equitably without regard to age, race, color, sex, handicap, disability, religion, political affiliation, or national/ethnic origin. For further information, see the College's policies on discrimination in the General Information Section of this catalog.

Year-Round Pell Grants

Beginning with the 2017-2018 academic year, students may be eligible to receive 150% of their yearly scheduled Pell Grant award for the year. To be eligible for additional Pell Grant funds, the student must meet the following criteria:

- Must be eligible to receive Pell Grant Funds based on a valid and completed financial aid application.
- Must be enrolled in an eligible degree, diploma, or certificate and taking classes within that program.
- Must be meeting satisfactory academic progress.

The additional Pell Grant funds received cannot exceed 50% of the student's yearly scheduled Pell Grant Award. Additional funds will be determined on a student-by-student basis and specific to the award year.

Satisfactory Academic Progress Standards

Federal regulations require that institutions of higher learning establish minimum standards of Satisfactory Academic Progress (SAP) that students must meet in order to receive federal/state financial aid. This progress is measured qualitatively and quantitatively. At McDowell Technical Community College, the records of students are evaluated at the end of each semester, including summer. In order to accurately measure a student's progress, the total academic record must be considered. This includes classes transferred from other institutions, developmental/remedial and curriculum classes. All classes transferred in from other colleges must be in the student's program of study at MTCC. These classes are counted as attempted and completed in the SAP calculation. Incomplete grades that are not finalized with a passing grade will be considered an 'F' Grade and calculated into the GPA accordingly. Students that withdraw from a class will receive a "W" and will not have their GPA negatively affected; however, the students' completion rate will be lowered. All grades are used in the calculation of overall GPA for SAP purposes, even if the class is retaken and a better grade is received. In this circumstance, both classes will be part of the calculation.

To be eligible for financial aid, students must meet the following minimum guidelines:

- Qualitative: Maintain a minimum grade point average (GPA) of 2.0
- Quantitative: Complete a minimum of 67% of cumulative credit hours attempted. Successful completion is defined as receiving a grade of A, B, C, or D.
- Time Frame: Must complete a program of study in a timeframe not to exceed 150% of the length of the program for full-time students.
- Transfer credits used toward the student's program of study will be considered for maximum time frame.

If a student fails to maintain satisfactory academic progress standards by either quantitative and/or qualitative measures, he/she will be placed on Warning for the following academic term. For the student to continue to receive aid while on Warning, the student must sign a Statement of Academic Warning and include a statement must include the reasons for being unsuccessful in prior semesters(s) and a personal plan as to how they will be effective in completing all classes with passing grades.

This statement is presented to the Financial Aid Director or the Financial Aid Officer for consideration. If the warning status is granted, the student will receive aid for the upcoming semester and must agree to complete all classes with a grade of 'C' or better. Failure to do so will result in suspension of Federal and/or State financial aid. If the student is unable to meet the minimum overall academic standards despite successful completion of all classes in the semester of warning, he/she may complete the Financial Aid Satisfactory Academic Progress Appeal Request to continue financial aid eligibility. The student will be counseled of the probability of this situation prior to being awarded aid for future terms. Additionally, if a student does not meet the requirements set forth in the Statement of Financial Aid Warning, he/she must appeal via the Financial Aid Satisfactory Academic Progress Appeal Request to apply for future financial aid eligibility. Appeal decisions are made by the MTCC Financial Aid/ Scholarship Committee and are final. Only one appeal per academic year will be considered.

Financial Aid Appeal

Students who have been unable to bring their completion rate and/or grade point average (GPA) up to the acceptable standards required (67% of attempted courses and 2.0 GPA) after the financial aid warning stage will be placed on financial aid suspension. Students placed on financial aid suspension have a right to appeal this decision. Mitigating circumstances for appeal include, but are not limited to:

- Death of an immediate family member
- Illness/injury and/or hospitalization of themselves or an immediate family member
- Changes in academic program
- Other extenuating circumstances that were not foreseeable to the student and affected their ability to meet academic progress standards.

To appeal the suspension of financial aid, the student must submit their MTCC Financial Aid Satisfactory Academic Progress (SAP) Appeal to the MTCC Financial Aid Office. Within this request, the student is asked to explain the circumstances surrounding their current SAP status, identify which appeal category best applies to their circumstances, give a personalized, detailed academic plan and documentation of the circumstances cited. Acceptable documentation could be doctor's and/or hospital notes, police reports, court documents and statements from witnesses that are privy to the situation. The student is also required to meet personally with their academic advisor about their plan and provide documentation they have done so. The advisor and student will determine how many classes have been completed and how many remain in order for the student to complete their program of study.

Appeals are accepted at any time. Each appeal will be reviewed by the Satisfactory Academic Progress Appeals Committee (made up of MTCC faculty and staff). Once an appeal is reviewed and a decision is rendered, the student is sent an email to their MTCC student email notifying them of the Committee's decision and their next steps. Appeals are typically reviewed within 1 to 3 days of receipt by the Financial Aid Office, however during peak processing times, the review may take 3 to 5 days. *Please note that incomplete appeals will not be considered.*

If the appeal is approved, a contract between the MTCC Financial Aid Office and the student is created by the Director. This contract outlines the requirements of the appeal, which are updated on a student-by-student basis. However, each appeal will state the student must earn at least 67% of all hours attempted in the specific term and earn at least a 2.0 GPA in the specific term.

If the appeal is denied, the student will be advised of what they need to do in order to be eligible to appeal in a future term. Students in a "terminated" status are unable to appeal until they have successfully completed (with a grade of D or better) at least 6 hours, paid out of pocket at their expense.

Students attempting to regain financial aid eligibility remain ineligible for financial aid assistance until the appeal process is completed and a definite decision has been made. Students are informed of their responsibility to pay tuition, fees and book expenses until that time.

Title IV Repayment Policy

Per Federal Financial Aid Regulations, students receiving financial aid from Title IV funds (Federal Pell Grant & Federal Supplemental Educational Opportunity Grant) will be required to repay a portion of their awarded financial aid if the student withdraws from all classes prior to the 60% point of the semester. If a student withdraws after the 60% point of the semester, 100% of all aid is considered earned. These requirements do not apply to any student who does not actually withdraw from all classes. For example, if a student enrolled in 12 credit hours withdraws from a three-credit hour course only, because the student has nine remaining hours, this is not a complete withdrawal.

Students eligible for federal financial aid begin earning Title IV funds on the first scheduled meeting day of class attendance. Students are awarded funds on the assumption that he/she is eligible for the full amount received. Students that stop attending classes should obtain a drop/withdrawal form from the Student Services department. Each instructor should be contacted so that the last day of attendance can be documented, and the appropriate grade given. If the student ceases to attend without informing his/her instructor and/or the Registrar's office, the student will be withdrawn from classes by the instructor as the maximum absence number in the class is reached.

Once the student is withdrawn from all classes, the MTCC Financial Aid Office is responsible for calculating any amount of overpayment based on the last date of attendance if the student completely withdraws from all classes. If the student withdraws prior to the 60% point of the semester, a calculation of unearned financial aid will be completed, and the amount of funds owed by the school and student will be determined. If the student withdraws after the 60% point, the calculation will still be completed.

However, the student will not owe return funds. If the student withdraws prior to the 60% point of the semester, he or she could be responsible for repayment in part to the US Department of Education (DOE), in addition to McDowell Technical Community College (MTCC). The student is given written notification via the US Postal Service of the amount that is owed due to overpayment.

There are two amounts that can be owed when the Title IV recalculation is done. The first amount is the portion of tuition, fees and books that the student did not earn. The school must initially return this portion and then the student is billed for this amount. The second amount is the portion of the financial aid disbursement that the student owes back to the Department of Education (DOE).

The amount of repayment is due in full when notification is received. As long as there is any unpaid balance at MTCC or with DOE, the student will not be awarded financial aid funds. Additionally, any unpaid balance to MTCC will prevent the student from future registrations or receiving MTCC transcripts.

The College returns Title IV funds to the programs from which the student received aid during the payment period, in the following order, up to the net amount disbursed from each source:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

The College will return their portion of unearned Title IV funds within 45 days of the date the institution determined the student withdrew.

The student is responsible for repaying their portion of the original grant overpayment that is in excess of the total Title IV grant funds that he or she received. Student overpayments of \$50 or less are not to be repaid. A written notification will be sent to the student by the Financial Aid Office.

A student is allowed 45 days from the date of notification to repay grant overpayments to the College. A student who does not repay their portion of the funds within 45 days becomes ineligible for Title IV funds.

If the payment is not made within 45 days, the College reports the student portion overpayment to NSLDS. At the same time, the College will refer to Borrower Services. The College mails the student a letter which informs him or her how to contact Borrower Services in order to set up a payment agreement or make arrangements to pay the debt in full.

The College requires the student to repay the College the school portion of for all unearned funds returned by the College to the US Department of Education. The student has 90 days to repay these funds to the College. If the unearned funds are not repaid within the 90 days, the student's account will be turned over to the NC Department of Revenue for collection.

Verification Policy

Verification is the process of confirming the accuracy of student-reported data on the financial aid application. Only a portion of MTCC's student population will apply for federal/state financial aid. A percentage determined by the Department of Education (DOE) will be selected and verified. All applications flagged by DOE are verified. MTCC will also request verification if there is conflicting information or a discrepancy and situation warrant investigation.

The following person(s) may be excluded from verification:

- Death of the student
- Student ineligible to receive Title IV aid due to a reason other than verification
- Student eligible to receive only unsubsidized loans (MTCC does not participate in the Federal Student Loan Program)
- Applicant verified by another school (letter from other school confirming verification process was completed is necessary)
- Both parents are mentally incapacitated (dependent student)
- Both parents and custodial parent are deceased (dependent student)

- Parents residing in country other than US and can't be contacted by normal means (dependent student)
- Parents can't be located because student does not have contact (dependent)
- Spouse has died or is mentally incapacitated (independent student)
- Spouse residing in country other than US and can't be contacted by normal means (independent student)
- Spouse can't be located because student does not have contact (independent student)
- Students have documents lost or destroyed due to natural disaster

Application/Verification Process:

When the student and/or parent applies for federal/state financial aid via studentaid.gov, a consent is displayed at the beginning of the FAFSA form. The student and any contributors to the FAFSA must provide consent and approval to have the IRS transfer your federal tax information into the FAFSA form. All contributors (including the student) must provide consent and approval even if they don't have a Social Security Number, didn't file a tax return, or filed a tax return outside the US. If the student or any other contributors do not provide consent and approval, the student will not be eligible for financial aid. The following items can be directly imported from the IRS to the FAFSA:

- Filing status
- Adjusted gross income (AGI)
- Taxes paid
- Income earned from work
- Exemptions
- Information from appropriate schedules

** In addition, the following items are also imported if filing 1040

- Education credits
- IRA deductions
- Tax-exempt interest income
- Untaxed IRA distribution
- Untaxed pensions

There are three active verification tracking groups. Students selected for verification will be placed in one of these tracking groups by DOE.

V-1 Standard Verification Group		V4-Custom Verification Group	V-5 Aggregate Verification Group
(Tax filers)	(non-tax filers)		
Adjusted gross income	Income from work	*This group verified	*This group verifies
US income tax paid	Household size	identity/statement of	identity/statement
Untaxed portions of IRA distributions		educational purpose	of educational
Untaxed portions of untaxed pensions			purpose in addition
IRA deductions and payments			to all the items in
Tax-exempt interest income			V1-Standard
Education credits			Verification Group
Household size			

All verification groups will complete the appropriate form(s) and provide documentation (forms available in the MTCC Financial Aid Office) and via www.mcdowelltech.edu (under Financial Aid). Forms must be legible and signed by the applicant (independent) or applicant and parent (dependent). Typed signatures are not accepted.

The deadline for verification documentation for the 2024-2025 academic year is September 15, 2025 or 120 days after the last day of the student's enrollment, whichever is earlier. If all information is not received by the deadline, the student forfeits their rights to any aid that might have been eligible for during that academic year.

A student may be eligible for a late disbursement if all verification documentation is received after that time. To be considered for a late disbursement, the Department of Education must have processed a FAFSA Submission Summary with an official SAI *while* the student was still enrolled.

Prior to applying for financial aid, students and parents (of dependent students) must create a Federal Student Aid (FSA) ID at www.studentaid.gov. This ID is linked to the individual's name, Social Security Number, and Date of Birth and acts as the individual's signature on the FAFSA. Individuals who do not have a Social Security Number or an ITIN number must still create a FSA ID in order to be a contributor on a FAFSA for a child or spouse's form.

Documentation of taxed/untaxed income and/or filing status that is seen as conflicting will be requested by the MTCC Financial Aid Office. All independent students or parents of dependent students that claim no tax return has been filed for the year being reviewed, will be asked to provide a written and signed statement certifying for the tax year and the individual is not required to file a tax return and, if applicable, all sources and amount of earnings, other income, and resources for the tax year. For individuals without a SSN, ITIN, or EIN, that they do not have this information.

In addition, any student that is flagged with a 'C' code indicating a database mismatch will be asked to resolve the issue prior to aid being processed. Examples of circumstances warranting a 'C' code include:

- No citizenship verification
- Social security number/name discrepancy
- Defaulted student loan or one canceled for disability purposes
- Unusual enrollment history

After all documents are presented to the MTCC Financial Aid Office, the student's ISIR is compared to what is received. Any conflicting data or items will be updated by the Financial Aid office and processed back through DOE to make the necessary corrections.

Students are initially notified of their verification status via their go.mcdowelltech.edu email address. Students are asked to present all documents to the MTCC Financial Aid Office. After all documents are received and any necessary changes are made, the student is awarded if eligible. The student is notified of eligibility and award amount via their MTCC email and self-service portal.

Referrals to the Office of Inspector General of the Department of Education

If after the application for financial aid is reviewed, it appears that the applicant is purposefully engaged in fraud or other criminal misconduct in order to gain eligibility for Title IV, HEA program assistance or to change their amount of assistance, the MTCC financial aid office is required to and will make a referral to the Office of Inspector General as potential fraud.

Examples of this type of information could be but are not limited to:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

Additionally, any credible information that indicates an employee, third-party servicer or agent of the institution that serves in a position that administers Title IV or HEA assistance, may be engaged in fraud will

be reported to the OIG.

The institution refers to any fraudulent activity that is relevant to the eligibility and funding of MTCC and our students.

Types of Aid

I. Government Aid Programs

Pell Grant

The Federal Pell Grant Program provides the foundation on which the financial aid package is developed. Students begin the financial aid process by completing the Free Application for Federal Student Aid (FAFSA). From this application, a Student Aid Index (SAI) is calculated. This figure is used by the Financial Aid Office to determine the amount of the Pell Grant award. Federal Pell Grant awards can range from \$750 to \$7,395 per academic year depending on enrollment status.

Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded to students with exceptional financial need. Limited funds are available with priority given to students receiving Pell Grant funds with a low Student Aid Index (SAI). Applications are reviewed by date of submission for priority consideration.

Federal Work-Study (FWS)

A limited number of part-time employment positions are available to eligible students on campus. The work-study program provides students with an additional means of contributing to their educational costs. When possible, students are placed in an area of work which matches their career interests and skills.

Vocational Rehabilitation

Students who have a substantial handicap to employment from a physical or emotional problem may be eligible for funds through the N.C. Division of Vocational Rehabilitation. Application should be made through the V.R. Office in the county of residence.

II. State Aid Programs

The NEXTNC Scholarship

The NextNC Scholarship works with federal aid to provide a guaranteed amount of financial assistance with additional state funding provided to students with exceptional need. Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of \$80,000 or less and a Student Aid Index (SAI) of \$7,500 or less, as reported on the FAFSA, are guaranteed at least \$3,000 from combined federal and state aid.

Consideration for funding is automatic once the FAFSA is filed. The FAFSA filing priority date is August 15 for North Carolina Community Colleges. Applicants completing the FAFSA after this date may be denied if insufficient funds are available.

North Carolina Longleaf Commitment Grant (NCLCG)

North Carolina residents that have completed the Free Application for Federal Student Aid to determine eligibility for Pell Grant may also be eligible to receive the NCLCG Grant.

Eligible students for the Longleaf Commitment student aid grant are as follows:

- Be a 2021, 2022, or 2023 NC high school graduate. **
- Be a North Carolina resident according to the NC Residency Determination Service. **
- Be a first-time college student (Career & College Promise (CCP) and Early/Middle College High School students are eligible).
- Enroll in a curriculum program.
- Enroll in at least 6 credit hours per semester.
- Have a Student Aid Index (SAI) from \$-1500 to \$15,000

Forgivable Education Loans for Service (FELS)

This program is made possible through the North Carolina State Education Assistance Authority and allows students to obtain the degree they want and repay the loan funds by staying in North Carolina in areas with a critical need for more employees, such as nursing, teaching, allied health fields or medicine. Recipients of this loan sign a promissory note agreeing to work in North Carolina after graduation in an approved position for each academic year of funding received. Students should visit www.cfnc.org/FELS for details on requirements and the application process.

Golden LEAF Scholars Program - Two-Year Colleges

This scholarship is funded through a grant from the Golden LEAF Foundation, a non-profit organization hoping to help North Carolina's economy. Selection factors include the effects of the declining economy on students and their families. The scholars program provides up to \$750 per semester for curriculum students and \$250 per semester for continuing education students. Students may apply by completing a Golden LEAF scholarship application. These are available in the MTCC Financial Aid Office.

Less than Half Time Grant

Funds for this grant are provided by the NC Department of Community Colleges. Students must be enrolled for less than six credit hours and fall within specific Student Aid Index (SAI) limits to be eligible for these funds in fall and/or spring semesters. No additional application is necessary; eligibility is determined from the FAFSA.

Targeted Assistance Grant

Funds for this grant are provided by the NC Department of Community Colleges. Students must be enrolled in one of the following programs to be considered for this grant: Machining Technology, Welding Technology, Air Conditioning Heating and Refrigeration (HVAC), Early Childhood Education, Building Construction Technology, and Mechatronics Engineering Technology. No additional application is necessary; eligibility is determined by the FAFSA.

III. Institutional Aid

The McDowell Technical Community College Foundation provides students with financial support to expand learning opportunities and remove barriers to enrollment. Scholarships are available to pay for tuition, fees, books, required course materials. The MTCC Foundation is committed to ensuring MTCC students have the financial support they need to reach their educational goals.

Scholarship applications can be found online on the MTCC Foundation webpage as well at the MTCC Financial Aid webpage. Priority deadline is May 31 for the 2024-2025 school year.

IV. Veterans Benefits

U.S. Department of Veterans Affairs Benefits

McDowell Technical Community College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G.I. Bill® contributory program, active-duty military personnel in voluntary education programs, active members of the National Guard who are drilling, and eligible spouses and offspring who may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education. This institution has been approved for one semester only of provisional admission. Due to late registration, some students may fail to have all admissions documentation (transcripts or test scores) and may be admitted as provisional students for one semester pending receipt of the required documentation. However, students who fail to submit all transcripts during the second semester will not be re-certified.

Dual Programs

McDowell Technical Community College is approved for Veterans' Affairs students to pursue dual programs simultaneously. Students desiring a second program must meet with the Veterans' Certifying Official and their advisor to complete a Dual Program Approval Form and follow the guidelines listed in the college

catalog. Students must meet certain criteria to be certified for Veterans' Affairs benefits while seeking completion of dual programs. Dual programs must be related to a single career field.

DVA Standards of Progress, Attendance and Conduct

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (GI Bill®) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance and conduct. Many of these expectations are required of all students, veterans and non-veterans, and are covered in this Catalog and Student Handbook.

Further requirements include that any recipient of veteran's benefits: (1) who withdraws from all subjects undertaken will have his or her educational benefits terminated from the last date of attendance; (2) who drops any of his or her courses may have benefits reduced; and (3) must maintain a level of satisfactory academic progress. Students are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated by the Veterans Certifying Official. When performance meets the level of satisfactory progress, the recipient may be recertified. Recipients of DVA benefits need to consult the Veterans Certifying Official before enrolling in telecourses, Cooperative Education classes, Internet classes, or making course substitutions.

Veterans Pay Schedule

For accuracy, a veteran should contact the U.S. Department of Veterans Affairs Regional Office in Atlanta, GA, at 1-888- 442-4551 for an assessment of benefits which they may receive. Benefits will vary according to many criteria. *A period of six to ten weeks should be allowed for receipt of the Veterans Administration subsistence check.* For more information about programs available at this institution, contact the campus Veterans Certifying Official in the MTCC Financial Aid Office.

Services to Students

The MTCC One-Stop Student Services Office at McDowell Technical Community College is responsible for various types of student assistance: admissions, advising, orientation, testing, supervision of and assistance in planning student activities, financial aid, placement of graduates, school publications and community-

school relations.

Objectives

McDowell Technical Community College, operating under the “Open-Door” admissions policy of the North Carolina Department of Community Colleges, is committed to taking prospective students and placing them in a program of study commensurate with their interests and abilities through counseling, guidance and testing. As a result of this commitment, the Student Services Office must respond to the needs of a diverse student population. The ultimate objective is total service to the student and to the community. Specifically, the objectives can be broken down as follow:

1. To provide information to prospective students and the community on opportunities available at McDowell Technical Community College.
2. To provide a counseling and testing program to assist prospective students in selecting a suitable program of study.
3. To orient new students to the college environment.
4. To provide and assist in the development of a program of student activities.
5. To provide for the maintenance and utilization of student records.
6. To identify and utilize all community resources which can be used to the advantage of the student, school and community.

These objectives support the educational programs and the philosophy of McDowell Technical Community College so that each student can reach his/her fullest potential. The student is encouraged to seek the assistance available in the Office of Student Services.

Programs of Assistance

Orientation

At the beginning of each semester, new students must attend New Student Orientation (NSO) either online or face-to-face. Orientation helps acquaint students with basic ideas, procedures, student supports and learning resources, academic areas, administrative personnel and services of the college.

NSO is mandatory and students who do not attend face-to-face or online will receive a hold on their account, which will prevent future registration. Online NSO can be accessed online through the MTCC website.

Health Services

The College does not have a health clinic to provide hospitalization or emergency services. The physical location of the College campus is easily accessible to hospital facilities in both Marion and Morganton. In the event of an emergency, EMS ambulances are available on a 24-hour schedule; phone 911. First-aid supplies are available in all shop areas and in each campus building.

Serious Injury or Illness

In the event of Serious Injury or Illness, the following procedures should be followed:

1. Summon EMS ambulance service by calling 911.
2. Make the person as comfortable as possible WITHOUT MOVING HER/HIM UNTIL HELP ARRIVES.
3. As soon as possible, notify the Security Office at 828-442-1084, 828-652-0673, or the Receptionist/Switchboard Operator at 828-652-6021 extension 0.

**Note: Additional information about Safety and Security is available on the college's website (www.mcdowelltech.edu) under [Campus Life > Safety and Security](#).*

Any student enrolling in the College may complete a student medical (health) data form. This information may be used for the purpose of referral in the event of an emergency and to notify appropriate personnel of conditions which may affect the student's enrollment in a particular program.

MTCC College Bookstore

MTCC has books available through our virtual bookstore at www.mcdowelltech.edu under [Campus Life > Bookstore](#)

Students who need assistance or have questions may contact the bookstore, located in Building 14. Bookstore staff may also be reached by phone or email: 828-659-0442 or bookstore@go.mcdowelltech.edu

The Campus Bookstore is open Monday through Thursday, 9:00 am - 5:00 pm and Friday, 9:00 am - 1:00 pm. (The bookstore is closed on Fridays during the summer semester.)

Transcript Requests

Upon request by a student, MTCC will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds; and for which all institutional charges were paid or included in an agreement to pay at the time.

Student Enrichment Center

The Student Enrichment Center provides a variety of testing and student support services. These include placement testing, career assessments and personality inventories to explore student interests and aptitudes, career counseling services, and tutorial assistance services. The campus contact for job placement is also located in the Center.

The Student Enrichment Center operates the MTCC Student Tutorial Program. Students interested in participating in the program as a tutor or those desiring tutorial assistance should contact the Center for further details.

All Student Enrichment Center services are free to the MTCC student. Walk-ins are accepted; however, appointments are encouraged to guarantee the student these services in a timely manner.

Placement Testing and RISE- Reinforced Instruction for Student Excellence

The Pre-College (Developmental) program uses the Reinforced Instruction for Student Excellence (RISE) model. The RISE model places students into one of three pathways based primarily on their high school GPA and replaces prerequisite remediation with co-requisite remediation.

A high school GPA is the first placement measure for RISE. High school graduation must be from a U.S. high school. The only applicants who will be required to take a placement test are those who graduated from a foreign high school and fall outside the other RISE criteria, did not take Math 2 in high school, took the GED prior to 2014, or who earned an Adult High School diploma.

RISE Placement

HS GPA 2.8+	Gateway math or English without co-requisite
HS GPA 2.2 – 2.799	Gateway math or English with co-requisite
HS GPA <2.2	Transition Math Course and/or Transition English Course

College level placement into English and math courses (without co-requisites) can also be attained by the following methods:

- Submit official ASSET, Accuplacer or COMPASS scores taken within the last ten years from another college.
- Submit an official transcript showing completion of college level English or math at an accredited college with a grade of C or better.
- Submit official ACT and/or SAT scores for placement.

Contact the Student Enrichment Center if you have questions about placement and the RISE Placement Test at 659-0418.

Placement Testing Rules

- Must have an application on file with Student Services.

- Must make an appointment with the Student Enrichment Center. Discuss special needs or concerns related to testing at that time.
 - Persons with disabilities may request special accommodations and need to do so when scheduling the testing appointment to allow adequate time for needed arrangements to be made. Official documentation verifying the disability and the need for special accommodations must be submitted to the Accessibility Coordinator prior to testing.
- Must bring MTCC Student Identification Number and have a picture ID. Pencils and scrap paper will be provided.
- Placement test scores are considered current for ten years.

Reinforced Instruction for Student Excellence (RISE)

McDowell Technical Community College has implemented a Reinforced Instruction for Student Excellence (RISE) initiative to identify and assist students with academic weaknesses. A student whose criteria falls below proficiency levels determined by the RISE measures is required to enroll in the transition and/or co-requisite courses appropriate for the identified weakness.

Required transition courses are prerequisites for math and English gateway courses and must be taken before entering gateway courses. Co-requisite courses are taken at the same time as the gateway math or English courses.

The transition and co-requisite courses may also be taken by others, at the student's initiative, or on the recommendation of a faculty member (except for those receiving Veterans Benefits).

Academic Resource Center (ARC) Lab

The Academic Resource Center (ARC) serves as a common computer lab for all students. It provides students free access to computers and the internet in order to fulfill technological requirements in their courses at MTCC. Students may bring their own laptops to the ARC where they will be able to find power outlets and access wireless internet.

The ARC also provides free tutoring in basic math and English topics during specified times each semester. Students do not need to set up an appointment to receive this free tutoring, but they do need to check on the times of availability each semester.

Proctoring is available in the ARC Lab anytime during the hours of operation, when classes are in session. All proctored exams must be completed at least 30 minutes before closing time. There is a charge of \$25.00 per test for proctoring services for non-MTCC students. Proctoring fees may be paid in person in the Business Office. Fees must be paid prior to the testing appointment. Students must bring this receipt of payment to their scheduled proctoring appointment.

Career Planning and Development

Educational objectives generally are pursued by students for the purpose of preparing themselves for the world of work or for job mobility. The function of all personnel involved in the educational process is to provide ways and means to assist the student in career planning and individual development. Please contact the Student Enrichment Center for career assessments and exploration.

Job Placement

The College offers job placement assistance through the Student Enrichment Center and the NC Works Career Center. A job placement counselor is available for the purposes of referral to the NC Works Career Center/Ford Miller Employment and Training Center. Although employment cannot be guaranteed by McDowell Technical Community College, every effort is made to notify students of job opportunities and assist them in securing positions of employment. The NC Works Career Center/Ford Miller Employment and Training Center provides resume preparation, counseling, and assists students in securing employment. Up-to-date job openings are posted and available on-line through resources provided at the NC Works Career Center/Ford

Miller Employment and Training Center. Short-term employability skills classes are available to those seeking employment.

Students interested in full or part-time jobs are asked to complete a NC Works Customer Profile and have a conference with NC Works staff. Students are also encouraged to utilize the services of the North Carolina Division of Workforce Solutions located on Baldwin Avenue at NC Works Career Center/Ford Miller Employment and Training Center in Marion, NC for job placement assistance.

Campus Security

The Security office is located just inside the front entrance of the Administration Building. Members of the Security Staff are available to serve you with any crisis, emergency or security situation that may arise. They can be reached immediately by telephone at cell number 442-1084, or at the office line, 652-0673. Otherwise, dial "0" on our local land line. Please feel free to call Security staff for any security needs you may have.

Student-Oriented Policies & Procedures

Diversity

At McDowell Technical Community College, we believe when people feel a sense of belonging, they can be more creative, innovative, and successful. We are committed to demonstrating a welcoming and inclusive culture where everyone is respected and supported regardless of identities, experiences, or circumstances.

Non-Discrimination Policy

It is the policy of McDowell Technical Community College that no individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, disability or political affiliation, be excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program, as required by Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any student who feels he/she has been discriminated against should contact Breanna Wilson, Business Office and Human Resources Manager, MTCC, 54 College Drive, Marion, NC 28752 Phone (828)652-0618. In addition, he or she may consult with or write to the Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 1100 Pennsylvania Avenue., NW, Room 316, P.O. Box 14620, Washington DC 20044-4620. (202)786-0500

Provisions for Persons with Disability

McDowell Technical Community College provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. It is the responsibility of the student to make his or her disability known and to request academic adjustments of modifications each semester. The Accessibility Services Coordinator advises and assists in securing academic adjustments, support services and other provisions for qualified students with disabilities. Requests for modifications, adjustments or accommodations should be made 30 working days before events or activities and submitted to the Accessibility Services Coordinator. Every reasonable effort will be made to provide accommodation.

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accommodations or modifications. Documentation should be submitted to the Disabilities Coordinator and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psychological evaluation that states the specific learning disability and the functional limitation within the learning environment. All documentation and records will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974.

College procedures for application and admission apply to students with disabilities. For additional information, contact the Accessibility Services Coordinator at (828)-659-0489.

Student Grievance Procedure (BP 4.3 and CP 4.3.1 Grievance Policy & Procedure)

It is the policy of McDowell Technical Community College to provide all students with the means to seek resolution to any problem affecting their enrollment. The primary objective of a grievance procedure is to ensure that student rights are protected. Further, it is essential that the student be given adequate opportunity to bring valid complaints and problems to the attention of the College with the assurance that student's grievances will be handled fairly, rapidly, and in a non- threatening atmosphere.

A grievance is defined as the dissatisfaction that occurs when a student has reason to believe a condition or a situation, or an action affecting the individual is unjust, inequitable, and/or a hindrance to effective performance. A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

In implementing a grievance policy, the College emphasizes the importance of attempting to resolve any issues before utilizing the grievance policy. All students and faculty members, administrators, or staff members have an obligation to make every effort to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. However, the College realizes that all problems cannot be corrected with an informal resolution. The procedure is not intended to initiate disciplinary action against a student or a member of the faculty, staff, or administration; or to alter college policy. It is important to note that all matters will be handled in a professional manner and

parties will be treated professionally and fairly with no retaliation before, during or after the grievance procedure.

Procedures

A formal complaint may be filed any time by students who believe that a personal right has been violated. The following procedure is established to provide prompt and equitable resolution as they relate to claims of discrimination based on age, sex, (including sexual harassment) religion, race, color, national/ethnic origin, disability or political affiliation, or have been excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program. (Because of the private and sensitive nature of certain incidents, an aggrieved student may choose a third-party mediator to help resolve complaints on an informal basis.) The following outlines the grievance procedure:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. (A third party may be present.) All parties should attempt to resolve the issue in discussion.
2. If the issue is not resolved, the student must talk with the faculty/staff member's immediate supervisor within ten working days, who will attempt to resolve the complaint.
3. If the grievance cannot be resolved within the department, students should submit a written grievance to the Chief Academic Officer within thirty working days after completion of step # two (2). The complaint should specify the time, place, and nature of the incident that resulted in the complaint. (Forms are available in the Student Services Office and on the MTCC website www.mcdowelltech.edu)
4. Copies of the complaint will be forwarded to the appropriate administrator of the area involved.
5. Within ten working days, the Chief Academic Officer will contact all parties involved (including third parties) and request a meeting.
6. If the situation cannot be resolved during the meeting in Step # 5, the Chief Academic Officer will establish the Grievance Committee within twenty working days. The student or employee may have persons appear on his/her behalf provided that a list of names is given to the Chairperson of the Grievance Committee five school days prior to the meeting. (The Committee with guidance from the Chair [who will receive appropriate training for the procedure] will investigate and evaluate all information provided. A period of ten days is allowed for this process.) The student or employee portion of the Grievance Committee meeting shall be taped to ensure that a full and accurate record of the information presented is available to the student or employee and committee members and to facilitate the writing of the minutes of the meeting. Copies of the tape may be made for the student at cost. The discussion following the student part of the meeting is considered a closed session.

The Grievance Committee shall consist of:

1. Chairperson (non-voting member).
 2. Student Services administrator. This person will serve as a student advocate. (Non-voting member).
 3. Two faculty members, at least one being from the same department as the aggrieved student.
 4. Two students: the President of the SGA and one other student elected by the SGA.
 5. One administrator: appointed by the College President.
7. Five (5) voting members are required before a vote can be taken. The decision of the Grievance Committee shall be by majority vote. Within ten (10) school days, the Grievance Committee shall submit its findings of facts and recommendations to the Chief Academic Officer. This will serve as the final decision. The Chief Academic Officer will make the student aware (in writing) within

- ten (10) days the decision of the Grievance Committee.
8. If the Grievant is not satisfied with the decision of the Grievance Committee, he/she may appeal the decision to the President. The appeal must be made to the President in writing within ten working days. The President will review all procedures and meet with the student.
 9. The President will render a decision within ten working days. In all cases, the President's decision shall serve as the final governing authority of the College.

Post-Secondary Education Complaints: Student Complaint Process

In compliance with state regulations and the rules promulgated by the U.S. Department of Education, the University of North Carolina is committed to implementing a student complaint process that is fair, timely, and effective. This policy establishes a process by which students can initiate complaints against a post-secondary institution offering programs in the State of North Carolina when all other forums at the institutional level has been exhausted. The University of North Carolina System Office, serving as the clearinghouse for complaints concerning post-secondary institutions that are authorized to operate in North Carolina, will act upon those complaints within its purview and forward all other complaints to the appropriate agency. If you have questions about this process, please email student complaints at studentcomplaints@northcarolina.edu

Equal Opportunity/Affirmative Action Institution

McDowell Technical Community College is an Equal Opportunity/Affirmative Action Institution in compliance with all policies on non-discrimination. The College has an Affirmative Action Plan. The Affirmative Action Officer for McDowell Technical Community College is the VP for Finance and Administration. The contact number is (828) 652-0627.

Code of Student Conduct

McDowell Technical Community College strives to maintain a safe, nurturing, and orderly learning environment that supports students, faculty and staff. This includes providing a healthful and safe environment, protecting property and records, and supporting the laws of the community, state and nation. In order to maintain an appropriate learning environment, the College expects students to conduct themselves as mature, responsible adults.

The Code of Student Conduct applies throughout the academic year as well as before classes begin or after classes end for the semester, and during periods of time between actual enrollments. The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from classes while a disciplinary matter is pending. When, in the judgment of college administration, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered in accordance with BP 4.5 and CP 4.5.1 Levels of Discipline and Appeal: Student. Students have the right to due process when accused of a violation of the Code of Student Conduct. All matters related to alleged Title IX violation shall be referred to the college's Title IX Coordinator. For all matters regarding alleged discrimination and harassment, please refer to the Non-Discrimination Policy.

A student who is in possible violation of the Code of Student Conduct will be referred to the Dean of Students or designee. If the Dean of Students or designee determines the students' alleged actions are egregious and/or potentially threatening to the learning environment or to campus safety, the student may be immediately suspended for up to ten business days, pending a due process hearing or Behavioral Intervention Team review under the BIT Team Policy.

Students who have been found responsible for a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to verbal warning, written warning, a failing grade for an assignment, examination or course, administrative withdrawal from courses or academic program, restitution for damages, probation including mandatory periodic progress reports, consequences adapted to the specific violation, suspension, or expulsion.

The President shall have final approval in the suspension of a student.

Jurisdiction of the Code of Student Conduct is in effect on college premises, in online classes conducted by the College, on property owned or leased by the College and at functions sponsored by or participated in by the College regardless of the locations. Violations of any federal, state, or local laws may lead to legal actions as well as College discipline. Violations of federal, state or local laws off campus may result in disciplinary action if the student's continued presence on campus constituted a threat to the safety and order of the campus. If a student is charged with a felony that may compromise the safety and order of campus, then the College has the right to suspend the student pending the outcome of the criminal charges. If the student is convicted, then the student may be limited in class location and course delivery options, and/or recommended for suspension or expulsion.

High School students who are dually enrolled at the College are also subject to the Code of Student Conduct. Students are expected to follow the behavior guidelines for their high school as well as the College. Therefore, high school students shall conduct themselves in accordance with the Code of Student Conduct of their school system as well as those rules and regulations set forth in the College Code of Student Conduct and published annually on the College website, in the Catalog, and Student Handbook.

Note: Refer to Individual Program handbook for potentially more stringent guidelines and policies.

Sexual Misconduct, Dating Violence, Domestic Violence and Stalking Policy

McDowell Technical Community College provides and is committed to maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of sex.

Sexual Misconduct, dating violence, domestic violence, and stalking are forms of sex discrimination that may deny or limit an individual's ability to participate in or benefit from college programs or activities and thus are inconsistent with the values and standards of the College community; incompatible with the safe, healthy environment that the College community expects and deserves; and will not be tolerated.

It is the policy of the College to provide educational, preventive, and training programs regarding sexual misconduct, dating violence, domestic violence, and stalking; encourage reporting of these behaviors; take appropriate action to prevent incidents from denying or limiting an individual's ability to participate in or benefit from the College's programs; make available timely services for those who have been affected; and provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

The College is committed to fostering a community that promotes timely and fair resolution of sexual misconduct, dating violence, domestic violence, and stalking allegations. To that end, the College has appointed a Title IX Coordinator to oversee the investigation and resolution of such allegations and has adopted investigation and resolution procedures. Any allegation of sexual misconduct, dating violence, domestic violence, or stalking involving any member of the College community, occurring on College property, and/or occurring off of College property (if the conduct giving rise to the allegation is related to the College's programs or activities) will be investigated by the College's Title IX Coordinator pursuant to the appropriate procedures.

