

# *McDowell Technical Community College*

## **Catalog and Student Handbook**

**2002-2003**

### *McDowell Technical Community College*

54 College Drive  
Marion, NC 28752  
(828) 652-6021  
Fax (828) 652-1014  
[www.mcdowelltech.cc.nc.us](http://www.mcdowelltech.cc.nc.us)

### *MTCC Downtown Center @ JobLink Career Center*

Mailing: 54 College Drive  
Located at 81 South Main Street, Suite 2  
Marion, NC 28752  
(828) 659-6001  
Fax (828) 659-8733

### *MTCC Small Business Center*

Mailing: 54 College Drive  
Located at 100 Business Center Drive  
Marion, NC 28752  
(828) 652-0633  
Fax (828) 659-8038

# MTCC Board Of Trustees

*John H. Cook, Chairman*  
*Roger Gilliam, Vice-Chairman*

<b>Appointees of the Governor's Office</b>	<b>Expiration of Term</b>
Carroll W. Hemphill	June 30, 2003
John H. Cook	June 30, 2004
Annette Bryant	June 30, 2005
J. Thurman Padgham	June 30, 2006

## **Appointees of the McDowell County Board of Education**

Larry Miller	June 30, 2003
Gwen Conley	June 30, 2004
John Roach	June 30, 2005
Matt Smith	June 30, 2006

## **Appointees of the McDowell County Commissioners**

Roger L. Gilliam	June 30, 2003
Andrew K. Webb	June 30, 2004
Mitch Gillespie	June 30, 2005
Joseph R. Kaylor	June 30, 2006

The President of the Student Government Association serves as an Ex-Officio, Non-Voting Member of the Board of Trustees.

# Administrative Officers

President	Dr. Virginia R. Mitchell
Vice-President for Administration and Finance	W. Ray McKesson
Vice-President for Learning	Dr. Bryan W. Wilson
Dean of Corporate, Business and Outreach Programs	Shirley Brown
Dean of Curriculum and Adult Basic Skills	Jerry C. McKinney

# MTCC Foundation

In 1977, the McDowell Technical Community College Foundation, Inc. was created to enrich resource development and enhance the quality of college life by procurement of gifts from the private sector. The Foundation operates under the auspices of a Board of Directors who plan and conduct fundraising projects, pledge campaigns and related programs. Individuals who wish to contribute to the Foundation may contact Dr. Virginia R. Mitchell, MTCC President, at 828-652-0630 or Mr. Marshall Dark, Board Chair, at 828-652-6212.

Members of the Foundation are:

## ***Terms Expiring June, 2003***

Sim Butler  
Ron Hartwell (Ethan Allen)  
Bill Hayes (Crane Resistoflex)  
Steve Laton (Collins & Aikman), Chairman  
Jed Rankin (Marion Credit)  
Scott Spahn (Rockwell Automation/Dodge)  
Jeff Tuckey (Columbia Forest Products)  
Steve Williams (Coats American)

## ***Terms Expiring June, 2004***

Wynettie Brooks  
Gwen Conley, MTCC Trustee  
Haskell Davis  
Jim English (Jeld-Wen)  
John Harrell (Baxter Healthcare)  
Sharon P. Smith (MTCC), Vice-Chair  
Robert Taylor (McDowell Nursing Center)  
Leah Deaton, SGA Representative

## ***Terms Expiring June, 2005***

Kent Brown (Attorney)  
Marshall Dark  
Joyce Ellis  
Marguerite Gilkey  
Larry Hartman (Spectrum Textured Yarns)  
Matt Smith, MTCC Trustee  
Priscilla Owenby (Mountain Valley Insurance)  
Dennis Whitson (Whitson Realty)

# About This Catalog

Except for the cover, this catalog was created camera-ready by Michael Lavender, Director of External Relations, using Adobe Pagemaker 6.5. © 1998

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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 addressed to the Office of Student Services.

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.

***Dear Student or Prospective Student,***

“Go someplace where you will be more than a social security number.” This sound advice given by a high school counselor is a message we take to heart here at McDowell Tech. For us, each student is special and a person we want to know and to assist in setting and reaching goals.



From the time a student enters our doors for the first time to the time that student receives a certificate or diploma, our team provides the welcome, the information, and the support needed to be successful. Our primary purpose is to increase student learning. In carrying out this purpose, we also increase our own learning, because we continually seek new ways to support each other as well as our students.

Among the services we offer is our Student Enrichment Center, where friendly staff members will assist in establishing goals and planning for the future. For those who are seeking immediate job readiness training, our Human Resources Development staff at the Downtown Center are eager to offer assistance.

With a highly competent and caring faculty, we have classes to fit your needs, interests, and schedule. It is our goal to see that you have quality, affordable opportunities for lifelong learning.

Come to McDowell Tech, where you are definitely more than a social security number.

Sincerely,

*Virginia R. Mitchell*

Dr. Virginia R. Mitchell

# **Academic Calendar**

## Summer Semester 2002

Summer Registration .....	May 9
Telecourse Orientation .....	May 9
Internet Class Orientation .....	May 9
First Day of Class .....	May 10
End of Drop/Add .....	May 14
Tuition Refund Request Deadline .....	May 20
Pell Grant Verification Due .....	May 21
Memorial Day Holiday .....	May 27
Last Day to Receive Non-Punitive Grade of "W" .....	June 4
Summer Splash 11 am- 1 pm and 6 - 8 pm .....	June 11
End of Drop/Add for Second 5 Week Session .....	June 19
Incompletes Due .....	June 20
Midterm Break (Work/Annual Leave Day) .....	July 1-3, 5
Independence Day Holiday .....	July 4
Last Day of Class .....	July 29
Final Grades/Attendance Due 10 am (Work/Annual Leave Day) .....	July 30
Work/Annual Leave Day .....	July 31, August 1-9
Graduation 10 am .....	August 10

## Fall Semester 2002

New Student Orientation (Mandatory Workday) .....	August 12
Professional Development (Mandatory Workday) .....	August 13
Mandatory Workday .....	August 14
Fall Registration .....	August 15
Telecourse Orientation 10 am and 5:30 pm .....	August 15
Internet Class Orientation 2 pm .....	August 15
First Day of Class .....	August 16
End of Drop/Add .....	August 20
Pell Grant Verification Due .....	August 27
Tuition Refund Request Deadline .....	August 28
Labor Day Holiday .....	September 2
SGA Elections .....	September 9-10
Last Day to Receive Non-Punitive Grade of "W" .....	September 24
Fall Break (Work/Annual Leave Day) .....	October 14-15
SGA Fall Festival 11 am- 1 pm and 6 - 8 pm .....	October 22
Professional Development (1/2 day) .....	November 1
Pre-Registration for Spring Semester .....	November 18
Work/Annual Leave Day .....	November 27
Thanksgiving Holidays .....	November 28-29
End of Pre-Registration .....	December 6
Last Day of Class .....	December 16
Designated Workday .....	December 17
Final Grades/Attendance Due 10 am (Work/Annual Leave Day) .....	December 18
Campus Closed at 2 pm (Work/Annual Leave Day) .....	December 19
Campus Closed .....	December 20, 26-27, 30-31
Christmas Holidays .....	December 24-25
New Years Holiday .....	January 1

## Spring Semester 2003

Designated Workday .....	January 2
Designated Workday (Faculty/Staff Meeting 9 am) .....	January 3
Designated Workday .....	January 6
Spring Registration .....	January 7
Telecourse Orientation 10 am and 5:30 pm .....	January 7
Internet Orientation 2 pm .....	January 7
First Day of Class .....	January 8
End of Drop/Add .....	January 10
Martin Luther King, Jr. Holiday .....	January 20
Tuition Refund Request Deadline .....	January 21
Pell Grant Verification Due .....	January 21
Last Day to Receive Non-Punitive Grad of "W" .....	February 12
Incompletes Due .....	February 19
MTCC Fire and Rescue College .....	March 14-16
Professional Development Day (1/2 day) .....	March 21
Spring Break (Work/Annual Leave Day) .....	April 14-16
Easter Holiday Observed .....	April 17
Good Friday Holiday .....	April 18
Pre-Registration for Summer Semester Begins .....	April 21
Pre-Registration for Summer Semester Ends .....	May 2
Last Day of Classes .....	May 7
Work/Annual Leave Day .....	May 8
Final Grades/Attendance Due 10 am (Work/Annual Leave Day) .....	May 9
Work/Annual Leave Day.....	May 12

# 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 Interstate 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 Amphitheatre, 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 JobLink 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 third president of the College. Instructor Jan Alms designed the first College Seal, which was incorporated in the College's Presidential Medallion, vested upon Dr. Mitchell during Inaugural ceremonies in May.

# General Information

## ***Accreditation***

McDowell Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4500) to award certificates, diplomas, and associate degrees.

## ***Institutional Mission***

It is the mission of McDowell Technical Community College to provide high quality, comprehensive educational opportunities and services which fulfill the personal development, training, and employment needs of the residents, businesses, and industries in McDowell County and surrounding areas. The college acknowledges and values cultural, gender, racial, and ethnic diversity and seeks to contribute to the maximum development of the individual and community through open door admissions and readily accessible and affordable programs. The college is dedicated to providing quality educational programs and services accessible to students on-campus, off-campus, or through distance learning. These educational programs and services are offered, within the limits of available resources, regardless of disability or previous educational attainments.

## ***Goals***

### **Student Support:**

1. The college will provide support services which give students the opportunity to enroll in programs, to make progress in those programs, and to meet their educational needs.

### **Educational Programs:**

2. The college will provide educational services for individuals desiring to continue their education at other institutions of higher learning and will promote cooperative relationships between the college and senior institutions to ensure smooth transfer of credits to senior institutions.
3. The college will provide, through educational training and retraining, adults who are competent in the skills and knowledge necessary to successfully enter or reenter the workforce.
4. The college will provide a Basic and Developmental Education so that students may have the opportunity to master the skills necessary to earn a high school equivalency diploma, upgrade basic skills, enhance employability, or successfully enter college level courses.
5. The college will increase the opportunities for post-secondary education among pre-college youth by promoting articulation agreements and other cooperative efforts with schools in McDowell County.

### **Professional Development:**

6. The college will provide high quality programs and services by attracting and retaining faculty and staff through appropriate personnel recruitment and staff development.

### **Community Involvement:**

7. The college will serve as a catalyst to McDowell County's economic growth and development

by assisting in leadership training, participating in county-wide strategic planning efforts, establishing collaborative agreements, and assisting businesses and industries in the county within the limits of available resources.

8. The college will enhance the quality of life by sponsoring a variety of educational, cultural, and community services and activities.

#### **Administrative Processes (Administrative and Fiscal Affairs):**

9. The college will provide a safe and healthful learning environment and will acquire and maintain up-to-date equipment, facilities, and technology within the limits of available resources.

10. The college will meet its educational and community development mission through effective management techniques and appropriate use of fiscal resources.

#### ***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.
2. Perform effectively in their chosen occupations.
3. Demonstrate positive interpersonal life skills.
4. Demonstrate quantitative competencies.
5. Demonstrate skills in using a personal computer.
6. Use information to analyze problems and make logical decisions.

#### ***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.

#### ***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 curriculum. Classes are regularly scheduled Monday through Thursday for the evening curriculum. 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.

#### ***Hours of Operation***

The administrative offices of the College are open Monday through Thursday 8:00 am to 5:00 pm, and Friday 8:00 am to 4:30 pm. The Evening Administrator may be contacted Monday-Thursday from 1:00 to 10:00 pm and from 8:30 to 12:00 noon on Friday (Due to the nature of class schedules, the hours for the Evening Administrator may vary by an hour or so each semester.)

In general, the college will offer day and night curriculum classes in technical, vocational, general education and college transfer programs from approximately 8:00 am to 10:00 pm Monday through Friday. Occasionally, classes will begin or end an hour earlier or later than these parameters. Weekend curriculum classes may be scheduled at varying times.

The Switchboard will be open from 8:00 am to 10:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Fridays.

Continuing Education classes will be offered across campus and throughout the community at varying times, day and evening, throughout the week. Consult the Schedule of Classes for Continuing Education class times.

The Library at MTCC is open from 8:00 am to 9:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Fridays.

Hours of operation for the annual Fire and Rescue College will be mailed to applicants several weeks prior to the event.

### ***Closing of School For Bad 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 other emergency. The President is responsible for making the decision of whether to delay or cancel classes and for communicating this decision to the Coordinator of Maintenance and Custodial Services for communication to the news media and to the college switchboard operator.

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.

An announcement of "a two-hour delay" or "the college opens at 10:00 am" means that classes normally beginning prior to that time will be canceled. If 10:00 falls in the middle of a scheduled class, the class will be canceled. Classes beginning at or after 10:00 am will operate on a normal schedule. The following codes may be used to abbreviate that announcement:

- "Announcement A" means that classes are canceled, but staff must report to work or take a day of annual leave. Due to the nature of programs at Marion Correctional Institution, those employees will be expected to report and carry on their program unless, in their judgement, adverse road conditions would make their travel unsafe.
- "Announcement B" means that the college is closed and that no staff members are expected to be present.

Should it become necessary to change from the delayed class schedule to class cancellation, the stations will be notified by around 8:00 am.

Announcements concerning evening classes will be made over the same stations during the afternoon, hopefully by 3:00 pm. There is no abbreviated schedule for evening classes.

Students who suspect that the school may be closed may call the college if they cannot receive one of the radio or television stations listed on the next page. If the college is closed, a recording will be left on the answering machine regarding the closing. To access this recording, dial "O" for Operator.

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

#### **Radio**

WBRM (1250 AM) Marion  
WMNC (92.1 FM) Morganton

#### **Television**

WBTV (Channel 3, Charlotte)  
WLOS (Ch. 13, Asheville)

WKSS (KISS-FM) (99.9 FM) Asheville  
WNCW (88.7 FM) Spindale  
WTOE (1470 FM) Spruce Pine  
WMIT (106.9FM) Black Mountain

WSPA (Ch. 7, Spartanburg)  
WYFF (Ch. 4, Greenville)

*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 Vice-President for Learning. Make-up days will be handled by either extending days at the end of the semester to meet the 80 day semester requirement, if at all possible, or by use of one or more of the following alternatives; extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration such as assigning projects or assignments for students to turn in for days missed. If the classes are made up, the final attendance report must document how the canceled classes were made up. If the option of projects or assignments is used, documentation that this occurred must be filed with the copy of the final attendance report going to the Office of Learning Opportunities administrators to ensure that a good faith effort to make up missed classes is evident so that college will not be penalized for such missed classes.