The Title IX Coordinator is Breanna Wilson, Business Office and Human Resource Manager, who can be reached at 828-652-0618.

Policy on Publications- Classroom use of equipment/materials/supplies

McDowell Technical Community College strives to maintain up-to-date computers, printers, supplies and materials to be utilized by instructors and students. MTCC's equipment, including computers, printers, laboratory equipment, shop equipment, and supplies and materials are to be used for curriculum-coursework projects only. Any equipment/materials/ supplies utilized by students or staff for personal use or

monetary gain are prohibited.

Any work produced must have the approval of the instructor and/or administration to be displayed within any area on campus. Any student observed not following the above regulations may be subject to suspension or dismissal from the College for the semester or longer.

Dress Code Policy for Students

The following expectations for student dress have been established and approved by the McDowell Technical Community College Administration and the McDowell Technical Community College Board of Trustees. The following dress code shall be observed by all McDowell Technical Community College students:

1. Any clothing or accessory that is deemed offensive causing a distraction and hampering the learning environment is prohibited.
2. Clothing and accessories must be appropriate to the classroom/lab setting to provide a safe learning environment.
3. Footwear is required and must be safe and appropriate for classroom/lab activities.
4. Jewelry and accessories that are safety hazards or could be used as weapons are prohibited.

The President, Chief Academic Officer, and Deans may allow exceptions to the dress code only on special occasions, such as Student Government activities. Further dress requirements may be prescribed by the above persons for certain classes, such as physical education, vocational, and health science classes.

Violations of the dress code procedures and regulations shall result in disciplinary action as follows:

1st violation: Verbal warning by instructor. Instructor will document the offense and forward a referral to the appropriate Dean and Chief Academic Officer for the record.

2nd violation: After speaking with the student and the situation cannot be resolved, the instructor will present an official letter stating concerns and suggested actions to the appropriate Dean, the Chief Academic Officer and the President.

3rd violation: Administration will investigate the situation. Depending on the results of the investigation, the student may be subject to suspension and/or dismissal from the college for the duration of the semester or longer.

Violations for which disciplinary proceedings may be initiated are as follows:

- **Academic Dishonesty:** Academic Dishonesty includes, but is not limited to, submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; having someone else take one's exam and submitting it as their own, or using a commercial online learning platform to produce work and then submitting it as your own. Academic dishonesty includes any student who has someone else use an account and password for the purpose of submitting work as one's own.
- **Plagiarism:** the intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor. Submission of previously used work as an original work on subsequent assignments or in multiple courses is not acceptable unless the resubmitted work is substantially different and appropriately cited as previous work.
- **Cheating:** Using Notes or other material on an exam or classwork without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; submitting written work, other artistic work, or assignment that was created or generated, in whole or in part, by an artificial intelligence tool or technology, platform, or software as one's own work; or having someone take one's exam and submitting it as his/her own.

- **Aiding Acts of Academic Dishonesty:** Providing information to another student with the awareness that the student intends to use it for deceptive purposes. Students are prohibited from sharing, distributing, uploading, or downloading course materials, including outlines, teaching materials, labs, videos, lectures, tests, exams, or other course material including note sharing or commercial study prep services without the permission of the instructor.
- **Alcoholic Beverages:** Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at College-affiliated activities. Possession, use or distribution of any substance is prohibited, except as expressly permitted by law. Any influence which may be attributed to the use of a substance shall not in any way limit the responsibility of the individual or the consequences of their actions.
- **Animals:** Students may not have an animal of any kind on campus, or at any College affiliated activities, sites or events. This includes animals left within a vehicle. Limited exceptions in cases of a certified service animal.
- **Assault:** Students may not assault or threaten to assault another person for any reason whatsoever.
- **Behavioral Intervention:** The College is committed to providing a safe learning and working environment. Mental or physical abuse (hazing) of any person on college premises, or at College sponsored or supervised functions; conduct which threatens or endangers the health or safety of any such persons. As such, the College utilizes a behavioral intervention team approach to assess and determine whether or not a student's behavior constitutes a potential safety risk to the individual or others. Matters that rise to the level of a potential threat will be handled by the Behavioral Intervention Team. If the potential violation of this procedure includes other behaviors or conduct that may also violate the Code of Student Conduct, the violations will also be handled through the Behavioral Intervention team assessment.
- **Bullying:** Students may not intimidate or threaten with harm any other individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of their job."
- **Communicating Threats:** Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent or willfully threaten to damage the property of another.
- **Copyright Infringement and Peer-to-Peer File Sharing:** Students may not violate the College's Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- **Damage to Property:** Students may not damage property of the College or of any other person working at or attending the College. Theft from, misuse of or damage to college property; theft of or damage to property of a member of the College community or a campus visitor, whether on college premises or at a college function. Unauthorized entry upon the property of the College, including entry after closing hours, unauthorized use of a key or entry into a restricted area is forbidden. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use; preventing, obstructing or substantially interfering with the use of a facility or a portion thereof by those persons to whom the space is assigned.
- **Demonstration:** Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access of college

facilities which is harmful, obstructive or disruptive to the educational process or institutional functions of the College or remaining at the scene of such an assembly after being asked to leave by a representative of the College.

- **Disorderly Conduct:** Students may not conduct themselves in a way which will interrupt the academic mission of the College, or which will disturb the peace of the College. Lewd or indecent conduct, including public physical and/or verbal actions and distribution of obscene or libelous written materials.
- **Disrespect:** Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.
- **Disruption:** Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including public service functions and other duly authorized activities on college premises. Setting off a fire alarm or using or tampering with any fire-safety equipment, except with reasonable belief in the need for such an alarm or equipment use.
- **Drugs:** Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. Possession, use or distribution of any substance is prohibited, except as expressly permitted by law. Any influence which may be attributed to the use of a substance shall not in any way limit the responsibility of the individual or the consequences of their actions. This is in violation of the laws of the state of North Carolina of the United States.
- **Failure to Comply:** Students must comply with the directives of college officials or law enforcement officers during the performance of their duties. Students must identify themselves to these persons when requested to do so. Failure to respond to notifications of conduct charges is also prohibited.
- **False information:** Students may not present to the College or its employees' false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College. Willfully representing the College or a student organization without the group's permission or representing improperly the identity of any other member of the campus community. Forgery, alteration or misuse of college documents, records or instruments of identification with intent to deceive.
- **Gambling:** Students may not gamble on campus or at any College affiliated activities or events.
- **Internet and Campus Network Acceptable Use:** The College has an extensive policy The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email. Students may not share their account and password, nor may they access another student's account.
- **Possession of Weapons:** Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by NC GS §14-269.2(k). Handguns are permitted under these circumstances:
 - The person has a concealed handgun permit that is lawfully issued.
 - The handgun is in a closed compartment or container within the person's locked vehicle.
 - The handgun is in a locked container securely affixed to the person's vehicle.
 - A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
 - The vehicle is locked immediately following the entrance or exit. Law enforcement officers are exempt from this prohibition.
- **Public Laws:** Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

- **Retaliation:** Retaliation against any person submitting a report of possible violation(s) of the Code of Student Conduct against another person is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against students found to have retaliated against another.
- **Skateboards, Hover Boards, and Roller Skates:** Skate boards, hover boards, and roller skates are not permitted to be used on campus outside College sanctioned events
- **Theft:** Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
- **Threats:** Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff.
- **Trespass:** Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a College official.
- **Vaping, E-cigarettes and Tobacco:** Students may not use vaporizing devices, use e-cigarettes, or tobacco of any form, on campus or at any College-affiliated activity, sites, or events (BP 1.8 and CP 1.8.1 Tobacco Free Facilities)
- **Unauthorized Access to Records:** Students may not access, view, copy or change official college records without official authorization. (BP 4.16 and CP 4.16.1 Student Records and Confidentiality)
- **Use of Social Media:** Students should obey their social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on a MTCC social web site or blog will be deleted immediately and may result in having access to the site blocked permanently. (BP 1.18 and CP 1.18.1 Social Media Guide- lines and Procedures)
- **Violations of Expected Classroom or Learning Environment Behaviors:** May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

Levels of Discipline and Appeal

(BP 4.5 and CP 4.5.1 Levels of Discipline and Appeal: Student)

The following disciplinary actions are authorized for use by faculty and administrators of the College:

1. Oral warning
2. Written warning
3. Restriction, in writing, specifying the deprivation of privilege or other terms of restriction
4. Disciplinary probation, the conditions of which are expressed in writing, with an acknowledgement of notice signed by the individual placed on probation.
5. Oral suspension and immediate exclusion from specific institutional facilities or from all institutional facilities shall not exceed three school days unless superseded by suspension with written notice stating cause.
6. Suspension with written notice stating cause and specifying any conditions or terms of the suspension. Suspension with written notice shall be exercised only by the President, or in his absence, by his designated representative. The length of suspension will be identified in any written notice provided to the student.

Expulsion or dismissal for cause. This disciplinary action shall be taken only with approval of the Board of Trustees by formal resolution of motion adopted. Prior thereto, the individual shall be in a status of suspension with written notice stating cause. The Board of Trustees shall notify the individual, who shall

be offered a full and fair hearing before the Board of Trustees or an impartial panel constituting a quorum of the Board, and shall have the right to be represented by counsel for defense, to bring witnesses for his defense, to confront, examine and cross-examine the witnesses against him, and to be provided at least five days before such hearing with a detailed statement of the charges against him and copies of document which may be presented as evidence against him. A record of hearing proceedings shall be kept.

Student Records: Confidentiality and Release

(Please refer to [BP 4.16](#) and [CP 4.16.1](#) Student Records: Confidentiality & Release for specific procedure related to this policy)

McDowell Technical Community College recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as enacted by Congress, and NC Session Law 2023-106 the College makes the following information known:

- I. Types of educational records and information which directly relate to students and which are maintained by the College, such as:
 - A. Permanent Student Files: Transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms.
 - B. Transcripts: Academic record of all courses taken while enrolled at the College.
 - C. Student Financial Aid Records.
- II. The official responsible for the maintenance of each type of record, the persons who have access to those records and the purpose for which they have access:
 - A. The Director of Students Services & Registrar is the individual responsible for the maintenance of student files and transcripts.
 - B. The permanent clerical staff in the Student Services Office have access to the files for maintenance purposes.
 - C. The Student Services counselors have access to the files for the purpose of academic advisement.
 - D. Other authorized College personnel have access whenever the nature of their responsibility requires access to student records or information contained therein.
 - E. Only Financial Aid Staff may access student financial aid records.
- III. The policy of the College for reviewing, maintaining, transcribing and expunging records:
 - A. As a matter of policy, the institution destroys all student records except the official transcript five (5) years after the student leaves the College.
 - B. Parents and legal guardians of independent students 18 years of age or older do not have the right to view student records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records without the written consent of the student.
 - C. Requests for student transcripts will be honored for students with no outstanding debt to the College.
 - D. Student's records and/or official transcripts will be forwarded only upon the written request of the student.
 - E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Student Services Office for this purpose.
 - F. Unless otherwise requested by the student, instructors may post final exam and end of course grades provided a numerical code is used.
- IV. Compliance with Session Law 2023-106

This section outlines the inclusion of students in various educational pathways and mandates compliance with session law 2023-106 by community colleges.

A. Definitions:

- a. The term CCP student (Career & College Promise) is inclusive of students enrolled in the College Transfer Pathways, Career and Technical Education Pathways, Cooperative Innovative High Schools (CIHS) encompassing early and middle colleges, and Workforce continuing education CTE Pathways in which unemancipated students under the age of 18 registered with a public school unit, including those participating in CCP programs on college campuses.
 - b. Child: A person under age 18 years of age who has not been emancipated pursuant to Article 35 of Chapter 7B of General Statutes.
 - c. Parent: A person with legal custody of a child, including a natural parent, adoptive parent, or legal guardian.
- B. Community Colleges are not considered public school units under State law, they are required to collaborate with LEA's to ensure compliance with Session Law 2023-106 for unemancipated minors participating in CCP and CIHS programs.
- C. State entities, including community colleges, must comply with certain requirements related to biometric data, blood, DNA, video and audio recordings of minors, and reporting criminal offenses.
- a. Biometric Data, Blood and DNA:
 - i) Parents have the right to prevent anyone from creating, sharing or storing their child's biometric scans, blood, or DNA without prior written consent. The parent is required to provide written notice that colleges cannot create, store, or share these items. In other words, unless a parent asserts this right, parental consent will not be required.
 - ii) Some exceptions to this requirement include when
 - (1) related to a juvenile justice offense;
 - (2) the biometric scan occurs in a place open to the public in which there is not expectation of privacy; and
 - (3) the biometric scan is used for security or surveillance of buildings, grounds, or school transportation only.
 - iii) Usually, community colleges do not use or store this type of data, but if your college decides, it may need to create, use, or store such information, please contact your local college counsel for further advice.
 - b. Video and Audio Recordings of Minors:
 - i) Obtain prior written consent from parents before creating video or voice recordings of their child, except in situations outlined in Session Law 2023-106.
 - ii) Maintain Records of consent for auditing purposes.
 - c. Report Criminal Offenses:
 - i) Promptly notify the parent and the public school unit if an employee suspects a criminal offense against their child, unless notification would impede an investigation.
 - ii) Ensure coordination with public school units for effective communication and collaboration.
 - d. Educational Records
 - i) allow parents access to and review of all education records related to their child under FERPA.
 - ii) Ensure compliance with FERPA requirements for students under 18 years of age.

- D. Parental Request for Information
 - a. Requests must be made in writing from the Parent as defined in “A” above to the Chief Academic Officer.
- E. Provide training to faculty and staff members involved in CCP Programs regarding compliance requirements and procedures outlined in Session Law 2023-106.
- F. Monitoring and Review:
 - a. Regularly monitor compliance with Session Law 2023-106 and review procedures to ensure effectiveness and adherence to legal requirements.



Student Activities

Student Government Association

On February 5, 1981, the Board of Trustees of McDowell Technical Community College approved granting the existing Student Advisory Council full status as a Student Government Association. The duties and responsibilities of the SGA are to serve in an advisory capacity to the President, Administration and Faculty on matters pertaining to student interest and welfare. Participation in SGA is an important way for students to have input into decision-making at the college. The MTCC Student Government Association actively

participates in and supports the state student government organization known as N4CSGA. The academic, educational, career and social needs and concerns of the students at MTCC are addressed and given due consideration through this association both at the local level and state level. The president of the SGA serves as an ex-officio member of the Board of Trustees of MTCC.

Any curriculum student who is attending at least half-time and has at least a 2.5 GPA is eligible to be a voting member of the SGA. Non-SGA members who wish to have input into college decisions or address issues which are of concern to themselves or others should contact an SGA member or the SGA Advisor to express those concerns. To request a time to speak before members of the Student Government Association, a student should contact the SGA advisor or an SGA officer to schedule time on the SGA meeting agenda. The SGA advisor can provide additional information about how to become an SGA member, more complete information about SGA activities, or a list of SGA members and officers. The staff member from Student Services who is designated as SGA advisor acts only to guide and represent staff and administrative viewpoints.

The Student Government Association sponsors various events, including Spring Fling and Fall Festival. All curriculum students are invited to participate free of charge; these activities are paid for through student activity fees at the beginning of each semester.

Occasionally, the Student Government Association will sponsor dances or other events. Announcements of these events will be posted or presented in class.

Students who wish to form a new club or organization on campus must seek official recognition through the Student Government Association.

Phi Theta Kappa National Honor Society-Beta Zeta Lambda Chapter

A chapter of the Phi Theta Kappa Honor Society was organized at McDowell Tech in 1998. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. The Society is recognized by the American Association of Community Colleges as the official general honor society for two-year colleges.

Once yearly, the Beta Zeta Lambda chapter may extend an invitation to MTCC students who have been recommended by their advisors and have completed at least 12 credit hours of coursework required for an associate degree and who have a GPA of 3.5 or higher.

National Technical Honor Society

McDowell Technical Community College faculty and staff organized a chapter of the National Technical Honor Society during the 2000-2001 academic year. NTHS, as it is abbreviated, began in 1984 to reward excellence in workforce education. It is an internationally recognized and proven program with over 1,500 member schools and colleges. Student membership in NTHS is available to those who seek to uphold critical workplace values and high levels of achievement. Once yearly, NTHS may extend an invitation to MTCC students who have completed at least 9 credit hours of coursework required for their program of study, have achieved a GPA of at least 3.25, and have been recommended by their faculty advisor.

Student Publications

McDowell Technical Community College recognizes the value of providing opportunities for students and faculty to engage in journalistic endeavors. Under the auspices of the MTCC administration and Student Government Association, manuals, newspapers and other periodicals may be published as sufficient student interest develops.

Academic Excellence Award

McDowell Technical Community College participates with the North Carolina Community College System in

selecting an Academic Excellence Award recipient. Each college is asked to select one recipient for nomination each year based on the system office criteria.

North Carolina Community College Student Leadership Institute

McDowell Technical Community College participates in the Student Leadership Institute. Outstanding students are nominated by faculty/staff members.

Kim Ledbetter Food Pantry

Hours: Monday-Thursday, 9 am to 4 pm; and Friday, 9 am to 1 pm.

MTCC Student ID required.

For more information, contact 828-652-0622 or 828-659-0444.

Continuing Education and Workforce Development

McDowell Technical Community College, through the Department of Continuing Education, offers life-long learning opportunities to any adult, regardless of his/her educational background. A wide variety of programs are offered to provide opportunities for individuals to develop to their fullest potential whatever vocational, intellectual or cultural talents they wish.

Courses are designed to provide educational opportunities to prepare individuals for entry into an occupation, to retrain or upgrade the skills of those who are already employed, or to provide cultural and general interest courses for self- improvement. These non-curriculum classes may vary in length.

Continuing Education courses may be organized on or off campus, day or night, based upon the interest shown by the community, the availability of competent instructors, and the limitations of available equipment, space, and funds.

Admission Requirements

In general, all Continuing Education courses are open for enrollment to persons 16 years of age or older. However, because some specialty and advanced courses may be more difficult and require a greater degree of preparation, potential enrollees should be aware of the nature of the course requirements to determine their possible success in those courses. In certain specialized courses, (e.g., listed here) potential students must be employed by or recommended by one of the requesting training agencies.

- Advanced Technology Training Apprenticeship Training
- Fire Services Training
- Law Enforcement Training
- Management Development Training
- New & Expanding Industrial Training

Course Descriptions/Schedules

Specific course descriptions are provided in course schedules or may be furnished upon request. A course schedule is published each semester. Courses are displayed via McDowell Tech's website and courses may be advertised in local news- papers or on local radio stations.

Registration and Fees

Individuals who wish to register for Continuing Education courses can register online at [McDowell Tech> Programs & Classes>Continuing Education and Workforce Development](#) or in person at McDowell Technical Community College.

Registration fees for Continuing Education courses are set by the N.C. Legislature, and are subject to change. Fees are non-refundable, except when the class fails to materialize. An extra charge may be necessary in some courses for books, materials, and class supplies. Books and supplies may be purchased in the College Bookstore.

- Registration fees for occupational, practical skills, vocational, and academic courses range from \$70-\$180.00 per course, depending upon the course length.
- Self-supporting class fees will vary depending upon the course.
- Registration fees for community service classes range from \$15-\$180.00 per course, depending on course length.

Class Locations

A number of Continuing Education classes are held on campus. Classes are conducted throughout McDowell County wherever a suitable meeting place can be arranged. Classes are organized in any community whenever a sufficient number of prospective class members indicate an interest.

Attendance

Typically, a minimum enrollment of 8 persons is needed to conduct a class. Students are expected to attend class regularly. Insufficient enrollment may result in cancellation of the class.

Certificates

College credit is not granted for completion of courses in Continuing Education. However, certificates are awarded to students who successfully complete course requirements in classes which carry CEU credits. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the College upon successful completion of specially designed courses. Certificates will not be released to students who have any outstanding debts to the college.

Continuing Education Units (CEU)

The Continuing Education Department will award Continuing Education Units (CEU’s) for the successful completion of appropriate courses. The CEU was designed to recognize and record individual and institutional participation in non-traditional studies and special activities. The CEU is a recognized recording method for substantive non-credit learning experiences. A CEU is defined as “10 hours of participation in an organized Continuing Education experience under responsible sponsorship and qualified instruction or direction.”

Programs Offered in Continuing Education and Workforce Development

General Adult and Community Services

The College is always concerned with identifying community potentials and community needs, drawing together resources at the College and other agencies to create new educational opportunities. Programs afford the opportunity for individuals to gain personal satisfaction through self-advancement. This includes opportunities to grow intellectually, to develop creative skills or talent, to learn hobby or leisure time activities, and to gain civic and cultural awareness. The general types of programs offered are:

Academic Courses	Consumer Education	Personal Business Education
Health and Safety	Citizenship Development	Language Arts Education
Homemaking Education	Creative Arts Education	Family Life Programs
Music/Dance Education	Education	

Occupational and Continuing Education Programs

The college offers a number of Occupational and Continuing Education Services, including Teleconference Workshops, Computer Training, and a variety of specialized programs designed to enhance an individual’s employability, to help him or her learn a new career, to establish a pattern of growth and stability in business and industry, and to help individuals stay abreast of trends in their chosen field. These programs may be subdivided as follows:

Small Business Center

McDowell Technical Community College’s Small Business Center (SBC) began operations on September 6, 1988. The center was established to provide McDowell County with its first comprehensive small business development and assistance program.

The mission of the SBC is to train, counsel, develop and provide needed services for small businesses and their owners. As part of its provision of services, the SBC will attempt:

- To operate as an information service on small business issues and concerns.
- To coordinate the referral of small business owners/managers to acquire legal sources for in-depth assistance, counseling and financial assistance.
- To assist in the preparation of business plans, loan packages and research projects related to small business growth and operation.
- To provide limited tax and accounting services for sole proprietorship and partnership businesses.
- To seek out information and assist in loan package preparation involving Federal and State financing programs for small business owners.
- To deliver one-on-one business counseling.
- To assist small business owners with marketing and management problems.
- To offer seminars/workshops on timely topics of interest to the small business owner.
- To offer a resource library of books and videos to be checked out by clients at no charge.

Customized Training Program

The Customized Training Program supports the economic efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program combines the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry. The Customized Industry Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The purpose of the Customized Training Program is to provide customized training assistance in support of full- time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Occupational Industry Training

McDowell Technical Community College conducts in-plant courses to assist manufacturing, service and/or governmental organizations with in-service training of their employees. In-plant training is defined as an occupational extension course that meets the following conditions:

1. Training shall occur in the facilities or at the sites in which the organization normally operates.
2. Enrollment shall be limited to the employees of the organization in which the training occurs; trainees may be newly-hired employees who need entry level skills or existing employees who, due to documented changes in job content, need up-grading or retraining.
3. Training may partially be conducted at the employee's assigned work station during normal working hours.
4. Training shall be directly related to job skills.

Examples of types of training offered to industry include: Statistical Process Control, Total Quality Management, Industrial Sewing, Weaving, Mold Line Training, Forklift Licensure, Blueprint Reading, Measuring Instruments, Metric System, Mathematics, Hydraulics and Pneumatics, Maintenance Mechanics, Industrial Safety, Fire Brigade Training, Upholstery, Technical Writing, Communication Skills, Furniture Making, Furniture Framing, Fixer Training, etc. Any industry officials who desire this type of training for their employees should contact MTCC for more information.

Management Development Training

MTCC offers several different training options concerning Management Development. The college has certified instructors available in areas such as: McGraw-Hill Supervision Training, Zenger Miller Management Training, Deming Quality Control Training and the latest innovations in Total Quality Management.

Emergency Services Training

Fire Service Training

MTCC provides a wide range of fire training opportunities to meet the continuing education training needs of area firefighters. The College offers all course and training requirements to obtain Firefighter Certification, Instructor Certification, Hazardous Material Awareness Level and Hazardous Material Operational Level. The College also holds an Annual Fire, Rescue and EMS College. In total, the College offers over 150 courses annually in virtually every area of Fire Training.

Rescue Training

MTCC provides a wide range of training opportunities to meet the continuing education training requirements of Rescue Personnel. The college offers Technical Rescue (TR) Certification for area rescue personnel. The Annual Fire and Rescue College also provides courses in areas such

as Vehicle Extrication, Search Procedures, Man-Tracking, Hazardous Materials, etc.

Emergency Medical Services Training

MTCC provides a wide range of training opportunities to meet the needs of area Emergency Medical Personnel. The college provides continuing education training as well as in-service training opportunities weekly to meet local needs. Advanced training opportunities are also offered including: Basic Cardiac Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Vehicle Operator Training. The College offers the following levels of Emergency Services Training: EMT Basic, Advanced EMT and Paramedic. In addition to these programs, the college offers over 100 courses annually in the areas of CPR Certification, First Aid Certification, CPR Recertification and Communicable Disease Training to help local government and industry leaders meet OSHA requirements.

Law Enforcement Training

MTCC provides a number of training opportunities to local Law Enforcement personnel. Training classes are provided to city, county and Department of Public Safety officers to meet continuing education needs. The college currently offers training opportunities in the following areas: Firearms Recertification, Breathalyzer Training, Unarmed Self-Defense Training, Basic Law Enforcement Training (see Curriculum Program description) and Specialized Training.

College and Career Readiness (CCR) Programs

College and Career Readiness programs are provided for students that are pre-college and may need basic education skills in writing, reading, math, computer literacy, and communication. Students who receive these services include low-skilled adults, individuals with disabilities, youth, justice-involved individuals, and English language acquisition students. Goals may include completing adult high school, or obtaining a high school diploma or its recognized equivalent, and/or earning employment related credentials necessary for post-secondary education or employment success. Coursework is based on The NCCCS College and Career

Transition programs and services using adult education career pathways and other platforms are also provided, and are aligned with adult education content standards, postsecondary education completion goals, college entry readiness, life skills, and employment instruction and training. They include academic instruction, non-academic services, and support for students to ensure student success and transition to postsecondary career and employment options. Transitions programs may also include integrating career awareness, bridge instruction, integrated education training, transitions academies, and computer skills. Current career occupation pathways, based on projected Foothills Workforce Development employment trends, include: Advanced Manufacturing, Health Sciences, and other pathways such as, Nursing Assistant, Early Childhood Education, Computer Information Technology, Welding Technology; and others.

A student may register at any scheduled orientation held at NCWorks (Marion) or Universal Advanced Manufacturing Center (UAMC) throughout the semester and attend the class that is most convenient to their schedule. Classes are offered year-round. CCR classes are open to any adults age 18 or over who can benefit from class content, regardless of status. Students as young as 16 who are not enrolled in a public, private or home school may also enroll with notarized documentation from parents and public/private/homeschool officials. In addition, classroom instruction is provided in English and Spanish.,

All classes are fee-waived and texts are provided for in-class use in the following CCR programs:

Adult Basic Education (ABE)

Adult Basic Education is a program of instruction designed for adults who function below the high school level. Many of these adults have intellectual and developmental disabilities or similar barriers to independence. These classes work to assist adult learners with improving their academic, workplace, and independent living skills. Instruction is offered in reading, writing, math, English, science, digital literacy and career exploration with a focus on college and career readiness skills.

Adult Secondary Education (ASE)

Adult Secondary Education is a program of instruction (9.0 grade level and above or the equivalent) designed to prepare adults for further education or transition toward skill attainment and employment. Adult Secondary Education includes the Adult High School (AHS) Diploma program and the High School Equivalency (HSE) Diploma program.

Adult High School (AHS)

The Adult High School program is intended to assist adults in earning the remaining credits they need to receive a high school diploma. The Adult High School Diploma program consists of classroom instruction, learning laboratory courses, distance education, or a combination of instructional methods which deliver the course objectives required to earn an Adult High School Diploma. The AHS Diploma Program is offered cooperatively with the local public school system to help adults earn an Adult High School Diploma. Diplomas are issued cooperatively by the community college and the local public school system. Official transcripts are maintained and issued by MTCC.

High School Completion

Adults may complete high school education through the Adult High School Diploma Program or the High School Equivalency Program. These programs are available to all non-high school graduates who are at least eighteen years of age or those sixteen years of age who have officially withdrawn from the public school. Students between the ages of sixteen and eighteen must have a minor permission form signed by a parent or legal guardian, as well as the signature of the principal or superintendent of the last high school attended. Please note that students 16-17 years of age must contact the College and Career Readiness Department to complete registration and orientation to be eligible to take adult high school

courses or high school equivalency assessments in North Carolina.

The Adult High School Program offers instruction to assist learners in preparing to successfully complete the credits required for a High School Diploma. Accumulation of a pre-determined number of credits as approved by McDowell County Schools (MCS) is required. Required courses are based on a transcript evaluation from the high school last attended and may include English, mathematics, science, social studies, health, and electives. Students must meet enrollment requirements and provide an official, sealed transcript from the high school last attended.

Required Credits - Colleges must offer at least the minimum number of credits required for graduation by the North Carolina Department of Public Instruction.

Link: <http://www.dpi.state.nc.us/docs/curriculum/home/graduation-requirements>

Electives are selected from a variety of program offerings and structured so that students develop a range of skills which qualify them to succeed in the labor market or to enter technical, vocational, or college transfer programs. There is no cost to students for courses. However, a minimal graduation fee may be required.

High School Equivalency (HSE)

The High School Equivalency Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency test. This test is designed to document knowledge and skills equivalent to that of a graduating high school senior. Students who successfully complete one of the approved test batteries earn the North Carolina High School Equivalency Diploma, allowing them to enter college, pursue further training or obtain employment.

The High School Equivalency (HSE) Diploma Program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency assessment. The three nationally recognized assessments used to obtain a state-issued High School Equivalency credential in North Carolina are GED®, HiSET® and TASC®. All three High School Equivalency assessments are recognized by US Department of Education USDOE GEN-14-16 (link is external) and cover the same content areas. Passing any one of the assessments will lead to the same High School Equivalency Diploma issued by the North Carolina State Board of Community Colleges. Currently, MTCC offers two of the testing options, the GED® and the HiSET® examination.

The GED® Testing fee is \$80.00 and is a computer-based test of four subjects (Language Arts, Science, Social Studies, and Mathematics). Students may retake the test up to two times for free in the same calendar year.

The HiSET® Testing fee is \$50.00 and is a computer-based test of five subjects (Reading, Writing, Science, Social Studies, and Mathematics). Students may retake the test up to two times for free in the same calendar year.

Basic Skills Plus

Basic Skills Plus (BSP) is a program within CCR that offers transition and career pathway support to students preparing for entry into employment and post-secondary education programs. BSP students work to earn entry level employment and occupational credentials.

To be eligible for BSP, students must be co-enrolled in curriculum or workforce continuing education while earning their adult high school diploma. The high school diploma may be obtained in Adult High

School (AHS) or High School Equivalency (HSE) classes.

Tuition for the curriculum or workforce continuing education classes may be waived for eligible students. Basic Skills Plus students may earn up to 96 hours in workforce continuing education program(s) or 18 hours in curriculum program(s) while part of BSP. Eligible students must apply for the Basic Skills Plus program and be approved by the Director of CCR.

English Language Acquisition (ELA)

English Language Acquisition classes are designed for students to improve their English speaking, reading and writing skills, as well as everyday life skills. Students will have an opportunity to practice basic conversation, improve inter- personal skills, and become a more involved member of the community. In addition, citizenship classes are available upon request.

Integrated English literacy and Civics Education (IEL/CE)

Integrated English Literacy and Civics Education are services provided to adults whose first language is not English, including professionals with degrees and credentials in their native countries, to enable them to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Services include instruction in literacy, math, and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training. Students may register at any ELA class.

All classes are offered at a variety of times and locations. For more information or to sign-up, contact College and Career Readiness at 828-659-6001, ext. 137.

Human Resources Development (HRD)

The purpose of the Human Resources Development program is to educate and train individuals for success in the workplace. HRD courses provide skills training and assistance for adults who are trying to find employment, get back into the workforce or working to find their place in today's job market. The HRD program provides employability skills training (and more) and focuses on the unemployed and underemployed but is not limited to this group of people. These groups of people may include the following: unemployed insurance claimants, NCWorks customers, public assistance recipients, dislocated workers, out-of-school youth, justice-involved individuals, probationers, adult students, and individuals in career/job transition.

All classes in the HRD program are offered at no cost to unemployed individuals seeking employment and underemployed individuals who are working and meet special income guidelines. For individuals not in either of the categories, occupational extension fees will apply.

Classes are offered at the NCWorks Career Center, community sites (including prisons or jails), and employer locations. Classes are scheduled on a continuous basis throughout the year to meet the needs of the students who enroll. For more information, call the HRD office at 659-6001, ext. 140.

HRD Basic Technology Literacy

Make the transition into technology training easy by gaining an awareness of the role of technology in the workplace. Develop basic computer use skills, compile employment-related documents, research careers, and understand the impact of digital literacy and social networking on employment.

HRD Career Planning and Assessment

Explore your natural skills, search for the ideal career, and get in touch with the resources to reach your goals. Learn the career pathways with high projected employment needs in our workforce area.

HRD Career Readiness Certificate (CRC) Prep

Earn a North Carolina Career Readiness Certificate based on the ACT WorkKeys system. It is a portable

credential recognized nationally, that shows employers your skill level in Applied Math, Workplace Documents, and Graphic Literacy. Prove to employers you have the skills to do the job by earning a bronze, silver, gold or platinum certificate. Business Writing and other ACT certificates are available as well.

HRD Employability Keyboarding

Gain basic knowledge of the keyboard to facilitate transitions into advanced keyboarding, introductory computer or office technology classes. Explore careers and understand the importance of keyboarding/data entry skills in employment.

HRD Financial Literacy

Gain the basic skills of finances. Learn how to write checks, how to open and balance a checking or savings account, how to track your spending, how to discern between wants and needs, how to budget, and how to build credit.

HRD Job Fair Bootcamp

Prepare for a job fair by gaining valuable insight on what employers are looking for. Assistance with creating an up-to-date resume as well as building interview skills will be discussed in this class. Classes are offered as needed.

HRD Resume/Interviewing/Internet Job Search

Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your interview; become familiar with application procedures; and do Internet job searches to assist you in locating and obtaining employment.

HRD Success by Choice-Motivation and Retention

Develop a healthy self-esteem and positive attitude to enhance personal and career success. Learn self-management skills, personal branding, and emotional intelligence skills. Establish goals and explore career opportunities.

HRD Working Smart

Learn employer expectations of self-management on the job, work ethics, communication skills, problem solving, and conflict management.



NCWorks Career Center at The Ford Miller Employment and Training Center

Career Planning, Training & Placement Services

SERVICES

Adult High School (AHS) Diploma

Career Assessment/Testing

Career Counseling

Career Exploration/Research

Career /Job Related Fax & Copy Services

Career Pathway Certificate/Diploma Course's

Career Readiness Certificate (CRC)

Computer Software Tutorials

Education & Training Information

English Language Acquisition (ELA)

High School Equivalency (HSE) Diploma

Internet Job Search

Interview/Job Search Preparation

Job Listings/Job Referrals

Labor Market Information

Needs & Service Referral

Resume Preparation

WorkKeys®Preparation

WorkKeys®Testing

SHORT-TERM JOB READINESS CLASSES

Classes are offered at no cost if you are unemployed, have been notified of a layoff, or are working and meet special income guidelines.

Industry Pre-Hire or Re-Hire Training

Internet Job Search/ NCWorks Orientation

Resume & Interviewing

Computer Literacy

TECH Academy

Financial Literacy

PARTNERING AGENCIES

Division of Workforce Solutions

McDowell Technical Community College

Workforce Innovations & Opportunity Act (WIOA Adult and Youth Program)

McDowell County Dept. of Social Services (DSS)

Vocational Rehabilitation (VR)

Community Action Opportunities (Life Works)

McDowell Access to Care & Health (Match Program)

Senior Community Service Employment Program (Title V)

LOCATION & HOURS

NCWorks Career Center at

The Ford Miller Employment and Training Center

316 Baldwin Avenue, Suite 2, Marion, NC 28752

Phone: 828-659-6001 / Fax: 828-659-8733

Monday – Thursday 8:30 am—5:00 pm Friday 8:30 am—12 noon

Career, Technical, Vocational, & Academic Programs

Please refer to the following lists when selecting electives in Humanities/Fine Arts and Social/Behavioral Sciences in all academic programs except College Transfer and General Education.

Humanities/Fine Arts

Select one of the following:

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ART 111	Art Appreciation	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PHI 210	History of Philosophy	3	0	0	3	3
REL 110	World Religion	3	0	0	3	3
REL 211	Intro to Old Testament	3	0	0	3	3
REL 212	Intro to New Testament	3	0	0	3	3

Social/Behavioral Science

Select one of the following:

ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
POL 130	State and Local Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3

Academic Programs

911 Communications and Operations

A55470 (Degree) C55470 (Certificate)

The 911 Communications and Operations curriculum is designed to provide new students, as well as current practitioners, with knowledge and skills in the areas necessary for entrance or advancement within emergency communications.

Emphasis is placed on the development of concepts and theories of public safety communication systems, basic office software skills, technical writing, business math and statistics, cybersecurity fundamentals, public and interpersonal relations, understand local government finance systems, basics of GIS, personnel management and supervision, project coordination, time management, and organizational skills, grant writing, introduction to computers and networks, mental health awareness, and adaptation to technology within emergency communication organizations.

Employment opportunities exist in a variety of areas, including: local government emergency communication organizations, county sheriff 's departments, 911 emergency dispatch organizations, law enforcement, fire and EMS agencies, private communication centers, and emergency management.