### ***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.

### ***Parking***

Students are asked to use the east and west parking lots. Parking facilities in front of the school are reserved for visitors, staff and faculty. Handicapped parking facilities are available and are appropriately designated across campus. Unauthorized vehicles will be towed away at the owner's expense.

### ***Food Services***

A short order café is located in the Student Commons. The café serves breakfast, lunch, and dinner Monday through Thursday, and breakfast and lunch on Fridays. The cafe may be closed on certain occasions when the college is holding special events in the Student Commons. Snacks and soft drinks may also be purchased from vending machines in the Student Commons. Everyone must eat and drink at the tables in the Student Commons or on outside picnic tables. It is requested that students clean their eating area when finished.

### ***Library Services***

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 Library is open from 8:00 am to 9:00 pm Monday through Thursday and from 8:00 am to 4:00 pm on Friday.

A wide variety of library resources is available to supplement the curriculum programs of the

College. The book collection of more than 25,000 volumes include current reference materials, college transfer, technical and vocational materials and an extensive paperback collection. Approximately 190 periodicals and newspapers are received throughout the year. Patrons are welcome to recommend materials for purchase.

Audiovisual materials, including 16mm films, filmstrips, cassettes, records, transparencies, videos and slides are available for classroom use. Equipment is available for viewing video cassettes in the library. The card catalog (SIRSI Web Cat) is automated to provide easy access to books and to make the check-out process smooth, quick and accurate.

Additional library resources include Interlibrary Loan through the Mountain College Library Network (MCLN), On-Line Computer Library Center (OCLC) and Community College Library in NC (CCLINC). Other reference services are Infotrac (on-line) and CD-ROM products: SIRSI Researcher, Renaissance and Government Reporter. Computers are available for Internet research, including NC LIVE. Through its 40 databases, NC LIVE currently provides access to full text articles from over 9000 magazines and newspapers from 9 vendors. Remote access to NC LIVE is also available to library patrons.

### ***Bookstore***

The Bookstore, located off the Student Commons, sells textbooks and school supplies. The store is open Monday-Thursday from 8:30 am to 6:00 pm, and Friday from 9:00 am to 4:30 pm.

### ***Use of Telephones***

Students will not be called out of class to receive personal calls except in the case of an emergency. Pay telephones have been provided in Buildings 4, 11 and 17 for personal calls. Students are asked not to request use of telephones in any office.

### ***Cell Phones and Beepers***

Cellular telephones, beepers, two-way radios and similar devices may cause distraction and/or disruption of the learning environment. Students are to keep all such devices turned off during class and while in the MTCC Library. Students with extenuating circumstances must seek permission of the individual instructor or library staff member to have such devices turned on in these locations.

### ***Children On Campus***

McDowell Technical Community College is an institution whose facilities are designed for adult use only. Children who are brought to campus must be closely supervised by a responsible adult. It is College policy that children may not accompany students to class. Children are allowed in class during special pedagogical occurrences. In addition, children enrolled in the Child Care Program are permitted in the Child Development Center Play Area and other areas around campus when accompanied and supervised by College staff.

### ***Child Development Center***

The McDowell Technical Community College Child Development Center provides quality care for children ages 2 - 5 during the day and for children ages 3 - 10 during evening hours. The Center is open from 7:30 a.m. to 10:00 p.m. Monday through Thursday, and from 7:30 a.m.

to 4:30 p.m. on Friday. Financial assistance to pay for the Center's services is available to qualifying applicants.

### ***Children's Services Network***

Children's Services Network is a child care advocacy, resource, and referral agency serving as a link between parents, child care providers and the community. This program is operated as a service to students, faculty, staff and, particularly, community residents. Free services include a resource lending library, free educational brochures, a database of current child care statistics, and a referral service for parents seeking child care. For information, contact the MTCC Child Development Center or the Children's Services Network (828)-652-0637.

### ***Dress***

Students are asked to exercise judgment in dressing appropriately for classes 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.

### ***Noise***

Students are asked to be considerate of classes which are in session and to conduct conversations in the Student Commons or outside the building. Excessive noise cannot be tolerated within Administrative or classroom buildings.

### ***Tobacco-Free (No Smoking) Facilities***

Smoking is limited to the designated smoking areas behind/beside selected buildings. Ash and trash receptacles are located in those areas for disposal of litter. Please use these receptacles to help keep our campus neat and clean. The use of tobacco products in any form is not permitted inside any building owned or leased by the College or in College owned vehicles. Students or campus visitors who violate this policy will receive a verbal warning by College staff for the first offense. Continual use of tobacco products will be considered a violation of this policy and appropriate disciplinary action will be taken.

### ***Bulletin Boards***

Bulletin boards are provided at various locations on campus. Information is posted when necessary to inform students of particular administrative announcements or information on upcoming events and programs. Students may also post notices on these boards subject to the approval of the Student Services Office or the Director of Evening Programs.

### ***Lost and Found***

All "Lost" items should be reported to the Student Services Office. All "Found" items should be turned in to this office as well. The Student Services Office will post information on articles/items which have been turned in.

# McDowell Technical Community College

## Performance Measures and Standards

The North Carolina Community College System has utilized numerous processes over the past three decades to ensure public accountability for state monies spent. These processes have included fiscal audits, program audits, institutional effectiveness plans, and program review. Beginning with the 1999-2000 fiscal year, a new system of accountability based on twelve performance measures was implemented and will become the cornerstone of public accountability.

The Performance Measures are twelve statistics concerning, mostly, student progress and employer satisfaction at each community college and in the system as a whole. They were developed in response to accountability and funding requirements of the North Carolina General Assembly. The General Assembly mandated that, beginning in 2001, each community college publish its performance on the twelve measures in its paper copy catalog and on the college website.

### McDowell Technical Community College Performance Measures and Standards

Last revised 7/11/02 from the NCCCS 2002 report on *Accountability / Performance Measures and Standards*.

Measure & Description	Standard	System Average Performance	MTCC Performance
<b>A. Progress of Basic Skills Students</b> Includes all adult literacy students. % of students who progress is based on: <ol style="list-style-type: none"> <li>1. progressing within level,</li> <li>2. completing the level entered or a predetermined goal, and</li> <li>3. completing the level entered and advancing to a higher level</li> </ol>	75%	78%	78%
<b>B. Passing Rates for Licensure and Certification for First-Time Test Takers</b> Examines the % of first time test-takers from community colleges passing an examination required for NC licensure or certification prior to practicing the profession. <ul style="list-style-type: none"> <li>• Licensure: examination required by state statute for an individual to work in that occupation</li> <li>• Certification: generally voluntary but may be required by employers or an outside accrediting agency.</li> </ul> Purely voluntary examinations will not be reported.	80% Total  Minimum 70%	86% Total  BLET 81% Cosmetology: Apprentice 92% Cosmet 77% Cosmet Tehr 100% Manicurist 87% EMT 80% EMT-I 74% Pract Nurs 93%	76% Total  One exam <70%  BLET * Cosmetology: Apprentice * Cosmet * Cosmet Tehr * Manicurist * EMT 83% EMT-I 35% Pract Nurs 76%
<b>C. Goal Completion for Completers</b> Reports proportion of graduates of certificate, diploma, and degree programs who report that their primary goal in attending has been met.	95%	99%	100%
<b>D. Employment of Graduates</b> The proportion of identified community college completers who are employed within one year of last attendance.	95% (adjusted)	98%	99.23%
<b>E. Performance of College Transfer Students</b> Purpose of this measure is to compare the performance of community college associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts) who transfer to public NC universities with students native to the four-year institutions.	82.9% w/ GPA ≥2.0	80.6% Total  79% w/ 24 hr + 85.8% Assoc Deg	74.2% Total  68.4% w/ 24 hr + 83.3% Assoc Deg



Measure &Description	Standard	System Average Performance	MTCC Performance
<b>F. Passing Rates in Developmental Courses</b> The percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better.	70% Total	87% Total  88% Reading 87% Mathematics 87% English	91% Total  93% Reading 89% Mathematics 95% English
<b>G. Success Rates of Developmental Students in Subsequent College Level Courses</b> Performance of developmental students in subsequent college level courses will be compared with the performance of non-developmental students in those courses. <ul style="list-style-type: none"> <li>Performance of students in ENG 111 will be used to assess developmental English</li> <li>Performance in the first college-level math course will be used to assess developmental math</li> <li>Performance in the first humanities course after completion of developmental reading will be used to assess developmental reading</li> </ul>	No statistically significant difference between developmental and non-developmental students	86% of former developmental students passed subsequent coursework in area compared to 85% of non-developmental students.	94% of former developmental students passed subsequent coursework in area compared to 97% of non-developmental students.
<b>H. Student Satisfaction of Completers and Non-completers</b> Reports proportion of graduates and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations.	90% Total	96% Total  94% Non-completers 97% Completers	98% Total  97% Non-completers 98% Completers
<b>I. Curriculum Student Retention and Graduation</b> This composite measure consists of: <ol style="list-style-type: none"> <li>Number of individuals completing a curriculum program with a certificate, diploma, or degree; and</li> <li>Number who have not completed a program but are continuing enrollment in either curriculum or occupational extension programs.</li> </ol> Each composite indicator will be reported separately for each college. The sum of the two will be divided by the total curriculum students in the cohort to compute an indicator of curriculum student progress and success.	60% of Fall Cohort	65%	74%
<b>J. Employer Satisfaction with Graduates</b> Reports a percentage of a sample of businesses who employ individuals trained or educated by a community college indicating that they are satisfied with the quality of those employees as it relates to community college training and education. This measure is intended primarily to determine the satisfaction of organizations whose employees have been trained through a community college.	85%	96%	95%
<b>K. Client Satisfaction with Customized Training</b>	90%	99%	100%
Measure &Description	Standard	System Average Performance	MTCC Performance
The percentage of businesses / industries that have received services from a community college indicating that their expectations have been met. This measure is intended primarily to determine the satisfaction of organizations that received services from a community college.			
<b>L. Program Enrollment</b> A minimum three-year average annual unduplicated headcount enrollment in a curriculum program.	3 year average annual enrollment minimum of 10 students	2 programs	3 programs do not meet standard: <ul style="list-style-type: none"> <li>Carpentry</li> <li>Cosmetology Instructor</li> <li>Manicuring/Nail Technician</li> </ul>

\* Note: a minimum of 10 students required for a reportable sample size.

# Degrees, Diplomas & Certificates

McDowell Technical Community College awards the  
***ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)***  
upon the successful completion of the following technical curricula:

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- Accounting
- Advertising and Graphic Design
- Associate Degree Nursing
- Business Administration-Concentrations Available In:
  - Marketing and Retailing
  - Operations Management
- Cosmetology
- Early Childhood Associate-Concentrations Available In:
  - Special Education
  - Teacher Associate
- Electrical/Electronics Technology
- Health Information Technology
- Industrial Maintenance Technology
  - Information Systems
  - Machining Technology
- Office Systems Technology
- Photographic Technology

The College awards the  
***ASSOCIATE IN ARTS DEGREE (A.A.)***  
upon the successful completion of the following College Transfer Curriculum:

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- College Transfer - Liberal Arts Program

The College awards the  
***ASSOCIATE IN GENERAL EDUCATION (A.G.E.)***  
upon the successful completion of the following:

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- General Education

The College awards ***DIPLOMAS***  
upon the successful completion of the following vocational curricula:

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- Air Conditioning, Heating and Refrigeration
  - Auto Body Repair
- Automotive Systems Technology
- Cabinetmaking (Correctional Only)
  - Carpentry
  - Cosmetology
  - Early Childhood
- Electrical/Electronics Technology
- Industrial Maintenance Technology
- Information Systems Technology-Programming (Correctional Only)
- Horticulture Technology (Correctional Only)
  - Machining Technology
- Office Systems Technology
  - Practical Nursing
- Welding Technology

The College awards ***CERTIFICATES***  
upon the successful completion of the following curricula:

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- Basic Law Enforcement Training
  - Cosmetology
- Cosmetology - Esthetics Technology
  - Cosmetology-Instructor
- Cosmetology - Manicuring Instructor
- Cosmetology - Manicuring / Nail Technology
- Health Information Technology/ Medical Coding
  - Industrial Maintenance Technology
    - Nursing Assistant
- Office Systems Technology
  - Real Estate
- Welding Technology

The College awards ***CERTIFICATES OF COURSE COMPLETION***  
upon successful completion of non-credit Continuing Education courses.

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The North Carolina Department of Public Instruction awards  
***ADULT HIGH SCHOOL EQUIVALENCY CERTIFICATES***  
to individuals who make satisfactory scores on  
General Education Development (GED) examinations.

## **Admissions**

As a member 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 exams will be counseled and required to enroll in classes designed to eliminate their admission deficiencies.

The following are the general admission requirements. However, some curriculums have special requirements for admission. Consult the section of this catalog which describes the particular curriculum in which you wish to enroll for a list of the exceptions or requirements.

Admissions policies of McDowell Technical Community College are reviewed semi-annually by Student Services staff.

The College has six departments:

**Business Technologies Department**  
**College Transfer / General Education Department**  
**Continuing Education Department**  
**Correctional Education Department**  
**Health, Human & Public Services Department**  
**Vocational Department**

### ***Curriculum Admissions***

Curriculum classes are offered in all departments except the Continuing Education 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 must have been awarded a high school equivalency certificate. Exceptions may be made for individuals applying to the Vocational Department whose age and maturity make success in vocational curriculums likely.

### ***Continuing Education Admissions***

In general, Continuing Education courses are open for enrollment to persons 18 years of age or older, or those whose high school graduating class has graduated. 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.

To meet admissions requirements for certain specialized courses such as Fire Service, Law Enforcement or Management Development Training, potential students must be employed by or recommended by one of the requesting training agencies.

### ***How to Enroll in a Curriculum Program***

Persons wishing to enroll in a **curriculum program** at the College must complete the entire application process and meet requirements as follows:

- Submit an application form, health form (depending upon program area) and residency statement. **There is no application fee!**
- Obtain official transcripts of credits from all secondary and post-secondary schools attended. Records should show that the student is a high school graduate or has a state-approved equivalent education.
- Complete admission and placement tests administered by the College through the Student Enrichment Center. Student suitability for admission to individual programs will be determined by scores on the Computerized Placement Test for Community Colleges placement exam and specific program requirements. Applicants scoring below the necessary minimum will be required to enroll in various developmental (refresher) courses to insure success in their curricula.
- Requests for test exemption by transfer or status as a special student will be reviewed individually by the Vice-President of Student Services.
- Have a personal interview with the Student Services Staff and/or a representative of the major department.