Please note: A criminal background check may be required as a condition of employment in the 911 Emergency Communication field.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 110	Math Measurement & Literacy	2	2	0	4	3
<u>OR</u> MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

A. Core Courses

EME 111	911 Communications & Operations I	2	2	0	4	3
EME 112	911 Communications & Operations II	2	2	0	4	3
EME 211	Adv 911 Communications & Operations	2	2	0	4	3
GIS 110	Survey of GIS/GPS	1	0	0	1	1
GIS 111	Intro to Geographic Information System	2	2	0	4	3
PAD 151	Intro to Public Admin	3	0	0	3	3

III. Other Major Courses

Take 32 credits from:

BUS 135	Principles of Supervision	3	0	0	3	3
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BUS 240	Business Ethics	3	0	0	3	3
CCT 110	Intro to Cyber Crime	3	0	0	3	3
CIS 110	Intro to Computers	2	2	0	4	3
CJC 111	Intro to Criminal Justice	3	0	0	3	3
CJC 120	Interviews/Interrogations	1	2	0	3	2
EPT 120	Sociology of Disaster	3	0	0	3	3
SPT 140	Emergency Management	3	0	0	3	3
EPT 275	Emergency Ops Center Management	2	2	0	4	3
OST 184	Records Management	2	2	0	4	3
POL 130	State and Local Government	3	0	0	3	3
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 121	Work-Based Learning II	0	0	10	10	1
WBL 131	Work-Based Learning III	0	0	10	10	1
Take 1 credit from:						
ACA 115	Success & Study Skills	0	2	0	2	1
ACA 122	College Transfer Success	0	2	0	2	1
Take 1 credit from:						
ACA 220	Professional Transition	1	0	0	1	1
					Total Credits	65

Recommended Semester Schedule - Degree (A55470)

First Year Fall

ACA 115	Success & Study Skills	1
CIS 110	Intro to Computers	3
ENG 111	Writing & Inquiry	3
EME 111	911 Communications & Operations I	3
GIS 110	Survey of GIS/GPS	1
PAD 151	Intro to Public Admin	3

First Year Spring

EME 112	911 Communications & Operations II	3
GIS 111	Intro to Geographic Info Systems	3
	Humanities Elective	3
	Mathematics Course	3

First Year Summer

EME 211	Adv 911 Communications & Operations	3
WBL 111	Work-Based Learning I	1
	Social/Behavioral Science Elective	3
COM 120	Interpersonal Communication	3

Second Year Fall

CCT 110	Intro to Cyber Crime	3
CJC 111	Intro to Criminal Justice	3
EPT 120	Sociology of Disaster	3
EPT 140	Emergency Management	3
POL 130	State and Local Government	3

First Year Spring

ACA 220	Professional Transition	1
BUS 135	Principles of Supervision	3
CJC 120	Interviews/Interrogations	2
EPT 275	Emergency Ops Center Mgt	3
OST 184	Records Management	3

911 Communications & Operations Certificate (C55470)**A. Major Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
EME 111	911 Communications & Operations I	2	2	0	4	3
EME 112	911 Communications & Operations II	2	2	0	4	3
EME 211	Adv 911 Communications & Operations	2	2	0	0	3
GIS 110	Survey of GIS/GPS	1	0	0	1	1
GIS 111	Intro to Geographic Information System	2	2	0	4	3
PAD 151	Intro to Public Admin	3	0	0	0	3
Total Credits						16

Recommended Semester Schedule (C55470)**First Year Fall**

EME 111	911 Communications & Operations I	3
GIS 110	Survey of GIS/GPS	3
PAD 151	Intro to Public Admin	3

First Year Spring

EME 112	911 Communications & Operations II	3
GIS 111	Intro to Geographic Info Systems	3

First Year Summer

EME 211	Adv 911 Communications & Operations	3
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Accounting and Finance

Concentration: Accounting

A25800 (Associate Degree)

C25800A, C25800B, C25800C, C25800D (Certificates)

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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

A. Core Courses

ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
BUS 115	Business Law	3	0	0	3	3
BUS 225	Business Finance	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
CTS 130	Spreadsheet	2	3	0	5	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3

III. Concentration

Take 32 credits from:

ACC 129	Individual Income Tax	2	2	0	4	3
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ACC 140	Payroll Accounting	1	2	0	3	2
ACC 220	Intermediate Accounting	3	2	0	5	4

IV. Other Major Courses

Take 8 credits from:

ACC 130	Business Income Taxes	2	2	0	4	3
ACC 150	Accounting Software Applications	1	2	0	3	2
ACC 180	Practices in Bookkeeping	3	0	0	3	3
ACC 221	Intermediate Accounting II	3	2	0	5	4

Take 9 credits from:

BUS 110	Introduction to Business	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
OST 122	Office Computations	2	2	0	4	3
OST 136	Word Processing	2	2	0	4	3
OST 153	Office Finance Solutions	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

V. Other Required Courses

ACC 227	Practices in Accounting	3	0	0	3	3
ACA 115	Success and Study Skills	0	2	0	2	1

Total Credits 68

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Recommended Semester Schedule - Accounting and Finance: Accounting Degree (A25800)

First Year Fall

ACA 115	Success & Study Skills	1
ACC 120	Principles of Financial Accounting	4
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
OST 122	Office Computations	3

First Year Spring

ACC 121	Principles of Managerial Accounting	4
ACC 180	Practices in Bookkeeping	3
BUS 115	Business Law	3
CTS 130	Spreadsheet	3

First Year Summer

Second Year Fall

MAT 143	Quantitative Literacy	3	ACC 220	Intermediate Accounting I	4
	Humanities Elective	3	ACC 129	Individual Income Tax	3
			OST 136	Word Processing	3
			BUS 225	Business Finance	3
				Social/Behavioral Science Elective	3

Second Year Fall

First Year Spring

ACC 150	Accounting Software Applications	2	ACC 227	Practices in Accounting	3
ECO 252	Principles of Macroeconomics	3	COM 120	Interpersonal Communication	3
OST 153	Office Finance Solutions	3	<u>OR</u>		
ACC 140	Payroll Accounting	2	COM 231	Public Speaking	3
ENG 111	Writing & Inquiry	3			

Accounting and Finance: Accounting Certificate (C25800A)

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
CIS 110	Introduction to Computers	2	2	0	4	3

II. Other Major Courses

BUS 110	Introduction to Business	3	0	0	3	3
Total Credits						14

Recommended Semester Schedule - Accounting and Finance: Accounting Certificate (C25800A)

Fall

Spring

ACC 120	Principles of Financial Accounting	4	ACC 121	Principles of Managerial Accounting	4
CIS 110	Introduction to Computers	3			
BUS 110	Introduction to Business	3			

Accounting and Finance: Accounts Payable, Accounts Receivable, Bookkeeping Certificate (C25800B)

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ACC 120	Principles of Financial Accounting	3	2	0	5	4

ACC 121	Principles of Managerial Accounting	3	2	0	5	4
CIS 110	Introduction to Computers	2	2	0	4	3

II. Other Major Courses

ACC 180	Practices in Bookkeeping	3	2	0	5	4
OST 153	Office Finance Solutions	2	2	0	4	3

Total Credits 17

***Recommended Semester Schedule -
Accounting and Finance: Accounts Payable, Accounts Receivable, Bookkeeping Certificate (C252800B)***

Fall			Spring		
ACC 120	Principles of Financial Accounting	4	ACC 121	Principles of Managerial Accounting	4
CIS 110	Introduction to Computers	3			
BUS 110	Introduction to Business	3			

**Accounting and Finance:
Income Tax Preparer Certificate (C25800C)**

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
ACC 129	Individual Income Tax	2	2	0	4	3

II. Other Major Courses

ACC 130	Business Income Taxes	2	2	0	4	3
BUS 110	Introduction to Business	3	0	0	3	3

Total Credits 17

***Recommended Semester Schedule -
Income Tax Preparer Certificate (C252800C)***

Fall			Spring		
ACC 120	Principles of Financial Accounting	4	ACC 121	Principles of Managerial Accounting	4
ACC 129	Individual Income Tax	3	ACC 130	Business Income Taxes	3
BUS 110	Introduction to Business	3			

**Accounting and Finance:
Payroll Accounting Clerk Certificate (C25800D)**

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
ACC 140	Payroll Accounting	1	3	0	0	2
CIS 110	Introduction to Computers	2	2	0	4	3
II. Other Major Courses						
OST 153	Office Finance Solutions	2	2	0	4	3
Total Credits						17

***Recommended Semester Schedule -
Payroll Accounting Clerk Certificate (C252800D)***

Fall			Spring		
ACC 120	Principles of Financial Accounting	4	ACC 121	Principles of Managerial Accounting	4
CIS 110	Introduction to Computers	3	ACC 140	Payroll Accounting	2
			OST 153	Office Finance Solutions	3

Air Conditioning, Heating and Refrigeration Technology

A35100 (Associate Degree) D35100A (Diploma) C35100A (Certificate) C35100B (Certificate)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the startup, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Core Courses

AHR 110	Intro. to Refrigeration	2	6	0	8	5
AHR 111	HVACR Electricity	2	2	0	4	3
AHR 112	Heating Technology	2	4	0	6	4
AHR 113	Comfort Cooling	2	4	0	6	4
AHR 114	Heat Pump Technology	2	4	0	6	4
AHR 130	HVAC Controls	2	2	0	4	3
AHR 211	Residential System Design	2	2	0	4	3
AHR 212	Advanced Comfort Systems	2	6	0	8	4
AHR 213	HVACR Building Code	1	2	0	3	2

III. Other Major Courses Concentration

Take 8 credits from:

AHR 180	HVACR Customer Relations	1	0	0	1	1
BPR 135	Schematics and Diagrams	2	0	0	0	2

ELC 128	Introduction to PLC	2	2	0	4	3
ISC 112	Industrial Safety	2	0	0	2	2
WBL XXX	See page 42*					

Take 12 credits from:

AHR 115	Introduction to Refrigeration	1	3	0	4	2
AHR 160	Refrigerant Certification	1	0	0	0	1
CIS 110	Introduction to Computers	2	2	0	4	3
EGR 125	Application Software for Tech	1	2	0	3	2
REF 117	Refrigeration Controls	2	6	0	8	4

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 69

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Air Conditioning, Heating and Refrigeration Technology (A35100)**

First Year Fall			First Year Spring		
ACA 115	Success & Study Skills	1	AHR 112	Heating Technology	4
AHR 110	Intro to Refrigeration	5	AHR 113	Comfort Cooling	4
AHR 111	HVACR Electricity	3	AHR 130	HVAC Controls	3
ISC 112	Industrial Safety	2	ELC 128	Intro to PLC	3
ENG 111	Writing and Inquiry	3			
First Year Summer			Second Year Fall		
AHR 114	Heat Pump Technology	4	AHR 160	Refrigerant Certification	1
AHR 115	Refrigeration Systems	2	AHR 180	HVACR Customer Relations	1
			AHR 212	Advanced Comfort Systems	4
			AHR 213	HVACR Building Code	2
			EGR 125	Application Software for Tech	2
			MAT 143	Quantitative Literacy	

Second Year Spring

AHR 211	Residential System Design	3
BPR 135	Schematics and Diagrams	2
CIS 110	Introduction to Computers	3
COM 120	Interpersonal Communication	3

OR

COM 231	Public Speaking	3
	Social/Behavioral Science Elective	3

Second Year Summer

ACA 220	Professional Transition	1
REF 117	Refrigeration Controls	4
	Humanities/Fine Arts Elective	3

Air Conditioning, Heating and Refrigeration Technology Diploma (D35100)**I. General Education Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

II. Major Core Courses

AHR 110	Intro. to Refrigeration	2	6	0	8	5
AHR 111	HVACR Electricity	2	2	0	4	3
AHR 112	Heating Technology	2	4	0	6	4
AHR 113	Comfort Cooling	2	4	0	6	4
AHR 114	Heat Pump Technology	2	4	0	6	4
AHR 130	HVAC Controls	2	2	0	4	3
AHR 211	Residential System Design	2	2	0	4	3
AHR 213	HVACR Building Code	1	2	0	3	2

III. Other Major Courses Concentration**Take 8 credits from:**

AHR 160	Refrigerant Certification	1	0	0	1	1
BPR 135	Schematics and Diagrams	2	0	0	0	2
CIS 110	Introduction to Computers	2	2	0	4	3
ISC 112	Industrial Safety	2	0	0	2	2
WBL XXX	See page 42*					

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

**Recommended Semester Schedule -
Air Conditioning, Heating and Refrigeration Technology Diploma (D35100)**

First Year Fall			First Year Spring		
ACA 115	Success & Study Skills	1	AHR 112	Heating Technology	4
AHR 110	Intro to Refrigeration	5	AHR 113	Comfort Cooling	4
AHR 111	HVACR Electricity	3	AHR 130	HVAC Controls	3
AHR 160	Refrigeration Certification	1	AHR 211	Residential System Design	3
			BPR 135	Schematics and Diagrams	2
First Year Summer			Second Year Fall		
AHR 114	Heat Pump Technology	4	ACA 220	Professional Transition	1
CIS 110	Introduction to Computers	3	AHR 213	HVACR Building Code	2
MAT 143	Quantitative Literacy	3	ENG 111	Writing and Inquiry	3
			ISC 112	Industrial Safety	2

Air Conditioning, Heating and Refrigeration Technology Certificate Level I (C35100A)

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
AHR 110	Intro. to Refrigeration	2	6	0	8	5
AHR 111	HVACR Electricity	2	2	0	4	3
AHR 112	Heating Technology	2	4	0	6	4
Total Credits						12

**Recommended Semester Schedule -
Air Conditioning, Heating and Refrigeration Technology Certificate Level I (C35100A)**

First Year Fall			First Year Spring		
AHR 110	Intro to Refrigeration	5	AHR 112	Heating Technology	4
AHR 111	HVACR Electricity	3			

Air Conditioning, Heating and Refrigeration Technology Certificate Level II (C35100B)

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
AHR 110	Intro. to Refrigeration	2	6	0	8	5
AHR 111	HVACR Electricity	2	2	0	4	3
AHR 112	Heating Technology	2	4	0	6	4
AHR 113	Comfort Cooling	2	4	0	6	4

AHR 160	Refrigeration Certification	1	0	0	0	1
Total Credits						17

**Recommended Semester Schedule -
Air Conditioning, Heating and Refrigeration Technology Certificate Level II (C35100B)**

First Year Fall			First Year Spring		
AHR 110	Intro to Refrigeration	5	AHR 112	Heating Technology	4
AHR 111	HVACR Electricity	3	AHR 113	Comfort Cooling	4
AHR 160	Refrigeration Certification	1			

Applied Engineering Technology

A40130 (Associate Degree), D40130 (Diploma), C40130A (Certificate), C40130B (Certificate)

Applied Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills to solve technical problems in various types of industry.

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

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

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 121	Algebra/Trigonometry	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Core Courses

A. Core Courses

EGR 125	Applied Software for Technology	1	2	0	3	2
ISC 112	Industrial Safety	2	0	0	2	2

B. Concentration

DFT 119	Basic CAD	1	2	0	3	2
ELC 131	Circuit Analysis I	3	3	0	6	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
ELC 128	Introduction to PLC	2	3	0	5	3
ATR 112	Introduction to Automation	2	3	0	5	3

IV. Other Major Courses Concentration

Take 8 credits from:

ELN 133	Digital Electronics	3	3	0	6	4
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MAC 121	Introduction to CNC	2	0	0	0	2
MNT 110	Introduction to Maintenance Procedures	1	3	0	4	2
WBL XXX	See page 42.					

Take 23 credits from:

AHR 110	Introduction to Refrigeration	1		0	4	2
CIS 110	Introduction to Computers	2		0	4	3
ELN 233	Microprocessor Systems	3		0	6	4
EGR 150	Introduction to Engineering	1		0	3	2
MEC 130	Mechanisms	2		0	4	3
PHY 131	Physics-Mechanics	3		0	5	4
WLD 112	Basic Welding Processes	1		0	4	2

V. Other Required Hours

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 67

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Applied Engineering Technology Degree (A40130)**

First Year Fall

ACA 115	Success & Study Skills	1
EGR 125	Applied Software for Tech	2
ELC 131	Circuit Analysis	4
ELN 133	Digital Electronics	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2

First Year Spring

CIS 110	Introduction to Computers	3
DFT 119	Basic CAD	2
ELC 128	Introduction to PLC	3
ENG 111	Writing and Inquiry	3
MNT 110	Introduction to Maintenance Proc.	2

First Year Summer

MAT 121	Algebra/Trigonometry	3
	Humanities Elective	3
	Social Science Elective	3

Second Year Fall

AHR 110	Introduction to Refrigeration	5
ATR 112	Introduction to Automation	3
MAC 121	Introduction to CNC	2
MEC 130	Mechanisms	3
WLD 112	Basic Welding Processes	2

Second Year Spring

ACA 220	Professional Transition	1
COM 120	Interpersonal Communication	3
EGR 150	Introduction to Engineering	3
ELN 233	Microprocessors Systems	4
PHY 131	Physics-Mechanics	4

Applied Engineering Technology Diploma (D40130)**I. General Education Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3

II. Major Courses

ATR 112	Introduction to Automation	2	3	0	5	3
DFT 119	Basic CAD	1	2	0	3	2
EGR 125	Applied Software Technology	1	2	0	3	2
ELC 128	Introduction to PLC	2	3	0	5	3
ELC 131	Circuit Analysis I	3	3	0	6	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
ISC 112	Industrial Safety	2	0	0	2	2

IV. Other Major Courses Concentration**Take 11 credits from:**

CIS 110	Introduction to Computers	2	2	0	4	3
ELN 233	Microprocessor Systems	3	3	0	6	4
MAC 121	Introduction to CNC	2	0	0	0	2
MNT 110	Introduction to Maintenance Procedures	1	3	0	4	2
WBL XXX	See page XX *					

V. Other Required Hours

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 38

**Recommended Semester Schedule -
Applied Engineering Technology Diploma (D40130)**

First Year Fall

ACA 115	Success & Study Skills	1
EGR 125	Applied Software for Tech	2
ELC 131	Circuit Analysis	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2

First Year Spring

DFT 119	Basic CAD	2
ELC 128	Introduction to PLC	3
ELC 233	Microprocessors Systems	4
ENG 111	Writing and Inquiry	3
MNT 110	Introduction to Maintenance Proc.	2

Second Year Fall

ACA 220	Professional Transition	1
ATR 112	Introduction to Automation	3
CIS 110	Introduction to Computers	3
COM 120	Interpersonal Communication	3
MAC 121	Introduction to CNC	2

Applied Engineering Technology Certificate Level I (C40130A)

I. Major Courses

ATR 112	Introduction to Automation	2	3	0	5	3
ELC 131	Circuit Analysis I	3	3	0	6	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	4	2
Total Credits						12

**Recommended Semester Schedule -
Applied Engineering Technology Certificate Level I (C40130A)**

First Year Fall

ATR 112	Introduction to Automation	3
ELC 131	Circuit Analysis	4
HYD 110	Hydraulics/Pneumatics I	3

First Year Spring

MNT 110	Introduction to Maintenance Proc.	2
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Applied Engineering Technology Certificate Level II (C40130B)

I. Major Courses

ATR 112	Introduction to Automation	2	3	0	5	3
DFT 119	Basic CAD	1	2	0	2	2
ELC 131	Circuit Analysis	3	3	0	6	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3

ISC 112	Industrial Safety	2	0	0	2	2
II. Other Major Courses						
MNT 110	Introduction to Maintenance Procedures	2	0	0	2	2
Total Credits						16

**Recommended Semester Schedule -
Applied Engineering Technology Certificate Level II (C40130B)**

First Year Fall

ATR 112	Introduction to Automation	3
ELC 131	Circuit Analysis	4
ISC 112	Industrial Safety	2

First Year Spring

DFT 119	Basic CAD	2
MNT 110	Introduction to Maintenance Proc.	2

Automotive Systems Technology

A60160 (Associate Degree), D60160 (Diploma),
C60160A (Certificate - Level I), C60160B (Certificate - Level II)

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.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drivetrains, and heating and air condition systems.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Core Courses

TRN 120	Basic Transportation Electricity	4	3	0	7	5
TRN 140	Transportation Climate Control	1	2	0	3	2
TRN 170	PC Skills for Transportation	1	2	0	3	2

III. Concentration

AUT 116	Engine Repair	2	3	0	5	3
AUT 141	Suspension and Steering Systems	2	3	0	5	3
AUT 151	Brake Systems	2	3	0	5	3

AUT 181	Engine Performance I	2	3	0	5	3
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IV. Other Major Courses

Take 8 credits from:

AUT 183	Engine Performance 2	2	6	0	8	4
TRN 112	Powertrain Maint./Light Repair	2	6	0	8	4
WBL XXX	See page XX *					

Take 29 credits from:

ATT 115	Green Trans. Safety & Service	1	4	0	5	3
ATT 125	Hybrid-Electric Trans	2	4	0	6	4
AUT 140	Emerging Transportation Tech	2	3	0	5	3
AUT 113	Automotive Servicing I	0	6	0	6	2
AUT 116A	Engine Repair Lab	0	3	0	3	1
AUT 141A	Suspension and Steering Lab	0	3	0	3	1
AUT 151A	Brake Systems Lab	0	3	0	3	1
AUT 181A	Engine Performance Lab	0	3	0	3	1
AUT 221	Auto Transmissions/Transaxles	2	3	0	5	3
AUT 221A	Auto Transmissions/Transaxles Lab	0	3	0	3	1
AUT 231	Manual Trans./Transaxles/Drivetrains	2	3	0	5	3
AUT 231A	Manual Trans./Transaxles/Drivetrains Lab	0	3	0	3	1
LDD 112	Intro Light-Duty Diesel	2	2	0	4	3
LDD 181	LDD Fuel Systems	2	6	0	8	4
TRN 130	Introduction to Sustainable Transportation	2	2	0	4	3
TRN 140A	Transportation Climate Control Lab	1	2	0	3	2
TRN 145	Advanced Transportation Electronics	2	3	0	5	3
TRN 180	Basic Welding for Transportation	1	4	0	5	3

V. Other Required Hours

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 75

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Automotive Systems Technology Degree (A60160)**

ODD YEAR - First Year Fall

ACA 115	Success & Study Skills	1
AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
TRN 120	Basic Transportation Electricity	5
TRN 170	PC Skills for Transportation	2
		2

EVEN YEAR - First Year Fall

ACA 115	Success & Study Skills	1
AUT 221	Auto Trans/Transaxles	3
AUT 221A	Auto Trans/Transaxles Lab	1
AUT 231	Manual Trans/Transaxles/Drivetrains	3
AUT 231A	Manual Trans/Transaxles/Drivetrains Lab	1
TRN 170	PC Skills for Transportation	2
TRN 180	Basic welding for Transportation	3

ODD YEAR - First Year Spring

AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
MAT 143	Quantitative Literacy	3
TRN 111	Chasis Maint./Light Repair	4
TRN 145	Adv. Transportation Electronics	3

EVEN YEAR - First Year Spring

ACA 220	Professional Transition	1
AUT 113	Automotive Servicing I	2
TRN 112	Powertrain Maint./Light Repair	4
TRN 130	Introduction to Sustainable Transportation	3
ENG 111	Writing and Inquiry	3

ODD YEAR - First Year Summer

AUT 183	Engine Performance II	4
TRN 140	Transportation Climate Control	2
TRN 140A	Transportation Climate Control Lab	1

EVEN YEAR - First Year Summer

AUT 141	Suspension and Steering	3
AUT 141A	Suspension and Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
MAT 143	Quantitative Literacy	3

ODD YEAR - Second Year Fall

AUT 221	Auto Transmissions/Transaxles	3
AUT 221A	Auto Transmissions/Transaxles Lab	1
AUT 231	Manual Trans/Transaxles/Drivetrains	3
AUT 231A	Manual Trans/Transaxles/Drivetrains Lab	1
TRN 170	PC Skills for Transportation	2
TRN 180	Basic Welding for Transportation	3

EVEN YEAR - Second Year Fall

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
TRN 120	Basic Transportation Electricity	5
TRN 170	PC Skills for Transportation	2
	Social/Behavioral Science Elective	3

ODD YEAR - Second Year Spring

ACA 220	Professional Transition	1
AUT 113	Automotive Servicing I	2
TRN 112	Powertrain Maint./Light Repair	4
TRN 130	Introduction to Sustainable Transportation	3
	Humanities/Fine Arts Elective	3

EVEN YEAR - Second Year Spring

AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
TRN 111	Chassis Maint./Light Repair	4
TRN 145	Adv. Transportation Electronics	3
	Humanities/Fine Arts Elective	3

ODD YEAR - Second Year Summer

AUT 183	Engine Performance II	4
TRN 140	Transportation Climate Control	2
TRN 140A	Transportation Climate Control Lab	2

EVEN YEAR - Second Year Summer

AUT 141	Suspension and Steering	3
AUT 141A	Suspension and Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
MAT 143	Quantitative Literacy	3

Automotive Systems Technology Diploma (D60160)**I. General Education Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 101	Applied Communications I	3	0	0	3	3
MAT 110	Mathematical Measurement and Literacy	2	2	0	4	3

II. Major Core Courses

AUT 116	Engine Repair	2	3	0	5	3
TRN 120	Basic Transportation Electricity	4	3	0	7	5
TRN 170	PC Skills for Transportation	1	2	0	3	2

III. Concentration

AUT 141	Suspension and Steering Systems	2	3	0	5	3
AUT 151	Brake Systems	2	3	0	5	3
AUT 181	Engine Performance I	2	3	0	5	3

IV. Other Major Courses

Take 18 credits from:

AUT 113	Automotive Servicing I	0	6	0	6	2
AUT 116A	Engine Repair Lab	0	3	0	3	1
AUT 141A	Suspension and Steering Lab	0	3	0	3	1
AUT 151A	Brake Systems Lab	0	3	0	3	1
AUT 181A	Engine Performance Lab	0	3	0	3	1
AUT 183	Engine Performance II	2	6	0	8	4
TRN 111	Chassis Light Maint./Light Repair	2	6	0	8	4
TRN 112	Powertrain Maint./Light Repair	2	6	0	8	4

V. Other Required Hours

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 45

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Recommended Semester Schedule - Automotive Systems Technology (D60160)

ODD YEAR - First Year Fall

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
TRN 120	Basic Transportation Electricity	5
TRN 170	PC Skills for Transportation	2

EVEN YEAR - First Year Fall

ACA 115	Success & Study Skills	1
ENG 111	Writing and Inquiry	3

ODD YEAR - First Year Spring

AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
MAT 110	Mathematical Measurement & Literacy	3
TRN 111	Chassis Maint./Light Repair	4

EVEN YEAR - First Year Spring

ACA 220	Professional Transition	1
AUT 113	Automotive Servicing I	2
TRN 112	Intro to Sustainable Transportation	4

ODD YEAR - First Year Summer

AUT 183	Engine Performance II	4
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EVEN YEAR - First Year Summer

AUT 141	Suspension and Steering Systems	3
AUT 141A	Suspension and Steering Systems Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1

ODD YEAR - Second Year Fall

ACA 115	Success and Study Skills	1
ENG 111	Writing & Inquiry	3

EVEN YEAR - Second Year Fall

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
TRN 120	Basic Transportation Electricity	5
TRN 170	PC Skills for Transportation	2

ODD YEAR - Second Year Spring

ACA 220	Professional Transition	1
AUT 113	Automotive Servicing	2
TRN 112	Powertrain Maint./Light Repair	4

EVEN YEAR - Second Year Spring

AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
MAT 110	Mathematical Measurement and Literacy	3
TRN 111	Chassis Light Maint./Light Repair	4

ODD YEAR - Second Year Summer

AUT 141	Suspension and Steering Systems	3
AUT 141A	Suspension and Steering Systems Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1

EVEN YEAR - Second Year Summer

AUT 183	Engine Performance II	4
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Automotive Systems Technology Certificate (C60160A) - Level I**I. Major Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
AUT 113	Automotive Servicing I	0	6	0	6	2
TRN 111	Chassis Maint./Light Repair	2	6	0	8	4
TRN 112	Powertrain Maint./Light Repair	2	6	0	8	4
TRN 170	PC Skills for Transportation	1	2	0	3	2

High School Articulation: Automotive Service I = TRN 111, Automotive Service II = TRN 112, Automotive Service III = AUT 113.

Total Credits	12
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Recommended Semester Schedule - Automotive Systems Technology Certificate (C60160A) Level I

First Year - Fall

TRN 170	PC Skills for Transportation	2
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First Year - Spring

AUT 113	Automotive Servicing I	2
TRN 111	Chassis Maint./Light Repair	4
TRN 112	Powertrain Maint./Light Repair	4

Automotive Systems Technology Certificate (C60160B) - Level II

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
AUT 113	Automotive Servicing I	0	6	0	6	2
AUT 116	Engine Repair	2	3	0	5	3
AUT 116A	Engine Repair La	0	3	0	3	1
TRN 111	Chassis Maint./Light Repair	2	6	0	8	4
TRN 112	Powertrain Maint./Light Repair	2	6	0	8	4
TRN 170	PC Skills for Transportation	1	2	0	3	2

High School Articulation: Automotive Service I = TRN 111, Automotive Service II = TRN 112, Automotive Service III = AUT 113.

Total Credits 16

**Recommended Semester Schedule -
Automotive Systems Technology Certificate (C60160B) Level II**

First Year - Fall

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
TRN 170	PC Skills for Transportation	2

First Year - Spring

AUT 113	Automotive Servicing I	2
TRN 111	Chassis Maint./Light Repair	4
TRN 112	Powertrain Maint./Light Repair	4

Basic Law Enforcement Training

C55120 (Certificate)

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

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

Students must successfully complete and pass all units of study which include the certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

****Enrollment in this program may be limited. Special admissions procedures may apply. Contact the BLET Program Director for more information.***

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
CJC	Basic Law Enforcement BLET	10	30	0	40	20
Total Credit						20

Building Construction Technology

A35140 (Degree), D35140 (Diploma)

These curriculums are designed to prepare 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.

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

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

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 110	Mathematical Measurement & Literacy	2	2	0	4	3
<u>OR</u> MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social Behavioral Sciences on page 74.

II. Major Courses

A. Core Courses

ARC 112	Construction Materials & Methods	3	2	0	5	4
BPR 130	Print Reading-Construction	3	0	0	3	3
CAR 111	Carpentry I	3	15	0	18	8
CMT 120	Codes and Inspections	3	0	0	3	3
CST 221	Statics/Structures	3	3	0	6	4
CST 241	Planning/Estimating I	2	2	0	4	3

III. Other Major Courses

CAR 112	Carpentry II	3	15	0	18	8
CST 131	OSHA/Safety/Certification	2	2	0	4	3
ELC 113	Residential Wiring	2	6	0	8	4

ELC 118	National Electric Code	1	2	0	3	2
MAS 140	Intro to Masonry	1	2	0	3	2
PLU 115	Basic Plumbing	2	6	0	8	4
IV. Other Required Courses						
AHR 110	Intro to Refrigeration	2	6	0	8	5
BUS 230	Small Business Management	3	0	0	3	3
SST 140	Green Bldg. & Design Concepts	3	0	0	3	3
WBL 111	Work-Based Learning I	0	0	10	10	1
Total Credits						64

**Recommended Semester Schedule -
Building Construction Technology Degree (A35140)**

First Year Fall

CAR 111	Carpentry I	8
BPR 130	Print Reading - Construction	3
ARC 112	Construction Materials & Methods	4

First Year Spring

ELC 113	Residential Wiring	4
ELC 118	National Electric Code	2
PLU 115	Basic Plumbing	4
CMT 120	Codes and Inspections	3
	Humanities/Fine Arts Elective	3

First Year Summer

CST 131	OSHA/Safety/Certification	3
MAT 110	Mathematical Measurement & Literacy	3
<u>OR</u> MAT 143	Quantitative Literacy	3
BUS 230	Small Business Management	3

Second Year Fall

CAR 112	Carpentry II	8
ENG 111	Writing & Inquiry	3
AHR 110	Intro to Refrigeration	5
MAS 140	Intro to Masonry	2

Second Year Spring

CST 221	Statics/Structures	4
CST 241	Planning/Estimating I	3
SST 140	Green Bldg. & Design Concepts	3
WBL 111	Work-Based Learning I	1
	Social/Behavioral Science Elective	3

Building Construction Technology Diploma (D35140)

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 110	Mathematical Measurement & Literacy	2	2	0	4	3
OR MAT 143	Quantitative Literacy	2	2	0	4	3

II. Major Courses

A. Core Courses

BPR 130	Print Reading-Construction	3	0	0	3	3
CAR 111	Carpentry I	3	15	0	18	8

III. Other Major Courses

CAR 112	Carpentry II	3	15	0	18	8
CST 131	OSHA/Safety/Certification	2	2	0	4	3
ELC 113	Residential Wiring	2	6	0	8	4
ELC 118	National Electric Code	1	2	0	3	2
PLU 115	Basic Plumbing	2	6	0	8	4

Total Credits 38

Recommended Semester Schedule - Building Construction Technology Diploma (D35140)

First Year Fall

CAR 111	Carpentry I	8
BPR 130	Print Reading - Construction	3

First Year Spring

ELC 113	Residential Wiring	4
ELC 118	National Electric Code	2
PLU 115	Basic Plumbing	4

First Year Summer

CST 131	OSHA/Safety/Certification	3
MAT 110	Mathematical Measurement & Literacy	3
OR MAT 143	Quantitative Literacy	3

Second Year Fall

CAR 112	Carpentry II	3
ENG 111	Writing & Inquiry	3

Business Administration

A25120B (Degree), C25120B (Certificate)

This 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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social Behavioral Sciences on page 74.

II. Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	5	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3

III. Concentration

BUS 125	Personal Finance	3	0	0	3	3
BUS 153	Human Resources Management	3	0	0	3	3

BUS 225	Business Finance	2	2	0	4	3
BUS 147	Business Insurance	3	0	0	3	3

IV. Other Major Courses (Take 15 credits from this list. Must be selected from identified prefixes)

ACC 121	Principles of Managerial Accounting	3	2	0	5	4
CTS 130	Spreadsheet	2	2	0	4	3
DBA 110	Database Concepts	2	3	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
MKT 123	Fundamentals of Selling	3	0	0	3	3
MKT 223	Customer Service	3	0	0	3	3
OST 136	Word Processing	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

*WBL XXX See page 42

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						65

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Business Administration Degree (A25120B)**

First Year Fall

ACA 115	Success and Study Skills	1
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
MAT 143	Quantitative Literacy	3

First Year Spring

ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law	3
CTS 130	Spreadsheet	3
ENG 111	Writing and Inquiry	3
MKT 120	Principles of Marketing	3

First Year Summer

BUS 147	Business Insurance	3
COM 120	Interpersonal Communication	3

OR COM 231 Public Speaking 3

Second Year Fall

BUS 125 Personal Finance 3
 BUS 225 Business Finance 3
 ECO 251 Principles of Microeconomics 3
 MKT 223 Customer Service 3
 Humanities/Arts Elective 3

Second Year Spring

BUS 153 Human Resources Management 3
 ECO 252 Principles of Macroeconomics 3
 OST 136 Word Processing 3
 OST 286 Professional Development 3
 Social/Behavioral Science Elective 3

**Business Administration -
 General Certificate Program (C25120B)**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
II. Concentration						
BUS 125	Personal Finance	3	0	0	3	3
VI. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						16

**Recommended Semester Schedule -
 Business Administration Certificate (C25120B)**

First Year Fall

ACA 115 Success and Study Skills 1
 BUS 110 Introduction to Business 3
 BUS 125 Personal Finance 3
 BUS 137 Principles of Management 3

First Year Spring

BUS 115 Business Law 3
 CIS 110 Introduction to Computers 3

Business Administration: Marketing

A25120M(Degree), C25120M (Certificate)

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Coursework includes: marketing, retailing, merchandising, selling, advertising, computer technology and management.

Graduates should qualify for marketing positions within organizations and employment in retailing services and product businesses.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social Behavioral Sciences on page 74.

II. Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	5	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3

III. Concentration

MKT 220	Advertising & Sales Promotion	3	0	0	3	3
MKS 225	Market Research	3	0	0	3	3
MKT 227	Marketing Applications	3	0	0	3	3

MKT 223	Customer Service	3	0	0	3	3
MKT 232	Social Media Marketing	3	0	0	3	3

IV. Other Major Courses (Take 12 credits from this list. Must be selected from identified prefixes)

ACC 121	Principles of Managerial Accounting	3	2	0	5	4
CTS 130	Spreadsheet	2	2	0	4	3
DBA 110	Database Concepts	2	3	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
MKT 121	Retailing	3	0	0	3	3
MKT 224	International Marketing	3	0	0	3	3
OST 136	Word Processing	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

*WBL XXX See page XX

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 66

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Business Administration Degree (A25120M)**

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	BUS 115	Business Law	3
BUS 110	Introduction to Business	3	COM 120	Interpersonal Communication	3
CIS 110	Introduction to Computers	3	OR COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3	ENG 111	Writing and Inquiry	3
MKT 232	Social Media Marketing	3	MKT 120	Principles of Marketing	3
			MKT 224	International Marketing	3

First Year Summer

MKT 220	Advertising & Sales Promotion	3
OST 286	Professional Development	3

Second Year Fall

ACC 120	Principles of Financial Accounting	3
BUS 137	Principles of Management	3
ECO 251	Principles of Microeconomics	3
MKT 121	Retailing	3
MKT 223	Customer Service	3

Second Year Spring

CTS 130	Spreadsheet	3
MKT 225	Market Research	3
MKT 227	Marketing Applications	3
	Humanities/Arts Elective	3
	Social/Behavioral Science Elective	3

Business Administration - Marketing Certificate Program (C25120M)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
MKT 120	Principles of Marketing	3	0	0	3	
III. Concentration						
MKT 227	Marketing Applications	3	0	0	3	3
VII. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						16

**Recommended Semester Schedule -
Business Administration: Marketing Certificate (C25120M)****First Year Fall**

ACA 115	Success and Study Skills	1
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3

First Year Spring

MKT 120	Principles of Marketing	3
MKT 227	Marketing Applications	3

Business Administration: Operations Management

A251200 (Degree), C251200 (Certificate)

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis and the management of human, physical and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management and inventory/materials management.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social Behavioral Sciences on page 74.

II. Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	5	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3

III. Concentration

ISC 121	Environmental Health & Safety	3	0	0	3	3
ISC 120	Introduction to Quality Control	3	0	0	3	3

ISC 210	Operation & Production Planning	3	0	0	3	3
OMT 112	Materials Management	3	0	0	3	3
OMT 160	Issues in Operations Management	3	0	0	3	3

IV. Other Major Courses (Take 12 credits from this list. Must be selected from identified prefixes)

BUS 153	Human Resource Management	3	0	0	3	3
BUS 225	Business Finance	2	2	0	4	3
CTS 130	Spreadsheet	2	2	0	4	3
DBA 110	Database Concepts	2	3	0	5	3
MKT 223	Customer Service	3	0	0	3	3
OST 136	Word Processing	2	2	0	4	3
OST 286	Professional Development	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

*WBL XXX See page 42

VIII. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						65

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Business Administration Operations Management Degree (A251200)**

First Year Fall

ACA 115	Success and Study Skills	1
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry	3
ISC 121	Environmental Health & Safety	3

First Year Spring

BUS 115	Business Law	3
ISC 130	Introduction to Quality Control	3
MAT 143	Quantitative Literacy	3
MKT 120	Principles of Marketing	3
OMT 112	Materials Management	3

First Year Summer

Humanities/Art Elective	3
Social/Behavioral Science Elective	3

Second Year Fall

ACC 120	Principles of Financial Accounting	4
BUS 137	Principles of Management	3
ECO 251	Principles of Microeconomics	3
MKT 223	Customer Service	3

Second Year Spring

CTS 130	Spreadsheet	3
ISC 210	Operations and Production Planning	3
OST 136	Word Processing	3
OST 286	Professional Development	3

Second Year Summer

COM 120	Interpersonal Communication	3
<u>OR</u> COM 231	Public Speaking	3
OMT 260	Issues in Operations Management	3

Business Administration - Operations Management Certificate Program (C251200)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
BUS 137	Principles of Management	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
II. Concentration						
ISC 121	Environmental Health & Safety	3	0	0	3	3
ISC 130	Introduction to Quality Control	3	0	0	3	3
ISC 210	Operation & Production Planning	3	0	0	3	3
III. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						16

**Recommended Semester Schedule -
Business Administration: Operations Management Certificate (C251200)**

First Year Fall

ACA 115	Success and Study Skills	1
BUS 137	Principles of Management	3
ISC 121	Environmental Health & Safety	3

First Year Spring

CIS 110	Introduction to Computers	3
ISC 130	Introduction to Quality Control	3
ISC 210	Operation & Production Planning	3

College Transfer - Associate in Arts Program

A10100 (Degree)

This program is designed for students who intend to transfer to a four-year college or university. The student may complete coursework equivalent to the first two years of study required for a bachelor's degree. Unless otherwise indicated, classes in this program satisfy the articulation agreement with colleges in the University of North Carolina System and are eligible for transfer to four-year degree programs, provided all other requirements for transfer are satisfied.

The curriculum in the College Transfer/Liberal Arts program is designed to meet student's needs. It includes courses in English, humanities/fine arts, foreign languages, mathematics, science, social sciences, and physical education.

The Associate in Arts degree (A.A.) is awarded upon completion of program requirements. Graduates usually transfer to a senior institution with junior-year status. Follow-up studies show that community college transfer students are generally successful in their studies at senior institutions.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses: 45 semester hours of credit (shc) required

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
English Composition (6 semester hours)						
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Disciplines	3	0	0	3	3
Humanities/Communications (9 semester hours)						
Group 1: Take 3 credits						
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
Group 2: Take 3 credits						
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
Group 3: Take 3 credits						
ART 111	Art Appreciation	3	0	0	3	3
DRA 111	Theater Appreciation	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3

ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3

Social/Behavioral Sciences (9 semester hours)

Select one history course

HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3

Take 2 additional courses (6 semester hours) from the following:

ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3

Natural Science and Math (8 semester hours)

Select one science course:

BIO 111	General Biology I	3	3	0	6	4
CHM 151	General Chemistry	3	3	0	6	4
GEL 111	Introduction to Geology	3	2	0	5	4

Select one math course

MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods	3	2	0	5	4
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 175	Precalculus	4	2	0	6	5

II. Additional General Education

Take 3 groups:

Group 1: Take 3 credits

CIS 110	Introduction to Computers	2	2	0	4	3
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Group 2: Take 3 credits

MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods I	3	2	0	5	4

MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
Group 3: Take 8 credits						
ART 111	Art Appreciation	3	0	0	3	3
ASL 111	Elementary ASL I	3	0	0	3	3
ASL 112	Elementary ASL II	3	0	0	3	3
AST 151	General Astronomy I	3	0	0	3	3
AST 151A	General Astronomy I Lab	0	2	0	2	1
AST 152	General Astronomy II	3	0	0	3	3
AST 152A	General Astronomy II Lab	0	2	0	2	1
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1
CHM 132	Organic & Biochemistry	3	3	0	6	4
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
CIS 115	Intro to Prog. & Logic	3	0	0	3	3
COM 110	Introduction to Communications	3	0	0	3	3
COM 120	Intro. to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
ENG 114	Prof Research and Reporting	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
FRE 111	Elementary French I	3	0	0	3	3
FRE 112	Elementary French II	3	0	0	3	3

HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 120	Cultural Studies	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods I	3	2	0	5	4
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 175	Precalculus	4	3	0	6	5
MAT 263	Brief Calculus	4	2	0	6	5
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4
MUS 110	Music Appreciation	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PHI 210	History of Philosophy	3	0	0	3	3
PHI 240	Intro to Ethics	3	0	0	3	3
PHY 110	Conceptual Physics	3	0	0	3	3
PHY 110A	Conceptual Physics Lab	0	2	0	2	1
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
PHY 251	General Physics I	3	3	0	6	4
PHY 252	General Physics II	3	3	0	6	4
POL 120	American Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
PSY 239	Psychology of Personality	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3

REL 110	World Religions	3	0	0	3	3
REL 211	Intro to Old Testament	3	0	0	3	3
REL 212	Intro to New Testament	3	0	0	3	3
SOC 210	Intro to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 225	Social Diversity	3	0	0	3	3
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3
SPA 211	Intermediate Spanish I	3	0	0	3	3
SPA 212	Intermediate Spanish II	3	0	0	3	3

III. Other Requirements

Local MTCC Requirements Take:

ACA 122	College Transfer Success	0	2	0	2	1
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Take one course:

HEA 110	Personal Health/Wellness	3	0	0	3	3
PED 110	Fit and Well for Life	1	2	0	3	2

Take 12 credits

ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
ART 111	Art Appreciation	3	0	0	3	3
ART 121	Two-dimensional Design	0	6	0	6	3
ART 171	Digital Design I	0	6	0	6	3
ART 275	Introduction to Graphic Design	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3
ASL 111	Elementary ASL I	3	0	0	3	3
ASL 112	Elementary ASL II	3	0	0	3	3
ASL 181	ASL Lab I	0	2	0	2	1
ASL 182	ASL LAB II	0	2	0	2	1
AST 151	General Astronomy I	3	0	0	3	3
AST 151A	General Astronomy I Lab	0	2	0	2	1
AST 152	General Astronomy II	3	0	0	3	3
AST 152A	General Astronomy II Lab	0	3	0	2	1

BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
BIO 155	Nutrition	3	0	0	3	3
BIO 163	Basic Anatomy and Physiology	4	2	0	6	5
BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4
BIO 175	General Microbiology	2	2	0	4	3
BIO 275	Microbiology	3	3	0	6	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1
CHM 132	Organic and Biochemistry	3	3	0	6	4
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
CJC 111	Introduction to Criminal Justice	3	0	0	3	3
CJC 121	Law Enforcement Operations	3	0	0	3	3
CJC 141	Corrections	3	0	0	3	3
CIS 115	Intro to Programming and Logic	2	3	0	5	3
COM 110	Intro to Communication	3	0	0	3	3
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
CSC 134	C++ Programming	2	3	0	5	3
CSC 151	JAVA Programming	2	3	0	5	3
CTS 115	Info. Systems Business Concepts	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
EDU 131	Child, Family and Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3

EDU 145	Child Development II	3	0	0	3	3
EDU 216	Foundations of Education	3	0	0	3	3
EDU 221	Children with Exceptionalities	3	0	0	3	3
EGR 150	Introduction to Engineering	1	2	0	3	2
EGR 220	Engineering Statics	3	0	0	3	3
ENG 114	Prof. Research and Reporting	3	0	0	3	3
ENG 125	Creative Writing I	3	0	0	3	3
ENG 126	Creative Writing II	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
ENG 271	Contemporary Literature	3	0	0	3	3
ENG 273	African-American Literature	3	0	0	3	3
FRE 111	Elementary French I	3	0	0	3	3
FRE 112	Elementary French II	3	0	0	3	3
HEA 110	Personal Health/Wellness	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 120	Cultural Studies	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods I	3	2	0	5	4
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 175	Precalculus	4	2	0	6	5
MAT 263	Brief Calculus	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4

MAT 273	Calculus III	3	2	0	5	4
MAT 280	Linear Algebra	2	2	0	4	3
MAT 285	Differential Equations	2	2	0	4	3
MUS 110	Music Appreciation	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PED 110	Fit and Well for Life	1	2	0	3	2
PED 111	Physical Fitness I	0	3	0	3	1
PED 113	Aerobics I	0	3	0	3	1
PED 117	Weight Training I	0	3	0	3	1
PED 120	Walking for Fitness	0	3	0	3	1
PED 128	Golf-Beginning	0	2	0	2	1
PED 130	Tennis-Beginning	0	2	0	2	1
PED 139	Bowling-Beginning	0	2	0	2	1
PED 152	Swimming-Beginning	0	2	0	2	1
PED 155	Water Aerobics	0	2	0	2	1
PED 174	Wilderness Pursuits	0	2	0	2	1
PED 219	Disc Golf	0	2	0	2	1
PHI 210	History of Philosophy	3	0	0	3	3
PHY 240	Intro to Ethics	3	0	0	3	3
PHY 110	Conceptual Physics	3	0	0	3	3
PHY 110A	Conceptual Physics Lab	0	2	0	2	1
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
PHY 251	General Physics I	3	3	0	6	4
PHY 252	General Physics II	3	3	0	6	4
POL 120	American Government	3	0	0	3	3
POL 130	State & Local Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 150	Intro to Psychology	3	0	0	3	3
PSY 239	Psychology of Personality	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3

REL 110	World Religions	3	0	0	3	3
REL 211	Intro to Old Testament	3	0	0	3	3
REL 212	Intro to New Testament	3	0	0	3	3
SOC 210	Intro to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 225	Social Diversity	3	0	0	3	3
SOC 242	Sociology of Deviance	3	0	0	3	3
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3
SPA 181	Spanish Lab I	0	2	0	2	1
SPA 182	Spanish Lab II	0	2	0	2	1
SPA 211	Intermediate Spanish I	3	0	0	3	3
SPA 212	Intermediate Spanish II	3	0	0	3	3
SPA 281	Spanish Lab III	0	2	0	2	1
SPA 282	Spanish Lab IV	0	2	0	2	1
					Total Credits	60-61

College Transfer - Associate in Science Program

A10400 (Degree)

This program is designed for students who intend to transfer to a four-year college or university. The student may complete coursework equivalent to the first two years of study required for a bachelor's degree. Unless otherwise indicated, classes in this program satisfy the articulation agreement with colleges in the University of North Carolina System and are eligible for transfer to four-year degree programs, provided all other requirements for transfer are satisfied.

The Associate in Science degree (A.S.) is awarded upon completion of program requirements. Graduates usually transfer to a senior institution with junior-year status. Follow-up studies show that community college transfer students are generally successful in their studies at senior institutions.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
Natural Science Take 1 of 3 groups						
Group 1: Take 8 credits from:						
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	3
Group 2: Take 8 credits						
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
Group 3: Take 8 credits from						
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
Math Take 8 credits from:						
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 175	Precalculus	4	2	0	6	5
MAT 263	Brief Calculus	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
Required courses (6 semester hours)						
ENG 111	Writing and Inquiry	3	0	0	3	3

ENG 112	Writing/Research in the Disciplines	3	0	0	3	3
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Humanities/Communications (6 semester hours)

Select one course from the following:

COM 120	Intro to Interpersonal Communication	3	0	0	3	3
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COM 231	Public Speaking	3	0	0	3	3
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Select one course from the following:

ENG 231	American Literature I	3	0	0	3	3
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ENG 232	American Literature II	3	0	0	3	3
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ENG 241	British Literature I	3	0	0	3	3
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ENG 242	British Literature II	3	0	0	3	3
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Social/Behavioral Sciences (6 semester hours)

Select one history course:

HIS 111	World Civilizations I	3	0	0	3	3
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HIS 112	World Civilizations II	3	0	0	3	3
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HIS 131	American History I	3	0	0	3	3
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HIS 132	American History II	3	0	0	3	3
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Select one of the following:

ECO 251	Principles of Microeconomics	3	0	0	3	3
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ECO 252	Principles of Macroeconomics	3	0	0	3	3
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POL 120	American Government	3	0	0	3	3
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PSY 150	General Psychology	3	0	0	3	3
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SOC 210	Introduction to Sociology	3	0	0	3	3
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IV. Additional General Education

Take 2 groups:

Group 1: Take 3 credits

CIS 110	Introduction to Computers	2	2	0	4	3
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Group 2: Take 8 credits

ART 111	Art Appreciation	3	0	0	3	3
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ASL 111	Elementary ASL I	3	0	0	3	3
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ASL 112	Elementary ASL II	3	0	0	3	3
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AST 151	General Astronomy I	3	0	0	3	3
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AST 151A	General Astronomy I Lab	0	2	0	2	1
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AST 152	General Astronomy II	3	0	0	3	3
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AST 152A	General Astronomy II Lab	0	2	0	2	1
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1
CHM 132	Organic & Biochemistry	3	3	0	6	4
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
CIS 115	Intro to Prog. & Logic	3	0	0	3	3
COM 110	Introduction to Communications	3	0	0	3	3
COM 120	Intro. to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
ENG 114	Prof Research and Reporting	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
FRE 111	Elementary French I	3	0	0	3	3
FRE 112	Elementary French II	3	0	0	3	3
GEL 111	Introduction to Geology	3	2	0	5	4
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 120	Cultural Studies	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

MAT 152	Statistical Methods I	3	2	0	5	4
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 175	Precalculus	4	3	0	6	5
MAT 263	Brief Calculus	4	2	0	6	5
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4
MUS 110	Music Appreciation	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PHI 210	History of Philosophy	3	0	0	3	3
PHI 240	Intro to Ethics	3	0	0	3	3
PHY 110	Conceptual Physics	3	0	0	3	3
PHY 110A	Conceptual Physics Lab	0	2	0	2	1
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
PHY 251	General Physics I	3	3	0	6	4
PHY 252	General Physics II	3	3	0	6	4
POL 120	American Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
PSY 239	Psychology of Personality	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3
REL 110	World Religions	3	0	0	3	3
REL 211	Intro to Old Testament	3	0	0	3	3
REL 212	Intro to New Testament	3	0	0	3	3
SOC 210	Intro to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 225	Social Diversity	3	0	0	3	3
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3

SPA 211	Intermediate Spanish I	3	0	0	3	3
SPA 212	Intermediate Spanish II	3	0	0	3	3
V. Other Requirements						
Local MTCC Requirements Take:						
ACA 122	College Transfer Success	0	2	0	2	1
Take one course:						
HEA 110	Personal Health/Wellness	3	0	0	3	3
PED 110	Fit and Well for Life	1	2	0	3	2
Take 12 credits						
ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
ART 111	Art Appreciation	3	0	0	3	3
ART 121	Two-dimensional Design	0	6	0	6	3
ART 171	Digital Design I	0	6	0	6	3
ART 275	Introduction to Graphic Design	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3
ASL 111	Elementary ASL I	3	0	0	3	3
ASL 112	Elementary ASL II	3	0	0	3	3
ASL 181	ASL Lab I	0	2	0	2	1
ASL 182	ASL LAB II	0	2	0	2	1
AST 151	General Astronomy I	3	0	0	3	3
AST 151A	General Astronomy I Lab	0	2	0	2	1
AST 152	General Astronomy II	3	0	0	3	3
AST 152A	General Astronomy II Lab	0	3	0	2	1
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
BIO 155	Nutrition	3	0	0	3	3
BIO 163	Basic Anatomy and Physiology	4	2	0	6	5
BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4
BIO 175	General Microbiology	2	2	0	4	3
BIO 275	Microbiology	3	3	0	6	4
BUS 110	Introduction to Business	3	0	0	3	3

BUS 115	Business Law	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1
CHM 132	Organic and Biochemistry	3	3	0	6	4
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
CJC 111	Introduction to Criminal Justice	3	0	0	3	3
CJC 121	Law Enforcement Operations	3	0	0	3	3
CJC 141	Corrections	3	0	0	3	3
CIS 115	Intro to Programming and Logic	2	3	0	5	3
COM 110	Intro to Communication	3	0	0	3	3
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
CSC 134	C++ Programming	2	3	0	5	3
CSC 151	JAVA Programming	2	3	0	5	3
CTS 115	Info. Systems Business Concepts	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
EDU 131	Child, Family and Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 216	Foundations of Education	3	0	0	3	3
EDU 221	Children with Exceptionalities	3	0	0	3	3
EGR 150	Introduction to Engineering	1	2	0	3	2
EGR 220	Engineering Statics	3	0	0	3	3
ENG 114	Prof. Research and Reporting	3	0	0	3	3
ENG 125	Creative Writing I	3	0	0	3	3
ENG 126	Creative Writing II	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3

ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
ENG 271	Contemporary Literature	3	0	0	3	3
ENG 273	African-American Literature	3	0	0	3	3
FRE 111	Elementary French I	3	0	0	3	3
FRE 112	Elementary French II	3	0	0	3	3
GEL 111	Geology	3	2	0	5	4
HEA 110	Personal Health/Wellness	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 120	Cultural Studies	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods I	3	2	0	5	4
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 175	Precalculus	4	2	0	6	5
MAT 263	Brief Calculus	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4
MAT 280	Linear Algebra	2	2	0	4	3
MAT 285	Differential Equations	2	2	0	4	3
MUS 110	Music Appreciation	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PED 110	Fit and Well for Life	1	2	0	3	2
PED 111	Physical Fitness I	0	3	0	3	1
PED 113	Aerobics I	0	3	0	3	1
PED 117	Weight Training I	0	3	0	3	1

PED 120	Walking for Fitness	0	3	0	3	1
PED 128	Golf-Beginning	0	2	0	2	1
PED 130	Tennis-Beginning	0	2	0	2	1
PED 139	Bowling-Beginning	0	2	0	2	1
PED 152	Swimming-Beginning	0	2	0	2	1
PED 155	Water Aerobics	0	2	0	2	1
PED 174	Wilderness Pursuits	0	2	0	2	1
PED 219	Disc Golf	0	2	0	2	1
PHI 210	History of Philosophy	3	0	0	3	3
PHY 240	Intro to Ethics	3	0	0	3	3
PHY 110	Conceptual Physics	3	0	0	3	3
PHY 110A	Conceptual Physics Lab	0	2	0	2	1
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
PHY 251	General Physics I	3	3	0	6	4
PHY 252	General Physics II	3	3	0	6	4
POL 120	American Government	3	0	0	3	3
POL 130	State & Local Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 150	Intro to Psychology	3	0	0	3	3
PSY 239	Psychology of Personality	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3
REL 110	World Religions	3	0	0	3	3
REL 211	Intro to Old Testament	3	0	0	3	3
REL 212	Intro to New Testament	3	0	0	3	3
SOC 210	Intro to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 225	Social Diversity	3	0	0	3	3
SOC 242	Sociology of Deviance	3	0	0	3	3
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3

SPA 181	Spanish Lab I	0	2	0	2	1
SPA 182	Spanish Lab II	0	2	0	2	1
SPA 211	Intermediate Spanish I	3	0	0	3	3
SPA 212	Intermediate Spanish II	3	0	0	3	3
SPA 281	Spanish Lab III	0	2	0	2	1
SPA 282	Spanish Lab IV	0	2	0	2	1
Total Credits						60

Computer Integrated Machining

A50210 (Degree), D50210 (Diploma), C50210C, C50210D, C50210M (Certificates)

This curriculum prepares students with the analytical, creative and innovative skills necessary to take production ideas from an initial concept through design and development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advance computerized numerical control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy and to sit for machining certification examinations..

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses:

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 121	Algebra/Trigonometry	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social Behavioral Sciences on page 74.

II. Major Courses

BPR 111	Print Reading	1	2	0	3	2
MAC 121	Introduction to CNC	2	0	0	2	2
MAC 141	Machining Applications I	2	6	0	8	4
MAC 142	Machining Applications II	2	6	0	8	4

III. Other Major Requirements

Take 8 credits

ISC 112	Industrial Safety	2	0	0	0	2
MEC 142	Physical Metallurgy	1	2	0	3	2
PLA 110	Introduction to Plastics	2	0	0	2	2
WLD 112	Basic Welding Process	1	3	0	4	2

Take 29 credits

CIS 110	Introduction to Computers	2	2	0	4	3
DFT 119	Basic CAD	1	2	0	3	2
MAC 114	Intro to Metallurgy	2	0	0	2	2
MAC 122	CNC Turning	1	3	0	4	2
MAC 124	CNC Milling	1	3	0	4	2
MAC 143	Machining Applications III	2	6	0	8	4
MAC 151	Machining Calculations	1	2	0	3	2
MAC 152	Advanced Machining Calculations	1	2	0	3	2
MAC 222	Advanced CNC Turning	1	3	0	4	2
MAC 224	Advanced CNC Milling	1	3	0	4	2
MAC 231	CNC Graphics Prog: Turning	1	4	0	5	3
MAC 232	CNC Graphics Prog: Milling	1	4	0	5	3
MAC 241	Jigs & Fixtures I	2	6	0	8	4

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 66

* Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students enrolled in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Recommended Semester Schedule -
Computer Integrated Machining Degree (A50210)**

First Year Fall

ACA 115	Success and Study Skills	1
BPR 111	Print Reading	2
MAC 121	Introduction to CNC	2
MAC 141	Machining Applications I	4
MAC 151	Machining Calculations	2
MAC 114	Intro to Metallurgy	2

First Year Spring

CIS 110	Introduction to Computers	3
DFT 119	Basic CAD	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 142	Machining Applications II	4
PLA 110	Introduction to Plastics	2

First Year Summer

ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry	3
	Humanities/Arts Elective	3

Second Year Fall

ISC 112	Industrial Safety	2
MAC 143	Machining Applications III	4
MAC 222	Advanced CNC Turning	2
MAC 231	CNC Graphics Prog: Turning	3
MAC 142	Physical Metallurgy	2
WLD 112	Basic Welding Processes	2

First Year Spring

ACA 115	Professional Transition	1
COM 120	Intro to Interpersonal Communication	3
MAC 152	Advanced Machining Calculations	2
MAC 224	Advanced CNC Milling	2
MAC 232	CNC Graphics Prog: Milling	3
	Social/Behavioral Science Elective	3

Computer Integrated Machining Diploma (D50210)**I. General Education Courses:**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 101	Applied Communications	3	0	0	3	3
MAT 110	Mathematical Measurement & Literacy	2	2	0	4	3

II. Major Courses

BPR 111	Print Reading	1	2	0	3	2
MAC 121	Introduction to CNC	2	0	0	2	2
MAC 141	Machining Applications I	2	6	0	8	4
MAC 142	Machining Applications II	2	6	0	8	4

III. Other Major Requirements**Take 9* credits**

CIS 110	Introduction to Computers	2	2	0	4	3
ISC 112	Industrial Safety	2	0	0	0	2
MAC 124	CNC Milling	1	3	0	4	2
MAC 151	Machining Calculations	1	2	0	3	2
MAC 231	CNC Graphics Prog: Turning	1	4	0	5	3
MAC 232	CNC Graphics Prog: Milling	1	4	0	5	3
MAC 241	Jigs & Fixtures I	2	6	0	8	4

MEC 142	Physical Metallurgy	1	2	0	3	2
PLA 110	Introduction to Plastics	2	0	0	2	2
*WBL XXX	See page 42					
IV. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1
Total Credits						39

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students enrolled in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Recommended Semester Schedule - Computer Integrated Machining Degree (D50210)

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	MAC 124	CNC Milling	2
BPR 111	Print Reading	2	MAC 142	Machining Applications II	4
MAC 121	Introduction to CNC	2	MAC 232	CNC Graphics Prog: Milling	3
MAC 141	Machining Applications I	4	PLA 110	Introduction to Plastics	2
First Year Summer			Second Year Fall		
CIS 110	Introduction to Computers	3	ACA 220	Professional Transition	1
ENG 101	Applied Communications	3	ISC 112	Industrial Safety	2
MAT 110	Mathematical Measurement and Literacy	3	MAC 151	Machining Calculations	2
			MAC 231	CAM: CNC Turning	3
			MEC 142	Physical Metallurgy	2

Computer Integrated Machining: CNC Machine Operator Certificate (C50210C)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
BPR 111	Print Reading	1	2	0	3	2
MAC 121	Introduction to CNC	2	0	0	2	2
MAC 122	CNC Turning	1	3	0	4	2
MAC 124	CNC Milling	1	3	0	4	2
MAC 141	Machining Applications I	2	6	0	8	4
MAC 142	Machining Applications II	2	6	0	8	4
Total Credits						16

Recommended Semester Schedule - Computer Integrated Machining CNC Machine Operator Certificate (C50210C)

First Year Fall

BPR 111	Print Reading	2
MAC 121	Introduction to CNC	2
MAC 141	Machining Applications I	4

First Year Spring

MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 142	Machining Applications II	4

Computer Integrated Machining: CAD/CAM Certificate (C50210D)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
BPR 111	Print Reading	1	2	0	3	2
MAC 141	Machining Applications I	2	6	0	8	4
MAC 142	Machining Applications II	2	6	0	8	4
MAC 231	CNC Graphics Prog.: Turning	1	4	0	5	3
MAC 232	CNC Graphics Prog.: Milling	1	4	0	5	3
Total Credits						16

**Recommended Semester Schedule -
Computer Integrated Machining CAD/CAM Certificate (C50210D)**

First Year Fall

BPR 111	Print Reading	2
MAC 141	Machining Applications I	4
MAC 231	CNC Graphics Prog.: Turning	3

First Year Spring

MAC 122	CNC Turning	2
MAC 142	Machining Applications II	4
MAC 232	CNC Graphics Prog.: Milling	3

Computer Integrated Machining: Manual Machine Operator Certificate (C50210M)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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I. Major Courses

BPR 111	Print Reading	1	2	0	3	2
MAC 121	Introduction to CNC	2	0	0	2	2
MAC 141	Machining Applications I	2	6	0	8	4
MAC 142	Machining Applications II	2	6	0	8	4

II. Other Major Courses

MAC 151	Machine Calculations I	1	2	0	3	2
MAC 152	Machine Calculations II	1	2	0	3	2
MEC 142	Physical Metallurgy	1	2	0	3	2

Total Credits 18

**Recommended Semester Schedule -
Computer Integrated Machining: Manual Machine Operator Certificate (C50210M)**

First Year Fall

BPR 111	Print Reading	2
MAC 121	Introduction to CNC	2
MAC 141	Machining Applications I	4
MAC 151	Machine Calculations	2

First Year Spring

MAC 142	Machining Applications II	4
MAC 152	Machine Calculations II	2
MEC 142	Physical Metallurgy	2

Cosmetology

A55140 (Degree), D55140 (Diploma), C55140 (Certificate)

This curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses:

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social Behavioral Sciences on page 74.

II. Major Courses

COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112	Salon I	0	24	0	24	8
COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114	Salon III	0	24	0	24	8
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	12	4
COS 117	Cosmetology Concepts IV	2	0	0	2	2

III. Other Major Requirements

BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	4	3
COS 118	Salon IV	0	21	0	21	7

CTS 115	Information System Business Concepts	3	0	0	3	3
OR MKT 120	Principles of Marketing	3	0	0	3	3

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 66

**Recommended Semester Schedule -
Cosmetology Degree (A55140)**

First Year Fall

ACA 115	Success and Study Skills	1
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8

First Year Spring

COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
ENG 111	Writing & Inquiry	3

First Year Summer

CIS 110	Intro to Computers	3
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
	Arts/Humanities Elective	3

Second Year Fall

BUS 110	Introduction to Business	3
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
	Behavioral/Social Science Elective	3

First Year Spring

COM 120	Intro to Interpersonal Communication	3
OR COM 231	Public Speaking	3
CTS 115	Information Systems Business Concepts	3
OR MKT 120	Principles of Marketing	3

Cosmetology Diploma (D55140)

I. General Education Courses:

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 101	Applied Communications I	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3

II. Major Courses

COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112	Salon I	0	24	0	24	8
COS 113	Cosmetology Concepts II	4	0	0	4	4

COS 114	Salon III	0	24	0	24	8
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	12	4
COS 117	Cosmetology Concepts IV	2	0	0	2	2
III. Other Major Requirements						
COS 118	Salon IV	0	21	0	21	7
Total Credits						47

**Recommended Semester Schedule -
Cosmetology Diploma (D55140)**

First Year Fall

COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
PSY 150	General Psychology	3

First Year Spring

COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
ENG 101	Applied Communications	3

First Year Summer

COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4

Second Year - Fall

COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7

Cosmetology Certificate (C55140)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112	Salon I	0	24	0	24	8
COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114	Salon III	0	24	0	24	8
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	12	4
COS 117	Cosmetology Concepts IV	2	0	0	2	2
COS 118 is required for the State Board Certificate and the 1500 hour requirement.						Total Credits 34

Recommended Semester Schedule - Cosmetology Degree (A55140)

First Year Fall

COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8

First Year Spring

COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8

First Year Summer

COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4

Second Year - Fall

COS 117	Cosmetology Concepts IV	2
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Cosmetology-Esthetics Technology

C55230 (Certificate)

This curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and, upon passing, be licensed and qualified for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
COS 119	Esthetics Concepts I	2	0	0	2	2
COS 120	Esthetics Salon I	0	18	0	18	6
COS 125	Esthetics Concepts II	2	0	0	2	2
COS 126	Esthetics Salon II	0	18	0	18	6
Total Credits						16

Recommended Semester Schedule - Cosmetology-Esthetics Technology Certificate (C55230)

****Student Starting in Fall Semester**

First Year Fall

COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6

First Year Spring

COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6

****Student Starting in Spring Semester**

First Year Spring

COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6

First Year Summer

COS 125A	Esthetics Concepts IIA	2
COS 126A	Esthetics Salon IIA	6

Fall

CIS 125B	Esthetics Concepts IIB	1
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COS 126B	Esthetics Salon IIB	3
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****Student Starting in Summer Semester**

First Year Spring

COS 119B	Esthetics Concepts IA	1
COS 120B	Esthetics Salon IA	3

First Year Summer

COS 119B	Esthetics Concepts IB (1st 8 weeks)	2
COS 126A	Esthetics Salon IIA (2nd 8 weeks)	6

Fall

CIS 125B	Esthetics Concepts IIB (1st 8 weeks)	1
COS 126B	Esthetics Salon IIB (1st 8 weeks)	3

Cosmetology-Manicurist/Nail Technology

C55400 (Certificate)

This curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and, upon passing, be licensed and qualified for employment in beauty and nail salons, as a platform artist, and in related businesses.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

*****This curriculum was designed to be taken during the fall or spring semester. No classes are offered during the summer semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program. COS 121 will be offered during the first 8 weeks of the semester COS 122 will be offered during the second 8 weeks of the semester.***

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
COS 121	Manicure/Nail Technology I	4	6	0	10	6
COS 122	Manicure/Nail Technology II	4	6	0	10	6
II. Other Required Hours						
BUS 110	Introduction to Business	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
Total Credits						18

Recommended Semester Schedule - Cosmetology-Manicurist/Nail Technology (C55400)

First Year Fall or Spring

BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
COS 121	Manicure/Nail Technology I	6
COS 122	Manicure/Nail Technology II	6

Cosmetology-Instructor

C55160 (Certificate)

This curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

*****This curriculum is offered on an individual basis in fall and spring semester, based on student demand and waiting list.***

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
COS 271	Instructor Concepts I	5	0	0	5	5
COS 272	Instructor Practicum	0	21	0	21	7
COS 273	Instructor Concepts II	5	0	0	5	5
COS 274	Instructor Practicum II	0	21	0	21	7
Total Credits						24

First Year Fall or Spring

COS 271	Instructor Concepts I**	5	<u>and</u>	COS 272	Instructor Practicum I**	7
COS 273	Instructor Concepts II**	5	<u>and</u>	COS 274	Instructor Practicum II**	7

****Students may select COS 271 and COS 272 or they may select COS 273 and COS 274 during any one semester. COS 271 and COS 272 are required before COS 273 and COS 274.**

Cosmetology-Esthetics Instructor

C55270 (Certificate)

This curriculum provides a course of study for learning the skills needed to teach the theory and practice of esthetics as required by the North Carolina Board of Cosmetic Arts.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board of Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

*****This curriculum is offered on an individual basis in any semester, based on student demand and waiting list.***

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
COS 253	Esthetics Instructor I	6	15	0	21	11
COS 254	Esthetics Instructor II	6	15	0	21	11
Total Credits						22

Recommended Semester Schedule - Cosmetology-Esthetics Instructor (C55270)

First Year Fall (Student starting in Fall)

COS 253	Esthetics Instructor I	11
COS 254	Esthetics Instructor II	11

Summer

COS 254A	Esthetics Instructor IIA	6
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Fall

COS 254B	Esthetics Instructor IIB	5
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Spring Semester (Student starting in Spring)

COS 253	Esthetics Instructor I	11
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Cyber Crime Technology

A55210 (Associate Degree), C55210A, C55210B (Certificates)

This curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private business.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. General Education Courses						
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses						
CCT 110	Intro to Cyber Crime	3	0	0	3	3
CCT 112	Ethics & High Technology	3	0	0	3	3
CCT 121	Computer Crime Investigation	3	2	0	5	4
CCT 231	Technology Crimes & Law	3	0	0	3	3
CCT 289	Capstone Project	1	6	0	7	3

III. Other Major Courses

Take 2 groups:

Group 1 - Take 6 hours from:

CCT 240	Data Recovery Techniques	2	3	0	5	3
CCT 251	Trends in Cyber Crime	2	2	0	4	3

Group 2 - Take 36 Hours from

CCT 250	Network Vulnerabilities I	2	2	0	4	3
CCT 285	Trends in Cyber Crime	2	2	0	4	3

CIS 110	Introduction to Computers	3	0	0	3	3
CSC 121	Python Programming	2	3	0	5	3
CSC 151	JAVA Programming	2	3	0	5	3
CTI 110	Web, Pqm., & Db Foundation	2	2	0	4	3
CTI 120	Network & Sec. Foundation	2	2	0	4	3
CTS 120	Hardware/Software Support	2	2	0	4	3
CTS 115	Info Systems Business Concepts	3	0	0	3	3
DBA 120	Database Programming I	2	2	0	4	3
NET 125	Introduction to Networks	1	4	0	5	4
SEC 160	Security Administration I	2	2	0	4	3
**WBL XXX	See page 42					

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						74

**Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students enrolled in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.*

Recommended Semester Schedule - Cyber Crime Technology Degree (A55210)

First Year Fall

ACA 115	Success and Study Skills	1
CCT 110	Intro to Cyber Crime	3
CIS 110	Introduction to Computers	3
CTI 110	Web, Pqm, & Db Foundation	3
NET 125	Introduction to Networks	3

Spring Semester

CCT 112	Ethics and High Technology	3
CCT 121	Computer Crime Invest	4
CTI 120	Network & Sec Foundation	3
CTS 120	Hardware/Software Support	3

First Year Summer

COM 231	Public Speaking	3
CSC 121	Python Programming	3
	Humanities Elective	3
	Social Science Elective	3

Second Year Fall

CCT 231	Technology Crimes & Law	3
CCT 250	Network Vulnerabilities I	3
CTS 115	Info Systems Business Concepts	3
SEC 160	Security Administration I	3

Second Year Spring

CCT 240	Data Recovery Techniques	3
CCT 251	Network Vulnerabilities II	3
CCT 285	Trends in Cyber Crime	3
DBA 120	Database Programming I	3

Second Year Summer

CCT 289	Capstone Project	3
CSC 151	JAVA Programming	3
ENG 111	Writing & Inquiry	3
MAT 143	Quantitative Literacy	3

Cyber Crime Technology Basic Certificate (C55210A)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
CCT 110	Intro to Cyber Crime	3	0	0	0	3
CCT 112	Ethics & High Technology	3	0	0	0	3
II. Other Major Courses						
CIS 110	Introduction to Computers	3	0	0	3	3
CTI 120	Network & Sec Foundation	2	2	0	4	3
CTS 120	Hardware/Software Support	2	3	0	5	3
NET 125	Introduction to Networks	1	4	0	5	3
Total Credits						18

**Recommended Semester Schedule -
Cyber Crime Technology Basic Certificate (C55210A)****First Year Fall**

CCT 110	Intro to Cyber Crime	3
CIS 110	Introduction to Computers	3
NET 125	Introduction to Networks	3

Spring Semester

CCT 112	Ethics and High Technology	3
CTI 120	Network & Sec Foundation	3
CTS 120	Hardware/Software Support	3

Cyber Crime Technology Basic Certificate (C55210B)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
CCT 121	Computer Crime Investigation	3	2	0	5	4
CCT 231	Technology Crimes & Law	3	0	0	0	3
II. Other Major Courses						
CSC 151	JAVA Programming	2	3	0	5	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	4	3
CTS 115	Info Systems Business Concepts	3	0	0	3	3
Total Credits						16

**Recommended Semester Schedule -
Cyber Crime Technology Advanced Certificate (C55210B)**

First Year Fall

CCT 231	Technology Crimes & Law	3
CTI 110	Web, Pgm, & Db Foundation	3
CTS 115	Info Systems Business Concepts	3

Spring Semester

CCT 121	Computer Crime Investigation	3
CSC 151	JAVA Programming	3

Elementary Education Residency Licensure

C55490 (Certificate)

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Coursework includes learning theory, instructional/educational technology, diverse learners, school policies and procedures, expectations and responsibilities of educators, teaching strategies/methods for specific content/ specialty areas, formative/summative assessment, data-informed practice, and classroom organization/management to enhance learning.

Graduates should meet general pedagogical competencies and demonstrate effective teaching practices. Additional requirements, such as pre-service training, passing the state-required assessments, and the criteria included in the North Carolina Teacher Evaluation System, are required for licensure.

****Special Application Procedure**

Student Applicant Criteria for Student Admissions to the NCIS Cultivating Carolina Classroom Residency Licensure Certificate Program

The Residency Licensure Certificate program is designed for college graduates who hold a bachelor's degree in a non-education field and desire to become an elementary education teacher.

For admission into the program, the candidate must:

- Must be a U.S. citizen, or eligible for employment.
- Have completed a bachelor's degree with a 2.7 GPA or higher.
- Have completed 24 hours of coursework in the requested licensure area or passed the North Carolina State Board of Education (NCSBE) required content area examination(s) for the requested licensure area.
- Letter of employment or promised placement from the PSU/LEA
- Completed professional development training required by the PSU/LEA.