*\*\*For information on admission to Continuing Education courses, refer to the Continuing Education section of this catalog.*

### ***Special Admissions***

#### ***Provisional Admissions***

Students who have applied 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 should 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 will not be allowed to enroll the next semester.

#### ***Admission of Special Students***

A special student is defined as one who is enrolled in curriculum credit courses, but who is not working toward a degree or diploma. Special 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.

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 will be counseled to declare a major or curriculum preference.

For admission to McDowell Technical Community College, special students need only to complete the Student Application which is available in the Student Services Office. Special students will be asked to submit proof of high school graduation and meet certain placement criteria if they desire to be reclassified as regular students with intent to pursue and earn a degree, diploma, or certificate at McDowell Technical Community College.

### ***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 MTCC with a letter of permission from the parent college (college at which the individual is a regular student).

### ***Foreign Student Admission***

A student wishing to apply for admission as a foreign student should first make arrangements through the American Consulate in his/her own country to take the Test of English as a Foreign Language (TOEFL Test). Applicants will not be considered until a satisfactory score is received on this exam.

Educational records, including transcripts, must be translated into the English language by officials from the school(s) from which the applicant graduated. These records must contain course titles, grades and an explanation of the marking system.

Foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses. Financial aid is not available to foreign students through MTCC.

Foreign applicants must meet all other regular admission requirements as stated in this catalog.

### ***Admission of Minors***

"An applicant who is a minor between the age of 16 and 18 may be considered as a person with special needs and admitted to appropriate courses or programs, provided:

- 1) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought; and

- 2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides; and

- 3) That such admission will not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes."

### ***Huskins/Dual Enrollment of High School Students***

Huskins Bill and concurrent enrollment policies provide opportunities for community colleges and high schools to articulate their programs to effect an uninterrupted educational flow from a high school into a community college program. Articulated programs enable students to take courses at a community college while enrolled in high school. The objectives to these programs are:

- (1) to provide a program for selected high school students to participate in college credit educational opportunities not otherwise available.
- (2) to enhance the motivation and achievement of high school students.
- (3) to improve the equalization of opportunities among high schools throughout the state by offering college credit courses and
- (4) to encourage high school students to utilize post secondary opportunities as a means for pursuing lifelong educational goals.

Under certain circumstances, public school students who are 16 years of age may be concurrently enrolled in courses at MTCC while enrolled in high school. Students may obtain a concurrent enrollment form from their high school counselor or from the MTCC Student Services Office. These classes are taken after the student's regular high school day has ended.

The Huskins Bill provides an opportunity for high school students to take classes during the school day which provide college credit and, in some cases, credit toward high school graduation. Students interested in this program should contact officials at their high school for information about enrollment and testing procedures. Students must be approved by their high school to enroll in courses through the Huskins Bill.

### ***Tech Prep Curriculum***

The Tech Prep program is designed to meet the needs of McDowell County students who wish to enter the Community College System and go into a one-year diploma or two-year degree program. Participating students may receive advanced placement and be able to receive college credit for courses taken while in high school.

This program is a college preparatory (high school) course of study developed to serve students wanting to go immediately into a two-year trade, technical, or community college program, or into employment.

McDowell County students will begin planning their Tech Prep course of study in the eighth grade with the assistance of their school counselor. Tech Prep students will identify their career and educational goals in a program that begins at the ninth grade level and continues through two years at McDowell Technical Community College or another community college.

Tech Prep classes are taken during the regular high school day.

### ***Enrollment Limitations***

Some curriculum programs have maximum student enrollment limitations. Acceptance to all programs 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 at established times may lose their position if they do not notify the VP of Student Services in advance of registration.

### ***Readmissions***

Students who have withdrawn in good standing, withdrawn while on probation, or who have been suspended for academic deficiencies should submit requests for readmission to the VP of Student Services. 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 pre-requisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

### ***Transfer***

#### ***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 courses passed with the grade of "C" or better. 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 the last 20 semester hours of their program in residence at MTCC with at least a "C" average.

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 file is complete. Requests for transfer credit should be made prior to the student's first enrollment. All transfer credit will be computed by the end of the first semester of the student's initial enrollment. The applicant will receive a copy of the evaluation outlining all credits which transfer, preferably prior to enrollment, but at least prior to the end of the first semester in which the student is enrolled.

A transfer student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements for regular admission must be completed within the first semester of attendance.

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 three semester hours of physical education credit. They are eligible to apply for curriculum credit in other areas based on prior education, training and experience. See the Veterans Certifying Official in the Student Services Office 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 VP of Student Services 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, he will consult the appropriate faculty members. If a student wishes to appeal the decision, the transcript will be referred to the Dean of Educational Programs, whose decision will be final.

### ***Transfer To Other Schools***

The school 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 a counselor in these instances.

There are many four-year schools which transfer technical courses from McDowell Technical Community College. Students should contact four-year schools of their choice to determine which courses will transfer.

### ***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 be admitted to the college.

### ***Notification of Acceptance***

Applicants will be notified by mail of their admission status within one to 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 Dean of Student Services 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 they originally applied should notify the Student Services Office immediately.

### ***Placement Information***

Placement into a specific course of study is based upon standards which will help to assure the applicant's success in that course of study. New students seeking a degree, certificate or diploma need to take the Computerized Placement Test (CPT) administered by the Student Enrichment Center under the auspices of the Student Services Office. Those who do not yet possess the background required by their course of study may be enrolled in developmental (refresher) courses designed to provide this background.

An individual's educational background, interest, motivation, experience and aptitude will be considered when an application is submitted to the College.

# **Academic Regulations**

## ***Grading System***

McDowell Technical Community College is on a semester system. Grades will be issued at the conclusion of each semester based on the following system:

<b>Grade</b>	<b>Numerical Range</b>	<b>Significance</b>	<b>Quality Points</b>
A	93-100	Excellent	4 Quality Points
B	85-92	Above Average	3 Quality Points
C	77-84	Average	2 Quality Points
D**	70-76	Below Average but passing	1 Quality Point
F	Below 70	Failure	0 Quality Points
W	Withdrawal prior to 30% point		0 Quality Points (Non-punitive)
WP	Withdrawal Passing after 30% point		0 Quality Points (Non-punitive)
WF	Withdrawal Failing after 30% point		0 Quality Points (Punitive)
I	Incomplete		Treated as "F" unless removed within 6 weeks.
AU	Audit		0 Quality Points
NS	No Show (never attended class)		0 Quality Points (Non-punitive)

\*\* Does not apply to Nursing Students, for whom the lowest grade is C.

Grade point averages are determined by dividing the total number quality points by the number of hours attempted. If a course is repeated the last grade will be used in determining a student's hour quality points. A grade point average of 2.00 indicates that the student has an average of C; above 2.00 indicates that he has an average of above a C; below 2.00 indicates that he has an average below C.

Under unusual or extenuating circumstances, faculty may use a different grading system other than the one listed above. Should this be necessary, the instructor must approve this change with Administrators in Educational Programs and list the new grading system on the Course Syllabi for that particular course.

### ***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. This grade can be removed if the work to be completed is satisfactorily accomplished within a period of six weeks starting from the registration date of the following semester. An incomplete grade is treated as a failing grade in GPA computation until it is removed.

### ***Standards of Progress***

Students are expected to make progress toward graduation. Since a 2.00 cumulative grade point average is required for graduation, the acceptable grade point averages which students are expected to maintain vary with the number of hours which they have accumulated.

#### ***ASSOCIATE DEGREE PROGRAMS***

<b>Cumulative Semester Hours</b>	<b>Minimum Grade Point Average</b>
0 - 10	1.00
11 - 20	1.25
21 - 30	1.50
31 - 40	1.75
41 - 50	1.90
51 - Completion	2.00

#### ***VOCATIONAL DIPLOMA PROGRAMS***

<b>Cumulative Semester Hours</b>	<b>Minimum Grade Point Average</b>
0 - 10	1.00
11 - 20	1.35
21 - 30	1.75
31 - Completion	2.00

*\*\*There are additional regulations for PNE students. Check with the Student Services Office or the Nursing Department for these regulations.*

### ***Academic Advisement***

Any student whose semester grade point average is less than 2.00 will be instructed to report to the Student Services Office for counseling. The sole purpose of these meetings is to attempt to

identify problems the student has encountered.

### ***Academic 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.

### ***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 VP of Student Services. 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 pre-requisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

### ***Recognition of Academic Honors Students***

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

President's List - Grade point average of 4.00  
Dean's List - Grade point average of 3.50 - 3.99  
Honor List - Grade point average of 3.00 - 3.49

### ***Faculty Advisor***

Each student enrolled at McDowell Technical Community College will be assigned an advisor. The basic purpose of this is to provide each student personal assistance in orientation and progress throughout the time enrolled.

Student Services Personnel can help a student determine the name of his or her advisor. This information is also available on a student's registration data sheet. Advisors maintain office hours as posted on their office doors. Students may also consult with advisors during Final Registration at the beginning of each semester. The dates for Final Registration are listed in the Academic Calendar on pages 6 and 7 of this catalog. Faculty Advisors are typically available from 10:30 am - 1:00 pm and 4:00 pm - 6:30 pm on these days.

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 the forthcoming semester's studies.
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.

### ***Registration***

The College operates on the semester system (Fall, Spring and Summer). All students are expected to register during the time set aside for that purpose. Registration dates are listed in the College calendar published in the *College Catalog and Student Handbook* (see pages 6 and 7). 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.

Current students who register late will be charged an additional fee of \$5.00.

Students may pre-register for classes during periods set aside for that purpose prior to the beginning of each semester. These dates are also listed on the College calendar on pages 5 and 6 of this catalog. Pre-registration gives students more time and flexibility to register and meet with their advisors and prevents students from having to wait in extremely long lines at final registration.

### ***Schedule Changes***

All changes which involve dropping of course(s) shall be adjusted during the first 10 calendar days of classes each semester. The following steps must be adhered to before changes are official:

1. The student secures a Registration Change Notice from the Student Services Office.
2. Individual schedule changes must be approved by the appropriate instructor.
3. Notification of schedule changes must be acknowledged and recorded by the Student Services Office.
4. Students who do not withdraw from school officially and have to be administratively withdrawn from school because of absences will be dropped from classes with grades of "WP or WF."

Students may change their academic schedules during the prescribed period without scholastic penalty. However, any course dropped after the first 10 calendar days of classes will be marked "WP" (Withdrew Passing) or "WF" (Withdrew Failing). A "WF" carries the same stigma as an "F" (Failure).

### ***Course Substitutions***

Faculty may allow a student to substitute one course for another to meet graduation requirements. The instructor must be assured that the substitution request will contribute to the goals of the degree program equally as well as the substituted course. Students also must obtain approval from the VP of Student Services and the Dean of Curriculum and Adult Basic Skills to substitute one course for another. An appropriate form for this purpose may be obtained in the Student Services Office.

### ***Repeating Courses***

A course may be repeated for credit only if the previous grade made was below a "C." Courses with a "C" or better grade may be repeated as an "audit." 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 used in the computation of the cumulative quality point average. However, all grades will be shown on the transcript during the semester in which the course was taken.

### ***Auditing Courses***

Students who wish to audit courses must register and pay the same 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, laboratories are closed to auditing students.

### ***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 present evidence of his knowledge of the subject matter. Usually, the student enrolls in the course long enough to convince the instructor of his ability. The student then presents to the instructor a request to receive credit for the course. An appropriate form for this purpose may be obtained in the Student Services Office.

The student will not receive a letter grade or quality points. "Credit by Examination" will be entered on the student's transcript. The hours will be counted toward graduation, but will not be used in computing quality point averages.

A student may earn up to 20% of the course requirements for any particular curriculum by credit by examination.

### ***Change of Program***

If a student wishes to change his/her program of study, he/she must contact the Student Services Office and complete the appropriate form.

### ***Credit or Contact Hours***

The academic year is divided into two semesters of 16 weeks each, and a 10-week summer semester. 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 per week, for a term of 16 weeks. Manipulative laboratory credit is one semester hour for each three hours of work. Manipulative laboratory involves development of skills and job proficiency. Co-op Education credit is one semester hour of credit for 10 hours of work per week.

### ***Maximum Course Load***

Students are encouraged not to enroll in more courses than they can successfully complete. Students enrolling for 19 credit hours or more must have special permission, and may not enroll for more than 22 credit hours.

Students who take heavier courseloads by special permission should have a 3.00 grade point average, and a conference with their faculty advisor and the Student Services Office. Permission will be granted by the faculty advisor and VP of Student Services.

### ***Procedures For Student Withdrawal***

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

1. The student will report to the Student Services Office, request to be withdrawn from classes, and obtain a withdrawal form.

2. The student is responsible for obtaining each instructor's signature, last date of class attendance and withdrawal grade on the withdrawal form, and for returning this form 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.
3. A student may withdraw prior to the 30% point of the semester without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "withdrawn." This notation indicates good standing and the privilege of readmission.
4. Any student who withdraws, or is withdrawn due to violation of the College's attendance policy, after the 30% point of the semester will receive a grade of "WP" or "WF."
5. Any student who fails to officially withdraw from the College will receive a grade of "WP" or "WF."

### ***Class Attendance***

Students are expected to attend and be on time for all classes, laboratory periods and shop sessions.

A student who is absent for five consecutive class sessions or two consecutive weeks of class or whose total absences exceed 20% of the total scheduled hours for a class, laboratory period or shop session will be automatically withdrawn from class by their instructor and assigned a grade of "W" (Withdrawn) if the withdrawal date is prior to the 30% point of the course (30% of the total scheduled hours of the class). If the withdrawal date is beyond the 30% point, the student will be assigned a grade of either "WP" (Withdrawn Pass) or "WF" (Withdrawn Fail), depending upon whether the student was passing or failing the class at the time of withdrawal.

The instructor will also complete a drop/add form and give it to the registrar in Student Services when a student has been withdrawn for attendance reasons.

Exceptions to the above policies will be made only on rare occasions when the nature of a student's absences warrant such exception. Appeals should be made in writing to the VP of Student Services. Permission to be readmitted to class (and thereby remove the withdrawal grade) will be granted by joint approval of the instructor responsible for the course and the Dean of Student Services.