Program Financial Aid Eligibility

Students admitted to the program are required to hold a bachelor's degree and therefore, would not be eligible for federal financial assistance. Students may apply for local scholarships and grants. Student Application Process NCCCS staff worked collaboratively with the College Foundation of North Carolina (CFNC) to develop a unique single portal entry application for prospective applicants.

CFNC houses the Alternative NC Teaching License: NCCCS Cultivating Carolina Classrooms Application. In addition to the application, students must provide:

- unofficial transcripts for admissions purposes,
- official transcripts once admitted to the program (some colleges may require a high school transcript), and
- a letter of employment or promised placement from the PSU/LEA.

Once an application is received, through the **Alternative NC Teaching License: NCCCS Cultivating Carolina Classrooms Application** portal, the NCCCS EPP Program Coordinator will evaluate the applicant's eligibility for the program and contact the applicant. The first contact with the applicant will be an interview with the NCCCS EPP Program Coordinator, scheduled within three weeks, to determine the eligibility and college placement of the applicant. The application will then be

forwarded to the appropriate community college for admission to the program. The applicant will be officially enrolled in the program once an official transcript(s) is received and reviewed by the local community college contact for the Residence Licensure Certificate Program.

Educator Preparation Program (EPP) Residency Licensure Certificate (C55490)

A. Core Required Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
EDU 270	Effective Instructional Environments	2	0	0	2	2
EDU 272	Technology, Data and Assessment	2	3	0	5	3
EDU 277	Int. Curr. & Instr. Strat.: Math/Science	2	3	0	5	3
EDU 278	Int. Curr. & Instr. Strat.: Soc. Stu/ELA	2	3	0	5	3
EDU 279	Literacy Development and Instruction	3	3	0	6	4
EDU 283	Educator Preparation Curriculum	2	3	0	5	3
Total Credits						18

Recommended Semester Schedule –

Educator Preparation Program (EPP) Residency Licensure Certificate (C55490)

First Year Fall

EDU 270 Effective Instructional Environments 2

First Year Spring

EDU 272 Technology, Data and Assessment 3

EDU 277 Int. Curr. & Instr. Strat.: Math/Science 3

Second Year Fall

EDU 278 Int. Curr. & Instr. Strat.: Soc. Stu/ELA 3

Second Year Spring

EDU Educator Preparation Practicum 3

Teaching/Training: Early Childhood Education

A55220C (Associate Degree), D55220C (Diploma), C55220C (Certificate),
C55290C (Certificate-Infant Toddler Care), C55850 (Certificate-Early Childhood Administration)

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.

Coursework 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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
Take 2 groups: Group 1						
COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3

Group 2

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

Select one natural Science/Math.

II. Major Courses

Take 35 credits from:

EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3

EDU 221	Children with Exceptionalities	3	0	0	3	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3	3
EDU 280	Language & Literacy Experiences	3	0	0	3	3
EDU 284	Early Childhood Capstone	1	9	0	10	4

II. Other Major Courses (Must be selected from identified prefixes)

Take 15 credits

CIS 110	Introduction to Computers	2	2	0	4	3
EDU 252	Math and Science Activities	3	0	0	3	3
EDU 261	Early Childhood Administration I	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
EDU 271	Educational Technology	2	2	0	4	3

*WBL XXX See page 33

Other Major Requirements: Take 2 credits from:

EDU 184	Early Childhood Practicum	1	3	0	4	2
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IV. Other Required Courses: Take 1 credit:

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 122	College Transfer Success	0	2	0	2	1

Total Credits 68

Teaching/Training: Early Childhood Education (A55220C) - Recommended Semester Schedule

First Year Fall

ACA 115	Success and Study Skills	1
OR ACA 122	College Transfer Success	1
EDU 119	Intro to Childhood Education	4
EDU 144	Child Development I	3
ENG 111	Writing & Inquiry	3
	Natural Science/Math	3 or 4

First Year Spring

EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety and Nutrition	3
EDU 184	Early Childhood Practicum	2
	Arts/Humanities Elective	3

First Year Summer

CIS 110	Introduction to Computers	3
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Second Year Fall

EDU 131	Child, Family & Community	3
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PSY 150	General Psychology	3	EDU 151	Creative Activities	3
		4	EDU 221	Children with Exceptionalities	3
		3	EDU 261	Early Childhood Admin I	3
		3		Social/Behavioral Science Elective	3

Second Year Spring

Second Year Summer

EDU 234	Infant/Toddler and Two's	3	COM 231	Public Speaking	3
<u>EDU 271</u>	Educational Technology	3	EDU 252	Math and Science Activities	3
EDU 280	Language & Literacy Experiences	3			
EDU 284	Early Childhood Practicum	4			

Early Childhood Education Diploma (D55220C)

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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Take 2 groups: Group 1

COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3

Group 2: Take 3 credits

Select one natural Science/Math (BIO 111, BIO 112, CHM 151, CHM 152, MAT 143)

II. Major Courses

EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3
EDU 221	Children with Exceptionalities	3	0	0	3	3

II. Other Major Courses

EDU 184	Early Childhood Practicum	1	9	0	10	4
PSY 150	General Psychology	3	0	0	3	3

IV. Other Required Courses: Take 1 credit:

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 122	College Transfer Success	0	2	0	2	1
Total Credits						40

Teaching/Training: Early Childhood Education Diploma (D55220C) - Recommended Semester Schedule

First Year Fall

First Year Spring

ACA 115	Success and Study Skills	1	COM 231	Public Speaking	3
OR ACA 122	College Transfer Success	1	EDU 145	Child Development II	3
EDU 119	Intro to Childhood Education	4	EDU 146	Child Guidance	3
EDU 144	Child Development I	3	EDU 153	Health, Safety and Nutrition	3
ENG 111	Writing & Inquiry	3	EDU 184	Early Childhood Practicum	2
PSY 150	General Psychology	3			

Second Year Fall

EDU 131	Child, Family & Community	3
EDU 151	Creative Activities	3
EDU 221	Children with Exceptionalities	3
	Natural Science/Math elective	3

Teaching/Training: Early Childhood Education Certificate (C55220C)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3
Total Credits						16

Teaching/Training: Early Childhood Education Certificate (C55200C) - Recommended Semester Schedule

First Year Fall

First Year Spring

EDU 119	Intro to Childhood Education	4	EDU 145	Child Development II	3
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EDU 131	Child, Family & Community	3	EDU 146	Child Guidance	3
			EDU 153	Health, Safety and Nutrition	3

Teaching/Training: Infant/Toddler Care Certificate (C55290)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3
EDU 234	Infants, Toddlers and Twos	3	0	0	3	3
Total Credits						16

Teaching/Training: Infant/Toddler Care Certificate (C55290) - Recommended Semester Schedule

First Year Fall

First Year Spring

EDU 119	Intro to Childhood Education	4	EDU 146	Child Guidance	3
EDU 131	Child, Family & Community	3	EDU 153	Health, Safety and Nutrition	3
EDU 144	Child Development I	3			

Teaching/Training: Early Childhood Administration Certificate (C55850)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3
EDU 261	Early Childhood Administration I	3	0	0	3	3
EDU 262	Early Childhood Administration II	3	0	0	3	3
Total Credits						16

**Teaching/Training: Early Childhood Administration Certificate (C55850) –
Recommended Semester Schedule**

First Year Fall

EDU 119	Intro to Childhood Education	4
EDU 131	Child, Family & Community	3
EDU 261	Early Childhood Admin. I	3
EDU 262	Early Childhood Admin. II	3

First Year Spring

EDU 153	Health, Safety and Nutrition	3
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Teaching/Training: Early Childhood Education

**Concentration: Licensure
Associate Degree (A55220L)**

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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
Communications						
COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
Humanities (select one course)						
ART 111	Art Appreciation	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3
PHI 215	Philosophical Issues	3	0	0	3	3
PHI 240	Introduction to Ethics	3	0	0	3	3
Social/Behavioral Science						
PSY 150	General Psychology	3	0	0	3	3
Mathematics						
MAT 143	Quantitative Literacy	2	2	0	4	3

II. Major Courses

EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3

EDU 146	Child Guidance	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3
EDU 221	Children with Exceptionalities	3	0	0	3	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3	3
EDU 280	Language & Literacy Experiences	3	0	0	3	3
EDU 284	Early Childhood Capstone	1	9	0	10	4
Child Development						
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
Additional General Ed for Transfer Specialty:						
English Composition						
ENG 112	Writing/Research in the Disciplines	3	0	0	3	3
Social/Behavioral Science (select one course)						
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
Biological Science						
BIO 111	General Biology I	3	3	0	6	4
Natural Science (Select one group)						
Group 1						
AST 111	Descriptive Astronomy	3	0	0	3	3
AST 111A	Descriptive Astronomy Lab	1	0	0	1	1
Group 2						
AST 151	General Astronomy	3	0	0	3	3
AST 151A	General Astronomy Lab	1	0	0	1	1

Group 3

CHM 151	General Chemistry	3	3	0	6	4
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Group 4

GEL 111	Geology	3	2	0	5	4
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III. Concentration Courses - Birth to Kindergarten (B-K) Licensure Transfer

EDU 216	Foundations of Education	3	0	0	3	3
EDU 250	Teacher Licensure Preparation	3	0	0	3	3

IV. Other Required Courses

ACA 122	College Transfer Success	0	2	0	2	1
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Total Credits 71**Early Childhood Education Licensure (A55220L) - Recommended Semester Schedule****First Year Fall**

ACA 122	Success and Study Skills	1
EDU 119	Intro to Childhood Education	4
EDU 144	Child Development I	3
ENG 111	Writing & Inquiry	3
MAT 143	Quantitative Literacy	3
<u>OR</u> BIO 111	General Biology I	4

First Year Spring

EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety and Nutrition	3
EDU 184	Early Childhood Practicum	2
MAT 143	Quantitative Literacy	3
<u>OR</u> BIO 111	General Biology I	4

First Year Summer

ENG 112	Writing/Research in the Discipline	3
PSY 150	General Psychology	3

Second Year Fall

COM 231	Public Speaking	3
EDU 131	Child, Family & Community	3
EDU 151	Creative Activities	3
EDU 221	Children with Exceptionalities	3
EDU 216	Foundations of Education	3

Second Year Spring

EDU 234	Infant/Toddler and Two's	3
EDU 250	Teacher Licensure Preparation	3
EDU 280	Language & Literacy Experiences	3
EDU 284	Early Childhood Practicum	4

Second Year Summer

Humanities/Fine Arts Elective	3
Social/Behavioral Science Elective	3
Natural Science Elective	

Teaching/Training: Early Childhood Education

Concentration: Non-Licensure

A55220N (Associate Degree)

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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
Communications						
COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing & Inquiry	3	0	0	3	3
Humanities (select one course)						
ART 111	Art Appreciation	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3
PHI 215	Philosophical Issues	3	0	0	3	3
PHI 240	Introduction to Ethics	3	0	0	3	3
Social/Behavioral Science						
PSY 150	General Psychology	3	0	0	3	3
Mathematics						
MAT 143	Quantitative Literacy	2	2	0	4	3
II. Major Courses						
EDU 119	Introduction to Childhood Education	4	0	0	4	4
EDU 131	Child, Family & Community	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3

EDU 151	Creative Activities	3	0	0	3	3
EDU 153	Health, Safety, Nutrition	3	0	0	3	3
EDU 221	Children with Exceptionalities	3	0	0	3	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3	3
EDU 280	Language & Literacy Experiences	3	0	0	3	3
EDU 284	Early Childhood Capstone	1	9	0	10	4

Child Development

EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3

Additional General Ed for Transfer Specialty:

English Composition

ENG 112	Writing/Research in the Disciplines	3	0	0	3	3
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Social/Behavioral Science (select one course)

ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3

Biological Science

BIO 111	General Biology I	3	3	0	6	4
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Natural Science (Select one group)

Group 1

AST 111	Descriptive Astronomy	3	0	0	3	3
AST 111A	Descriptive Astronomy Lab	1	0	0	1	1

Group 2

AST 151	General Astronomy	3	0	0	3	3
AST 151A	General Astronomy Lab	1	0	0	1	1

Group 3

CHM 151	General Chemistry	3	3	0	6	4
Group 4						
GEL 111	Geology	3	2	0	5	4
III. Concentration Courses - Early Education Non-Licensure Transfer						
EDU 261	Early Childhood Admin I	3	0	0	3	3
EDU 262	Early Childhood Admin II	3	0	0	3	3
IV. Other Required Courses						
ACA 122	College Transfer Success	0	2	0	2	1
Total Credits						71

Early Childhood Education Licensure (A55220N) - Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 122	College Transfer Success	1	EDU 145	Child Development II	3
EDU 119	Intro to Childhood Education	4	EDU 146	Child Guidance	3
EDU 144	Child Development I	3	EDU 153	Health, Safety and Nutrition	3
ENG 111	Writing & Inquiry	3	EDU 184	Early Childhood Practicum	2
MAT 143	Quantitative Literacy	3	MAT 143	Quantitative Literacy	3
<u>OR</u> BIO 111	General Biology I	4	<u>OR</u> BIO 111	General Biology I	4
First Year Summer			Second Year Fall		
ENG 112	Writing/Research in the Disc.	3	EDU 131	Child, Family & Community	3
COM 231	Public Speaking	3	EDU 151	Creative Activities	3
PSY 150	General Psychology	3	EDU 221	Children with Exceptionalities	3
			EDU 261	Early Childhood Admin I	3
			EDU 262	Early Childhood Admin II	3
Second Year Spring			Second Year Summer		
EDU 234	Infant, Toddler and Twos	3		Arts/Humanities Elective	3
EDU 280	Language & Literacy Experiences	3		Social/Behavioral Science Elective	3
EDU 284	Early Childhood Practicum	4			

Associate in Arts in Teacher Preparation

Associate Degree (A1010T)

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses (45 shc required)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
English Composition (6 semester hours)						
ENG 111	Writing & Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Discipline	3	0	0	3	3
Humanities/Communications (9 semester hours)						
Take 3 credits						
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Disciplines	3	0	0	3	3
Take 6 credits						
ART 111	Art Appreciation	3	0	0	3	3
DRA 111	Theater Appreciation	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3

Social/Behavioral Science (6 semester hours)**Select two courses from the following from at least two different disciplines**

ECO 251	Principles of Microeconomics	3	0	0	3	3
<u>OR</u> ECO 252	Principles of Macroeconomics	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
<u>OR</u> HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
<u>OR</u> HIS 132	American History II	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3

Math (3-4 semester hours) Select one course from the following:

MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods	3	2	0	5	3
MAT 171	Precalculus Algebra	3	3	0	5	3

Natural Science (4 semester hours)

BIO 111	General Biology I	3	3	0	6	4
CHM 151	General Chemistry	3	3	0	6	4

II. Additional General Education (17-18 semester hours credit required)**Other Required General Education (3 semester hours)**

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.*

III. Other Required Hours (15 semester hours credit)**The following courses are required:**

EDU 187	Teaching and Learning for All	3	3	0	6	4
EDU 216	Foundations of Education	3	0	0	3	3
EDU 250	Teacher Licensure Preparation	3	0	0	3	3
EDU 279	Literacy Development and Instruction	3	3	0	6	4

**Students who have completed Teacher Cadet or Teaching as a Profession in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

IV. Academic Transition (1 semester hour credit)

ACA 122	College Transfer Success	0	2	0	2	1
						Total Credits 60-61

Associate in Arts in Teacher Preparation (A1010T)- Recommended Semester Schedule

First Year Fall

ACA 122	College Transfer Success	1
EDU 187	Teaching and Learning for	4
ENG 111	Writing & Inquiry	3
Select one course from the following:		
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods	4
MAT 171	Precalculus Algebra	4
	General Education Elective	3

First Year Spring

COM 120	Intro to Interpersonal Communication	3
OR COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disciplines	3
	General Education Elective	3
	Humanities/Fine Arts Elective	3
	Social Science Elective	3

First Year Summer

Humanities/Fine Arts Elective	3
Social Science Elective	3

Second Year Fall

BIO 111	General Biology	4
SOC 225	Social Diversity	3
EDU 216	Foundations of Education	3
	General Education Elective	3

Second Year Spring

EDU 250	Teacher Licensure Preparation	3
EDU 270	Literacy Development & Instruction	3
	General Education Elective	3

Associate in Science in Teacher Preparation

Associate Degree (A1040T)

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses (45 shc required)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
English Composition (6 semester hours)						
ENG 111	Writing & Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Discipline	3	0	0	3	3
Humanities/Communications (9 semester hours)						
Take 3 credits						
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
Take 3 credits						
ART 111	Art Appreciation	3	0	0	3	3
DRA 111	Theater Appreciation	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3

MUS 110	Music Appreciation	3	0	0	3	3
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Social/Behavioral Science (3 semester hours)

ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3

Math (8 semester hours) Select two courses from the following:

MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4

Natural Science (8 semester hours) Select two courses from the following sequence

BIO 111	General Biology I	3	3	0	6	4
<u>AND</u> BIO 112	General Biology II	3	3	0	6	4
<u>OR</u> CHM 151	General Chemistry I	3	3	0	6	4
<u>AND</u> CHM 152	General Chemistry II	3	3	0	6	4
<u>OR</u> PHY 251	General Physics I	3	3	0	6	4
<u>AND</u> PHY 252	General Physics II	3	3	0	6	4

II. Additional General Education (17-18 semester hours credit required)

Other Required General Education (3 semester hours)

SOC 225	Social Diversity	3	0	0	3	3
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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.*

III. Other Required Hours (15 semester hours credit)

The following courses are required:

EDU 187	Teaching and Learning for All	3	3	0	6	4
EDU 216	Foundations of Education	3	0	0	3	3
EDU 250	Teacher Licensure Preparation	3	0	0	3	3
EDU 279	Literacy Development and Instruction	3	3	0	6	4

**Students who have completed Teacher Cadet or Teaching as a Profession in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

V. Academic Transition (1 semester hour credit)

ACA 122	College Transfer Success	0	2	0	2	1
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Total Credits 60-61

Associate in Science in Teacher Preparation (A1040T)- Recommended Semester Schedule

First Year Fall

ACA 122	College Transfer Success	1
EDU 187	Teaching and Learning for All	4
ENG 111	Writing & Inquiry	3
MAT 171	Precalculus Algebra	4
<u>OR</u> MAT 271	Calculus I	4

First Year Spring

COM 120	Intro to Interpersonal Communication	3
<u>OR</u> COM 231	Public Speaking	3
ENG 112	Writing/Research in the Discipline	3
MAT 172	Precalculus Trigonometry	4
<u>OR</u> MAT 272	Calculus II	4

First Year Summer

General Education Elective	3
General Education Elective	3

Second Year Fall

BIO 111	General Biology I	4
<u>OR</u> CHM 151	General Chemistry I	4
SOC 225	Social Diversity	3
EDU 216	Foundations of Education	3
	General Education Elective	3

Second Year Spring

BIO 112	General Biology II	4
<u>OR</u> CHM 152	General Chemistry II	4
EDU 250	Teacher Licensure Preparation	3
EDU 279	Literacy Development and Instruction	4
	General Education Elective	3

Electrical Systems Technology

A35130 (Associate Degree) D35130 (Diploma) C35130A (Certificate) C35130B (Certificate)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic 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, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice, assisting in the layout, installation and maintenance of electrical/electronic systems.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses (15 shc required)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
*MAT 121	Algebra/Trigonometry	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

ELC 113	Residential Wiring	2	6	0	8	4
ELC 128	Introduction to PLC	2	3	0	5	3
ELC 131	Circuit Analysis I	3	3	0	6	4
ELC 131A	Circuit Analysis I Lab	0	3	0	3	1
ELN 231	Industrial Controls	2	3	0	5	3

III. Concentration

ELC 115	Industrial Wiring	2	6	0	8	4
ELC 118	National Electric Code	1	2	0	3	2
ELC 119	NEC Calculations	1	2	0	3	2
ELC 213	Instrumentation	3	2	0	5	4

IV. Other Major Courses

EGR 125	Applied Software for Technology	1	2	0	3	2
ISC 112	Industrial Safety	2	0	0	2	2
PCI 264	Process Control with PLC's	3	3	0	6	4

Take 15 credits:

ELN 133	Digital Electronics	3	3	0	6	4
ELN 233	Microprocessors Fundamentals	3	3	0	6	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
PHY 131	Physics-Mechanics	3	2	0	5	4

V. Other Required Courses

ACA 115	Success & Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 67

***Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students enrolled in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.**

Electrical Systems Technology (A35130) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
EGR 125	Appl. Software for Technology	2
ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1
ELN 133	Digital Electronics	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2

First Year Spring

COM 120	Intro to Interpersonal Communication	3
OR COM 231	Public Speaking	3
ELC 128	Introduction to PLC	3
ELN 231	Industrial Controls	3
ENG 111	Writing & Inquiry	

First Year Summer

MAT 121	Algebra/Trigonometry	3
	Humanities Elective	3
	Social Sciences Elective	3

Second Year Fall

ELC 113	Residential Wiring	4
ELC 118	National Electric Code	2
ELC 119	NEC Calculations	2
ELC 213	Instrumentation	4

PCI 264	Process Controls with PLCs	4
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Second Year Spring

ACA 220	Professional Transition	1
ELC 115	Industrial Wiring	4
ELN 233	Microprocessor Fundamentals	4
PHY 131	Physics-Mechanics	4
	General Education Elective	3

Electrical Systems Technology Diploma Program (D35130)

I. General Education Courses (6 shc required)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
*MAT 121	Algebra/Trigonometry	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

ELC 113	Residential Wiring	2	6	0	8	4
ELC 128	Introduction to PLC	2	3	0	5	3
ELC 131	Circuit Analysis I	3	3	0	6	4
ELC 131A	Circuit Analysis I Lab	0	3	0	3	1
ELN 231	Industrial Controls	2	3	0	5	3

III. Concentration

ELC 115	Industrial Wiring	2	6	0	8	4
ELC 118	National Electric Code	1	2	0	3	2

IV. Other Major Courses (Take 4 credits)

EGR 125	Applied Software for Technology	1	2	0	3	2
ISC 112	Industrial Safety	2	0	0	2	2
*WBL XXX	See page 33.					

Take 4 credits:

ELN 133	Digital Electronics	3	3	0	6	4
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V. Other Required Courses

ACA 115	Success & Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1
Total Credits						37

Electrical Systems Technology Diploma (D35130) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
EGR 125	Appl. Software for Technology	2
ELC 118	National Electric Code	2
ELN 133	Digital Electronics	4
ISC 112	Industrial Safety	2

First Year Spring

ELC 115	Industrial Wiring	4
ELC 128	Introduction to PLC	3
ELN 231	Industrial Controls	3
		3

First Year Summer

ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry	3

Second Year Fall

ACA 220	Professional Transition	1
ELC 113	Residential Wiring	4
ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1

Electrical Systems Technology Certificate – Level I (C35130A)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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I. Major Courses

ELC 113	Residential Wiring	2	6	0	8	4
ELC 115	Industrial Wiring	2	6	0	8	4
ELC 118	National Electric Code	1	2	0	3	2
ELC 128	Introduction to PLC	2	3	0	5	3

Total Credits 13

Electrical Systems Technology Certificate – Level I (C35130A) - Recommended Semester Schedule

First Year Fall

ELC 113	Residential Wiring	4
ELC 118	National Electric Code	2

First Year Spring

ELC 115	Industrial Wiring	4
ELC 128	Introduction to PLC	3

Electrical Systems Technology Certificate – Level I (C35130B)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
ELC 113	Residential Wiring	2	6	0	8	4
ELC 115	Industrial Wiring	2	6	0	8	4
ELC 118	National Electric Code	1	2	0	3	2
ELC 128	Introduction to PLC	2	3	0	5	3
ELC 131	Circuit Analysis I	3	3	0	6	4
ELC 131A	Circuit Analysis I Lab	0	3	0	3	1
Total Credits						18

Electrical Systems Technology Certificate – Level II (C35130B) – Recommended Semester Schedule

First Year Fall

ELC 113	Residential Wiring	4
ELC 118	National Electric Code	2
ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1

First Year Spring

ELC 115	Industrial Wiring	4
ELC 128	Introduction to PLC	3

Emergency Management

A55460 (Associate) C55460C (Certificate) C55460E (Certificate) C55460F (Certificate)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses (15 shc required)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Core (Required Courses) take 27shc

EPT 120	Sociology of Disaster	3	0	0	3	3
EPT 130	Mitigation & Preparedness	3	0	0	3	3
EPT 140	Emergency Management	3	0	0	3	3
EPT 210	Response & Recovery	3	0	0	3	3
EPT 220	Terrorism & Emer. Mgt.	3	0	0	3	3
EPT 275	Emergency OPS Center Mgt	3	0	0	3	3
FIP 228	Local Gov't Finance	3	0	0	3	3

Incident Management

EPT 150	Incident Management	3	0	0	3	3
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Law & Ethics

EPT 124	EM Services Law & Ethics	3	0	0	3	3
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III. Other Major Hours (Take 27 shc from the following list (with no more than 9 hours per prefix):

BUS 135	Principles of Supervision	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
CJC 111	Intro to Criminal Justice	3	0	0	3	3
CJC 112	Criminology	3	0	0	3	3
CJC 120	Interviews/Interrogations	1	2	0	3	2
CJC 121	Law Enforcement Operations	3	0	0	3	3
CJC 122	Community Policing	3	0	0	3	3
CJC 131	Criminal Law	3	0	0	3	3
CJC 132	Court Procedure & Evidence	3	0	0	3	3
CJC 141	Corrections	3	0	0	3	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3	3
CJC 161	Intro to Homeland Security	3	0	0	3	3
CJC 212	Ethics & Community Relations	3	0	0	3	3
CJC 231	Constitutional Law	3	0	0	3	3
CJC 232	Civil Liability	3	0	0	3	3
EMS 110	EMT	6	6	0	12	9
FIP 110	Fire Prot/Rest & Hotels	1	0	0	1	1
FIP 120	Intro to Fire Protection	3	0	0	3	3
FIP 124	Fire Prevention & Public Ed	3	0	0	3	3
FIP 132	Building Construction	3	0	0	3	3
FIP 146	Fire Protection Systems	3	2	0	5	4
FIP 162	Firefighter Safety & Wellness	3	0	0	3	3
FIP 176	HazMat: Operations	4	0	0	4	4
FIP 180	Wildland Fire Behavior	3	0	0	3	3
FIP 184	Wildland Fire Safety	3	0	0	3	3
FIP 220	Fire Fighting Strategies	3	0	0	3	3
FIP 229	Fire Dynamics and Combustion	3	0	0	3	3
FIP 232	Hydraulics & Water Dist	2	2	0	4	3
POL 130	State and Local Government	3	0	0	3	3

IV. Other Required Courses

ACA 115	Success & Study Skills	0	2	0	2	1
OR ACA 122	College Transfer Success	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1
Total Credits						71

Emergency Management (A55460) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
OR ACA 122	College Transfer Success	1
CIS 110	Introduction to Computers	3
ENG 111	Writing & Inquiry	3
EPT 120	Sociology of Disaster	3
EPT 140	Emergency Management	3
FIP 120	Intro to Fire Protection	3

First Year Spring

COM 231	Public Speaking	3
EPT 130	Mitigation & Preparedness	3
EPT 150	Incident Management	3
Choose 6 shc from CJC, FIP, EPT, EMS, BUS		6

First Year Summer

ACA 220	Professional Transition	3
MAT 143	Quantitative Literacy	3
SOC 210	Introduction to Sociology	3
	Humanities Elective	3

Second Year Fall

EPT 124	EM Services Law & Ethics	3
EPT 210	Response & Recovery	3
EPT 220	Terrorism & Emer. Mgt.	3
POL 130	State and Local Government	3
FIP 228	Local Government Finance	3

Second Year Spring

CJC 111	Intro to Criminal Justice	3
CJC 132	Court Procedure & Evidence	3
EPT 275	Emergency OPS Center Mgt	3
Choose 6 shc from CJC, FIP, EPT, EMS, BUS		3

Emergency Management – Criminal Justice Certificate (C55460C)

I. Other Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
CJC 111	Intro to Criminal Justice	3	0	0	3	3

CJC 131	Criminal Law	3	0	0	3	3
CJC 132	Court Procedure & Evidence	3	0	0	3	3
CJC 231	Constitutional Law	3	0	0	3	3

II. Other Required Courses

ACA 115	Success & Study Skills	0	2	0	2	1
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Total Credits 13

Emergency Management – Criminal Justice Certificate (C55460C) - Recommended Semester Schedule

First Year Fall

CJC 111	Intro to Criminal Justice	3
CJC 131	Criminal Law	3

First Year Spring

ACA 115	Success & Study Skills	1
CJC 132	Court Procedure & Evidence	3
CJC 231	Constitutional Law	3

Emergency Management Certificate (C55460E)

I. Other Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
EPT 130	Mitigation & Preparedness	3	0	0	3	3
EPT 140	Emergency Management	3	0	0	3	3

II. Other Major Courses

EMS 110	EMT	6	6	0	12	9
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III. Other Required Courses

ACA 115	Success & Study Skills	0	2	0	2	1
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Total Credits 16

Emergency Management Certificate (C55460E) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
EPT 130	Mitigation & Preparedness	3
EMS 110AB	EMT	4

First Year Spring

EMS 110AB	EMT	5
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Emergency Management – Fire Technology Certificate (C55460F)

I. Other Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
FIP 120	Intro to Fire Protection	3	0	0	3	3
FIP 124	Fire Prevention & Public Ed	3	0	0	3	3
FIP 132	Building Construction	3	0	0	3	3
FIP 228	Local Government Finance	3	0	0	3	3

II. Other Required Courses

ACA 115	Success & Study Skills	0	2	0	2	1
Total Credits						13

Emergency Management – Fire Technology Certificate (C55460F) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
FIP 120	Intro to Fire Protection	3
FIP 132	Building Construction	3

First Year Spring

FIP 124	Fire Prevention & Public Ed	3
FIP 228	Local Government Finance	3

Emergency Medical Science

A45340 (Associate) C45340 (Certificate)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses (15 shc required)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing & Research in the Discipline	3	0	0	3	3
BIO 168	Anatomy & Physiology	3	3	0	6	4

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences:

Humanities: HUM-115 Critical Thinking; HUM-122 Southern Culture; or ART-111 Art Appreciation

Social/Behavioral Science: PSY-150 General Psychology or SOC-210 Introduction to Sociology

II. Major Courses

EMS 110	EMT	6	6	0	12	9
BIO 169	Anatomy & Physiology II	3	3	0	6	4

III. Required Subject Area

EMS 122	EMS Clinical Practicum I	0	0	3	3	1
EMS 130	Pharmacology	3	3	0	6	4
EMS 131	Advanced Airway Management	1	2	0	3	2
EMS 160	Cardiology I	2	3	0	5	3
EMS 220	Cardiology II	2	3	0	5	3
EMS 221	EMS Clinical Practicum II	0	0	6	6	2
EMS 231	EMS Clinical Practicum III	0	0	9	9	3
EMS 240	Patients with Special Challenges	1	2	0	3	2
EMS 241	EMS Clinical Practicum IV	0	0	12	12	3

EMS 250	Medical Emergencies	3	3	0	6	4
EMS 260	Trauma Emergencies	1	3	0	4	2
EMS 270	Life Span Emergencies	3	3	0	6	4
EMS 285	EMS Capstone	1	3	0	4	2
IV. Other Major Courses						
EMS 235	EMS Management	2	0	0	2	2
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
V. Other Required Courses						
ACA 115	Success & Study Skills	0	2	0	2	1
Total Credits						74

Emergency Medical Science (A55460) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
BIO 168	Anatomy & Physiology I	4
EMS 110	EMT	9
MED 121	Medical Terminology I	

First Year Spring

BIO 169	Anatomy & Physiology II	4
MED 122	Medical Terminology II	3
EMS 122	EMS Clinical Practicum	1
EMS 130	Pharmacology	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	3

First Year Summer

EMS 220	Cardiology II	3
EMS 221	Clinical Practicum II	2
EMS 270	Life Span Emergencies	4
ENG 111	Writing & Inquiry	3

Second Year Fall

EMS 231	Clinical Practicum III	3
EMS 250	Medical Emergencies	4
EMS 260	Trauma Emergencies	2
ENG 112	Writing & Research in the Disc.	3
	Social Science Elective	3

Second Year Spring

EMS 235	EMS Management	2	EMS 285	EMS Capstone	2
EMS 240	Patients w/Special Challenges	2		Humanities Elective	3
EMS 241	Clinical Practicum IV	4			

Emergency Medical Science Certificate (C45340)

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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EMS 110	EMT	6	6	0	12	9
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II. Other Major Courses

EMS 235	EMS Management	2	0	0	2	2
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MED 121	Medical Terminology I	3	0	0	0	3
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MED 122	Medical Terminology II	3	0	0	0	3
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ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 18

Emergency Medical Science Certificate (C45340) - Recommended Semester Schedule

First Year Fall

EMS 110	EMT	9
MED 121	Medical Terminology I	3
ACA 115	Success & Study Skills	1

First Year Spring

EMS 235	EMS Management	2
MED 122	Medical Terminology II	3

Emergency Medical Science Bridge Program

A45340BR (Associate Degree Bridge Program)

The Emergency Medical Science bridge program has been established for students that have completed portions of EMS requirements through NC Community College Continuing Education program. Currently credentialed Paramedics would receive 45 semester hours of credit toward the AAS degree. The remaining coursework to complete the degree will require 29 semester hours of work outlines below.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

Once the student has been accepted into the bridge program, the student will receive credit for the following courses:

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
EMS 110	EMT	6	6	0	12	9
EMS 122	EMS Clinical Practicum I	0	0	3	0	1
EMS 130	Pharmacology	3	3	0	6	4
EMS 131	Advanced Airway Management	1	2	0	3	2
EMS 160	Cardiology I	2	3	0	5	3
EMS 220	Cardiology II	2	3	0	5	3
EMS 221	EMS Clinical Practicum II	0	0	6	6	2
EMS 231	EMS Clinical Practicum III	0	0	9	9	3
EMS 240	Patients with Special Challenges	1	2	0	3	2
EMS 241	EMS Clinical Practicum IV	0	0	12	12	4
EMS 250	Medical Emergencies	3	3	0	6	4
EMS 260	Trauma Emergencies	1	3	0	4	2
EMS 270	Life Span Emergencies	3	3	0	6	4
EMS 285	EMS Capstone	1	3	0	4	2
Total Credits						45

Required courses to complete the bridge program

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3

ENG 112	Writing & Research in the Discipline	3	0	0	3	3
BIO 168	Anatomy & Physiology	3	3	0	6	4

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences:

Humanities: HUM-115 Critical Thinking; HUM-122 Southern Culture; or ART-111 Art Appreciation

Social/Behavioral Science: PSY-150 General Psychology or SOC-210 Introduction to Sociology

II. Major Courses

BIO 169	Anatomy & Physiology II	3	3	0	6	4
EMS 235	EMS Management	2	0	0	2	2
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3

Total Credits 73

Emergency Medical Science (A45340BR) - Recommended Semester Schedule

First Year Fall

BIO 168	Anatomy & Physiology I	4
MED 121	Medical Terminology I	3
	Social Science Elective	3
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3
	or	
SOC 210	Introduction to Sociology	3

First Year Spring

EMS 235	EMS Management	2
ENG 112	Writing and Research in the Disc.	3
BIO 169	Anatomy & Physiology II	4
MED 122	Medical Terminology II	3
	Humanities Elective	3

Associate in Engineering

A10500 (Associate Degree)

This program is designed to promote educational advancement opportunities for Associate in Engineering degree completers moving between the NC community colleges and the constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Engineering degrees. The student may complete course work equivalent to the first two years of study required for a bachelor's degree. Unless otherwise indicated, classes in this program satisfy the articulation agreement with colleges in the University of North Carolina System and are eligible for transfer to four-year degree programs, provided all other requirements for transfer are satisfied.