### ***Evaluations***

Final evaluations in all subjects will be held at the end of each semester. These evaluations (tests or other) combined with the student's record in class will constitute the final grade.

### ***Grading Reports***

Final grade reports are furnished to the student approximately two days following the end of each semester. Students may pick up their grade reports from the Student Services Office. Grade reports will not be released if the student has any outstanding debt to the college.

### ***Change of Name or Address***

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



### ***Residency Requirements***

The last 20 semester hours of any curriculum must be earned at McDowell Technical Community College. This is the minimum residency requirement. Exceptions to this provision may be made only by the Dean of Educational Programs.

### ***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.

### ***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 the Associate in Applied Science Degree, Associate in General Education Degree and Diploma:

1. Complete all course requirements as outlined by curriculums, achieve an overall grade point average of 2.00 or above with all passing grades and satisfy proficiency standards in English, math, and reading.
2. Students who fail individual subjects or have incomplete grades must make up such deficiencies before being allowed to graduate.
3. Applications for graduation must be submitted to the Student Services Office one semester 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. A final record check must be completed by the Student Services Office prior to the Drop/Add Period of the student's last semester.
4. Students are expected to be present for graduation exercises. Exceptions to this requirement must be made in writing, requesting that a degree/diploma be granted in absentia. This request must be approved by the Dean of Curriculum and Adult Basic Skills.
5. Students must fulfill all financial obligations to the College.

### ***Graduation***

Graduation exercises are held each year at the end of the summer semester. McDowell Technical

Community College awards the Associate in Applied Science Degree upon completion of an approved two-year technical program of study. An Associate of Arts Degree in General Education is awarded upon the completion of completion of an approved two-year General Education program of study. A Diploma is granted upon completion of a vocational one--year program of study.

### ***Graduation With Honors and High Honors***

Students who complete at least two-thirds of their total curriculum program work at MTCC with an accumulated grade point average of 3.50 but less than a 3.80 on a 4.0 scale will be graduated with "honors." Graduates with an accumulated grade point average of 3.80 or higher will graduate with "high honors." These distinctions will be noted on the diploma and on the student's permanent record.

### ***Graduation Caps and Gowns; Class Rings***

All orders for class rings, caps and gowns, and graduation invitations will be made through the Student Services Office. Notices will be posted relevant to dates for measurements. Students are urged to be prompt when making these orders.

### ***Completion of Two A.A.S. Degrees***

Students who fulfill degree requirements for two curriculum programs within their prescribed term of study shall be awarded only one degree at commencement. However, completion of both degree requirements will be noted on the student's permanent record and credentials.

### ***Second Degrees***

Any former graduate of MTCC who desires a second A.A.S. 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.

# Distance Learning & Non-Traditional Classes

## *Distance Learning*

Students who cannot fit a traditional classroom course into their schedules or who prefer to try something new, have several alternatives, including Web-based classes on the Internet, telecourses on videocassette, and interactive television classes between campuses or on the North Carolina Information Highway (NCIH). All alternative instructional formats require workloads comparable to a traditional class.

As our society becomes more fast paced, people are often restricted in their activities by commitments of time and place. Enrolling in distance learning programs, such as telecourses, NCIH (North Carolina Information Highway) classes and Internet courses, enables MTCC students to take classes outside the campus environment or classes which are originating from a distant site.

Some types of distance learning courses may not be for everyone and are best suited for people who are self-starters, who are capable of working independently, and those who are dedicated and committed to seeing a project through to completion. Many people cannot attend regular classes on-campus due to work conflicts or difficulties securing daycare for children. Distance learning provides these persons with the opportunity to take full college credit courses without having to spend tremendous amounts of time away from home and family.

Classes held via the North Carolina Information Highway, on the other hand, are traditional in all respects except that the instructor is typically teaching at a distant site or MTCC is broadcasting the class to other institutions at a distance. When these classes are broadcast to McDowell Tech, students see, hear and interact with the instructor using fiber optic technology located in the NCIH classroom on the McDowell Tech campus. NCIH classes are monitored by NCIH staff members.

All facilities and resources available to traditional MTCC students are also available to distance learners.

## *Telecourses*

A telecourse is an innovative instructional method involving the use of television programs, textbooks, and other materials to provide distant access to a limited number of curriculum courses. They are designed for the convenience of those students who have conflicting schedules, as well as to employ instructional resources to support courses beyond those normally available.

Telecourses carry traditional curriculum credit. Individuals may register for MTCC telecourses by contacting the Student Services Office at the beginning of each semester. Students must attend one orientation session, held on-campus at the beginning of each semester. Students should consult the Schedule of Classes (published prior to the beginning of each semester) for the date of these sessions.

Telecourses are broadcast continuously over the statewide UNC Public Television network during the fall and spring semesters, and some are offered by college-by-cassette tape rental. Students use a VCR to record and play/replay the televised lessons if they do not rent the videotapes. For more information, contact Don Ford at (828) 652-6021, extension 504.

Students must complete textbook assignments and other requirements for telecourse programming, and take exams according to the telecourse syllabus. Additional work may be assigned by the instructor. Orientation and exams are on-campus requirements.

An instructor is available on an appointment basis to answer questions or to assist students taking telecourses. In addition, the telecourse coordinator is available to assist students and provide access to make-up programming should a student miss a required broadcast.

Telecourses provide an additional access point for certain MTCC courses but are not the only means through which these classes are offered. MTCC also offers regular classroom versions of telecourses, thereby providing students with a scheduling choice.

### ***North Carolina Information Highway Classes***

McDowell Technical Community College was certified as a North Carolina Information Highway (NCIH) site in 1996. As part of the North Carolina Information Integrated Network (NCIIN), classes are both sent and received at McDowell Tech utilizing fiber optic technology. Students interact with instructors using microphones, video cameras, television monitors, faxes and telephones.

MTCC faculty who are trained to use the technology provided by these networks can teach to clusters of students at distant sites, or students in the NCIH classroom can receive instruction from a distant site equipped with similar technology. This interactive system allows MTCC to provide courses which might not be available locally.

Classes held via the North Carolina Information Highway are traditional classes in all respects except that the instructor is typically teaching at a distant site or MTCC is broadcasting the class to other institutions at a distance. When these classes are broadcast to McDowell Tech, students see, hear and interact with the instructor using fiber optic technology located in the NCIH classroom on the McDowell Tech campus. NCIH classes are monitored by NCIH staff members. Students register for these classes as they would register for traditional curriculum classes. Information will be provided to students at the beginning of each semester which will help them access instructors via phone, e-mail or other means of communication.

McDowell Technical Community College also cooperates with Western Carolina University to offer a baccalaureate completion program in Industrial Technology and masters level courses in Two-Year College Administration using NCIH facilities. Students interested in these programs should contact Western Carolina University Division of Continuing Education for further information. Western Carolina is located in Cullowhee, NC.

### ***Internet Classes***

During the 1998-1999 Academic Year, McDowell Technical Community College began offering classes via the World Wide Web/ Internet. These classes will be offered where sufficient student demand justifies their existence in the curriculum. These classes offer students an excellent opportunity to receive college credit for work which may be completed at a student's convenience, rather than at scheduled class times. Students with unusual work schedules, lack of childcare, jobs which require considerable travel, and others with conflicting schedules, should find these courses very attractive.

Students in these classes will complete coursework similar to work and assignments in traditional classroom settings. However, rather than attend class meetings at a particular time,

they will correspond with instructors via the internet from personal computers, and receive assignments and information via e-mail. Students may make appointments to see their instructors on-campus when necessary.

Most of these classes will require students to purchase textbooks and other supplementary materials.

An orientation session must be completed on the Main Campus prior to beginning coursework on the internet. Details concerning examinations, course requirements and technical internet information will be provided with the course syllabus at this meeting.

Students will receive traditional curriculum credit upon successful completion of these classes and must pay standard tuition rates as listed in the College Catalog and Student Handbook.

### ***Saturday Classes***

Traditionally, curriculum classes have been offered at MTCC only during the regular workweek. However, beginning in 1998, occasional courses will be offered to MTCC students who would prefer to attend classes on Saturdays due to work, family or social commitments during the workweek. Student demand and availability of instructors will determine which classes will be offered each semester.

The requirements for these classes are the same as for other curriculum classes of the same title and course number. However, since these classes are condensed into one meeting per week, rather than two, three or more, students will be expected to attend class for an extended period of time each Saturday. The total number of contact hours will be the same as for classes offered during the workweek.

### ***Individualized Instruction***

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 a 2.50 grade point average or recommendation of faculty advisor, present reasons why the course cannot be taken in a regular class, obtain written approval from the instructor of the course and the VP of Educational Programs, and submit a completed Request for Individualized Instruction Form to the Student Services Office.

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.

### ***Cooperative Education (Co-Op)***

Cooperative Education (Co-op) is designed to give students an opportunity to receive non-major elective credit, and in some limited cases, required credit for on-the-job work experience. Students participating in the cooperative education program will work under the direction of the MTCC Cooperative Education Director, their job supervisor, and their Curriculum Advisor. In addition, work experience used for cooperative education credit must be significantly related to the student's program of study. Cooperative Education Students will work from two to six semesters at part-time or full-time jobs. Furthermore the cooperative education student may receive three, and

in some limited cases up to six credit hours of academic credit in their curriculum for work that is directly related to their program of instruction.

### ***Eligibility***

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

1. Be approved by their advisor.
2. Be approved by the Co-op Director.
3. Students with previous work experience must be registered for classes in their program of study, or must have completed such courses before taking Co-op classes.
4. Students with no previous work history must complete at least one semester at the college before taking Co-op Education classes.

### ***Academic Credit***

A minimum work load of 10 hours per week is required to qualify for the program. In most cases, the student may earn credit toward the Associate in Applied Science, Associate in Arts, and the Associate in General Education degree programs. A grade of "P" will be given by the Co-op Instructor for those students who have successfully accomplished specific learning objectives, and receive a favorable employer evaluation.

### ***Co-op Options***

Eligible students in College Transfer and General Education programs must use Co-op credit for non-major elective credit. Students in Technical Degree programs must use Co-op credit for non-major elective credit, except in programs where Co-op courses are listed as a requirement. Approval for substituting Co-op for required curriculum courses must be approved by the Dean of Curriculum and Adult Basic Skills, the VP of Student Services, the Curriculum Advisor, and the Co-op Director.

### ***Application Procedure***

Students interested in participating in the Co-op program must contact the Co-op Director and their Curriculum Advisor. Students are selected for Co-op based on an evaluation of their interview and other pertinent criteria. After a student has been approved for Co-op, the Co-op Director 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 Co-op Director and Curriculum Advisor before registering for a Co-op work experience. Those students who are approved must follow normal registration procedures. Students are invited to inquire at the Co-op Office for more detailed information.

### ***High School Completion***

Adults may complete their high school educations through the High School Equivalency Program. This program is available to all non-high school graduates who are at least eighteen years

of age or those sixteen years of age who have been out of public school six months or longer. Students between the age 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 at the last high school attended.

Adults may earn a high school equivalency certificate by successfully completing the General Educational Development tests (GED). GED tests are designed to measure a person's knowledge and skill in five areas. Test One measures the ability to use correct and effective English in written expression. Tests Two, Three and Four measure the ability to read, understand and interpret material in social studies, natural sciences and literature, respectively. Test Five measures the ability to solve problems in mathematics. GED tests are given according to the schedule published in local newspapers and in the *Schedule of Classes published* each semester. Generally, these tests will be given on the 1st and 3rd Thursday and Friday of each month. There is a \$7.50 charge for the series of GED tests, paid once per year.

Equivalency Certificates are issued by the N.C. State Board of Education and are recognized almost without exception as the legal equivalent of a diploma from an accredited high school.

## 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 their 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)**

**\$34.25 per credit hour, up to a maximum tuition charge  
of \$548.00 per semester.  
[16 or more credit hours=\$548.00]**

### **TUITION (Out-of-State)**

Any vocational or technical 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: \$190.75 per semester credit hour, up to 16 credit hours; maximum tuition charge of \$3,052.00 per semester .

### ***Past Due Accounts***

Students may not register for a semester, receive transcripts or participate in graduation until they have paid any deferred or past due charges in the Business Office.

### ***Residency Status For Purposes of Tuition Payment***

To qualify as a resident thus entitled to pay in-state tuition rates, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve months prior to his or her classification as a resident for tuition purposes.

Classification of in-state or out-of-state for tuition purposes will be based on statements and supportive evidence provided by each applicant. In some cases the applicant may be asked to furnish



additional information to support the residency claim. Failure to provide requested information for residency classification can result in classification as a non-resident, thus subject to a higher tuition charge.

The Student Services Office uses regulations put forth in *"A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes,"* in making its decision as to residency. A copy of the Manual is available in the Student Services Office for student inspection. Students who believe they have been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee. This appeal should be made in writing to the VP of Student Services.

### ***Tuition Exemptions***

College tuition exemptions are as follows:

1. North Carolina residents who are 65 years of age and older shall be exempted from the payment of curriculum tuition.
2. No tuition shall be charged to curriculum students who are prison inmates.
3. Full-time college staff members may enroll in one curriculum or extension course in the NCCCS system per semester without payment of tuition.
4. High school students taking courses at community colleges are exempt from tuition.
5. All law enforcement officers employed by a municipal, county, state, or federal law enforcement agency are eligible for tuition waivers when taking courses in a state-mandated BLET training program .
6. 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 is eligible for a tuition waiver.
7. 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 are eligible for waiver of tuition.

### ***Late Registration Fee***

Currently enrolled students who do not pay their tuition and fees on or before the day of registration will be assessed a \$5.00 late charge. New students or former students (students who were not enrolled during the past academic year) who register during the prescribed registration period will not be assessed a late registration fee.

### ***Activity Fee***

All curriculum students taking 9 credit hours or more will pay a student activity fee of \$7.50 per semester at the time of registration. Students taking less than 9 credit hours will pay a student activity fee of \$3.75 per semester. These fees are 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 \$1.25 per semester. This fee is not refundable.

### ***Liability Insurance***

Students enrolled in Practical Nursing Education, Associate Degree Nursing, Certified Nursing Assistant, Teacher Associate, Cosmetology, Nail Technology and Early Childhood Associate are required to purchase professional liability insurance coverage. For 2002-2003, the cost of liability insurance is \$14.50 per year.

### ***Fees For Special Purposes***

Graduation expenses for diploma, caps and gowns are payable at the beginning of the semester in which the student expects to graduate. These costs are presently set at approximately \$31.00.

### ***Additional Expenses***

Some curriculums require students to purchase additional supplies, equipment and/or uniforms. Students should contact the instructor in the curriculum they plan to enter or the Student Services Office to inquire as to any additional expenses they may incur.

### ***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. The estimated cost is \$100.00 - \$300.00 per semester. Workbooks and certain text materials which are expendable items may be required by some instructors.

### ***Returned Check Fee***

A \$10.00 service charge is assessed for each returned check.

### ***Refund Policy***

**Tuition refunds are not automatic; it is the student's responsibility to file a request.** Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. 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 "Registration Change" form. An official request for a refund must be made by completing the "Request for Refund" form. Both of these forms should be submitted together to the Student Services Office for processing. 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 cancelled. The "Request for Refund" and "Registration Change" forms may be obtained in the Student Services Office.

Students will receive a copy of the textbook refund policy when they purchase textbooks 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 given at the time of purchase.

# 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 their families, McDowell Technical Community College participates in several programs designed to supplement individual and family contributions in order to meet a student's financial need. Financial aid may consist of grants, scholarships, loans, campus employment or any combination of these as determined by the policies of the Financial Aid Office.

## ***Eligibility for Financial Aid***

Eligibility requirements may vary from year to year. Specific requirements are established by the U.S. Department of Education for federally funded aid programs; the N.C. Department of Human Resources and College Foundation, Inc. for state funded programs; and local/private sources for their respective programs.

Students in default on a Student Loan or repayment of a grant may not be awarded financial aid, except under certain circumstances.

When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. **Because of this, early applicants are the most likely to receive assistance if funds exist.**

A student must be enrolled for at least 6 credit hours to be eligible for most financial aid, although limited funds may be available for students who attend less than 6 credit hours.

To remain eligible for financial aid, a student must remain in good standing. Students withdrawing from school before the end of the semester may be liable for repayment of part of the funds received during that semester. In addition, to assure that the student remains eligible, the student must notify the Financial Aid Office of changes in enrollment, program of study, and in the amount of resources available to meet educational or living expenses. Students who receive aid must spend aid funds on educational expenses only.

## ***Application For Financial Aid***

Any student who needs financial assistance must submit a financial statement to determine eligibility. Initially, students should complete the Free Application For Federal Student Aid, but must also submit an institutional application if local, campus-based aid is needed. Application forms may be picked up from the Student Services/Financial Aid Office or from any high school guidance office.

Local funds are controlled by the Financial Aid Committee and are limited. **Because of this, early applicants are the most likely to receive assistance if funds exist.** Students should apply before the beginning of the academic year to have a better chance of consideration.

All information received remains confidential.

All awards are disbursed once per semester and are adjusted if the student changes enrollment.

If more detailed information is needed concerning types of aid, student eligibility, selection/award procedures, etc., contact the Director of Financial Aid in the Student Services Office.

### ***Special Tips***

- Apply for Federal Aid Programs at least eight (8) weeks in advance of the semester in which you plan to enter.
- Complete an MTCC financial aid form, if additional aid is needed beyond what is provided by federal programs.
- Apply to outside sources for non-governmental and non-institutional aid programs.
- Complete all forms as accurately as possible to avoid delays in processing.

### ***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.

### ***Types of Aid***

#### **I. Government Aid Programs**

##### ***Pell Grant***

Pell grants provide the basis on which the financial aid package is developed. Students must begin with Free Application For Federal Student Aid (FAFSA). From this application, a Family Contribution figure is calculated to determine how much money the family must contribute to the student's education and is used by the Financial Aid Office to determine the amount of the Pell Grant award.

##### ***Supplemental Educational Opportunity Grant (SEOG)***

Supplemental grants are awarded to students with exceptional financial need. Limited funds are available for this grant.

##### ***Federal Work-Study (FWS)***

A limited number of part-time employment positions are made available to eligible students on campus. This is one way in which needy students can contribute to their educational costs. An attempt is made to place students in an area of work which matches their career interests and skills. Work-Study students earn minimum wage for their work. The normal workload for work-study students is usually 5-10 hours per week.

##### ***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.

### *Job Training Partnership Act (JTPA)*

Financial assistance may be obtained by certain economically disadvantaged, unemployed, underemployed, or handicapped individuals who need special training to become more employable. There are three programs currently being offered through the Job Training Partnership Act: the Individual Referral Program, the Dislocated Workers Program, and the Bridging the Gap Program.

The Individual Referral Program can help pay for tuition, books, fees, and transportation reimbursement, and in some cases provides need based payments to individuals who qualify and plan to attend an approved area of vocational or technical training at McDowell Technical Community College.

The Dislocated Workers Program is designed to help individuals who have lost jobs due to plant closings or major plant layoffs. Under this program individuals who qualify may obtain financial assistance in completing vocational or technical training in an approved program at McDowell Technical Community College. Individuals who believe that they may qualify for this program may contact Diane Hodge at 1-800-852-0883, Jerry Broome at 659-6001, or the Job Placement Office for application information.

The Bridging the Gap Program is designed to help individuals with multiple barriers to employment receive specialized training to “Bridge the Gap” between where they are now and their goal of successful, long-term employment. Individuals who believe that they may qualify for this program may contact Mary Yarbrough and the staff of the Job Link Career Center at 659-6001, or they may see the Job Placement Officer in Student Services.

### *Stafford Loan Program*

Due to a change in federal regulations governing Federal Student Loan Programs, MTCC will no longer participate in the Stafford Loan Program. Short-term, emergency loans for tuition and books may still be processed through the MTCC Business Office in some situations.

## **II. Institutional Aid**

### *McDowell Technical Community College*

#### *Board of Trustees Scholarship*

The MTCC Board of Trustees Scholarship is awarded by the Board of Trustees to four (4) students per year for up to \$100.00 per semester. This scholarship is based on financial need. Applications may be picked up in the Financial Aid Office at MTCC.

#### *Dorothy Souther Memorial Nursing Scholarship*

This scholarship is awarded to one Licensed Practical Nursing student per year to cover tuition for the entire program. Apply during the fall semester. Scholarship available only to LPN students. Applications may be picked up in the Financial Aid Office at MTCC.

#### *Crane Fund For Widows and Children*

Crane Resistoflex provides funding for scholarships to MTCC students to cover unexpected, emergency situations. The amount of the award may vary, depending on the situation. This fund is especially for widows and children of widows. Applications may be picked up in the Financial Aid Office at MTCC.

### *Jeld-Wen Scholarship*

Jeld-Wen provides one or two very generous scholarships to first-time students. Applications may be picked up in the Financial Aid Office at MTCC.

### *Maxine Souther Robinson Memorial Scholarship*

The Maxine Souther Robinson Scholarship was created by friends and family of Maxine Souther Robinson, mother of MTCC Instructor Dr. James R. Robinson, to honor her commitment to nursing and her advocacy of higher education in the profession. Maxine was employed in nursing for over 40 years and was Director of Nursing for Unicoi County Memorial Hospital. This scholarship will be awarded on an annual basis to a second year student in the ADN program. The scholarship will cover 100% of tuition for the second year.

## **III. Other Scholarships**

In addition to the above programs, various companies, organizations and individuals provide scholarships as funds allow.

### *James G.K. McClure Educational and Development Fund, Inc.*

Each year the McClure Foundation gives four scholarships to students at MTCC, two for trades (skilled) programs and two for nurses. Potential applicants must have academic promise, be financially deserving students from rural Western North Carolina, give evidence of Christian character, have participated in extracurricular activities and demonstrate a desire for service to others. Applications may be obtained from any high school or college in the area.

### *Wachovia Technical Scholarship and North Carolina Community College Scholarship*

NCCC Scholarships and Wachovia Technical Scholarships are awarded each year by the Department of Community Colleges in Raleigh to full or part-time students. Scholarships are based on financial need. Application deadline is usually in early August for the upcoming academic/financial aid year. MTCC is awarded several scholarships per year. Applications may be picked up in the Financial Aid Office at MTCC.

### *William Harold Smith Scholarship*

The William Harold Smith Charitable Trust provides scholarship assistance to graduates of McDowell High School attending a postsecondary institution. Awards are based on need and may be renewed as long as the recipient maintains good grades. Applications are available in the Financial Aid Office or at McDowell High School.

### *Marion Civitan Scholarships*

The Marion Civitan Club provides scholarships to students who demonstrate financial need and academic promise. Announcements are made by the club in local media outlets when applications are available and due. Applications may be picked up at McDowell High School or MTCC during the designated time period. Decisions are usually made between May and June for the following academic year.

#### **IV. Miscellaneous Aid**

Some employers provide tuition reimbursement to employees who satisfactorily complete approved coursework. On occasion, the following companies have participated in these programs: Collins & Aikman, Baxter Healthcare, and Coats American. Check with your employer to see if they also offer these or other programs of aid.

#### **V. Veteran's 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, active members of a Reserve unit of one of the Armed Forces who are drilling, and eligible spouses and offspring who have applied, met all admissions criteria, been fully accepted, and actively matriculated may be certified to the U.S. DVA Regional office as enrolled and in pursuit of an approved program of education. No student receiving benefits from the DVA will be certified by the institution until all admissions criteria have been met and transfer credit evaluated.

##### *DVA Standards of Progress, Attendance & 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 nonveterans, 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 on the date of withdrawal; (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 Veteran's 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 1-800-442-4551 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 office of Student Services.

## **Services To Students**

The Student Services Office at McDowell Technical Community College is responsible for various types of student assistance: admissions, counseling, 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 heterogeneous 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 professional counseling services to all students with scholastic, financial, personal and social problems.
5. To provide and assist in the development of a program of student activities.
6. To provide for the maintenance and utilization of student records.
7. 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 develop to 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 fall semester, an orientation program is held for new students to acquaint them with basic ideas, procedures, student support and learning resources, academic areas, administrative personnel and services of the College. The primary purpose for scheduling this program is to inform new students of important information about the College in an effort to assist them in making an easy transition to new surroundings.



### ***Guidance and Counseling***

McDowell Technical Community College recognizes the diversity of students and programs of instruction represented at the College. It is of utmost importance that faculty, staff and students become aware of and utilize the services available to them. Instructors and academic advisors have the most direct contact with students; therefore, the identification of student needs and problems as well as referral to the Student Services Office when deemed necessary is vital to the educational process. Trained Counselors are available to all students during day and evening hours Monday through Thursday and day hours on Friday. The primary objectives of Guidance and Counseling services are:

- 1.To help people develop to their maximum potential.
- 2.To help people achieve an understanding and acceptance of themselves.
- 3.To help develop people decision-making abilities which will assist them in exercising self-direction and problem solving within their academic, vocational and personal lives.

Group and individual guidance and counseling techniques may be utilized by counselors within the Student Services Office.

Students are encouraged to seek counseling on matters affecting their well-being. This service is available to assist students in coping with academic, personal or vocational problems. Students are assisted according to their individual abilities, backgrounds and situations in life.

### ***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.

If a student becomes ill during class and is unable to go by him/herself to the first aid station, it is the responsibility of the individual's instructor to accompany the student there. If the student is unable to contact a parent, spouse or relative, then the instructor should contact the Student Services Office (or the Receptionist after 8:00 pm), who will contact the parent, spouse or relative.

In the event of serious accident or sickness, the following procedures should be followed:

**(Note:** The College's *Comprehensive Safety Plan* is posted on the College website, [www.mcdowelltech.cc.nc.us](http://www.mcdowelltech.cc.nc.us), under the heading *General Information*.

- 1) Summon EMS ambulance service.
- 2) Make the person as comfortable as possible WITHOUT MOVING HER/HIM UNTIL HELP ARRIVES.
- 3) As soon as possible, notify the Safety Director at 652-0627 or the receptionist at extension 0.

All curriculum students enrolling in the College are required to fill out a student medical

(health) data form. This information is 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.

### ***Student Enrichment Center***

The Student Enrichment Center provides a variety of testing, counseling and student support services. These include: Placement Testing and Career Assessments to explore student interests and aptitudes, Career and Personal Counseling Services, Tutorial Assistance Services, and Support Services for Handicapped Students (including students with Learning Disabilities).

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.

### ***Testing Services***

Psychological testing and the interpretation of testing is provided to students by trained counselors at no cost to the student. Recognizing that test information is only a part of the total information students need to consider in the process of self-understanding, self-direction and decision-making, this information is nevertheless useful. Placement, aptitude achievement, interest inventories, study habit inventories and some personality assessment inventories are available. New students, with the exception of "special" students and students transferring in good standing from other schools, are required to take placement tests in math, reading and English prior to enrolling in a curriculum at McDowell Technical Community College.

### ***Placement Tests***

In order to guarantee high program standards and student success, it is important that the academic abilities of students be equal to program entrance requirements. The "open door" policy allows all students the opportunity to further their education; however, program entrance requirements must be met. Each new student, except as designated below, is required to take a placement test prior to enrolling in a curriculum at McDowell Technical Community College. These tests are administered in the Student Enrichment Center. Testing assures that students will be enrolled in classes appropriate to their academic abilities. It is recommended that students take the test one to two semesters prior to enrollment to provide time to make up any academic deficiencies. Student Enrichment Center staff will counsel each student concerning the results of his/her placement test.

The test or parts of the test may be waived under these circumstances:

- Submit official ASSET or COMPASS scores taken within the last three 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 proof of a SAT verbal score of 480 or above or an ACT score of 19 or above taken within the last three years.
- Submit proof of a SAT math score of 450 or above or an ACT score of 19 or above taken within the last three years. College Transfer students must have an ACT score of 21.
- Register as a Special Student (one not seeking to complete a curriculum program) in anything other than English or math.

Exemptions for testing are not made for applicants seeking admission to the Associate Degree Nursing or the Practical Nursing Programs.

### ***About the Test***

The college uses two ACT tests for placement purposes:

- Assessing Students Success in Entry and Transfer (ASSET)
- Computer Adaptive Placement, Assessment, and Support System (COMPASS)

ASSET is a timed pencil and paper type test while COMPASS is a computerized adaptive type test and is not timed. The test includes writing, reading, numerical skills and algebra. Most students taking the test on campus will be taking the COMPASS version. There is currently no fee for the test.