The Associate in Engineering degree (A.E.) is awarded upon completion of program requirements. Graduates usually transfer to a senior institution with junior status. Follow up studies show that community college transfer students are generally successful in their studies at senior institutions.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (45-46 shc)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
English Composition						
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing & Research in the Discipline	3	0	0	3	3
Humanities: Choose One						
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
Fine Arts and Communications: Choose One						
COM 231	Public Speaking	3	0	0	3	3
ART 111	Art Appreciation	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3
Social/Behavioral Sciences						
ECO 251	Principles of Microeconomics	3	0	0	3	3
Choose One						
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3

HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3

Mathematics

MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4

Natural sciences

CHM 151	General Chemistry I	3	3	0	6	4
PHY 251	General Physics I	3	3	0	6	4
PSY 252	General Physics II	3	3	0	6	4

Other General Education (Choose One):

BIO 111	General Biology I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
COM 110	Introduction to Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3

Other Required Hours (15-16shc), Local MTCC Requirements (5 shc) Must be completed within first 30 hours of enrollment:

ACA 122	College Transfer Success	0	2	0	2	1
EGR 150	Introduction to Engineering	1	2	0	3	2
PED 110	Fit and Well for Life	1	2	0	3	2

Other General Education and Pre-major electives (10-11 shc):

Select 10-11 shc of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement (CAA). *(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. Students should choose courses appropriate to the specific university and engineering major requirements.)*

BIO 111	General Biology I	3	3	0	6	4
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CHM 152	General Chemistry II	3	3	0	6	4
COM 110	Introduction to Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
CSC 134	C++ Programing	2	3	0	5	3
CSC 151	JAVA Programming	2	3	0	5	3
DFT 170	Engineering Graphics	2	2	0	4	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
EGR 220	Engineering Statics	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
MAT 280	Linear Algebra	2	2	0	3	3
MAT 285	Differential Equations	2	2	0	3	3
Total Credits						60-61

Associate in Engineering(A10500) - Recommended Semester Schedule

(2-year plan IF starting with MAT 271 Calculus)

First Year Fall

ACA 115	Success & Study Skills	1
MAT 271	Calculus I	4
ENG 111	Writing and Inquiry	3
CHM 151	General Chemistry I	4
ECO 251	Principles of Microeconomics	3

First Year Spring

MAT 272	Calculus II	4
ENG 112	Writing/Research in the Discipline	3
EGR 150	Introduction to Engineering	2
PED 110	Fit and Well for Life	2
	Pre-major Engineering Elective	3/4
	Fine Arts and Communication Req	3

Second Year Fall

MAT 273	Calculus III	4
PHY 251	General Physics II	5
	Engineering Pre-major Elective	3/4
	General Education Req	3/4

Second Year Fall

PHY 252	General Physics II	4
	Social Science Elective	3
	Engineering Pre-Major Elective	3/4
	Engineering Pre-Major Elective	3/4

Associate in General Education Nursing

A10300N (Associate Degree)

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.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of 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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
English Composition (6 semester hours)						
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing & Research in the Discipline	3	0	0	3	3
Humanities/Communications (9 semester hours)						
Take 6 credits from:						
ART 111	Art Appreciation	3	0	0	3	3
ART 114	Art History Survey I	3	0	0	3	3
ART 115	Art History Survey II	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3
MUS 112	Introduction to Jazz	3	0	0	3	3
PHI 215	Philosophical Issues	3	0	0	3	3
PHI 240	Introduction to Ethics	3	0	0	3	3
Take 3 credits						
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3

Social/Behavioral Sciences (9 semester hours): Take 9 credits

PSY 150	General Psychology	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3

Take 3 credits

SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 225	Social Diversity	3	0	0	3	3
SOC 230	Race and Ethnic Relations	3	0	0	3	3
SOC 240	Social Psychology	3	0	0	3	3

Take 3 credits

HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3

Natural science: Take 8 credits

BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4

Take 3 credits

BIO 175	General Microbiology	2	2	0	4	3
BIO 275	Microbiology	3	3	0	6	4

Take 1 of 2 groups:

CHM 151	General Chemistry I	3	3	0	6	4
OR CHM 131	Introduction to Chemistry	3	0	0	3	3
AND CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1

Math Take 4 credits

MAT 152	Statistical Methods	3	2	0	5	4
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Take 3 credits

MAT 143	Quantitative Literacy	2	2	0	4	3
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MAT 171	Pre-Calculus	3	2	0	5	4
II. Other Required Courses						
ACA 122	College Transfer Success	0	2	0	2	1
III. General Education (Take 7 credits)						
ART 111	Art Appreciation	3	0	0	3	3
AST 151	General Astronomy I	3	0	0	3	3
AST 151A	Astronomy I Lab	0	2	0	2	1
AST 152	General Astronomy II	3	0	0	3	3
AST 152A	Astronomy II Lab	0	2	0	2	1
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1
CHM 132	Organic and Biochemistry	3	3	0	6	4
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
CIS 110	Introduction to Computers	2	2	0	4	3
CIS 115	Introduction to Programming and Logic	2	3	0	5	3
COM 110	Introduction to Communication	3	0	0	3	3
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
ENG 114	Professional Research and Reporting	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
FRE 111	Elementary French I	3	0	0	3	3

FRE 112	Elementary French II	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 120	Cultural Studies	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4
MUS 110	Music Appreciation	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PHI 210	History of Philosophy	3	0	0	3	3
PHI 240	Introduction to Ethics	3	0	0	3	3
PHY 110	Conceptual Physics	3	0	0	3	3
PHY 110A	Conceptual Physics Lab	0	2	0	2	1
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
PHY 251	General Physics I	3	3	0	6	4
PHY 252	General Physics II	3	3	0	6	4
POL 120	American Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 239	Psychology of Personality	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3

REL 110	World Religion	3	0	0	3	3
REL 211	Introduction to Old Testament	3	0	0	3	3
REL 212	Introduction to New Testament	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3
SPA 211	Intermediate Spanish I	3	0	0	3	3
SPA 212	Intermediate Spanish II	3	0	0	3	3
					Total Credits	60

General Occupational Technology

A55280 (Associate Degree)

The General Occupational Technology (GOT) curriculum provides individuals with the opportunity to upgrade their skills and earn an associate degree by taking courses that offer specific job knowledge and skills.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be developed from any non-developmental level courses from approved curriculum programs of study offered by MTCC.

Graduates will become more effective and diverse workers, better qualified for advancements within their field of employment and better equipped for a wide range of entry-level employment opportunities.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

***All course included in the individualized GOT curriculum must be taken from approved associate of applied science degree, diploma, or certificate programs.*

I. General Education Courses

AAS General Education Core: 15 Semester Credits

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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Communication – AAS Programs must contain a minimum of 6 credit hours (two courses) in communications. Students may choose from the following:

ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing & Research in the Discipline	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
COM 120	Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3

Humanities/Fine Arts – AAS and Diploma programs must contain a minimum of 3 credit hours (1 course) in humanities/fine arts. Students may choose from the following:

Take 6 credits from:

ART 111	Art Appreciation	3	0	0	3	3
ART 114	Art History Survey I	3	0	0	3	3
ART 115	Art History Survey II	3	0	0	3	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3

ENG 242	British Literature II	3	0	0	3	3
ENG 273	African-American Literature	3	0	0	3	3
HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
MUS 110	Music Appreciation	3	0	0	3	3
MUS 112	Introduction to Jazz	3	0	0	3	3
MUS 210	History of Rock Music	3	0	0	3	3
PHI 210	History of Philosophy	3	0	0	3	3
PHI 215	Philosophical Issues	3	0	0	3	3
PHI 240	Introduction to Ethics	3	0	0	3	3
REL 110	World Religions	3	0	0	3	3
REL 211	Introduction to Old Testament	3	0	0	3	3
REL 212	Introduction to New Testament	3	0	0	3	3
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3

Social/Behavioral Science – AAS and Diploma programs must contain a minimum of 3 credit hours (1 course) in social/behavioral sciences. Students may choose from the following:

ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
POL 120	American Government	3	0	0	3	3
POL 120	State and Local Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
PSY 239	Psychology of the Family	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3

PSY 244	Child Development I	3	0	0	3	3
PSY 245	Child Development II	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3
SOC 210	Introduction to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 242	Sociology of Deviance	3	0	0	3	3

Natural Science/Mathematics – AAS and Diploma programs must contain a minimum of 3 credit hours (1 course) in Natural Science/Mathematics. Students may choose from the following:

AST 151	General Astronomy I	3	0	0	3	3
AST 151A	General Astronomy I Lab	0	2	0	2	1
AST 152	General Astronomy II	3	0	0	3	3
AST 152A	General Astronomy II Lab	0	2	0	2	1
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
BIO 163	Basic Anatomy and Physiology	4	2	0	0	5
BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4
BIO 275	Microbiology	3	3	0	6	4
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
MAT 110	Math Measurement and Literacy					3
MAT 121	Algebra and Trigonometry I	2	2	0	4	3
MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods I	3	2	0	5	4
MAT 171	Pre-Calculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	3	0	5	4
MAT 271	Calculus I	3	2	0	5	4

MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4
MAT 280	Linear Algebra	3	0	0	3	3
MAT 285	Differential Equations	2	2	0	4	3
PHY 151	College Physics I	3	2	0	5	4

II. Major Courses: AAS Major Courses – 49 semester hours

*****Of the 49, 18 credit hours must be selected from courses of associate degree-level curriculum programs offered at the college.***

*****Thirty-one additional hours must be chosen from courses in curriculums offered by the College, including a maximum of eight credit hours through work experience, cooperative education, practicums and internships.***

Other Required Hours

ACA 115	Success and Study Skills	0	2	0	2	1
ACC 122	College Transfer Success	0	2	0	2	1
ACA 220	Professional Transition	0	2	0	2	1
ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
ACC 129	Individual Income Taxes	2	2	0	4	3
ACC 130	Business Income Taxes	2	2	0	4	3
ACC 140	Payroll Accounting	1	3	0	4	3
ACC 150	Accounting Software Applications	1	3	0	4	2
ACC 180	Practices in Bookkeeping	3	0	0	3	3
ACC 220	Intermediate Accounting I	3	2	0	5	4
ACC 221	Intermediate Accounting II	3	2	0	5	4
ACC 227	Practices in Accounting	3	0	0	3	3
ACC 240	Government and Not-for-Profit Accounting	3	0	0	3	3
ACC 250	Advanced Accounting	3	0	0	3	3
ACC 269	Audit and Assurance Services	3	0	0	3	3
AGR 265	Organic Crop Production: Spring	2	2	0	4	3
AGR 266	Organic Crop Production: Fall	2	2	0	4	3
AHR 110	Introduction to Refrigeration	2	6	0	8	5
AHR 111	HCACR Electricity	2	2	0	4	3

AHR 112	Heating Technology	2	4	0	6	4
AHR 113	Comfort Cooling	2	4	0	6	4
AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 115	Refrigeration Systems	1	3	0	4	2
AHR 120	HVACR Maintenance	1	3	0	4	3
AHR 125	HVAC Electronics	2	2	0	4	3
AHR 130	HVAC Controls	2	2	0	4	3
AHR 135	Transportation Refrigeration	2	6	0	8	4
AHR 160	Refrigerant Certification	1	0	0	1	1
AHR 180	HVACR Customer Relations	1	0	0	1	1
AHR 210	Residential Building Code	1	2	0	3	2
AHR 211	Residential System Design	2	2	0	4	3
AHR 212	Advanced Comfort Systems	2	6	0	8	4
AHR 213	HVACR Building Code	1	2	0	3	2
AHR 235	Refrigeration Design	2	2	0	4	3
AHR 245	Chiller Systems	1	3	0	4	2
ARC 112	Construction Matls & Methods	3	2	0	5	4
ART 111	Art Appreciation	3	0	0	3	3
ART 114	Art History Survey I	3	0	0	3	3
ART 115	Art History Survey II	3	0	0	3	3
ART 171	Digital Design	3	0	0	3	3
ART 275	Introduction to Commercial Art	3	0	0	3	3
ART 276	Interactive Media Design	3	0	0	3	3
ASL 111	Elementary ASL I	3	0	0	3	3
ASL 112	Elementary ASL II	3	0	0	3	3
ASL 181	ASL Lab 1	0	2	0	2	1
ASL 182	ASL Lab 2	0	2	0	2	1
AST 151	General Astronomy I	3	0	0	3	3
AST 151A	General Astronomy I Lab	0	2	0	2	1

AST 152	General Astronomy II	3	0	0	3	3
AST 152A	General Astronomy II Lab	0	2	0	2	1
ATR 112	Intro. To Automation	2	3	0	5	3
ATR 212	Industrial Robots	2	3	0	5	3
ATT 115	Green Trans Safety & Service	1	2	0	3	2
ATT 125	Hybrid-Electric Trans	2	4	0	6	4
ATT 140	Emerging Transportation Tech	2	3	0	5	3
AUT 113	Automotive Servicing	0	6	0	0	2
AUT 116	Engine Repair	2	3	0	0	3
AUT 116A	Engine Repair Lab	0	3	0	3	1
AUT 141	Suspension and Steering Systems	2	3	0	5	3
AUT 141A	Suspension and Steering Systems Lab	0	3	0	3	1
AUT 151	Brake Systems	2	3	0	5	3
AUT 151A	Brake Systems Lab	0	3	0	3	1
AUT 161	Basic Auto Electricity	4	3	0	7	5
AUT 181	Engine Performance I	2	3	0	5	3
AUT 181A	Engine Performance I Lab	0	3	0	3	1
AUT 183	Engine Performance II	2	6	0	8	4
AUT 221	Automatic Transmissions/Transaxles	2	3	0	5	3
AUT 221A	Auto Trans/Transaxles Lab	0	3	0	3	1
BIO 111	General Biology I	3	3	0	6	4
BIO 112	General Biology II	3	3	0	6	4
BIO 155	Nutrition	3	0	0	3	3
BIO 163	Basic Anatomy and Physiology	4	2	0	6	5
BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4
BIO 175	Microbiology	2	2	0	4	3
BIO 275	General Microbiology	3	3	0	6	4
BPR 111	Print Reading	1	2	0	3	2

BPR 121	Blueprint Reading: Mechanical	1	2	0	3	2
BPR 122	Blueprint Reading: Mechanical Advanced	1	2	0	3	2
BPR 130	Print Reading – Construction	3	0	0	3	3
BPR 135	Schematics and Diagrams	2	0	0	2	2
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law	3	0	0	3	3
BUS 125	Personal Finance	3	0	0	3	3
BUS 135	Principles of Supervision	3	0	0	3	3
BUS 127	Principles of Management	3	0	0	3	3
BUS 147	Business Insurance	3	0	0	3	3
BUS 153	Human Resource Management	3	0	0	3	3
BUS 225	Business Finance	3	0	0	3	3
BUS 230	Small Business Management	3	0	0	3	3
BUS 240	Business Ethics	3	0	0	3	3
BUS 253	Leadership and Management Skills	3	0	0	3	3
BUS 260	Business Communication	3	0	0	3	3
BUS 280	REAL Small Business	4	0	0	4	4
CAR 111	Carpentry I	3	15	0	18	8
CAR 112	Carpentry II	3	15	0	18	8
CCT 110	Intro to Cyber Crime	3	0	0	3	3
CCT 112	Ethics and High Technology	3	0	0	3	3
CCT 121	Computer Crime Invest.	3	2	0	5	4
CCT 231	Technology Crimes and Law	3	0	0	3	3
CCT 240	Data Recovery Techniques	2	3	0	5	3
CCT 250	Network Vulnerabilities	2	2	0	4	3
CCT 251	Network Vulnerabilities II	2	2	0	4	3
CCT 289	Capstone Project	1	6	0	7	3
CHM 131	Introduction to Chemistry	3	0	0	3	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	3	1

CHM 132	Organic and Biochemistry	3	3	0	6	4
CHM 151	General Chemistry I	3	3	0	6	4
CHM 152	General Chemistry II	3	3	0	6	4
CHM 251	Organic Chemistry I	3	3	0	6	4
CHM 252	Organic Chemistry II	3	3	0	6	4
CIS 110	Introduction to Computers	2	2	0	4	3
CIS 111	Basic PC Literacy	1	2	0	3	2
CIS 115	Introduction to Programming and Logic	2	3	0	5	3
CJC 110	Basic Law Enforcement Training	10	30	0	40	20
CJC 111	Intro to Criminal Justice	3	0	0	3	3
CJC 112	Criminology	3	0	0	3	3
CJC 120	Interviews/Interrogations	1	2	0	3	2
CJC 121	Law Enforcement Operations	3	0	0	3	3
CJC 122	Community Policing	3	0	0	3	3
CJC 131	Criminal Law	3	0	0	3	3
CJC 132	Court Procedures & Evidence	3	0	0	3	3
CJC 141	Corrections	3	0	0	3	3
CJC 144	Crime Scene Processing	2	3	0	5	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3	3
CJC 161	Intro to Homeland Security	3	0	0	3	3
CJC 212	Ethics & Comm Relations	3	0	0	3	3
CJC 231	Constitutional Law	3	0	0	3	3
CJC 232	Civil Liability	3	0	0	3	3
CMT 120	Codes & Inspections	3	0	0	3	3
COM 110	Introduction to Communication	3	0	0	3	3
COM 120	Interpersonal Communication	3	0	0	3	3
COM 231	Public Speaking	3	0	0	3	3
COS 111	Cosmetology Concepts I	4	0	0	4	4
COS 112	Salon I	0	24	0	24	8

COS 113	Cosmetology Concepts II	4	0	0	4	4
COS 114	Salon II	0	24	0	24	8
COS 115	Cosmetology Concepts III	4	0	0	4	4
COS 116	Salon III	0	12	0	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2	2
COS 118	Salon IV	0	21	0	21	7
COS 119	Esthetics Concepts I	2	0	0	2	2
COS 120	Esthetics Salon I	0	18	0	18	6
COS 121	Manicure/Nail Technology I	4	6	0	10	6
COS 125	Esthetics Concepts III	2	0	0	0	2
COS 126	Esthetics Salon II	0	18	0	0	6
COS 222	Manicure/Nail Technology II	4	6	0	10	6
COS 224	Trichology and Chemistry	1	3	0	4	2
COS 240	Contemporary Design	1	3	0	4	2
COS 250	Computerized Salon Ops	1	0	0	1	1
COS 251	Manicure Instructor Concepts	8	0	0	8	8
COS 252	Manicure Instructor Practicum	0	15	0	15	5
COS 253	Esthetics Instructor Concepts I	6	15	0	15	11
COS 254	Esthetics Instructor Concepts II	6	15	0	15	11
COS 271	Instructor Concepts I	5	0	0	5	5
COS 272	Instructor Practicum I	0	21	0	21	7
COS 273	Instructor Concepts II	5	0	0	5	5
COS 274	Instructor Practicum II	0	21	0	21	7
CSC 134	C++ Programming	2	3	0	5	3
CSC 151	JAVA Programing	2	3	0	5	3
CST 131	OSHA/Safety/Certification	2	2	0	4	3
CST 221	Statics/Structures	3	3	0	6	4
CST 241	Planning/Estimating I	2	2	0	4	3
CTI 110	Web, PGM, and Db Foundation	2	2	0	4	3

CTI 120	Network and Security Foundations	2	2	0	4	3
CTI 140	Visualization Concepts	1	4	0	5	3
CTS 115	Information System Business Concepts	3	0	0	3	3
CTS 120	Hardware/Software Support	2	3	0	5	3
CTS 130	Spreadsheet	2	2	0	4	3
CTS 135	Integrated Software Introduction	2	4	0	6	4
CTS 285	Systems Analysis and Design	3	0	0	3	3
CTS 289	System Support Project	1	4	0	5	3
DBA 110	Database Concepts	2	3	0	5	3
DES 135	Principles and Elements of Design I	2	4	0	6	4
DFT 119	Basic CAD	1	2	0	3	2
DFT 170	Engineering Graphics	2	2	0	4	3
DRA 111	Theatre Appreciation	3	0	0	3	3
DRA 126	Storytelling	3	0	0	3	3
ECO 251	Principles of Microeconomics	3	0	0	3	3
ECO 252	Principles of Macroeconomics	3	0	0	3	3
EDU 119	Introduction to Early Child Education	4	0	0	4	4
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 153	Health, Safety and Nutrition	3	0	0	3	3
EDU 161	Intro to Exceptional Children	3	0	0	3	3
EDU 163	Classroom Management and Instruction	3	0	0	3	3
EDU 175	Introduction to Trade and Industry	3	0	0	3	3
EDU 177	Instructional Methods	2	2	0	4	3
EDU 179	Vocational Student Organizations	3	0	0	3	3
EDU 184	Early Childhood Intro Practicum	1	3	0	4	2
EDU 187	Teaching and Learning for All	3	3	0	6	4

EDU 216	Foundations of Education	3	0	0	3	3
EDU 221	Children with Exceptional	3	0	0	3	3
EDU 222	Learn w/Behavioral Disorders	3	0	0	3	3
EDU 223	Specific Learning Disabilities	3	0	0	3	3
EDU 234	Infants, Toddlers and Twos	3	0	0	3	3
EDU 235	School-Age Dev and Program	3	0	0	3	3
EDU 243	Learning Theory	3	0	0	3	3
EDU 247	Sensory and Physical Disab	3	0	0	3	3
EDU 248	Developmental Delays	3	0	0	3	3
EDU 250	Teacher Licensure Preparation	3	0	0	3	3
EDU 252	Math & Sci Activities	3	0	0	3	3
EDU 261	Early Childhood Administration I	3	0	0	3	3
EDU 262	Early Childhood Administration II	3	0	0	3	3
EDU 271	Educational Technology	2	2	0	4	3
EDU 275	Effective Teach Train	2	0	0	2	2
EDU 279	Literacy Develop and Instruct	3	3	0	6	4
EDU 280	Language and Literacy Experience	3	0	0	3	3
EDU 281	Instructor Strategies/Read and Write	2	2	0	4	3
EDU 284	Early Childhood Capstone Practicum	1	9	0	10	4
EDU 285	Internship Experience – School Age	1	9	0	19	4
EDU 289	Advanced Issues/School Age	2	0	0	2	2
EGR 125	Applied Software for Technology	1	2	0	3	2
EGR 150	Introduction to Engineering	1	2	0	3	2
EGR 220	Engineering Statics	3	0	0	3	3
ELC 111	Introduction to Electricity	2	2	0	4	3
ELC 112	DC/AC Electricity	3	6	0	9	5
ELC 113	Residential Wiring	2	6	0	8	4
ELC 115	Industrial Wiring	2	6	0	8	4
ELC 118	National Electric Code	1	2	0	3	2

ELC 119	NEC Calculations	1	2	0	3	2
ELC 128	Introduction to PLC	2	3	0	5	3
ELC 130	Advanced Motor Controls	2	2	0	4	3
ELC 131	Circuit Analysis I	3	3	0	6	4
ELC 131A	Circuit Analysis I Lab	0	3	0	3	1
ELC 213	Instrumentation	3	2	0	5	4
ELN 131	Analog Electronics I	3	3	0	6	4
ELN 133	Digital Electronics	3	3	0	6	4
ELN 135	Electronic Circuits	2	3	0	5	3
ELN 140	Semiconductor Devices	4	6	0	10	6
ELN 141	Digital Fundamentals	4	6	0	10	6
ELN 231	Industrial Controls	2	3	0	0	3
ELN 233	Microprocessor Systems	3	3	0	6	4
ELN 247	Electronic App Project	1	3	0	4	2
ELN 275	Troubleshooting	1	3	0	4	2
EME 111	911 Communications & Operations I	2	2	0	4	3
EME 112	911 Communications & Operations II	2	2	0	4	3
EME 211	Advanced 911 Communications & Operations	2	2	0	4	3
EMS 110	EMT	6	6	3	15	9
EMS 122	EMS Clinical Practicum	0	3	0	3	1
EMS 130	Pharmacology	3	3	0	6	4
EMS 131	Advanced Airway Management	1	2	0	3	2
EMS 140	Rescue Scene Management	1	3	0	4	2
EMS 160	Cardiology I	2	3	0	5	3
EMS 220	Cardiology II	2	3	0	5	3
EMS 221	EMS Clinical Practicum I	0	0	6	6	2
EMS 231	EMS Clinical Practicum II	0	0	9	9	3
EMS 235	EMS Management	2	0	0	2	2
EMS 240	Patients with Special Challenges	1	2	0	3	2

EMS 241	EMS Clinical Practicum IV	0	0	12	12	4
EMS 250	Medical Emergencies	3	3	0	6	4
EMS 260	Trauma Emergencies	1	3	0	4	2
EMS 270	Lifespan Emergencies	3	3	0	6	4
EMS 285	EMS Capstone	1	3	0	4	2
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Discipline	3	0	0	3	3
ENG 125	Creative Writing I	3	0	0	3	3
ENG 126	Creative Writing II	3	0	0	3	3
ENG 231	American Literature I	3	0	0	3	3
ENG 232	American Literature II	3	0	0	3	3
ENG 241	British Literature I	3	0	0	3	3
ENG 242	British Literature II	3	0	0	3	3
ENG 273	African-American Literature	3	0	0	3	3
EPT 120	Sociology of Disaster	3	0	0	3	3
EPT 124	EM Services Law & Ethics	3	0	0	3	3
EPT 130	Mitigation & Preparedness	3	0	0	3	3
EPT 140	Emergency Management	3	0	0	3	3
EPT 150	Incident Management	3	0	0	3	3
EPT 210	Response & Recovery	3	0	0	3	3
EPT 220	Terrorism & Emer. Mgt.	3	0	0	3	3
EPT 275	Emergency OPS Center Mgt.	3	0	0	3	1
FIP 110	Fire Prot/Rest & Hotels	3	0	0	3	3
FIP 120	Intro to Fire Protection	3	0	0	3	3
FIP 124	Fire Prevention & Public Ed	3	0	0	3	3
FIP 132	Building Construction	3	0	0	3	3
FIP 146	Fire Protection Systems	3	0	0	3	3
FIP 162	Firefighter Safety & Wellness	3	0	0	3	3
FIP 176	HazMat: Operations	3	0	0	3	3

FIP 180	Wildland Fire Behavior	3	0	0	3	3
FIP 184	Wildland Fire Safety	3	0	0	3	3
FIP 220	Fire Fighting Strategies	3	0	0	3	3
FOP 228	Local Government Finance	3	0	0	3	3
FIP 229	Fire Dynamics and Combust	3	0	0	3	3
FIP 232	Hydraulics & Water Dist	3	0	0	3	3
FRE 111	Elementary French I	3	0	0	3	3
FRE 112	Elementary French II	3	0	0	3	3
GEL 111	Geology	3	0	0	3	3
GIS 110	Survey of GIS/GPS	1	0	0	1	1
GIS 111	Intro to Geographic Information Systems	3	0	0	3	3
GRA 121	Graphic Arts I	2	4	0	6	4
GRD 110	Typography I	2	3	0	5	3
GRD 113	History of Graphic Design	3	0	0	3	3
GRD 121	Drawing Fundamentals I	1	3	0	4	3
GRD 141	Graphic Design I	2	4	0	6	4
GRD 142	Graphic Design II	2	4	0	6	4
GRD 151	Computer Design Basics	1	4	0	5	3
GRD 152	Computer Design Technology	1	4	0	5	3
GRD 160	Photo Fundamentals I	1	4	0	5	3
GRD 180	Interactive Design	1	4	0	5	3
GRD 188	Graphic Design for Web I	2	3	0	5	3
GRD 241	Graphic Design III	2	4	0	6	4
GRD 242	Graphic Design IV	2	4	0	6	4
GRD 249	Advanced Design Practice	1	9	0	10	4
GRD 271	Multimedia Design I	1	3	0	4	2
GRD 280	Portfolio Design	2	4	0	6	4
GRD 285	Client/Media Relations	1	3	0	4	2
GRO 120	Gerontology	3	0	0	3	3

HEA 110	Personal Health/Wellness	3	0	0	3	3
HIT 110	Intro to Healthcare & HIM	3	0	0	3	3
HIT 112	Health Law and Ethics	3	0	0	3	3
HIT 114	Health Data Systems/Standards	2	3	0	5	3
HIT 122	Professional Practice Experience I	0	3	0	3	1
HIT 124	Professional Practice Experience II	0	3	0	3	1
HIT 210	Healthcare Statistics	2	2	0	4	3
HIT 211	ICD Coding	2	3	0	5	3
HIT 213	Inpatient Proc. Coding and Reporting	1	3	0	4	2
HIT 214	CPT/Other Coding Systems	1	3	0	4	2
HIT 215	Revenue Cycle Management	1	3	0	4	2
HIT 216	Quality Management	1	3	0	4	2
HIT 217	Quality & Data Analytics	2	3	0	5	3
HIT 218	Mgmt. Principles in HIT	3	0	0	3	3
HIT 220	Electronic Health Records	1	2	0	3	2
HIT 221	Lifecycle of E.H.R.	2	2	0	4	3
HIT 222	Professional Practice Exp. III	0	6	0	6	2
HIT 225	Healthcare Informatics	2	3	0	5	3
HIT 226	Pathophysiology & Pharmacology	2	3	0	5	3
HIT 227	Informatics Project Mgt	2	2	0	4	3
HIT 280	HIM Capstone	2	0	0	2	2
HIS 111	World Civilizations I	3	0	0	3	3
HIS 112	World Civilizations II	3	0	0	3	3
HIS 131	American History I	3	0	0	3	3
HIS 132	American History II	3	0	0	3	3
HMT 110	Intro to Healthcare Mgt.	3	0	0	3	3
HMT 210	Medical Insurance	3	0	0	3	3
HMT 211	Long Term Care Admin	3	0	0	3	3
HMT 212	Mgt. of Healthcare Org.	3	0	0	3	3

HUM 110	Technology and Society	3	0	0	3	3
HUM 115	Critical Thinking	3	0	0	3	3
HUM 120	Cultural Studies	3	0	0	3	3
HUM 122	Southern Culture	3	0	0	3	3
HYD 110	Hydraulics/Pneumatics I	3	0	0	3	3
ISC 112	Industrial Safety	2	0	0	2	2
ISC 115	Construction Safety	2	0	0	2	2
ISC 121	Environmental Health and Safety	3	0	0	3	3
ISC 130	Introduction to Quality Control	3	0	0	3	3
LDD 112	Intro to Light Duty Diesel	2	2	0	4	3
LDD 181	LDD Fuel System	2	6	0	8	4
MAC 114	Introduction to Metrology	2	0	0	2	2
MAC 121	Introduction to CNC	2	0	0	2	2
MAC 122	CNC Turning	1	3	0	4	2
MAC 124	CNC Milling	1	3	0	4	2
MAC 141	Machining Applications I	2	6	0	8	4
MAC 142	Machining Applications II	2	6	0	8	4
MAC 143	Machining Applications III	2	6	0	8	4
MAC 151	Machining Calculations	1	2	0	3	2
MAC 152	Adv Machining Calculations	1	2	0	3	2
MAC 222	Advanced CNC Turning	1	3	0	4	2
MAC 224	Advanced CNC Milling	1	3	0	4	2
MAC 231	CAM: CNC Turning	1	4	0	5	3
MAC 232	CAM: CNC Milling	1	4	0	5	3
MAC 247	Production Tooling	2	0	0	2	2
MAT 110	Math Measurement and Literacy	2	2	0	4	3
MAT 121	Algebra/Trigonometry I	2	2	0	4	3
MAT 143	Quantitative Literacy	2	2	0	4	3
MAT 152	Statistical Methods I	3	2	0	5	4

MAT 171	Precalculus Algebra	3	2	0	5	4
MAT 172	Precalculus Trigonometry	3	2	0	5	4
MAT 271	Calculus I	3	2	0	5	4
MAT 272	Calculus II	3	2	0	5	4
MAT 273	Calculus III	3	2	0	5	4
MAT 280	Linear Algebra	2	2	0	4	3
MAT 285	Differential Equations	2	2	0	4	3
MEC 111	Machine Processes I	1	4	0	5	3
MEC 112	Machine Processes II	2	3	0	5	3
MEC 130	Mechanisms	2	2	0	4	3
MEC 141	Introduction Mfg Processes	2	2	0	4	3
MEC 142	Physical Metallurgy	1	2	0	3	2
MAT 161	Manufacturing Processes I	3	0	0	3	3
MED 120	Survey of Medical Terminology	3	0	0	3	3
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3
MKT 122	Visual Merchandising	3	0	0	3	3
MKT 123	Fundamentals of Selling	3	0	0	3	3
MKT 220	Advertising and Sales Promotion	3	0	0	3	3
MKT 223	Customer Service	3	0	0	3	3
MKT 224	International Marketing	3	0	0	3	3
MKT 225	Marketing Research	3	0	0	3	3
MKT 227	Marketing Applications	3	0	0	3	3
MKT 230	Public Relations	3	0	0	3	3
MKT 232	Social Media Marketing	2	2	0	4	3
MNT 110	Introduction to Maintenance Production	1	3	0	0	2
MUS 110	Music Appreciation	3	0	0	3	3
MUS 112	Introduction to Jazz	3	0	0	3	3

MUS 210	History of Rock Music	3	0	0	3	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	4	3
NOS 130	Windows Single User	2	2	0	4	3
NOS 230	Windows Admin I	2	2	0	4	3
NUR 111	Introduction to Health Concepts	4	6	6	16	8
NUR 112	Health Illness Concepts	3	0	6	9	5
NUR 114	Holistic Health Concepts	3	0	6	9	5
NUR 211	Health Care Concepts	3	0	6	9	5
NUR 212	Health System Concepts	3	0	6	9	5
NUR 213	Complex Health Concepts	4	3	15	0	10
NUR 214	Nursing Transition Concepts	3	0	3	6	4
NUT 110	Nutrition	3	0	0	3	3
OMT 112	Materials Management	3	0	0	3	3
OMT 143	Just-in-Time	2	0	0	2	2
OMT 260	Issues in Operations Mgmt	3	0	0	3	3
OST 122	Office Computations	1	2	0	3	2
OST 131	Keyboarding	1	2	0	3	2
OST 134	Text Entry and Formatting	2	2	0	4	3
OST 135	Adv Text Entry and Formatting	2	2	0	4	3
OST 136	Word Processing	2	2	0	4	3
OST 149	Medical Legal Issues	3	0	0	3	3
OST 153	Office Finance Solutions	2	2	0	4	3
OST 164	Text Editing Applications	3	0	0	3	3
OST 184	Records Management	2	2	0	4	3
OST 236	Adv Word/Information Processing	2	2	0	4	3
OST 244	Medical Document Production	2	2	0	4	3
OST 247	Procedure Coding	2	2	0	4	3

OST 248	Diagnostic Coding	2	2	0	4	3
OST 249	Medical Coding Certification Prep	2	3	0	5	3
OST 250	Long-Term Care Coding	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3
OST 289	Professional Development	3	0	0	3	3
PAD 151	Intro to Public Administration	3	0	0	3	3
PCI 264	Process Control with PLC's	3	3	0	6	4
PED 110	Fit and Well for Life	1	2	0	3	2
PED 111	Physical Fitness	0	3	0	3	1
PED 113	Aerobics I	0	3	0	3	1
PED 117	Weight Training I	0	3	0	3	1
PED 120	Walking for Fitness	0	3	0	3	1
PED 128	Golf-Beginning	0	2	0	2	1
PED 130	Tennis-Beginning	0	2	0	2	1
PED 139	Bowling-Beginning	0	2	0	2	1
PED 152	Swimming-Beginning	0	2	0	2	1
PED 155	Water Aerobics	0	3	0	3	1
PED 174	Wilderness Pursuits	0	2	0	0	1
PED 219	Disc Golf	0	2	0	2	1
PHI 210	History of Philosophy	3	0	0	3	3
PHI 215	Philosophical Issues	3	0	0	3	3
PHI 240	Introduction to Ethics	3	0	0	3	3
PHO 110	Fundamentals of Photography	3	6	0	9	5
PHO 113	History of Photography	3	0	0	3	3
PHO 115	Basic Studio Lighting	2	6	0	8	4
PHO 120	Intermediate Photography	2	4	0	6	4
PHO 132	Small-Format Photography	2	6	0	8	4
PHO 139	Introduction to Digital Imaging	1	4	0	5	3
PHO 140	Digital Photo Imaging I	2	4	0	0	4

PHO 150	Portfolio Development I	6	6	0	0	4
PHO 180	Creative Problem Solving	1	4	0	0	3
PHO 216	Documentary Photography	2	4	0	0	4
PHO 217	Photojournalism I	1	6	0	7	4
PHO 220	Business of Photography	3	0	0	3	3
PHO 222	Video Production	2	2	0	4	3
PHO 224	Multimedia Production	2	3	0	5	3
PHO 226	Portraiture	3	3	0	6	4
PHO 235	Commercial Photography	2	4	0	6	4
PHY 110	Conceptual Physics	3	0	0	3	3
PHY 110A	Conceptual Physics Lab	0	2	0	2	1
PHY 131	Physics-Mechanics	3	2	0	5	4
PHY 151	College Physics I	3	2	0	5	4
PHY 152	College Physics II	3	2	0	5	4
PHY 251	General Physics I	3	3	0	6	4
PHY 252	General Physics II	3	3	0	6	4
PLA 110	Introduction to Plastics	2	0	0	2	2
PLU 115	Basic Plumbing	2	6	0	8	4
POL 120	American Government	3	0	0	3	3
POL 130	State and Local Government	3	0	0	3	3
POL 210	Comparative Government	3	0	0	3	3
PSY 118	Interpersonal Psychology	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
PSY 239	Psychology of Personality	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3
PSY 244	Child Development I	3	0	0	3	3
PSY 245	Child Development II	3	0	0	3	3
PSY 281	Abnormal Psychology	3	0	0	3	3
REF 116	Commercial Systems	2	6	0	8	4

REF 117	Refrigeration Controls	2	6	0	8	4
REF 123	Electrical Devices	2	6	0	8	4
REL 110	World Religion	3	0	0	3	3
REL 211	Introduction to Old Testament	3	0	0	3	3
REL 212	Introduction to New Testament	3	0	0	3	3
SEC 110	Security Concepts	2	2	0	4	3
SEC 160	Security Administration	2	2	0	4	3
SEC 260	Security Administration II	2	2	0	4	3
SOC 210	Introduction to Sociology	3	0	0	3	3
SOC 213	Sociology of the Family	3	0	0	3	3
SOC 220	Social Problems	3	0	0	3	3
SOC 225	Social Diversity	3	0	0	3	3
SOC 242	Sociology of Deviance	3	0	0	3	3
SPA 110	Introduction to Spanish	2	0	0	2	2
SPA 111	Elementary Spanish I	3	0	0	3	3
SPA 112	Elementary Spanish II	3	0	0	3	3
SPA 181	Spanish Lab I	0	2	0	2	1
SPA 182	Spanish Lab II	0	2	0	2	1
SPA 211	Intermediate Spanish I	3	0	0	3	3
SPA 212	Intermediate Spanish II	3	0	0	3	3
SPA 281	Spanish Lab III	0	2	0	2	1
SPA 282	Spanish Lab IV	0	2	0	2	1
SST 140	Green Building & Design Concepts	3	0	0	3	3
TRN 111	Chassis Maint/Light Repair	2	6	0	8	4
TRN 112	Powertrain Maint/Light Repair	2	6	0	8	4
TRN 120	Basic Transportation Electricity	4	3	0	7	5
TRN 140	Transportation Climate Control	1	2	0	3	2
TRN 140A	Transportation Climate Control Lab	1	2	0	3	2
TRN 170	PC Skills for Transportation	1	2	0	3	2

TRN 180	Basic Welding for Transportation	1	4	0	5	3
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 112	Work-Based Learning I	0	0	20	20	2
WBL 113	Work-Based Learning I	0	0	30	30	3
WBL 114	Work-Based Learning I	0	0	40	40	4
WBL 121	Work-Based Learning II	0	0	10	10	1
WBL 122	Work-Based Learning II	0	0	20	20	2
WBL 123	Work-Based Learning II	0	0	30	30	3
WBL 124	Work-Based Learning II	0	0	40	40	4
WBL 131	Work-Based Learning III	0	0	10	10	1
WBL 132	Work-Based Learning III	0	0	20	20	2
WBL 133	Work-Based Learning III	0	0	30	30	3
WBL 134	Work-Based Learning III	0	0	40	40	4
WBL 211	Work-Based Learning IV	0	0	10	10	1
WBL 212	Work-Based Learning IV	0	0	20	20	2
WBL 213	Work-Based Learning IV	0	0	30	30	3
WBL 214	Work-Based Learning IV	0	0	40	40	4
WEB 110	Internet/Web Fundamentals	2	3	0	5	3
WEB 111	Introduction to Web Graphics	2	2	0	4	3
WEB 115	Web Markup and Scripting	2	3	0	5	3
WEB 120	Introduction to Internet Multimedia	2	2	0	4	3
WEB 125	Responsive Web Frameworks	2	3	0	5	3
WEB 140	Web Development Tools	2	3	0	5	3
WEB 151	Mobile Application Dev. I	2	3	0	5	3
WEB 179	JAVA Web Programming	2	3	0	5	3
WEB 182	PHP Programming	2	3	0	5	3
WEB 210	Web Design	2	3	0	5	3
WEB 225	Content Management Systems	2	3	0	0	3
WEB 230	Implementing Web Services	2	2	0	4	3