Entrance requirements vary for individual courses and programs. The sections required are based on the chosen curriculum. Students will receive the test results immediately. Results from tests do not affect eligibility for admission, but developmental courses may be required as part of the student's curriculum if the test indicates the need. Prior to taking the test applicants are encouraged to obtain the Practice Placement Test from Student Services, the Student Enrichment Center, or the Job Link Center. After completing the practice test an applicant may find it helpful to review some of the test subject matter before attempting the test. A Placement Test Review Class is offered at the Job Link Center once a semester.

### ***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. Official documentation verifying the disability and the need for special accommodations must be submitted prior to testing. Special accommodations include, but are not limited to, braille, large print materials and tests on audiotape.
- Must bring social security number and have a picture ID. Pencils and scrap paper will be provided.
- Placement test scores are considered current for three years. Returning students who have successfully completed all developmental courses in which they originally placed will not be required to retest unless there has been a change of major which requires higher levels of math or English.
- Retesting will not be permitted unless it is determined by the Director of the Student

Enrichment Center or the Vice President of Student Services that the test scores are invalid or the student provides evidence that additional academic preparation has been completed.

### ***Developmental Studies***

McDowell Technical Community College has a Developmental Studies program designed to identify and assist students with academic weaknesses. All students are tested in math, English and reading on the placement tests during the admissions process. Students scoring below proficiency levels determined by the College are required to enroll in the Developmental courses appropriate for the identified weakness. Courses offered through the Developmental Studies include: Reading, Improved College Reading, Writing Foundations, Composition Strategies, Essential Mathematics, Introductory Algebra, and Intermediate Algebra.

Required Developmental courses become prerequisites for certain other courses and must be taken to be eligible for graduation. **They count in computation of grade point average but do not count toward the hours required for particular degree programs.**

These courses may also be taken by others, at the student's initiative, or on recommendation of a faculty member.

### ***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. Many of our students during their 40-year work span will be involved in four or five different occupations. It is, therefore, critical that the concept of career planning and development be an integral part of their educational process. 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.

### ***Job Placement***

The College offers job placement assistance through the Office of Student Services. A job placement counselor is provided to counsel and assist students and MTCC graduates in securing employment. 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 during their residency as a student and upon graduation.

In addition, an up-to-date listing of job openings is maintained on a bulletin board in the MTCC Commons Area.

Students interested in full or part-time jobs are asked to complete a job application form and personal data sheet and have a conference with the Director of Job Placement. The Director of Job Placement will provide tips on resumé preparation, interview techniques and job seeking skills. Student data will be maintained so that qualified students may be contacted when jobs become available.

Students are also encouraged to utilize the services of the North Carolina Employment Security Commission located on State Street in Marion, NC for job placement assistance.

# Student-Oriented Policies and Procedures

## *Diversity and Non-Discrimination*

### *Diversity*

McDowell Technical Community College values diversity and desires to create a situation where all persons, regardless of race, sex, age, national origin, religion, disability or other factors, may realize their fullest potential. To this end, the college prohibits discrimination of all kinds in its programs, services and employment.

### *Provisions For Handicapped Persons*

It is the intent of the College to make all courses of study fully accessible to all qualified students. Handicapped students should contact the Student Enrichment Center prior to enrollment so that necessary adjustments to programs and facilities might be identified and effected.

### *Non-Discrimination Policy*

"It is the policy of McDowell Technical Community College that no person or qualified handicapped individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, handicap or political affiliation, be excluded from participation in, be denied admission or access to, be denied the benefits of, or be subjected to discrimination in its educational programs, activities or employment policies 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 (ADA)."

### *When Believe You Have Been Discriminated Against*

#### *Those Without Disabilities*

Any person who thinks he or she may have been discriminated against for reasons other than disability may write to: VP of Student Services, c/o McDowell Technical Community College, 54 College Drive, Marion, NC 28752. Telephone (828) 652-0620. 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 Ave., NW, Room 316, P.O. Box 14620, Washington, DC 20044-4620. Telephone (202) 208-2545 (TDD 202-208-7741).

#### *Those With Disabilities*

The Dean of Fiscal Affairs has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act and the rights provided thereunder are available from the ADA Coordinator (The VP for

Finance and Administration). An individual who believes he or she may have been discriminated against based on disability may call (828) 652-0627 or write to: VP for Finance and Administration, McDowell Technical Community College, 54 College Drive, Marion, NC 28752. 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 Ave., NW, Room 316, P.O. Box 14620, Washington, DC 20044-4620. Telephone (202) 208-2545 (TDD 202-208-7741).

#### ***ADA Grievance Procedure***

McDowell Technical Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act.

1. A complaint should be filed in writing, and should contain the name and address of the person filing the complaint, a brief description of the alleged violation of ADA regulations. Complaints may be made verbally, provided the same information is given as would be given in writing.
2. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the VP for Finance and Administration. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the VP for Finance and Administration and a copy forwarded to the complainant no later than 30 days after its filing.
5. The ADA coordinator shall maintain the files and records of McDowell Technical Community College relating to the complaints filed.
6. The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the VP for Finance and Administration.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that McDowell Technical Community College complies with the ADA and implementing regulations.

#### ***Equal Opportunity/Affirmative Action Institution***

McDowell Technical Community College affirms itself as 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. He may be contacted at (828) 652-0627.

## ***Code of Student Conduct***

### ***Proper Conduct***

The College has a responsibility to insure for each of its students an optimum opportunity for learning. That responsibility includes providing a healthful and safe environment, protecting property and records, and supporting the laws of the community, state and nation. The College derives its power to discipline from this responsibility. In order to maintain an appropriate environment for study and learning, the College expects students to conduct themselves as mature, responsible adults, regardless of their age.

### ***Dismissal for Improper Conduct***

Personal conduct that detracts from the educational process will not be tolerated. The College reserves the right to dismiss any student who in its judgment conducts him or herself in a manner that detracts from or does not befit the purposes of this College.

### ***Basis for Suspension or Expulsion; Types of Inappropriate Conduct***

Expulsion, suspension from the College or a lesser sanction may result from the commission of any of the following offenses:

1. Academic Dishonesty (Plagiarism) - Students may not give or receive help during tests; may not submit papers or reports (that are supposed to be original work) which are not entirely their own; and may not cite source materials improperly. Sanctions may include receipt of a failing grade in applicable coursework and disciplinary probation for a first offense. The faculty member in whose course the infraction occurred or the Dean of Curriculum and Adult Basic Skills may deal with this offense.
2. Representing the College or a student organization without that group's permission or representing improperly, and not by error, the identity of any other individual member of the campus community.
3. Violation of the terms of disciplinary probation or of any College regulation during the period of probation.
4. Lewd or indecent conduct - Including public physical or verbal actions and distribution of obscene or libelous written materials.
5. Possession, distribution or use of alcoholic beverages/controlled substances or being in a state of intoxication on the College campus.
6. Possession, use or distribution of any narcotic drugs, amphetamines, barbiturates or similar agents except as expressly permitted by law. ("Narcotic" and "dangerous drugs" are as defined by agencies of the State of North Carolina and/or the United States Government.) Any influence which may be attributed to the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

7. Gambling.
8. 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.
9. Mental or physical abuse (hazing) of any person on College premises, or at College sponsored or College supervised functions; conduct which threatens or endangers the health or safety of any such persons.
10. Forgery, alteration or misuse of College documents, records or instruments of identification with intent to deceive.
11. 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.
12. 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.
13. 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 Student Services, the Business Office, Educational Programs Office, or the President's Office.
14. Possession or use of a firearm, incendiary device or explosive, except in connection with a College approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
15. Setting off a fire alarm or using or tampering with any fire- safety equipment, except with reasonable belief in the need for such alarm or equipment.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Smoking is limited to the designated smoking area near the watertower and behind Building 17. Please use ash and trash receptacles to dispose of litter. The use of tobacco products in any form is not permitted inside any building owned or leased by the College or in College owned vehicles. Students who violate this policy will receive a verbal warning by College staff for the first offense. Continual use of tobacco products will be considered a violation of this policy and appropriate disciplinary action will be taken.
18. The presence of animals on campus is forbidden, except in the case of seeing-eye dogs.
19. Violation of a local, state or federal criminal law on College premises which adversely affects the College community's pursuit of its proper educational purposes.

### ***Levels of Discipline and Appeal: Policy and Procedure***

Members of the instructional staff of the College are empowered to impose upon students those sanctions within his or her jurisdiction or to recommend to appropriate administrators sanctions of a greater nature. 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 acknowledgment of notice signed by the individual placed on probation.
5. Oral suspension and immediate exclusion from specific institution facilities or from all institution facilities for a period not to 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.
7. 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 documents which may be presented as evidence against him. A record of hearing proceedings shall be kept.

## ***Grievances***

### ***Student Grievance Policy***

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 that a condition or situation, or an action affecting the student, is unjust, inequitable, and/or 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 rectifying any problems before utilizing the grievance policy. However, the College realizes that all problems cannot be corrected without a grievance policy. The procedure is not intended to initiate action against a member of the faculty, staff, or administration; or to alter college policy.

**Procedures:**

The following procedure is established for handling student grievances as they relate to disciplinary action, claims of sex discrimination, sexual harassment, teacher/student relationships, grades, and college regulations. Because of the private and sensitive nature of sexual harassment and possibly certain other incidents, an aggrieved student may choose a third party mediator to help resolve such a complaint on an informal basis. Minor infractions of the rules and regulations of the college may be handled administratively by the instructor in charge.

The following outlines the grievance procedure to be followed:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who is/are involved. Both parties should attempt to resolve the issue in discussion.
2. If the complaint is not resolved, the student must talk with the faculty/staff member's immediate supervisor or dean who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a signed grievance form to the Vice-President for Student Services within five (5) school days after the completion of step 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.)
4. Copies of the complaint will be forwarded to the appropriate administrator (dean or vice-president) of the area involved.
5. Within ten (10) school days after receiving a signed grievance form, the Chairperson (the Dean of that student's curriculum area) will schedule and hold a meeting of the Grievance Committee to establish facts and recommend action. The student or staff person may have persons appear on his/her behalf, provided that a list of names is given to the Chairperson of the Grievance Committee one (1) calendar day prior to the meeting. Burden of proof shall rest with the student to refute or disprove any fact or finding. The student part 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 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, and the student may request a copy of the minutes. The discussion following the student part of the meeting is considered a closed session.

The Grievance Committee shall consist of:

- The Dean of that student's curriculum area will serve as Chairperson
- The Vice-President for Student Services will serve to represent the student and to ensure that the student's rights are not violated. He/she will not have a vote in the committee's decision.
- Two faculty members, at least one being from the same department as the aggrieved student (i.e., a vocational instructor when a student is in one of the vocational curricula or a College Transfer/General Education instructor when a student is in the College Transfer or General

Education program).

- Two students: the President of the Sga and one other elected by the SGA.
- One administrator, appointed by the college President
- The aggrieved student

If a regular member of the Grievance Committee is a party in the grievance or has a personal interest, an alternate member will be appointed by the President.

6. A minimum of four (4) voting members is required before a vote on a grievance can be taken, and the decision of the Grievance Committee shall be by simple majority vote. Within ten (10) school days, the Grievance Committee shall submit its findings of facts and recommendations to the Vice-President for Student Services with copies going to each party of the grievance and to the college President. This shall serve as a final decision unless changed through the appeal process.

7. If the grievant is not satisfied with the decision of the Grievance Committee, he/she may appeal the decision. This appeal must be made within three (3) school days of receipt of the decision, by means of written request to the college President. The President will render a decision within ten (10) school days and transmit it in writing to both concerned parties and to the Grievance Committee. In all cases, the President's decision shall serve as the final governing authority of the college.

### ***Student Records: Confidentiality and Release***

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 Education Rights and Privacy Act of 1974, as enacted by Congress, 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.

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 VP of Student Services 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 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.

- 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 not be honored as long as the student has any outstanding debt to the College.
  - D. Student's records and/or official transcript will be forwarded only upon the written request of the student. Each student is entitled to official transcripts of work completed.
  - 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. Instructors may post final exam and end of course grades provided a numerical code is used, unless students notify their instructors five class days before the end of the semester that they do not wish their grades posted.
- IV. The procedures established by the College providing access to student records:
- A. Upon receipt of a written request from the student, the VP of Student Services shall within 45 days:
    - 1. Allow the student to inspect and review the permanent file and transcript.
    - 2. Provide the student with copies of the material, if the student so desires.
    - 3. Interpret the records to the student.
    - 4. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the VP of Student Services shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. Students shall also have the opportunity to insert into their files any written explanations they deem appropriate.
  - B. McDowell Technical Community College considers the following "Directory Information," and will release such information unless each student notifies the VP of Student Services in writing during the first three class days of each semester:
    - 1. Name, address and phone number.
    - 2. Date and place of birth.
    - 3. Program of study.
    - 4. Participation in officially recognized activities and sports.
    - 5. Dates of attendance.
    - 6. Degrees and awards received.
    - 7. The most recent previous educational agency or institution attended by the student.
    - 8. Graduation honors.

# 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 1/2 time and has at least a 2.0 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 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 Student Services Office acts in advisory capacity to the Student Government Association. 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, Summer Fest and Fall Festival. All students are invited to participate free of charge; these activities are paid for through Student Activity Fees at the beginning of each semester. Students may bring a guest to these events for a nominal charge. This charge covers food for the event.

Occasionally, the Student Government Association will sponsor dances or other events. Announcements of these events will be posted or presented in class. A nominal fee may be charged for guests at these events.

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 new 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.

Each semester, the Beta Zeta Lambda chapter will extend an invitation to MTCC students

who have completed at least 12 hours of course work leading to an associate degree in which they have achieved a GPA of at least 3.5.

### ***Phi Beta Lambda National Business Honor Society***

Phi Beta Lambda is a national educational association of members preparing for careers in business. The mission of Phi Beta Lambda is to bring business and education together in a working relationship through innovative leadership development programs. Phi Beta Lambda welcomes students enrolled in business related curriculums, college transfer students planning to enroll in business programs at a four-year college or university, as well as students who demonstrate a genuine interest in business. Phi Beta Lambda holds both day and evening meetings.

### ***National Vocational-Technical Honor Society***

McDowell Technical Community College faculty and staff organized a chapter of the National Vocational-Technical Honor Society during the 2000-2001 academic year. NV-THS, 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 NV-THS is available to those who seek to uphold critical workplace values and high levels of achievement. Each semester, chapter advisors will notify those students whose academic record appears to meet chapter standards that they are eligible to apply for membership.

### ***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.

### ***Class Rings***

All orders for class rings will be made through the Student Services Office. Notices will be posted relevant to dates for measurements. Students are urged to be prompt when making these orders.

### ***Who's Who***

McDowell Technical Community College participates in *Who's Who Among Students in American Junior Colleges*. Outstanding students are nominated by faculty members.

## Continuing Education

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 18 years of age or older, or to those whose high school graduating class has graduated. 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, ie:

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

potential students must be employed by or recommended by one of the requesting training agencies.

### ***Course Descriptions/Schedules***

Specific course descriptions are provided in course schedules or may be furnished upon request. A course schedule is published each semester. Brochures are placed in appropriate areas throughout the county and courses may be advertised in local newspapers or on local radio stations.

### ***Registration and Fees***

Adults should notify the College by phone, letter or personal visit to pre-register for each class. Official registration will be held at the first class meeting. Registration fees for occupational, practical skills, avocational, and academic courses range from \$50-60 per course, depending on course length. Self-supporting class fees will vary, depending on the course. Registration fees for community service classes are as follows:

<u>Total Class Hours</u>	<u>Fee Charged</u>
5 hours and under	\$ 5.00
6-10 hours	10.00
11-18 hours	15.00
19-24 hours	20.00
25-36 hours	25.00
37 + hours*	30.00

\*Maximum Community Service Class 55 hours

Senior Citizens, 65 years of age and older, are fee exempt, except for classes that are self-supporting.

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. When classes meet at neighborhood locations, the College Bookstore make arrangements for books to be purchased at the class meeting place.

#### ***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***

A minimum enrollment of 10 persons is needed to conduct a class. Adults are expected to attend class regularly. Insufficient enrollment will result in cancellation of the class.

#### ***Certificates***

College credit is not granted for completion of courses in the Department of 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

## *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 Education
Citizenship Development Courses	Language Arts Education
Homemaking Education	Creative Arts Education
Family Life Programs	Music/Dance Education

## *Practical Skills*

Practical skills courses are designed to provide practical training for persons pursuing additional skills which are not considered part of their major or primary vocation, but which may supplement the individual's income or may reasonably lead them to employment.

Clothing Construction	Knitting	Sewing
Small Engine Repair	Cross-Stitch	Crocheting
Jewelry Making	Flower Arranging	China Dolls
Oil Painting	Basketweaving	Woodcarving
Home Maintenance & Repair	Quilting	

## *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.

### ***New and Expanding Industry***

This categorically funded program is a customized training service for new employees of a new or expanding company. The NEIT program, begun more than 30 years ago, was the nation's first initiative to link skills training to industrial development. State funds are allocated on a project-by-project basis to pay for essential training costs, including an instructor's wages and travel, materials development (shared with the company), video training tapes, an allowance for non-salvageable production materials and the cost of a temporary training facility, if needed.

### ***Focused Industrial Training (FIT)***

The Focused Industrial Training program was started in November, 1995. FIT provides funds for specific "focused" training, targeted to workers employed in industrial-type occupations and the traditional trades. Examples of what FIT can do for an industry are:

- Pay an instructor to train employees, in class or on the job, who have gaps in skill levels due to cross-training needs, technological changes or expanding industry demands; and
- Pay an instructor to train as few as one or two people -- if that is the need.

### ***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.

Companies 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.

### ***Apprenticeship Training***

If a system of "learning by doing" under the guidance of "master craftsmen" has endured for over 4,000 years, the system undoubtedly contains basic qualitative factors for our contemporary society. These factors should be identified clearly and implemented properly where such training is needed.

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, who need wider training because of changing methods, materials and technology, call for a new look into educational methods. Apprenticeship is an effective means for a young person 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 supplemental related instruction.

The main objective for the Apprenticeship Program is to combine 4,000 to 8,000 hours of 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 related information pertaining to his/her trade which can best be taught in the classroom. Other objectives include: development of an ability to apply technical related information to his or her trade, evolvement of proper attitudes and human relations, and adjustment to social problems encountered in the world of work. The North Carolina Apprentice Council and Department of Labor have mandated that related training will be required of every apprentice.

MTCC has some equivalent courses in the curriculum program that may offer the apprentice an opportunity to acquire an Associate Degree at the same time they are completing the Apprenticeship Program.

### ***Emergency Services Training***

#### **Fire Service Training**

MTCC provides a wide range of fire training opportunities to meet the continuing education training needs of area firemen. The college offers all course and training requirements to obtain LEVEL II Certification, Instructor Certification, Hazardous Material Awareness Level and Hazardous Material Operational Level. The college also holds an Annual Fire and Rescue 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 Emergency Rescue Technician (ERT) 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 inservice training opportunities weekly to meet local need. 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, EMT-Intermediate, and EMT-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 Corrections 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.

### ***Adult Basic Skills Programs***

All Basic Skills classes have open enrollment. A student may register any time during the semester and attend the class which is most convenient to their schedule. All classes are offered free of charge and materials will be provided. The goals of instruction are to improve basic skills in reading, writing and math which will lead to successful completion of the GED test.

#### ***Adult Basic Education (ABE)***

ABE classes provide instruction for adults who want to improve their skills in reading, writing, spelling, and math. Instructors are available to help those individuals who score below ninth grade level in any subject. **Special accommodations are made for beginning readers.** Under special circumstances, individuals with high school diplomas who need to review their skills may enroll in an ABE class.

### ***General Educational Development (GED)***

A pre-test is given to all students enrolled in a GED preparation class. The scores on this test are a good indicator of how successful a person will be at passing an Official GED test. The General Educational Development test is composed of five separate examinations in Writing, Social Studies, Science, Literature and Arts, and Mathematics. All questions are multiple choice, except for one part of the writing test which asks the examinees to write an essay.

### ***English as a Second Language (ESL)***

Written and spoken English, math, reading and other subjects are currently offered at the JobLink Career Center and on the Main Campus to foreign-born students. Classes are offered at several workplace sites throughout the county. Instructors are trained to work with students who need assistance completing forms such as immigration papers, tax and insurance documents, or job applications; obtaining driver's license, health and financial services; and obtaining practical skills such as cooking, shopping, and solving housing needs.

All classes are offered at a variety of times and locations. For more information, call MTCC at 652-6021 or check the listing of current classes in the MTCC *Schedule of Classes* published each semester.

### ***Human Resources Development (HRD)***

The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace. Our target population is unemployed/underemployed; welfare recipients; dislocated workers; out-of-school youth; unemployment insurance claimants; job, education, and training seekers; WIA eligible individuals; and currently employed workers needing skills to remain competitive.

#### ***HRD Success by Choice***

Develop a healthy self-esteem and positive attitude to ensure a happy life and a successful career. Establish goals and explore career opportunities.

#### ***HRD Workplace Computer Literacy***

Prepare for employment and/or make the transition into further computer training an easy one by learning the introductory skills of operating a computer.

#### ***HRD Study Skills/College Prep***

Prepare to be a successful college student as you pursue a career by learning to study more efficiently to achieve the grades you want.

#### ***HRD Placement Test Review***

Prepare to take the required community college placement test by reviewing and enhancing your math, grammar, and reading comprehension skills.

***HRD Introduction to Keyboarding***

Be prepared for keyboarding used in the workplace by learning the elementary keyboarding skills. Explore careers and/or training option opportunities.

***HRD Basic Office Skills***

Prepare for employment in an office setting by focusing on the basic clerical and human relations skills needed for an entry-level position. Learn about appropriate dress and make-up for the office to assist you in becoming the professional you want to be.

***HRD Pre-Employment Training***

Prepare for employment by developing a positive attitude, learning to communicate well, and realizing the importance of punctuality and good attendance. Earn an Employability Certificate and make a connection with local employers.

***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 Nursing Career Readiness***

Obtain assistance in the selection of a healthcare career, prepare for the educational programs of nursing, and review for the pre-nursing exam.

***Employability Lab***

The Employability Lab operates on a open entry/open exit basis. It provides literacy assessment (GED Orientation) at scheduled times. Career exploration, resume development, and Internet job search are provided by appointment. Various computer-based individualized job readiness instruction activities are also available.

***HRD Survival Skills for Women***

Take control of our life by learning how to take charge of your surroundings, health, emotional well-being, employment matters, and family relationships.

***HRD Re-Employment Initiative***

Prepare to re-enter the workplace through a brief skills update to include application completion, job opening sources, interviewing skills, and job search techniques.

The Human Resources Development program also offers *Computer Literacy* and *Study Skills* at Marion Correctional Institute.

All courses in the Human Resources Development program are offered at no cost. It is our goal to tailor the dates, time, and location of our classes to meet the needs of the students who enroll. For more information, call the HRD office at 659-6001.

## Adult Basic Skills Program

Basic Skills classes help students improve their skills in reading, writing and math, which will lead to the successful completion of the GED test. Instruction is also available to assist beginning readers and those for whom English is their second language (ESL). Adult Basic Skills classes are free and students may join at any time. Students may enroll for basic review even if they have high school diplomas or GEDs. Program information is contained elsewhere in this section.

JobLink Career Center	MTWTh	ABE/GED classes	8:00am- 8:30pm
JobLink Career Center	F	ABE/GED classes	8:00am- 2:00pm
Collins & Aikman	T	ABE/GED classes	9:00pm- 1:00am Wed.
Drexel Furniture	W	ABE/GED classes	3:30pm- 5:30pm
MTCC-Bldg. 14, Room 5	MTWThF	ABE/GED/ESL classes	9:30am-1:30pm
Baxter Healthcare	TBA	ABE/GED/ESL classes	TBA
St. John's	MTWThF	Family Literacy classes	8:30am- 12 noon
JobLink Career Center	MTWTh	ESL classes	6:00pm- 9:00pm
Head Start	TTh	ESL classes	9:30am- 11:30am
Broyhill Furniture	T	ESL classes	2:30pm-4:30pm
Sheltered Workshop	MTWTh	Comp. Ed classes	8:30am-11:45pm
Sheltered Workshop	F	Comp. Ed classes	8:30am- 10:45pm
Rocky Pass Rest Home	MTWThF	Comp. Ed classes	12:45pm- 1:45pm

### **McDowell Technical Community College**

is a partner in **JobLink Career Center**, a user-friendly facility providing job seekers access to a variety of employment and training services. Local professionals from various partner agencies work together to provide the best service for all customers. JobLink is convenient, efficient and effective. Check us out!

***Visit our Employability Lab for career exploration, individualized job readiness instruction, and/or job search.***



## **McDowell County JobLink Career Center**

### **Career Planning, Training & Placement Services**

### **Services**

- Career Counseling
- Career Exploration/Research
- Career Testing/Assessment
- Career/Job Related Faxing & Copying Services
- Computer Software Tutorials
- Education & Training Information/Access
- English As A Second Language (ESL)-
- GED/Basic Skills
- Internet Job Search
- Interview/Job Search Preparation
- Job Readiness Classes (HRD)
- Job Referrals
- Job Listings
- Labor Market Information
- Needs & Services Referral
- Resume Preparation

### **Partners On Site**

*The following partners have staff at the center on a par-time or full-time basis.*

- Department of Labor Apprenticeship Bureau
- Employment Security Commission
- McDowell Co. Dept. of Social Services
- McDowell Co. Public Schools
- McDowell Technical Community College
- Vocational Rehabilitation
- Welfare to Work
- Workforce Investment Act
- Out of School Youth Program

### **Location and Hours**

81 South Main Street, Suite 2 · Marion, NC · 28752

Phone 659-6001

Fax 659-8733

8:00 AM - 5:00 PM Monday - Thursday

8:00 AM - 4:00 PM Friday



# **Academic Programs**

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## Accounting

A25100 (Associate Degree)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice; students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including CPA firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

<u>Title</u>	<u>Class/Lab/Credit</u>
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3

DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics **Recommended	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

ACC	120	Accounting I	3	2	4
ACC	121	Accounting II	3	2	4
BUS	115	Business Law I	3	0	3
ACC	220	Intermediate Accounting I	3	2	4
ACC	225	Cost Accounting	3	0	3
ACC	221	Intermediate Accounting II	3	2	4

#### 2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
ACC	129	Individual Income Tax	2	2	3
ECO	252	Principles of Macroeconomics	3	0	3

### B. Concentration (If appropriate)

### C. Other Major Courses (Must be selected from identified prefixes)

(Co-op courses may be substituted)

*(A student must take 24 shc from the following, not to exceed 9 shc in any other prefix except ACC.*

*\* Classes are recommended for the A.A.S.)*

*BUS	110	Introduction to Business	3	0	3
CIS	225	Integrated Software	1	2	2
*OST	131	Basic Keyboarding	1	2	2
*ACC	150	Computerized General Ledger	1	2	2

*BUS	225	Business Finance I	2	2	3
*ACC	240	Gov & Not-For-Profit Acct	3	0	3
CIS	152	Database Concepts & Applications	2	2	3
ACC	110	Ten Key Calculator	0	2	1
ACC	250	Advanced Accounting	3	0	3
ACC	269	Auditing	3	0	3
COE	112	Work Experience I	0	20	2
BUS	230	Small Business Management	3	0	3
BUS	137	Principles of Management	3	0	3
OST	136	Word Processing	1	2	2
CIS	120	Spreadsheet I	2	2	3
COE	211	Work Experience	0	10	1
OST	286	Professional Development	3	0	3

### III. Other Required Courses

**Total Credits: 70**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

ACC	120	Accounting I	3	2	4
CIS	110	Introduction To Computers	2	2	3
BUS	110	Introduction To Business	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	115	Mathematical Models	2	2	3

##### **First Year-Spring**

ACC	121	Accounting II	3	2	4
ACC	129	Individual Income Tax	2	2	3
BUS	115	Business Law I	3	0	3
CIS	120	Spreadsheet I	2	2	3
Humanities Elective-See list of required courses			3	0	3

##### **First Year-Summer**

ACC	110	Ten-Key Calculator	0	2	1
CIS	152	Database Concepts & Applications	2	2	3
BUS	137	Principles of Management	3	0	3
or					
BUS	230	Small Business Management	3	0	3

##### **Second Year-Fall**

ACC	220	Intermediate Accounting	3	2	4
ACC	225	Cost Accounting	3	0	3
BUS	225	Business Finance I	3	0	3

OST	136	Word Processing	1	2	2
Social Science Elective-See list of required courses			3	0	3
*Recommend Microeconomics					