WEB 250	Database Driven Websites	2	3	0	5	3
WEB 285	Emerging Web Technologies	2	2	0	4	3
WEB 287	Web E-Portfolio	1	3	0	4	2
WLD 110	Cutting Processes	1	3	0	4	2
WLD 112	Basic Welding Processes	1	3	0	4	2
WLD 115	SMAW (Stick) Plate	2	9	0	10	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	10	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	8	4
WLD 131	GTAW (TIG) Plate	2	6	0	8	4
WLD 141	Symbols and Specifications	2	2	0	4	3
WLD 143	Welding Metallurgy	1	2	0	3	2
WLD 151	Fabrication I	2	6	0	8	4
WLD 261	Certification Practices	1	3	0	4	2

Graphic Design

A30100 (Associate Degree), D30100 (Diploma), C30100A (Certificate), C30100B (Certificate)

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

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

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

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

****This curriculum was designed to be entered in the fall of each year. Some classes may not be offered every semester.***

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

ART 111	Art Appreciation <i>**Recommended</i>	3	0	0	3	3
PSY 150	General Psychology <i>**Recommended</i>	3	0	0	3	3

II. Major Courses

A. Core (Required Courses)

GRD 110	Typography I	2	3	0	5	3
GRD 280	Portfolio Design	2	4	0	6	4
Required Subject Area						
ART 121	Two-Dimensional Design	0	6	0	6	3
GRD 141	Graphic Design I	2	4	0	6	4

GRD 142	Graphic Design II	2	4	0	6	4
GRD 151	Computer Design Basics	1	4	0	5	4
GRD 152	Computer Design Technology	1	4	0	5	3

B. Other Major Courses (Take 33 credits):

ART 171	Digital Design I	0	6	0	6	3
ART 275	Introduction to Graphic Design	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3
GRA 121	Graphic Arts I	2	4	0	6	4
GRD 121	Drawing Fundamentals	1	3	0	4	2
GRD 188	Graphic Design for Web I	2	3	0	5	3
GRD 241	Graphic Design III	2	4	0	6	4
GRD 242	Graphic Design IV	2	4	0	6	4
GRD 249	Advanced Design Practice	1	9	0	10	4
WEB 120	Introduction to Internet Multimedia	2	2	0	4	3

III. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 73

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Associate of Applied Science in Graphic Design (A30100) - Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success & Study Skills	1	ART 171	Digital Design I	3
ART 121	Two-Dimensional Design	3	ART 276	Interactive Media Design	3
ART 275	Introduction to Graphic Design	3	COM 120	Intro to Interpersonal munication	3
ENG 111	Writing & Inquiry	3	<u>OR</u> COM	Public Speaking	3
GRD 141	Graphic Design I	4	GRD 121	Drawing Fundamentals I	2
GRD 151	Computer Design Basics	3	GRD 142	Graphic Design II	4

First Year Summer

ART 111	Art Appreciation	3
GRA 121	Graphic Arts I	4

Second Year Fall

GRD 110	Typography	3
GRD 152	Computer Design Techniques	3
GRD 241	Graphic Design III	3
MAT 143	Quantitative Literacy	3
WEB 120	Introduction to Internet Multimedia	3

Second Year Spring

GRD 188	Graphic Design for the Web	3
GRD 242	Graphic Design IV	4
GRD 280	Portfolio Design	4
PSY 150	General Psychology	3

Second Year Summer

GRD 249	Advanced Design Practice	4
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Graphic Design Diploma (D30100)**I. General Education Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3

II. Major Courses**a. Core (Required Courses)**

GRD 110	Typography I	2	3	0	5	3
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Required Subject Area

ART 121	Two-Dimensional Design	0	6	0	6	3
GRD 141	Graphic Design I	2	4	0	6	4
GRD 142	Graphic Design II	2	4	0	6	4
GRD 151	Computer Design Basics	1	4	0	5	4

III. Other Major Courses

ART 171	Digital Design I	0	6	0	6	3
ART 275	Introduction to Graphic Design	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3
GRA 121	Graphic Arts I	2	4	0	6	4

GRD 121	Drawing Fundamentals	1	3	0	4	2
IV. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						39

Diploma in Graphic Design (D30100) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
ART 121	Two-Dimensional Design	3
ART 275	Introduction to Graphic Design	3
GRD 110	Typography I	3
GRD 141	Graphic Design I	4
GRD 151	Computer Design Basics	3

First Year Spring

ART 171	Digital Design I	3
COM 120	Intro to Interpersonal munication	3
<u>OR</u> COM	Public Speaking	3
GRD 121	Drawing Fundamentals I	2
GRD 142	Graphic Design II	4

First Year Summer

ENG 111	Writing and Inquiry	3
GRA 121	Graphic Arts I	4

Second Year Fall

Graphic Design Certificate Program (C30100A)

I. Major Courses

ART 121	Two-Dimensional Design	0	6	0	6	3
GRD 141	Graphic Design I	2	4	0	6	4

II. Other Major Courses

ART 171	Digital Design I	0	6	0	6	3
ART 275	Introduction to Graphic Design	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3

Total Credits 16

Certificate in Graphic Design (C30100A) - Recommended Semester Schedule

First Year Fall

ART 121	Two-Dimensional Design	3
ART 275	Introduction to Graphic Design	3
GRD 141	Graphic Design I	4

First Year Spring

ART 171	Digital Design I	3
ART 276	Interactive Media Design	3

Graphic Design: Social Media Certificate Program (C30100B)

I. Major Courses

ART 171	Digital Design	0	6	0	6	3
ART 275	Introduction to Graphic Design	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3
PHO 110	Fundamentals of Photography	3	6	0	9	5
PHO 222	Video Production	2	2	0	4	3
<u>OR</u> WEB 120	Introduction to Internet Multimedia	2	2	0	4	3
Total Credits						17

Certificate in Graphic Design: Social Media (C30100B) - Recommended Semester Schedule

First Year Fall

ART 275	Introduction to Graphic Design	3
PHO 110	Fundamentals of Photography	3
PHO 222	Video Production	3
<u>OR</u>	WEB 120 in spring*	

First Year Spring

ART 171	Digital Design I	3
ART 276	Interactive Media Design	3
WEB 120	Introduction to Internet Multimedia	
<u>OR</u>	PHO 222 in fall*	

Healthcare Management Technology

A25200M (Associate Degree), C25200M (Certificate)

The Healthcare Management Technology curriculum prepared individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Coursework includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Research & Writing in the Discipline	3	0	0	3	3
MAT 152	Statistical Methods I	3	2	0	5	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

*Recommended: Humanities/Fine Arts: HUM-115 Critical Thinking, HUM-122 Southern Culture, or ART-111 Art Appreciation; Social/Behavioral Science: PSY-150 General Psychology, or SOC-210 Introduction to Sociology

II. Major Courses Core

ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
CIS 111	Basic PC Literacy	1	2	0	3	2
HMT 110	Intro to Healthcare Management	3	0	0	3	3
HMT 210	Medical Insurance	3	0	0	3	3
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
OST 149	Medical Legal Issues	3	0	0	3	3

III. Required Subject Area

BUS 137	Principles of Management	3	0	0	3	3
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BUS 153	Human Resource Management	3	0	0	3	3
HMT 212	Management of Healthcare Org	3	0	0	3	3
OST 286	Professional Development	3	0	0	3	3

IV. Other Major Courses

BUS 225	Business Finance	2	2	0	4	3
CTS 130	Spreadsheet	2	2	0	4	3
HIT 114	Health Data Sys/Standards	2	3	0	5	3
HIT 217	Quality & Data Analysis	2	3	0	5	3
WBL 111	Work-based Learning I	0	10	0	10	1
WBL 121	Work-based Learning II	0	10	0	10	1
WBL 131	Work-based Learning III	0	10	0	10	1

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 69

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Associate of Applied Science in Healthcare Management Technology (A25200M) - Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success & Study Skills	1	CIS 111	Basic PC Literacy	2
ENG 111	Writing & Inquiry	3	ENG 112	Writing/Research in Disc	3
HMT	Intro to Healthcare Management	3	HIT 114	Health Data Sys/Standards	3
MED	Medical Terminology I	3	MED 122	Medical Terminology II	3
OST 149	Medical Legal Issues	3	MAT 152	Statistical Methods I	4
First Year Summer			Second Year Fall		
COM	Intro to Interpersonal Comm.	3	ACC 120	Principles of Financial Accounting	4
	Social Science Elective	3	BUS 137	Principles of Management	2
			CTS 130	Spreadsheet	3
			HMT 210	Medical Insurance	3
			HMT 212	Management of Healthcare Org	3

Second Year Spring

ACC 121	Principles of Managerial Accounting	4
BUS 153	Human Resource Management	3
BUS 225	Business Finance	3
HIT 217	Quality & Data Analytics	3
OST 286	Professional Development	3

Healthcare Management Technology Receptionist Certificate (C25200M)

I. Major Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
HMT 110	Intro to Healthcare Management	3	0	0	3	3
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
OST 149	Medical Legal Issues	3	0	0	3	3

II. Other Major Courses

HIT 114	Health Data Sys/Standards	2	3	0	5	3
OST 286	Professional Development	3	0	0	3	3

Total Credits 18

Certificate in Healthcare Management: Receptionist (C25200M) - Recommended Semester Schedule

First Year Fall

First Year Spring

HMT 110	Intro to Healthcare Management	3	HIT 114	Health Data Sys/Standards	3
MED 121	Medical Terminology I	3	MED 122	Medical Terminology II	3
OST 149	Medical Legal Issues	3	OST 286	Professional Development	3

Healthcare Management Technology: Long-Term Care

A25200L (Associate Degree), C25200L (Certificate)

The Healthcare Management Technology curriculum prepared individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Coursework includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Interpersonal Communication	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Research & Writing in the Discipline	3	0	0	3	3
MAT 152	Statistical Methods I	3	2	0	5	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

*Recommended: Humanities/Fine Arts: HUM-115 Critical Thinking, HUM-122 Southern Culture, or ART-111 Art Appreciation; Social/Behavioral Science: PSY-150 General Psychology, or SOC-210 Introduction to Sociology

II. Major Courses Core

ACC 120	Principles of Financial Accounting	3	2	0	5	4
ACC 121	Principles of Managerial Accounting	3	2	0	5	4
CIS 111	Basic PC Literacy	1	2	0	3	2
HMT 110	Intro to Healthcare Management	3	0	0	3	3
HMT 210	Medical Insurance	3	0	0	3	3
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
OST 149	Medical Legal Issues	3	0	0	3	3

III. Required Subject Area

GRO 120	Gerontology	3	0	0	3	3
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HMT 211	Long-Term Care Administration	3	0	0	3	3
HMT 212	Management of Healthcare Org	3	0	0	3	3
OST 250	Long-Term Care Coding	3	0	0	3	3

IV. Other Major Courses

BUS 225	Business Finance	2	2	0	4	3
CTS 130	Spreadsheet	2	2	0	4	3
HIT 114	Health Data Sys/Standards	2	3	0	5	3
HIT 217	Quality & Data Analysis	2	3	0	5	3
HMT 220	Healthcare Financial Management	4	0	0	4	4
HMT 225	Practice Management Simulation	2	2	0	4	3
WBL 111	Work-based Learning I	0	10	0	10	1
WBL 121	Work-based Learning II	0	10	0	10	1
WBL 131	Work-based Learning III	0	10	0	10	1

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 69

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Associate of Applied Science in Healthcare Management Technology (A25200L) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
ENG 111	Writing & Inquiry	3
HMT 110	Intro to Healthcare Management	3
MED 121	Medical Terminology I	3
OST 149	Medical Legal Issues	3

First Year Spring

CIS 111	Basic PC Literacy	2
ENG 112	Writing/Research in Disc	3
HIT 114	Health Data Sys/Standards	3
MED 122	Medical Terminology II	3
MAT 152	Statistical Methods I	4

First Year Summer

COM 120	Intro to Interpersonal Comm.	3
	Social Science Elective	3
	Humanities Elective	

Second Year Fall

ACC 120	Principles of Financial Accounting	4
BUS 137	Principles of Management	2
CTS 130	Spreadsheet	3
HMT 210	Medical Insurance	3

Second Year Spring

ACC 121	Principles of Managerial Accounting	4
BUS 153	Human Resource Management	3
BUS 225	Business Finance	3
HIT 217	Quality & Data Analytics	3
OST 286	Professional Development	3

Healthcare Management Technology Long-Term Care Certificate (C25200L)**I. Major Courses**

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
HMT 110	Intro to Healthcare Management	3	0	0	3	3
MED 121	Medical Terminology I	3	0	0	3	3
OST 149	Medical Legal Issues	3	0	0	3	3

II. Other Major Courses

GRO 120	Gerontology	3	0	0	3	3
HMT 211	Long-Term Care Admin	3	0	0	3	3
OST 250	Long-Term Care Coding	2	2	0	4	3

Total Credits 18**Certificate in Healthcare Management: Receptionist (C25200M) - Recommended Semester Schedule****First Year Fall**

HMT 110	Intro to Healthcare Management	3
MED 121	Medical Terminology I	3
OST 149	Medical Legal Issues	3

First Year Spring

GRO 120	Gerontology	3
HMT 211	Long-Term Care Administration	3
OST 250	Long-Term Care Coding	3

Health Information Technology

A45360 (Associate Degree), D45360 (Diploma), C45360A, C45360B, C45360IF (Certificates)

The Health Information Technology Curriculum is designed to provide individuals with the technical knowledge and skills to process, analyze, maintain, and report health information data in compliance with legal, accreditation, licensure and certification standards.

Course work includes diagnosis and procedure coding/classification systems, privacy and security strategies, health informatics, data analytics and use, revenue cycle management, regulatory compliance, and organizational leadership.

Graduates of this program may be eligible to write the national certification exam to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities

***The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM) Education**.*

Please visit the McDowell Technical Community College Health Science website for current admission information:
<https://mcdowelltech.edu/academic-degree-programs/hit/>

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Research & Writing in the Discipline	3	0	0	3	3
MAT 152	Statistical Methods I	3	2	0	5	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses Core

HIT 110	Introduction to Healthcare & HIM	3	0	0	3	3
HIT 112	Health Law & Ethics	3	0	0	3	3
HIT 114	Health Data Systems/Standards	2	3	0	5	3
HIT 211	Diagnosis Coding & Reporting	2	3	0	5	3
HIT 213	INPT Procedure Coding & Reporting	1	3	0	4	2
HIT 214	OP Procedure Coding & Reporting	1	3	0	4	2
HIT 215	Revenue Cycle Management	1	3	0	4	2
HIT 217	Quality & Data Analysis	2	3	0	5	3

HIT 218	Management Principles in HIT	3	0	0	3	3
HIT 226	Pathophysiology & Pharmacology	2	3	0	5	3
HIT 280	HIM Capstone	2	0	0	2	2

Required Subject Area:

Medical Terminology

MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3

Anatomy & Physiology

BIO 163	Basic Anatomy & Physiology	4	2	0	6	5
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Professional Practice Experience

HIT 122	Professional Practice Experience I	0	0	3	3	1
HIT 124	Professional Practice Experience II	0	0	3	3	1
HIT 222	Professional Practice Experience III	0	0	6	6	2

III. Other Major Courses

CIS 111	Basic PC Literacy	1	2	0	3	2
HIT 220	Electronic Health Records	1	2	0	3	2
HIT 221	Lifecycle of E.H.R.	2	2	0	4	3
HIT 227	Informatics Project Management	2	2	0	4	3

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 71

Associate of Applied Science in Health Information Technology (A45360) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
BIO 163	Basic Anatomy & Physiology	5
CIS 111	Basic PC Literacy	2
HIT 110	Intro to Healthcare & HIM	3
MED 121	Medical Terminology I	3

First Year Spring

ENG 111	Writing and Inquiry	3
HIT 114	Health Data Systems/Standards	3
HIT 211	Diagnosis Coding & Reporting	3
MAT 152	Statistical Methods I	4
MED 122	Medical Terminology I	3

First Year Summer

ENG 111	Writing/Research in the Disc	3
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Second Year Fall

HIT 122	Professional Practice Experience I	1
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HIT 112	Health Law and Ethics	3	HIT 124	Professional Practice Experience II	1
PSY 150	General Psychology	3	HIT 213	INPT Procedure Coding & Reporting	2
	Humanities Elective		HIT 215	Revenue Cycle Management	2
			HIT 220	Electronic Health Records	2
			HIT 226	Pathophysiology & Pharmacology	3

Second Year Spring

HIT 214	OP Procedure Coding & Reporting	2
HIT 217	Quality & Data Analysis	3
HIT 221	Lifecycle of E.H.R.	3
HIT 222	Professional Practice Experience III	2
HIT 227	Informatics Project Management	3
HIT 280	HIM Capstone	2

Health Information Technology Coding Diploma: Medical Coding (D45360)

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 152	Statistical Methods I	3	0	0	3	3

II. Major Courses

HIT 112	Health Law and Ethics	3	0	0	3	3
HIT 114	Health Data Systems/Standards	2	3	0	5	3
HIT 211	Diagnosis Coding & Reporting	2	3	0	5	3
HIT 213	INPT Procedure Coding & Reporting	1	3	0	4	2
HIT 214	OP Procedure Coding & Reporting	1	3	0	4	2
HIT 215	Revenue Cycle Management	1	3	0	4	2
HIT 226	Pathophysiology & Pharmacology	2	3	0	5	3

Required Subject Area

Medical Terminology

MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3

Anatomy & Physiology

BIO 163	Basic Anatomy & Physiology	4	2	0	6	5
Professional Practice Experience						
HIT 124	Professional Practice Experience I	0	0	3	3	1
HIT 222	Professional Practice Experience II	0	0	6	6	2
III. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						40

Health Information Technology: Medical Coding Diploma (D45360) - Recommended Semester Schedule

First Year Fall

ACA 115	Success and Study Skills	1
BIO 163	Basic Anatomy & Physiology	4
HIT 213	INPT Procedure Coding & Reporting	3
HIT 215	Revenue Cycle Management	2
MED	Medical Terminology I	3

First Year Spring

HIT 114	Health Data Sys/Standards	3
HIT 211	Diagnosis Coding & Reporting	3
HIT 214	OP Procedure Coding & Reporting	2
HIT 222	Professional Practice Experience	2
MAT 152	Statistical Methods I	4
MED 122	Medical Terminology II	3

First Year Summer

HIT 112	Health Law and Ethics	3
HIT 124	Professional Practice Experience I	1
HIT 226	Pathophysiology & Pharmacology	3

Health Information Technology Certificate: Release of Information (C45360A)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
HIT 110	Introduction to Healthcare and HIM	3	0	0	3	3
HIT 112	Health Law & Ethics	3	0	0	3	3
HIT 114	Health Data Systems/Standards	2	3	0	5	3
Required Subject Area						
Medical Terminology						
MED 121	Medical Terminology I	3	0	0	3	3

MED 122	Medical Terminology II	3	0	0	3	3
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II. Other Major Courses

CIS 111	Basic PC Literacy	1	2	0	3	2
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Total Credits 17

Health Information Technology Certificate: Release of Information (C45360A) - Recommended Semester Schedule

First Year Summer

HIT 112	Health Law & Ethics	3
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First Year Fall

CIS 111	Basic PC Literacy	2
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HIT 110	Introduction to Healthcare and HIM	3
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MED 121	Medical Terminology I	3
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First Year Summer

HIT 114	Health Data Systems/Standards	3
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MED 122	Medical Terminology II	3
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Health Information Technology Certificate: Medical Billing and Coding (C45360B)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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I. Major Courses

HIT 215	Revenue Cycle Management	1	3	0	4	2
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Required Subject Area

Medical Terminology

MED 121	Medical Terminology I	3	0	0	3	3
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MED 122	Medical Terminology II	3	0	0	3	3
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Professional Practice Experience

HIT 124	Professional Practice Experience I	0	0	3	3	1
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II. Other Major Courses

OST 247	Procedural Coding	2	2	0	4	3
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OST 248	Diagnostic Coding	2	2	0	4	3
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OST 249	Medical Coding Certification Prep	2	3	0	5	3
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Total Credits 18

Health Information Technology Certificate: Release of Information (C45360B) - Recommended Semester Schedule

First Year Fall

HIT 215	Revenue Cycle Management	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

First Year Spring

OST 247	Procedural Coding	3
OST 248	Diagnostic Coding	3

First Year Summer

HIT 124	Professional Practice Experience I	1
OST 249	Medical Coding Certification Prep	3

Health Science: Therapeutic and Diagnostic Services/Nurse Aide

D45970 (Diploma)

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in healthcare. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduate should qualify for an entry-level job associated with the program major such as Nurse Aide.

Nurse Aide: The Nurse Aide curriculum prepared individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3

II. Major Courses Core

NAS 101	Nurse Aide I	3	4	3	10	6
NAS 102	Nurse Aide II	3	2	6	11	6
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3

III. Other Major Courses

BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4
CIS 110	Introduction to Computers	2	2	0	4	3
PSY 241	Developmental Psychology	3	0	0	3	3

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Health Science: Therapeutic and Diagnostic Services (D45970) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
BIO 168	Anatomy and Physiology I	4
ENG 111	Writing and Inquiry	3
MED 121	Medical Terminology I	3
NAS 101	Nurse Aide I	6

First Year Spring

BIO 168	Anatomy & Physiology II	4
MED 122	Medical Terminology II	3
NAS 102	Nurse Aide II	6
PSY 150	General Psychology	3

Summer Semester

CIS 110	Introduction to Computers	3
PSY 241	Developmental Psychology	3

Information Technology: Information Systems

A25590A (Associate Degree), C25590A (Certificate), C25590B (Certificate)

Information Systems is a curriculum within the Information Technology Pathway:

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector 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.

Course work 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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses Core

CIS 110	Introduction to Computers	2	2	0	4	3
CTI 110	Web, Pgm, and Db Foundation	2	2	0	4	3
CTI 120	Network & Sec Foundation	2	2	0	4	3
CTS 115	Info System Business Concepts	3	0	0	3	3

III. Concentration

CTS 120	Hardware/Software Support	2	3	0	5	3
NOS 130	Windows Single User	2	2	0	4	3
WEB 115	Web Markup and Scripting	2	3	0	5	3

WEB 151	Mobile Application Dev I	2	3	0	5	3
IV. Other Major Courses (Take 27 credits):						
ART 171	Digital Design I	0	6	0	6	3
CSC 121	Python Programming	2	3	0	5	3
CSC 134	C++ Programming	2	3	0	5	3
CSC 151	Java Programming	2	3	0	5	3
DBA 110	Database Concepts	2	3	0	5	3
NET 125	Introduction to Networks	1	4	0	5	3
WEB 182	PHP Programming	2	3	0	5	3
WEB 210	Web Design	2	3	0	5	3
WEB 250	Database Driven Websites	2	3	0	5	3
V. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						67

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Information Systems Associate Degree Program (A25590A) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
CSC 151	Java Programming	3
ENG 111	Expository Writing	3
NET 125	Introduction to Networks	3

First Year Spring

ART 171	Digital Design I	3
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Security Foundation	3
CSC 134	C++ Programming	3
WEB 115	Web Markup and Scripting	3

Summer Semester

CSC 121	Python Programming	3
DBA 110	Database Concepts	3

Second Year Fall

CTS 115	Info Sys Business Concepts	3
MAT 143	Quantitative Literacy	3
WEB 151	Mobile Application Dev I	3

Second Year Spring

CTS 120	Hardware/Software Support	3
NOS 130	Windows Single User	3
WEB 210	Web Design	3

Elective	Humanities/Fine Arts	3	WEB 250	Database Driven Websites	3
Elective	Choose one (WEB 111, WEB 140, WEB 210, WEB 285)	3			

Second Year Summer

COM 120	Intro to Interpersonal Communication	3
OR COM 231	Public Speaking	3
Elective	Social/Behavioral Science	3

Information Systems Certificate (C25590A)

I. Major Courses Core

CIS 110	Intro to Computers	2	2	0	4	3
CTI 110	Web, Pgm, and Db Foundation	2	2	0	4	3

II. Concentration

WEB 151	Mobile Application Dev I	2	3	0	5	3
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III. Other Major Courses

CSC 151	Java Programming	2	3	0	5	3
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Total Credits 12

Information Systems Certificate (C25590A) - Recommended Semester Schedule

First Year Fall

CIS 110	Intro to Computers	3
CTI 110	Web, Pgm, and Db Foundation	3
CSC 151	Java Programming	3
WEB 151	Mobile Application Dev I	3

Information Systems Advanced Certificate (C25590B)

I. Major Courses Core

CTS 120	Hardware/Software Support	2	3	0	5	3
NOS 130	Windows Single User	2	2	0	4	3

WEB 115	Web Markup and Scripting	2	3	0	5	3
II. Other Major Courses						
ART 171	Digital Design I	0	6	0	6	3
WEB 182	PHP Programming	2	3	0	5	3
Total Credits						15

Information Systems Advanced Certificate (C25590B) - Recommended Semester Schedule

First Year Fall

ART 171	Digital Design I	3
CTS 120	Hardware/Software Support	3
NOS 130	Windows Single User	3
WEB 115	Web Markup and Scripting	3
WEB 182	PHP Programming	3

Information Technology: Software and Web Development

A25590C (Associate Degree), C25590E (Certificate), C25590F (Certificate)

Software and Web Development is a curriculum within the Information Technology Pathway:

Software and Web Development is a curriculum within the Information Technology Pathway: The Information Technology (IT) curriculum prepares graduates for employment in the technology sector 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.

Course work 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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	2

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses Core

CIS 110	Introduction to Computers	2	2	0	4	3
CTI 110	Web, Pgm, and Db Foundation	2	2	0	4	3
CTI 120	Network & Sec Foundation	2	2	0	4	3
CTS 115	Info System Business Concepts	3	0	0	3	3

III. Concentration

CSC 151	Java Programming	2	3	0	5	3
WEB 115	Web Markup and Scripting	2	3	0	5	3

IV. Other Major Courses

ART 171	Digital Design I	0	6	0	6	3
CSC 121	Python Programming	2	3	0	5	3
CSC 134	C++ Programming	2	3	0	5	3
DBA 110	Database Concepts	2	3	0	5	3
WEB 111	Intro to Web Graphics	2	2	0	4	3
WEB 125	Responsive Web Frameworks	2	3	0	5	3
WEB 140	Web Development Tools	2	3	0	5	3
WEB 151	Mobile Application Dev I	2	3	0	5	3
WEB 182	PHP Programming	2	3	0	5	3
WEB 225	Content Management Systems	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 67

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Information Systems Associate Degree Program (A25590C) - Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
CSC 151	Java Programming	3
CTS 115	Info Sys Business Concepts	3
ENG 111	Expository Writing	3

Summer Semester

Elective	Humanities/Arts	3
CSC 121	Python Programming	3
WEB 225	Content Management Systems	3

Second Year Fall

MAT 143	Quantitative Literacy	3
WEB 111	Intro to Web Graphics	3
WEB 125	Responsive Web Frameworks	3

First Year Spring

ART 171	Digital Design	3
CSC 134	C++ Programming	3
CTI 110	Web, Pgm, & Db Foundation	3
DBA 110	Database Concepts	3

Second Year Spring

CTI 120	Network & Security Foundation	3
WEB 115	Web Markup and Scripting	3
WEB 182	PHP Programing	3

WEB 140	Web Development Tools	3	WEB 250	Database Driven Websites	3
WEB 151	Mobile Application Dev I	3			
Second Year Summer					
COM 120	Intro to Interpersonal Communication	3			
<u>OR</u> COM 231	Public Speaking	3			
Elective	Social/Behavioral Science	3			

Information Technology: Software and Web Development Certificate (C25590E)

I. Major Courses Core

CTI 110	Web, Pgm, and Db Foundation	2	2	0	4	3
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II. Concentration

CSC 151	Java Programming	2	3	0	5	3
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III. Other Major Courses

WEB 111	Intro to Web Graphics	2	2	0	4	3
WEB 151	Mobile Application Dev I	2	3	0	5	3

Total Credits 12

**Information Technology: Software and Web Development Systems Certificate (C25590E) –
Recommended Semester Schedule**

First Year Fall

CSC 151	Java Programming	3
CTI 110	Web, Pgm, and Db Foundation	3
WEB 111	Web Graphics	3
WEB 151	Mobile Application Dev I	3

Information Technology: Software and Web Development Advanced Certificate (C25590F)

I. Major Courses Core

CTI 120	Network & Security Foundation	2	2	0	4	3
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II. Concentration

WEB 115	Web Markup and Scripting	2	3	0	5	3
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III. Other Major Courses

ART 171	Digital Design I	0	6	0	6	3
DBA 110	Database Concepts	2	3	0	5	3

WEB 182	PHP Programming	2	3	0	5	3
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Total Credits	15
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**Information Technology: Software and Web Development Advanced Certificate (C25590F) –
Recommended Semester Schedule**

First Year Spring

ART 171	Digital Design I	3	WEB 115	Web Markup and Scripting	3
CTI 120	Network & Security Foundation	3	WEB 182	PHP Programming	3
DBA 110	Database Concepts	3			

Information Technology: Web Administration & Design

A25590D (Associate Degree), C25590G (Certificate), C25590H (Certificate)

Web Administration & Design is a curriculum within the Information Technology Pathway:

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector 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.

Course work 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

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	2	2	0	4	2

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses Core

CIS 110	Introduction to Computers	2	2	0	4	3
CTI 110	Web, Pgm, and Db Foundation	2	2	0	4	3
CTI 120	Network & Sec Foundation	2	2	0	4	3
CTS 115	Info System Business Concepts	3	0	0	3	3

III. Concentration

WEB 115	Web Markup and Scripting	2	3	0	5	3
WEB 210	Web Design	2	2	0	4	3

IV. Other Major Courses

ART 171	Digital Design I	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3
DBA 110	Database Concepts	2	3	0	5	3
GRD 141	Graphic Design I	2	4	0	6	4
WEB 120	Intro to Internet Multimedia	2	2	0	4	3
WEB 125	Responsive Web Multimedia	2	3	0	5	3
WEB 140	Web Development Tools	2	3	0	5	3
WEB 151	Mobile Application Dev I	2	3	0	5	3
WEB 182	PHP Programming	2	3	0	5	3
WEB 225	Content Management Systems	2	3	0	5	3
WEB 250	Database Divine Websites	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 68

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

**Information Technology: Web Administration & Design Associate Degree Program (A25590D) –
Recommended Semester Schedule**

First Year Fall

ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
CTI 110	Web, Pgm, & Db Foundation	3
CTS 115	Info Sys Business Concepts	3
ENG 111	Expository Writing	3

First Year Spring

ART 171	Digital Design I	3
ART 276	Interactive Media Design	3
MAT 143	Quantitative Literacy	3
WEB 115	Web Markup and Scripting	3
WEB 120	Intro Internet Multimedia	3

Summer Semester

DBA 110	Database Concepts	3
WEB 225	Content Management Systems	3
Elective	Humanities/Arts	3

Second Year Fall

Second Year Spring

GRD 141	Graphic Design I	4	CTI 120	Network & Security Foundation	3
WEB 140	Web Development Tools	3	WEB 182	PHP Programming	3
WEB 151	Mobile Application Dev I	3	WEB 210	Web Design	3
WEB 125	Responsive Web Multimedia	3	WEB 250	Database Driven Websites	3

Second Year Summer

COM 120	Intro to Interpersonal Communication	3
<i>OR</i> COM 231	Public Speaking	3
Elective	Social/Behavioral Science	3

Information Technology: Web Administration & Design Certificate (C25590G)

I. Major Courses Core

CTI 110	Web, Pgm, and Db Foundation	2	2	0	4	3
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II. Concentration

WEB 115	Web Markup and Scripting	2	3	0	5	3
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III. Other Major Courses

GRD 141	Graphic Design I	2	4	0	6	4
WEB 140	Web Development Tools	2	3	0	5	3

Total Credits 13

Information Technology: Web Administration & Design Systems Certificate (C25590G) – Recommended Semester Schedule

First Year Fall

CTI 110	Web, Pgm, and Db Foundation	3	WEB 115	Web Markup and Scripting	3
GRD 141	Graphic Design I	4	WEB 140	Web Development Tools	3

Information Technology: Web Administration & Design Advanced Certificate (C25590H)

I. Major Courses Core

WEB 115	Web Markup and Scripting	2	3	0	5	3
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II. Other Major Courses

ART 276	Interactive Media Design	0	6	0	6	3
WEB 120	Intro to Internet Multimedia	2	2	0	4	3
WEB 182	PHP Programming	2	3	0	5	3
WEB 250	Database driven Websites	2	2	0	4	3

Total Credits 15

**Information Technology: Web Administration & Design Advanced Certificate (C25590H) –
Recommended Semester Schedule**

First Year Spring

ART 276	Interactive Media Design	3	WEB 182	PHP Programming	3
WEB 115	Web Markup and Scripting	3	WEB 250	Database driven Websites	3
WEB 120	Intro to Internet Multimedia	3			

Mechatronics Engineering Technology

A40350 (Associate Degree), D40350 (Diploma), C40350A, C40350B (Certificate)

The Mechatronics Engineering Technology is a curriculum within the Engineering and Technology Pathway:

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.

Mechatronics Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Coursework includes instruction in prototype testing, manufacturing and operational testing, systems analysis, and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
<u>OR</u> COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 121	Algebra/Trigonometry	2	2	0	4	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Technical Cord Courses

EGR 125	Appl Software for Tech	1	2	0	3	2
ISC 112	Industrial Safety	2	0	0	2	2

III. Concentration

ATR 112	Intro to Automation	2	3	0	5	3
DFT 119	Basic CAD	1	2	0	3	2
ELC 128	Intro to PLC	2	3	0	5	3
ELC 130	Advanced Motors/Controls	2	2	0	4	3
ELC 131	Circuit Analysis I	3	3	0	6	4

ELC 213	Instrumentation	3	2	0	5	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
MEC 130	Mechanisms	2	2	0	4	3
PHY 131	Physics-Mechanics	3	2	0	5	4

IV. Other Major Courses

Take 8 credits:

MAC 121	Intro to CNC	2	0	0	2	2
MNT 110	Intro to Maintenance Processes	1	3	0	4	2
PCI 264	Process Controls with PLCs	3	3	0	6	4

Take 8 credits:

BPR 135	Schematics and Diagrams	2	0	0	2	2
EGR 150	Intro to Engineering	1	2	0	3	2
ELC 115	Industrial Wiring	2	6	0	8	4
MNT 160	Industrial Fabrication	1	3	0	4	2

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Total Credits 66

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Mechatronics Engineering Technology Associate Degree Program (A40350) – Recommended Semester Schedule

First Year Fall

ACA 115	Success & Study Skills	1
ATR 115	Intro to Automation	3
EGR 125	Appl. Software for Tech	2
ELC 131	Circuit Analysis	4
HYD 110	Hydraulics/Pneumatics	3
ISC 112	Industrial Safety	2

First Year Spring

BPR 135	Schematics and Diagrams	2
DFT 119	Basic CAD	2
ELC 128	Intro to PLC	3
ENG 111	Writing & Inquiry	3
MNT 110	Intro to Maintenance Processes	2

Summer Semester

MAT 121	Algebra/Trigonometry	3
Elective	Humanities/Arts	3
Elective	Social/Behavioral Science	3

Second Year Fall

ELC 130	Adv Motors/Controls	3
ELC 213	Instrumentation	4
MAC 121	Introduction to CNC	2
MEC 130	Mechanisms	3
PCI 264	Process Controls with PLCs	4

Second Year Spring

ACA 220	Professional Transition	1
COM 120	Intro to Interpersonal Comm.	3
EGR 150	Intro to Engineering	2
ELC 115	Industrial Wiring	4
PHY 131	Physics-Mechanics	4

Mechatronics Engineering Technology Diploma (D40350)

I. General Education Courses

ENG 111	Writing & Inquiry	3	0	0	3	3
MAT 121	Algebra/Trigonometry	2	2	0	4	3

II. Major Courses: Core

ATR 112	Intro to Automation	2	3	0	5	3
DFT 119	Basic CAD	1	2	0	3	2
EGR 125	Appl Software for Tech	1	2	0	3	2
ELC 128	Intro to PLC	2	3	0	5	3
ELC 131	Circuit Analysis I	3	3	0	6	4
ELC 213	Instrumentation	3	2	0	5	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
ISC 112	Industrial Safety	2	0	0	2	2
PHY 131	Physics-Mechanics	3	2	0	5	4

III. Other Major Courses (Take 4 credits)

MAC 121	Introduction to CNC	2	0	0	2	2
MNT 110	Intro to Maintenance Processes	1	3	0	4	2
MNT 160	Industrial Fabrication	1	3	0	4	2

IV. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1

Mechatronics Engineering Diploma (D40350) – Recommended Semester Schedule

First Year Fall

First Year Spring

ACA 115	Success and Study Skills	1	DFT 119	Basic CAD	3
EGR 125	Appl Software for Tech	2	ELC 128	Intro to PLC	3
ELC 131	Circuit Analysis	4	MNT 110	Intro to Maintenance Processes	2
HYD 110	Hydraulics/Pneumatics	3	PHY 131	Physics-Mechanics	4
ISC 112	Industrial Safety	2			

First Year Summer

Second Year Fall

ENG 111	Writing and Inquiry	3	ACA 220	Professional Transition	1
MAT 121	Algebra/Trigonometry	3	ATR 112	Intro to Automation	3
			ELC 213	Instrumentation	4
			MAC 121	Introduction to CNC	2

Mechatronics Engineering Technology Certificate (C25590B) Level I

I. Major Courses Core

ATR 112	Intro to Automation	2	3	0	5	3
DFT 119	Basic CAD	1	2	0	3	2
EGR 125	Appl Software for Tech	1	2	0	3	2
EGR 150	Introduction to Engineering	1	2	0	3	2
ELC 128	Intro to PLC	2	3	0	5	3

Mechatronics Engineering Technology Certificate (C40350A – Recommended Semester Schedule

First Year Fall

First Year Spring

ATR 112	Intro to Automation	3	DFT 119	Basic CAD	2
EGR 125	Appl Software for Tech	2	EGR 150	Introduction to Engineering	2
			ELC 128	Intro to PLC	3

Mechatronics Engineering Technology Certificate (C25590B) Level II

I. Major Courses Core

ATR 112	Intro to Automation	2	3	0	5	3
DFT 119	Basic CAD	1	2	0	3	2
EGR 125	Appl Software for Tech	1	2	0	3	2
EGR 150	Introduction to Engineering	1	2	0	3	2

ELC 128	Intro to PLC	2	3	0	5	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	5	3
MNT 110	Intro to Maintenance Processes	1	3	0	4	2
Total Credits						17

Mechatronics Engineering Technology Certificate (C40350A – Recommended Semester Schedule

First Year Fall

First Year Spring

ATR 112	Intro to Automation	3	DFT 119	Basic CAD	2
EGR 125	Appl Software for Tech	2	EGR 150	Introduction to Engineering	2
HYD 110	Hydraulics/Pneumatics	3	ELC 128	Intro to PLC	3
			MNT 110	Intro to Maintenance Processes	2

Nurse Aide

C45840 (Certificate)

The Associate Degree Nursing curriculum prepared individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. Major Courses Core

MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
NAS 101	Nurse Aide I	3	4	3	10	6
NAS 102	Nurse Aide II	3	2	6	11	6
Total Credits						18

Nurse Aide Certificate (C40350A) – Recommended Semester Schedule

First Year Fall

First Year Spring

NAS 101	Nurse Aide I	6	NAS 102	Nurse Aide II	6
MED 121	Medical Terminology	3	MED 122	Medical Terminology II	3

Associate Degree Nursing

A45110 (Associate Degree)

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 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.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

Program Student Learning Outcomes

Upon completion of the Associate Degree Nursing Program, the graduate will upon licensure:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgements and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

**The McDowell Tech Associate Degree Nursing (AD Nursing) program is approved by the NC Community College System Office and the NC Board of Nursing.*

Characteristics of the AD Nursing program:

- a. will prepare students to apply to sit for the National Council Licensure Examination (NCLEX-RN) which is required to practice as a registered nurse.
- b. is designed for five sequential semesters in length.
- c. will be separate from the existing practical nurse programs.

Please schedule an appointment with the Health Science Success Coach for complete admission information and to obtain an admission packet.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
BIO 168	Anatomy & Physiology I	3	3	0	6	4
BIO 169	Anatomy & Physiology II	3	3	0	6	4
BIO 175	General Microbiology (may sub BIO 275)	2	2	0	4	3
ENG 111	Writing & Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Discipline	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
PSY 241	Developmental Psychology	3	0	0	3	3

Humanities Elective (Choose from: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHIO 215, PHI 240, or HUM 115).

II. Major Courses

NUR 111	Introduction to Health Concepts	4	6	6	16	8
NUR 112	Health-Illness Concepts	3	0	6	9	5
NUR 113	Family Health Concepts	3	0	6	9	5
NUR 114	Holistic Health Concepts	3	0	6	9	5
NUR 211	Health Care Concepts	3	0	6	9	5
NUR 213	Complex Health Concepts	4	3	15	22	10
NUR 214*	Nursing Transition Concepts	3	0	3	6	4

***LPN to ADN Students: All LPN to ADN students must complete NUR 214. For LPN to AND students only (LPN's completing the traditional, non-concept based Practical Nursing diploma will be required to complete NUR 211 in addition to NUR 214.)*

III. Other Required Courses – Select 1 credit hour (Maximum of 7 shc for AAS, 4 shc for diploma and 1shc for certificate) (Includes free electives, orientation, and/or study skills courses).

ACA 115	Success and Study Skills	0	2	0	2	1
ACA 122	College Transfer Success	0	2	0	2	1

Total Credits 70

Students are not allowed to enroll in the NUR courses until formally accepted into the Associate Degree Nursing program. Please reference admission requirement for the selective admissions process.

Associate Degree Nursing (A45110) – Recommended Semester Schedule

First Year Fall

ACA 115	Success and Study Skills	1
BIO 168	Medical Terminology I	3
NUR 111	Introduction to Health Concepts	8
PSY 150	General Psychology	3

First Year Spring

BIO 169	Anatomy & Physiology	4
NUR 112	Health-Illness Concepts (8 weeks)	5
NUR 211	Health Care Concepts (8 weeks)	5
NUR 214*	Nursing Transition Concepts	4

***LPN to ADN Students: All LPN to ADN students must complete NUR 214. For LPN to AND students only (LPN's completing the traditional, non-concept based Practical Nursing diploma will be required to complete NUR 211 in addition to NUR 214.)*

First Year Summer

ENG 111	Writing & Inquiry	3
NUR 114	Holistic Health Concepts	5
PSY 241	Developmental Psychology	3

Second Year Fall

BIO 175	Microbiology	3
ENG 112	Writing/Research in the Disciplines	3
NUR 113	Family Health Concepts (8weeks)	5
NUR 212	Health System Concepts (8 weeks)	5

Second Year Spring

NUR 213	Complex Health Concepts	10
Elective	Humanities Elective	3

Office Administration: General Office Administration

A25370A (Associate Degree), D25370A (Diploma), C25370A (Certificate)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	3	0	0	3	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

OST 122	Office Computations	2	2	0	4	3
OST 236	Adv Word Processing	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

III. Concentration

OST 122	Office Computations	2	2	0	4	3
OST 236	Adv Word Processing	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

IV. Other Major Courses

Take 28 credits from:

ACC 120	Principles of Financial Accounting	3	2	0	5	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 260	Business Communications	3	0	0	3	3

CTS 130	Spreadsheet	2	2	0	4	3
CTS 135	Integrated Software Intro	2	4	0	6	4
DBA 110	Database Concepts	2	3	0	5	3
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
MKT 223	Customer Service	3	0	0	3	3
OST 131	Keyboarding	1	2	0	3	2
OST 134	Text Entry and Formatting	2	2	0	4	3
OST 135	Advanced Text Entry and Formatting	2	2	0	4	3
OST 153	Office Finance Solutions	2	2	0	4	3
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 121	Work-Based Learning II	0	0	20	20	2
WBL 131	Work-Based Learning III	0	0	30	30	3
WBL 214	Social Media	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						68

General Office Administration Associate Degree (A25370A) – Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	CTS 130	Spreadsheet	3
CIS 110	Introduction to Computers	3	OST 134	Text Entry and Formatting	3
OST 122	Office Computations	3	OST 136	Word Processing	5
OST 131	Keyboarding	2	OST 184	Records Management	3
OST 164	Office Editing	3			
First Year Summer			Second Year Fall		
ENG 111	Writing & Inquiry	3	ACC 120	Principles of Financial Accounting	4
Elective	Humanities Elective	3	BUS 260	Business Communications	3
Elective	Social Sciences	3	MKT 223	Customer Service	3
			OST 236	Advanced Word Processing	3
Second Year Spring			Second Year Summer		
CTS 135	Integrated Software Intro	4	COM 120	Intro to Interpersonal Comm	3
DBA 110	Database Concepts	3	<u>OR</u> COM 231	Public Speaking	3

MAT 143	Quantitative Literacy	3	OST 286	Professional Development	3
OST 135	Advanced Text Entry & Formatting	3	OST 289	Office Administration Capstone	3

General Office Administration Diploma (D25370A)

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	3	0	0	3	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

OST 164	Text Editing Applications	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	4	3
OST 136	Word Processing	2	2	0	4	3
OST 184	Records Management	2	2	0	4	3
OST 289	Office Administration Capstone	2	2	0	4	3

III. Concentration

OST 122	Office Computations	2	2	0	4	3
OST 236	Adv Word Processing	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3

IV. Other Major Courses Take 6 credits from:

BUS 110	Introduction to Business	3	0	0	3	3
CTS 130	Spreadsheet	2	2	0	4	3
DBA 110	Database Concepts	2	3	0	5	3
MKT 223	Customer Service	3	0	0	3	3
OST 134	Text Entry and Formatting	2	2	0	4	3
WEB 214	Social Media	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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General Office Administration Associate Diploma (D25370A) – Recommended Semester Schedule**First Year Fall**

ACA 115	Success and Study Skills	1
MKT 223	Customer Service	3
OST 122	Office Computations	3
OST 136	Word Processing	3
OST 164	Office Editing	3

First Year Spring

CTS 130	Spreadsheet	3
MAT 143	Quantitative Literacy	3
COM 120	Intro to Interpersonal Communication	5
<u>OR</u> COM 231	Public Speaking	3
OST 236	Advanced Word Processing	3

First Year Summer

ENG 111	Writing & Inquiry	3
OST 286	Professional Development	3
OST 289	Office Administration Capstone	3

General Office Administration Certificate (C25370A)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
CIS 110	Introduction to Computers	2	2	0	4	3
OST 136	Word Processing	2	2	0	4	3
OST 164	Office Editing	3	0	0	3	3
OST 184	Records Management	2	2	0	4	3
OST 289	Office Administration Capstone	2	2	0	4	3
II. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1

Total Credits 16**General Office Administration Associate Diploma (C25370A) – Recommended Semester Schedule****First Year Fall**

ACA 115	Success and Study Skills	1
OST 136	Word Processing	3
OST 164	Office Editing	3

First Year Spring

CIS 110	Introduction to Computers	3
OST 184	Records Management	3
OST 289	Office Administration Capstone	3

Office Administration: Office Finance

A25370B (Associate Degree)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	3	0	0	3	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

CIS 110	Introduction to Computers	2	2	0	4	3
OST 136	Word Processing	2	2	0	4	3
OST 164	Office Editing	3	0	0	3	3
OST 184	Records Management	2	2	0	4	3
OST 289	Office Administration Capstone	2	2	0	4	3

III. Concentration

ACC 120	Principles of Financial Accounting	3	2	0	5	3
OST 122	Office Computations	2	2	0	4	3
OST 153	Office Finance Solutions	2	2	0	4	3

IV. Other Major Courses

Take 28 credits from:

BUS 110	Introduction to Business	3	0	0	3	3
BUS 260	Business Communications	3	0	0	3	3
CTS 130	Spreadsheet	2	2	0	4	3
CTS 135	Integrated Software Intro	2	4	0	6	4
DBA 110	Database Concepts	2	3	0	5	3
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
MKT 223	Customer Service	3	0	0	3	3
OST 131	Keyboarding	1	2	0	3	2
OST 134	Text Entry and Formatting	2	2	0	4	3
OST 135	Advanced Text Entry and Formatting	2	2	0	4	3
OST 236	Advanced Word Processing	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 121	Work-Based Learning II	0	0	20	20	2
WBL 131	Work-Based Learning III	0	0	30	30	3
WBL 214	Social Media	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits					69	

General Office Administration Associate Degree (A25370B) – Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	CTS 130	Spreadsheet	3
BUS 110	Introduction to Business	3	OST 134	Text Entry and Formatting	3
CIS 110	Introduction to Computers	3	OST 136	Word Processing	5
OST 122	Office Computations	3	OST 184	Records Management	3
OST 164	Office Editing	3			
First Year Summer			Second Year Fall		
ENG 111	Writing & Inquiry	3	ACC 120	Principles of Financial Accounting	4
Elective	Humanities Elective	3	BUS 260	Business Communications	3
Elective	Social Sciences	3	MKT 223	Customer Service	3

			OST 236	Advanced Word Processing	3
Second Year Spring			Second Year Summer		
CTS 135	Integrated Software Intro	4	COM 120	Intro to Interpersonal Comm	3
DBA 110	Database Concepts	3	<u>OR</u> COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3	OST 286	Professional Development	3
OST 135	Advanced Text Entry & Formatting	3	OST 289	Office Administration Capstone	3

Office Administration: Office Software

A25370C (Associate Degree)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	3	0	0	3	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

CIS 110	Introduction to Computers	2	2	0	4	3
OST 136	Word Processing	2	2	0	4	3
OST 164	Office Editing	3	0	0	3	3
OST 184	Records Management	2	2	0	4	3
OST 289	Office Administration Capstone	2	2	0	4	3

III. Concentration

CTS 130	Spreadsheet	2	2	0	4	3
DBA 110	Database Concepts	2	3	0	5	3
OST 236	Advanced Word Processing	2	2	0	4	3

IV. Other Major Courses

Take 28 credits from:

ACC 120	Principles of Financial Accounting	3	2	0	5	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 260	Business Communications	3	0	0	3	3
CTS 135	Integrated Software Intro	2	4	0	6	4
MED 121	Medical Terminology I	3	0	0	3	3
MED 122	Medical Terminology II	3	0	0	3	3
MKT 223	Customer Service	3	0	0	3	3
OST 122	Office Computations	2	2	0	4	3
OST 131	Keyboarding	1	2	0	3	2
OST 134	Text Entry and Formatting	2	2	0	4	3
OST 135	Advanced Text Entry and Formatting	2	2	0	4	3
OST 153	Office Finance Solutions	2	2	0	4	3
OST 286	Professional Development	3	0	0	3	3
WBL 111	Work-Based Learning I	0	0	10	10	1
WBL 121	Work-Based Learning II	0	0	20	20	2
WBL 131	Work-Based Learning III	0	0	30	30	3
WBL 214	Social Media	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
					Total Credits	68

General Office Administration Associate Degree (A25370C) – Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	CTS 130	Spreadsheet	3
CIS 110	Introduction to Computers	3	OST 134	Text Entry and Formatting	3
OST 122	Office Computations	3	OST 136	Word Processing	5
OST 131	Keyboarding	2	OST 184	Records Management	3
OST 164	Office Editing	3			
First Year Summer			Second Year Fall		
ENG 111	Writing & Inquiry	3	ACC 120	Principles of Financial Accounting	4
Elective	Humanities Elective	3	BUS 260	Business Communications	3
Elective	Social Sciences	3	MKT 223	Customer Service	3

			OST 236	Advanced Word Processing	3
Second Year Spring			Second Year Summer		
CTS 135	Integrated Software Intro	4	COM 120	Intro to Interpersonal Comm	3
DBA 110	Database Concepts	3	<u>OR</u> COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3	OST 286	Professional Development	3
OST 135	Advanced Text Entry & Formatting	3	OST 289	Office Administration Capstone	3

Photographic Technology

A30280 (Associate Degree), C30280A (Certificate), C30280B (Certificate)

This curriculum offers training in photographic techniques and their application in professional photographic disciplines. Where offered, students will receive comprehensive course work in four areas of concentration: Photojournalism, Commercial Photography and Portrait Studio Management.

Special emphasis is placed on developing skills in the following areas: fundamentals of camera systems, lighting, photo-graphic process, digital imaging, design and business practices.

Graduates should qualify for entry level jobs in the diverse photographic industry. Employment opportunities exist in the following areas: commercial photography, photojournalism, biomedical photography, portrait, photographic equipment sales, photographic laboratories, and imaging technologies; dependent upon courses offered and completed.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

***This curriculum was designed to enter in the fall of each year. Some classes may not be offered every semester.*

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
OR COM 231	Public Speaking	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 143	Quantitative Literacy	3	0	0	3	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

PHO 110	Fundamentals of Photography	3	6	0	9	5
PHO 115	Basic Studio Lighting	2	6	0	8	4
PHO 139	Intro to Digital Imaging	1	4	0	5	3
PHO 224	Multimedia Production	2	3	0	5	3

III. Concentration

PHO 113	History of Photography	3	0	0	3	3
PHO 217	Photojournalism I	1	6	0	7	4
PHO 226	Portraiture	3	3	0	6	4
PHO 235	Commercial Photography	2	4	0	6	4

IV. Other Major Courses

Take 28 credits from:

ART 276	Interactive Media Design	0	6	0	6	3
PHO 120	Intermediate Photography	2	4	0	6	4
PHO 132	Small Format Photography	2	6	0	8	4
PHO 140	Digital Photo Imaging I	2	4	0	6	4
PHO 150	Creative Problem Solving	1	4	0	5	4
PHO 180	Creative Problem Solving	1	4	0	5	3
PHO 220	Business of Photography	3	0	0	3	3
PHO 222	Video Production	2	2	0	4	3

V. Other Required Courses

ACA 115	Success and Study Skills	0	2	0	2	1
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Total Credits 74

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Photographic Technology Associate Degree (A30280) – Recommended Semester Schedule**First Year Fall**

ACA 115	Success and Study Skills	1
COM 120	Interpersonal Communication	3
<u>OR</u> COM 231	Public Speaking	3
PHO 110	Fundamentals of Photography	5
PHO 113	History of Photography	3
PHO 139	Introduction to Digital Imaging	3

First Year Spring

MAT 143	Quantitative Literacy	3
PHO 115	Basic Studio Lighting	4
PHO 120	Intermediate Photography	4
PHO 132	Small Format Photography	4

First Year Summer

ART 111	Art Appreciation	3
ENG 111	Writing and Inquiry	3
PHO 180	Creative Problem Solving	3

Second Year Fall

PHO 140	Digital Photo Imaging	4
PHO 222	Video Production	3
PHO 224	Multimedia Production	3
PHO 226	Portraiture	4

Second Year Spring

ART 276	Interactive Media Design	3
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Second Year Summer

PHO 217	Photojournalism	4
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PHO 150	Portfolio Development I	4	Elective	Social/Behavioral Science	3
PHO 220	Business of Photography	3			
PHO 235	Commercial Photography	4			

Photographic Technology Certificate (C30280A)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
PHO 110	Fundamentals of Photography	3	6	0	9	5
PHO 115	Basic Studio Lighting	2	6	0	8	4
PHO 139	Intro to Digital Imaging	1	4	0	5	3
II. Other Major Courses						
PHO 120	Intermediate Photography	2	4	0	6	4
III. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						17

Photographic Technology Associate Degree (C30280) – Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	PHO 115	Basic Studio Lighting	4
PHO 110	Fundamentals of Photography	5	PHO 120	Intermediate Photography	4
PHO 139	Introduction to Digital Imaging				

Photographic Technology Certificate (C30280B)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
PHO 110	Fundamentals of Photography	3	6	0	9	5
PHO 224	Multimedia Production	2	3	0	5	3
II. Other Major Courses						
ART 171	Digital Design I	0	6	0	6	3
ART 276	Interactive Media Design	0	6	0	6	3

PHO 222 OR	Video Production	2	2	0	4	3
WEB 120	Intro to Internet Multimedia	2	2	0	4	3
Total Credits						17

Photographic Technology Associate Degree (C30280B) – Recommended Semester Schedule

First Year Fall

First Year Spring

PHO 110	Fundamentals of Photography	5	ART 171	Digital Design I	
PHO 222 OR	Video Production (fall)	3	ART 276	Interactive Media Design	
WEB 120	Intro to Internet Multimedia (spring)	3	PHO 222 OR	Video Production (fall)	3
PHO 224	Multimedia Production	3	WEB 120	Intro to Internet Multimedia (spring)	3

Practical Nursing Education

D45660 (Diploma)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

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

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Practical Nursing Curriculum Educational Outcomes

Upon completion of the Practical Nursing program, the graduate will:

1. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life, and the achievement of potential.
2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the life span.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost effective manner.

**The McDowell Technical Practical Nursing (PN) Program is approved by the NC Community College System Office and the NC Board of Nursing.*

Characteristics of the PN Nursing Program:

- A. will prepare students to apply to sit for the National Council Licensure Examination-PN, which is required to practice as a Licensed Practical Nurse.

Please schedule an appointment with the Pre-Nursing Health Sciences Advisor for complete admission information and to obtain an admission packet.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses						
Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
ENG 111	Writing and Inquiry	3	0	0	3	3
PSY 150	General Psychology	3	0	0	3	3
II. Major Courses						
NUR 101	Practical Nursing I	7	6	6	19	11
NUR 102	Practical Nursing II	7	0	9	16	10
NUR 103	Practical Nursing III	6	0	9	15	9
III. Other Major Courses						
BIO 168	Anatomy and Physiology I	3	3	0	6	4
BIO 169	Anatomy and Physiology II	3	3	0	6	4
IV. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
Total Credits						45

Photographic Technology Associate Degree (C30280) – Recommended Semester Schedule

First Year Fall			First Year Spring		
ACA 115	Success and Study Skills	1	BIO 169	Anatomy and Physiology II	4
BIO 168	Anatomy and Physiology I	4	ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3	NUR 102	Practical Nursing II	10
First Year Summer					
NUR 103	Practical Nursing III	9			
ENG 111	Writing and Inquiry	3			

Welding Technology

A50420 (Associate Degree), D50420 (Diploma), C50420A, C50420B (Certificate)

This curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

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

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

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

I. General Education Courses

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
COM 120	Intro to Interpersonal Communication	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
MAT 121	Algebra and Trigonometry I	3	2	0	5	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 74.

II. Major Courses

WLD 110	Cutting Processes	1	3	0	4	2
WLD 112	Basic Welding	1	3	0	4	2
WLD 115	SMAW (Stick) Plate	2	9	0	11	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	10	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	10	4
WLD 131	GTAW (TIG) Plate	2	6	0	10	4
WLD 141	Symbols & Specifications	2	2	0	4	3
WLD 143	Welding Metallurgy	1	2	0	3	2
WLD 151	Fabrication I	2	6	0	8	4

III. Other Major Courses (Take 8 credits from):

ISC 112	Industrial Safety	2	0	0	2	2
MAC 151	Machining Calculations	1	2	0	3	2

MEC 142	Physical Metallurgy	1	2	0	3	2
WLD 261	Certification Practices	1	3	0	4	2
Take 11 credits:						
BPR 111	Print Reading	1	2	0	3	2
CIS 110	Introduction to Computers	2	2	0	4	3
MAC 121	Intro to CNC	2	0	0	2	2
MAC 122	CNC Turning	1	3	0	4	2
MAC 124	CNC Milling	1	3	0	4	2

a. Other Required Courses

ACA 115	OR	Success and Study Skills	0	2	0	2	1
ACA 122		Professional Transition	1	0	0	1	1
ACA 220		Professional Transition	1	0	0	1	1

Total Credits 66

*Subject to the approval of the Work-Based Learning Coordinator, students enrolled in designated programs of study may have the opportunity to participate in Work-Based Learning with a maximum of 8 credits for applicable associate degree programs, 4 credits for diploma programs, or 2 credits for certificate programs. For students in a registered apprenticeship, credits are increased to a maximum of 16 credits for associate degree programs, 8 credits for diploma programs, or 4 credits for certificate programs.

Welding Technology Associate Degree (A50420) – Recommended Semester Schedule

First Year Fall

ACA 115	Success and Study Skills	1
WLD 112	Basic Welding	2
WLD 141	Symbols & Specifications	3
BPR 111	Print Reading	2
MAC 121	Intro to CNC	2
ISC 112	Industrial Safety	2
MAC 151	Machining Calculations	2

First Year Summer

ENG 111	Writing and Inquiry	3
MAT 121	Algebra and Trigonometry I	3
Elective	Humanities Elective	3
Elective	Social/Behavioral Science	3

Second Year Fall

First Year Spring

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 131	GTAW (TIG) Plate	4
MAC 122	CNC Turning	2

Second Year Spring

CIS 110	Introduction to Computers	3	ACA 220	Professional Transition	1
MEC 142	Physical Metallurgy	2	COM 120	Interpersonal Communication	3
WLD 116	SMAW (Stick) Plate/Pipe	4	MAC 124	CNC Milling	2
WLD 121	GMAW (MIG) FCAW/Plate	4	WLD 143	Welding Metallurgy	2
			WLD 151	Fabrication I	4
			WLD 261	Certification Practices	2

Welding Technology Diploma (D50420)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. General Education Courses						
ENG 101	Applied Communications I	3	0	0	3	3
MAT 110	Mathematical Measurement and Literacy	2	2	0	4	3
II. Major Courses						
WLD 110	Cutting Processes	1	3	0	4	2
WLD 112	Basic Welding	1	3	0	4	2
WLD 115	SMAW (Stick) Plate	2	9	0	11	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	10	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	10	4
WLD 131	GTAW (TIG) Plate	2	6	0	10	4
WLD 141	Symbols & Specifications	2	2	0	4	3
WLD 143	Welding Metallurgy	1	2	0	3	2
WLD 151	Fabrication I	2	6	0	8	4
III. Other Major Courses (Take 7 credits from):						
CIS 110	Introduction to Computers	2	2	0	4	3
ISC 112	Industrial Safety	2	0	0	2	2
WLD 261	Certification Practices	1	3	0	4	2
IV. Other Required Courses						
ACA 115	Success and Study Skills	0	2	0	2	1
ACA 220	Professional Transition	1	0	0	1	1
Total Credits						45

Welding Technology Diploma (D50420) – Recommended Semester Schedule

First Year Fall

ACA 115	Success and Study Skills	1
WLD 112	Basic Welding	2
<u>WLD 141</u>	Symbols & Specifications	3
ISC 112	Industrial Safety	2

First Year Spring

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 131	GTAW (TIG) Plate	4

First Year Summer

CIS 110	Introduction to Computers	3
MAT 110	Mathematical Measurement and Literacy	3

Second Year Fall

WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4

Second Year Spring

ACA 220	Professional Transition	1
ENG 101	Applied Communications I	3
WLD 143	Welding Metallurgy	2
WLD 151	Fabrication I	4
WLD 261	Certification Practices	2

Welding Technology Certificate – Level I (C50420A)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
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I. Major Courses

WLD 110	Cutting Processes	1	3	0	4	2
WLD 115	SMAW (Stick) Plate	2	9	0	11	5
WLD 131	GTAW (TIG) Plate	2	6	0	10	4
WLD 143	Welding Metallurgy	1	2	0	3	2

High School Articulation: Welding Technology I = WLD 110, Welding Technology I and II = WLD 110 and WLD 115
Students may request articulated credit be awarded from their High School CTE Coordinator through the college's process for Credit for Prior Learning (CPL)

Total Credits 13

Welding Technology Certificate (C50420A) – Recommended Semester Schedule

Spring

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 131	GTAW (TIG) Plate	4

Welding Technology Certificate – Level II (C50420B)

Course Prefix & Number	Title	Class	Lab	Work/Clinical	Contact	Credit
I. Major Courses						
WLD 110	Cutting Processes	1	3	0	4	2
WLD 112	Basic Welding Processed	1	3	0	4	2
WLD 115	SMAW (Stick) Plate	2	9	0	11	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	8	4
WLD 131	GTAW (TIG) Plate	2	6	0	10	4
WLD 143	Welding Metallurgy	1	2	0	3	2

High School Articulation: Welding Technology I = WLD 110, Welding Technology I and II = WLD 110 and WLD 115
 Students may request articulated credit be awarded from their High School CTE Coordinator through the college's process for Credit for Prior Learning (CPL)

Total Credits 17

Welding Technology Certificate Level II (C50420B) – Recommended Semester Schedule

First Year Fall (Option: Student takes WLD 112)			First Year Spring (Option: Student takes WLD 110)		
WLD 112	Basic Welding	2	WLD 110	Cutting Processes	2
WLD 121	GMAW (MIG) FCAW/Plate	4	WLD 115	SMAW (Stick) Plate	5
			WLD 131	GTAW (TIG) Plate	4
			WLD 143	Welding Metallurgy	2

Appendix D

Programs of Study

Program Name	Program Code	CIP Code
911 Communications & Operations		
911 Communications & Operations - Associate Degree	A55470	43.0399
911 Communications & Operations - Certificate	C55470	43.0399
Accounting		
Accounting - Associate Degree	A25800	52.0304
Accounting - Certificate	C25800A	52.0304
Accounting - Certificate/Pathway	C25800AP	52.0304
Accounting - Income Tax Preparer - Certificate	C25800C	52.0304
Accounts Payable, Accounts Receivable, Bookkeeping-Certificate	C25800B	52.0304
Payroll Accounting Clerk-Certificate	C25800D	52.0304
Air Conditioning, Heating & Refrigeration Technology		
Air Conditioning, Heating & Refrigeration Technology- Associate Degree	A35100	47.0201
Air Conditioning, Heating & Refrigeration Technology-Diploma	D35100	47.0201
Air Conditioning, Heating & Refrigeration Technology-Certificate/Pathway	C35100P	47.0201
Air Conditioning, Heating & Refrigeration Technology-Certificate Level I	C35100A	47.0201
Air Conditioning, Heating & Refrigeration Technology-Certificate Level II	C35100B	47.0201
Applied Engineering Technology		
Applied Engineering Technology- Associate Degree	A40130	15.0001
Applied Engineering Technology-Diploma	D40130	15.0001
Applied Engineering Technology-Certificate Level I	C40130A	15.0001
Applied Engineering Technology-Certificate Level II	C40130B	15.0001
Applied Engineering Technology-Certificate/Pathway	C40130P	15.0001
Basic Law Enforcement Training		
Basic Law Enforcement Training-Certificate	C55120	43.0107
Building Construction Technology		
Building and Construction Technology-Associate Degree	A35140	46.0499
Building and Construction Technology-Diploma	D35140	46.0499
Business Administration		

Business Administration-Associate Degree	A25120B	52.0201
Business Administration-Certificate	C25120B	52.0201
Business Administration-Certificate/Pathway	C25120P	52.0201

Business Administration-Marketing & Retail

Business Administration - Marketing & Retailing-Associate Degree	A25120M	52.0201
Business Administration - Marketing & Retailing-Certificate	C25120M	52.0201
Business Administration - Marketing & Retailing-Certificate/Pathway	C25120FP	52.0201

Business Administration-Operations Management

Business Administration - Operations Management-Associate Degree	A25120O	52.0201
Business Administration - Operations Management Certificate	C25120O	52.0201
Business Administration - Operations Management Certificate/Pathway	C25120OP	52.0201

College Transfer

Associate in Arts	A10100	24.0101
Associate in Arts-Certificate/Pathway	P1012C	24.0101
Associate in Arts in Teacher Preparation	A1010T	24.0101
Associate in Arts in Teacher Preparation- Certificate/Pathway	P1012T	24.0101
Associate in Science in Teacher Preparation	A1040T	24.0101
Associate in Science in Teacher Preparation- Certificate/Pathway	P1042T	24.0101
Associate in Science	A10400	24.0101
Associate in Science-Certificate/Pathway	P1042C	24.0101
Associate in Engineering	A10500	14.0102
Associate in Engineering-Certificate/Pathway	P1052C	14.0102
Associate in General Education Nursing	A1030N	51.1105
Associate in General Education Nursing-Certificate/Pathway	P1032C	51.1105

Computer Integrated Machining

Computer-Integrated Machining-Associate Degree	A50210	48.051
Computer-Integrated Machining-Diploma	D50210	48.051
Computer-Integrated Machining-Certificate/Pathway	C50210P	48.051
Computer-Integrated Machining-Certificate	C50210C	48.051
Computer-Integrated Machining-Certificate	C50210D	48.051
Computer-Integrated Machining-Certificate	C50210M	48.051

Cosmetology

Cosmetology-Associate Degree	A55140	12.0401
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Cosmetology-Diploma	D55140	12.0401
Cosmetology-Certificate/Pathway	C55140P	12.0401
Cosmetology Instructor-Certificate	C55160	12.0413
Cyber Crime Technology		
Cyber Crime Technology-Associate Degree	A55210	43.0403
Cyber Crime Technology-Certificate	C55210A	43.0403
Cyber Crime Technology-Certificate	C55210B	43.0403
Cyber Crime Technology-Certificate/Pathway	C55210AP	43.0403
Cyber Crime Technology-Certificate/Pathway	C55210BP	43.0403
Early Childhood Education		
Early Childhood Education-Career Associate Degree	A55220C	13.121
Early Childhood Education-Licensure	A55220L	13.121
Early Childhood Education-Non-Licensure	A55220N	13.121
Early Childhood-Career Diploma	D55220C	13.121
Early Childhood-Certificate	C55220C	13.121
Early Childhood Education-Certificate/Pathway	C55220P	13.121
Early Childhood Administration		
Early Childhood Administration Certificate	C55850	13.121
Early Childhood Infant/Toddler Care		
Infant/Toddler Care-Certificate	C55290	13.121
Infant/Toddler Care-Certificate/Pathway	C55290P	13.121
Electrical System Technology		
Electrical System Technology-Associate Degree	A35130	46.0302
Electrical System Technology-Diploma	D35130	46.0302
Electrical System Technology-Certificate/Pathway	C35130P	46.0302
Electrical Systems Technology-Certificate Level I	C35130A	46.0302
Electrical Systems Technology-Certificate Level II	C35130B	46.0302
Elementary Education Residency Licensure		
Elementary Education Residency Licensure Certificate*	C55490	13.0101
Emergency Management		
Emergency Management-Associate Degree	A55460	43.0302
Emergency Management-Certificate	C55460E	43.0302
Emergency Management-Certificate/Pathway	C55460EP	43.0302

Emergency Management-Criminal Justice

Emergency Management-Criminal Justice-Certificate	C55460C	43.0302
Emergency Management-Criminal Justice-Certificate/Pathway	C55460CP	43.0302

Emergency Management-Fire Protection

Emergency Management-Fire Protection-Certificate/Pathway	C55460FP	43.0302
Emergency Management-Fire Technology-Certificate	C55460F	43.0302

Emergency Medical Science

Emergency Medical Science – Associate Degree	A45340A	51.0904
Emergency Medical Science – Paramedic Bridge Program	A45340BR	51.0904
Emergency Medical Science – Certificate	C45340	51.0904
Emergency Medical Science – Certificate/Pathway	C45340P	51.0904

Esthetics Technology

Esthetics Technology-Certificate	C55230	12.0409
Esthetics Technology-Certificate/Pathway	C55230P	12.0409
Esthetics Technology Instructor-Certificate	C55270	12.0413

General Education

General Education-Associate Degree	A10300	24.0199
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General Occupational Technology

General Occupational Technology-Associate Degree	A55280	24.0102
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Graphic Design

Graphic Design - Associate Degree	A30100	50.0402
Graphic Design - Diploma	D30100	50.0402
Graphic Design - Certificate	C30100	50.0402
Graphic Design - Certificate/Pathway	C30100P	50.0402
Graphic Design - Social Media Certificate	C30100B	50.0402
Graphic Design - Social Media Certificate/Pathway	C30100BP	50.0402

Healthcare Management Technology

Healthcare Management Technology Associate Degree	A25200M	51.0705
Healthcare Management Technology – Long-Term Care-Associate Degree	A25200L	51.0705
Healthcare Management Technology – Long-Term Care – Certificate	C25200M	51.0705
Healthcare Management Technology – Receptionist-Certificate	C25200L	51.0705
Healthcare Management Technology – Receptionist-Certificate/Pathway	C25200P	51.0705

Health Information Technology

Health Information Technology-Associate Degree	A45360	51.0707
Health Information Technology-Diploma	D45360	51.0707
Health Information Technology-Certificate/Pathway	C45360P	51.0707

Health Information Technology-HealthCare Informatics

Health Information Technology-HealthCare Informatics-Certificate	C45360IF	51.0707
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Health Information Technology-Other

HIT-Release of Information-Certificate	C45360A	51.0707
HIT-Medical Billing and Coding-Certificate	C45360B	51.0707
Health Information Technology-Certificate/Pathway	C45360BP	51.0707

Information Technology

Information Systems - Associate Degree	A25590A	11.0103
Information Systems - Certificate	C25590A	11.0103
Information Systems Advanced Certificate	C25590B	11.0103
Information Systems - Certificate/Pathway	C25590AP	11.0103

Information Technology-Software and Web Development

Software and Web Development - Associate Degree	A25590C	11.0103
Software & Web Development - Certificate	C25590E	11.0103
Software & Web Development Advanced - Certificate	C25590F	11.0103
Software and Web Design - Certificate/Pathway	C25590EP	11.0103
Software & Web Design Advanced - Certificate/Pathway	C25590FP	11.0103

Information Technology-Web Administration

Web Administration and Design - Associate Degree	A25590D	11.0103
Web Administration & Design Fundamentals - Certificate	C25590G	11.0103
Web Admin & Design Fundamentals - Certificate/Pathway	C25590GP	11.0103
Web Admin & Design Advanced - Certificate	C25590H	11.0103
Web Admin & Design - Adobe Academy - Certificate	C25590I	11.0103
Web Admin & Design - Adobe Academy - Certificate/Pathway	C25590IP	11.0103

Manicuring/Nail Technology

Manicuring/Nail Technology-Certificate	C55400	12.041
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Mechatronics Engineering Technology

Mechatronics Engineering Technology-Associate Degree	A40350	15.0407
Mechatronics Engineering Technology-Diploma	D40350	15.0407

Mechatronics Engineering Technology-Certificate Level I	C40350A	15.0407
Mechatronics Engineering Technology-Certificate Level II	C40350B	15.0407
Mechatronics Engineering Technology-Certificate/Pathway	C40350P	15.0407
Associate Degree Nursing		
Associate Degree Nursing	A45110	51.3801
Practical Nursing		
Practical Nursing-Diploma	D45660	51.3901
Nurse Aide		
Nurse Aide-Diploma	D45970	51.3902
Nurse Aide-Certificate	C45840	51.3902
Nurse Aide-Certificate/Pathway	C45840P	51.3902
Office Administration-General Office Administration		
General Office Administration-Associate Degree	A25370A	52.0204
General Office Administration-Diploma	D25370A	52.0204
General Office Administration-Certificate	C25370A	52.0204
Office Administration-Certificate/Pathway	C25370P	52.0204
Office Administration-Other		
Office Finance-Associate Degree	A25370B	52.0204
Office Software-Associate Degree	A25370C	52.0204
Photographic Technology		
Photographic Technology-Associate Degree	A30280	10.0201
Photography Technology-Certificate	C30280A	10.0201
Photographic Technology-Certificate/Pathway	C30280P	10.0201
Photographic Technology - Videography Certificate	C30280B	10.0201
Photographic Technology - Videography Certificate/Pathway	C20380BP	10.0201
<i>Transportation: Automotive Systems Technology</i>		
Automotive Systems Technology-Associate Degree	A60160	47.0604
Automotive Systems Technology-Diploma	D60160	47.0604
Automotive Systems Technology-Certificate Level I	C60160A	47.0604
Automotive Systems Technology-Certificate Level II	C60160B	47.0604
Automotive Systems Technology-Certificate/Pathway	C60160P	47.0604
Welding Technology		
Welding Technology-Associate Degree	A50420	48.0508

Welding Technology-Diploma	D50420	48.0508
Welding Technology-Certificate Level I	C50420A	48.0508
Welding Technology-Certificate Level II	C50420B	48.0508
Welding Technology-Certificate/Pathway	C50420P	48.0508

Adult High School

Adult High School Diploma

High School Equivalency (GED)

High School Equivalency Certificate

Continuing Education Course Completion

Certificate of Course Completion