#### **Second Year-Spring**

ACC	221	Intermediate Accounting II	3	2	4
ECO	252	Principles of Macroeconomics	3	0	3
ACC	240	Government & Not-For-Profit	3	0	3
CIS	225	Integrated Software	1	2	2
ACC	150	Computerized General Ledger	1	2	2

#### **Second Year-Summer**

COM	231	Public Speaking	3	0	3
OST	286	Professional Development	3	0	3

# Advertising and Graphic Design

A30100 (Associate Degree)

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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but 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.***

**\*Certificate Program available. See Advisor for more information.**

Title	Class/Lab/Credit
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## I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	115	Math Models	2	2	3
or					
MAT	151	Statistics I	3	0	3
or					
MAT	161	College Algebra	3	0	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3
ART	111	Art Appreciation ** <b>Recommended</b>	3	0	3
ENG	125	Creative Writing I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology ** <b>Recommended</b>	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

GRD	110	Typography I	2	2	3
GRD	280	Portfolio Design	2	4	4

#### 2. Required Subject Areas

DES	135	Principles & Elements of Design	2	4	4
GRD	141	Graphic Design I	2	4	4
GRD	142	Graphic Design II	2	4	4
GRD	121	Drawing Fundamentals I	1	3	2
GRD	131	Illustration I	1	3	2
GRD	151	Computer Design Basics	1	4	3
GRD	152	Computer Design Techniques I	1	4	3

### B. Concentration (If appropriate)

### C. Other Major Courses

(Must be selected from identified prefixes)

GRD	111	Typography II	2	2	3
GRD	271	Multimedia Design I	1	3	2
GRD	272	Multimedia Design II	1	3	2
GRD	281	Design of Advertising	2	0	2

### III. Other Required Courses (Co-op courses may be substituted)

(Maximum of 7 shc for AAS, 4 shc for diploma and 1 shc for certificate)

(Includes free electives, orientation, and/or study skills courses)

COE	111	Co-op Work Experience I	0	10	1
GRD	113	History of Graphic Design	3	0	3
GRD	241	Graphic Design III	2	4	4
ART	261	Photography I	1	4	3
GRD	263	Illustrative Imaging	1	4	3

The following courses may be substituted for COE 111 with approval of advisor:

BUS	110	Introduction To Business	3	0	3
BUS	125	Personal Finance	3	0	3
BUS	230	Small Business Management	3	0	3

**Total Credits: 65**

### *Recommended Semester Schedule*

#### **First Year-Fall**

ENG	111	Expository Writing	3	0	3
GRD	121	Drawing Fundamentals I	1	3	2
GRD	110	Typography	2	2	3
GRD	151	Computer Design Basics	1	4	3
DES	135	Principles & Elements of Design	2	4	4
MAT	115	Mathematical Models	2	2	3
or					
MAT	151	Statistics I	3	0	3
or					
MAT	161	College Algebra	3	0	3

#### **First Year-Spring**

ART	261	Photography I	1	4	3
GRD	111	Typography II	2	2	3
GRD	131	Illustration I	1	3	2
GRD	152	Computer Design Techniques	1	4	3
Social Sciences Elective-See list of required courses			3	0	3

**First Year-Summer**

GRD	141	Graphic Design I	2	4	4
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**Second Year-Fall**

GRD	142	Graphic Design II	2	4	4
GRD	113	History of Graphic Design	3	0	3
GRD	271	Multimedia Design I	1	3	2
GRD	263	Illustrative Imaging	1	4	3
COM	231	Public Speaking	3	0	3

**Second Year-Spring**

GRD	241	Graphic Design III	2	4	4
ART	111	Art Appreciation	3	0	3
GRD	272	Multimedia Design II	1	3	2
GRD	281	Design of Advertising	2	0	2
COE	111	Work Experience I	0	10	1

**Second Year-Summer**

GRD	280	Portfolio Design	2	4	4
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# Air Conditioning, Heating, and Refrigeration Technology

## D35100 (Diploma)

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.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.

## *Diploma Program*

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3

### II. Major Courses

#### A. Core

##### 1. Required Courses

AHR	110	Introduction to Refrigeration	2	6	5
AHR	112	Heating Technology	2	4	4
AHR	113	Comfort Cooling	2	4	4
AHR	114	Heat Pump Technology	2	4	4

##### 2. Required Subject Areas

AHR	210	Residential Building Code	1	2	2
ELC	111	Introduction to Electricity	2	2	3

AHR	211	Residential System Design	2	2	3
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**B. Concentration** (If appropriate)

**C. Other Major Courses**

(Must be selected from identified prefixes)

BPR	111	Blueprint Reading	1	2	2
AHR	160	Refrigerant Certification	1	0	1
AHR	120	HVAC Maintenance	1	3	2
AHR	130	HVAC Controls	2	2	3
AHR	125	HVAC Electronics	1	3	2
AHR	115	Refrigeration Systems	1	3	2

**III. Other Required Courses**

**Total Credits: 43**

***Recommended Semester Schedule***

**First Year-Fall**

AHR	110	Introduction to Refrigeration	2	6	5
ELC	111	Introduction to Electricity	2	2	3

**First Year-Spring**

AHR	112	Heating Technology	2	4	4
BPR	111	Blueprint Reading	1	2	2
ENG	101	Applied Communications	3	0	3
AHR	210	Residential Building Code	1	2	2

**First Year-Summer**

MAT	101	Applied Mathematics I	2	2	3
AHR	113	Comfort Cooling	2	4	4
AHR	160	Refrigerant Certification	1	0	1

**Second Year-Fall**

AHR	114	Heat Pump Technology	2	4	4
AHR	211	Residential System Design	2	2	3
AHR	120	HVAC Maintenance	1	3	2

**Second Year-Spring**

AHR	130	HVAC Controls	2	2	3
AHR	125	HVAC Electronics	1	3	2
AHR	115	Refrigeration Systems	1	3	2

# Associate Degree Nursing, Non-Integrated

A45120 (Associate Degree)

This curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients through the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as a member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry, and community agencies.

*\*This curriculum was designed to be entered in the fall of each year. Some classes may not be offered every semester. Spring entry may be possible for students entering with prior coursework in practical nursing education.*

*\*\*Students may enroll in certain courses listed below pending acceptance into the ADN program. Enrollment in such courses does not guarantee acceptance.*

## ***Job Opportunities***

Registered Nurse employment opportunities exist with hospitals, acute and long-term care skilled facilities such as nursing homes and convalescent centers, clinics, physicians' offices, industry, home care agencies, one-day surgery centers, and private and public health agencies.

## ***Foothills Nursing Consortium***

Foothills Nursing Consortium is an alliance of three community colleges in the Foothills Region of North Carolina: Cleveland Community College in Shelby, Isothermal Community College in Spindale, and McDowell Technical Community College in Marion. Foothills Nursing Consortium offers Associate Degree Nursing to prepare students for licensure as a Registered Nurse. The program is five semesters in length, although Licensed Practical Nurses may enter the Advanced Placement ADN program during the second semester after completing other specified admission criteria. The number of advanced placement students may vary from college to college and year to year. During the five semester sequence, students will take classes at some point from all three colleges in the consortium. Thus, students will be required to travel to complete all course requirements. Most non-nursing courses will be scheduled at McDowell Technical Community College for McDowell Tech students and the majority of clinical experiences will be held in McDowell County for McDowell County residents. Only ten first-year students will be ad-

mitted each Fall Semester. Applicants must apply in their county of residence if they live in the service area of one of the three colleges which make up the consortium. Otherwise, applicants may apply to the college of their choice.

### ***Academic Admissions and Regulations***

***In addition to regular college admissions requirements and procedures, individuals interested in Associate Degree Nursing Program are also subject to the following admissions requirements, procedures and academic regulations. The ADN Program is a selective program.***

#### ***The Application Process***

Enrollment in the Associate Degree Nursing Program is limited. Applicants are advised to apply early; contact the Office of Student Services for exact deadline dates. Steps in the application process are as follows:

1. Submit a properly completed application to the MTCC Office of Student Services by the application deadline, usually in Early May. Apply only to the college within your county of residence.
2. Authorize the release of transcripts of high school (or GED) and college courses to the Office of Student Services. A grade point average (GPA) of 2.0 is required on all courses accepted for transfer credit.
3. Submit (3) three letters of reference to be sent directly to the Office of Student Services. Letters should be requested from teachers, employers, and guidance counselors, for example, not from relatives and close friends. One of these references must be a work reference. References must be on forms provided. References less than two years old at the time of the general admission requirement deadline will be acceptable.
4. Complete MTCC placement testing in reading, English/writing, mathematics and algebra.
5. Satisfactorily complete developmental courses in reading, English/writing, mathematics or algebra as indicated by the placement test.
6. Prerequisite courses in algebra, chemistry, and biology must be completed in high school or college with a grade of "C" or above.

Note: The above criteria must be met by the first of May (see the Dean of Student Services for exact deadline) to be eligible to take the PSB-Nursing School Aptitude Examination-RN.

7. When notified by the Office of Student Services, students report for the PSB-Nursing

School Aptitude Examination-RN (Fee \$10.00).

8. If indicated, an interview will be scheduled with an admissions counselor and the Nursing Director/Faculty.

9. Health forms will be provided and acceptance into the ADN program is contingent upon favorable results of physical and emotional examinations.

10. Written notification of acceptance into the ADN Program will be sent by the Office of Student Services and the Program Director.

In addition to the above requirements, Advanced Placement candidates must also:

11. Submit official copy of college Practical Nursing or other Nursing Program transcripts (course syllabi may be required).

12. Submit evidence of current unrestricted license as a Practical Nurse in the state of North Carolina. Unrestricted license must also be current at the time of acceptance into the program.

13. First year non-nursing courses (general/related) and Anatomy and Physiology I must be in progress if the Anatomy and Physiology series has not been completed.

Students are responsible for making sure that all admission requirements have been met and that all materials have been received by the Admissions Office. Admissions requirements currently in effect must be completed.

Completion of these requirements will not guarantee admission into the program.

### ***Standards of Progress***

A 2.0 grade point average in nursing consortium courses is required for satisfactory academic standing. The 2.0 grade point average will be based upon grades earned in each semester of study.

If a cumulative grade point average of required courses falls below 2.0, the student is on academic warning and will be required to work with his/her advisor and counselor in planning the necessary course of action.

For admission into the second level, the first level student must have a 2.0 grade point average in required nursing and science courses by the end of the spring semester. For more information about first and second levels, see the Office of Student Services for more information.

The grading scale for ADN program courses is as follows:

A 100-93

B 92-85

C 84-77

F 76 and below

The student must pass both the theory and clinical portions of courses to receive credit. Failure of either portion will mean course failure.

Title	Class/Lab/Clinical/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/

Mathematics all require three shc.

BIO	165	Anatomy and Physiology I	3	3	0	4
BIO	166	Anatomy and Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3

Humanities/Social Sciences Elective-Select one of the following:

SOC	220	Social Problems	3	0	0	3
SOC	210	Intro to Sociology	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HIS	233	History of Appalachia	3	0	0	3
HIS	236	North Carolina History	3	0	0	3
POL	120	American Government	3	0	0	3

### II. Major Courses

#### A. Core

##### 1. Required Courses

NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	125	Maternal-Child Nursing	5	3	6	8
NUR	135	Adult Nursing I	5	3	9	9
NUR	185	Mental Health Nursing	3	0	6	5
NUR	235	Adult Nursing II	4	3	15	10

##### 2. Required Subject Areas

#### B. Concentration (If appropriate)

#### C. Other Major Courses

(Must be selected from identified prefixes)

NUR	117	Pharmacology	1	3	0	2
NUR	133	Nursing Assessment	2	3	0	3
NUR	233	Leadership in Nursing	2	0	0	2
NUR	244	Issues and Trends	2	0	0	2
BIO	155	Nutrition	3	0	0	3
or						
NUR	189	Nursing Transition	1	3	0	2

### III. Other Required Courses

(Maximum of 7 shc for AAS, 4 shc for diploma and 1 shc for certificate)  
(Includes free electives, orientation, and/or study skills courses)

ACA	111	College Student Success	1	0	0	1
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**Total Credits: 75**

### *Recommended Semester Schedule*

#### **First Year-Fall**

NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	117	Pharmacology	1	3	0	2
BIO	165	Anatomy & Physiology I	3	3	0	4
PSY	150	General Psychology	3	0	0	3
ACA	111	College Student Success	1	0	0	1
*BIO	155	Nutrition	3	0	0	3

\*Generic students only

#### **First Year-Spring**

NUR	135	Adult Nursing I	5	3	9	9
NUR	133	Nursing Assessment	2	3	0	3
BIO	166	Anatomy & Physiology II	3	3	0	4
*NUR	189	Nursing Transition	1	3	0	2

\*LPN's only

#### **First Year-Summer**

NUR	185	Mental Health Nursing	3	0	6	5
BIO	175	General Microbiology	2	2	0	3
PSY	241	Developmental Psychology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3

#### **Second Year-Fall**

NUR	125	Maternal-Child Nursing	5	3	6	8
NUR	233	Leadership in Nursing	2	0	0	2
ENG	113	Literature Based Research	3	0	0	3

**Second Year-Spring**

NUR	235	Adult Nursing III	4	3	15	10
NUR	244	Issues and Trends	3	0	0	3
Humanities/Social Sciences Elec.-See list of required courses			3	0	0	3



# Autobody Repair

D60100 (Diploma)

The Autobody Repair curriculum provides training in the use of equipment and materials of the auto body repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

Course work will include autobody fundamentals, industry overview, and safety. Students will perform hands on repairs in the areas of non-structural and structural repairs, mig welding, plastics and adhesives, refinishing and other related areas.

Graduates should qualify for a diploma in Autobody Repair and be able to seek entry-level employment in the automotive body and refinishing industry. Persons completing this curriculum may find employment with franchised independent garages, or may seek self-employment.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*Certificate Program may be available. See Advisor for more information.**

Title	Class/Lab/Credit
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## I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
 Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
 Mathematics all require three shc.

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3
PSY	118	Interpersonal Psychology	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

AUB	111	Painting & Refinishing I	2	6	4
AUB	112	Painting and Refinishing II	2	6	4
AUB	114	Special Finishes	1	2	2
AUB	121	Non-Structural Damage I	1	4	3
AUB	122	Non Structural Damage II	2	6	4
AUB	131	Structural Damage I	2	4	4
AUB	132	Structural Damage II	2	6	4
AUB	134	Autobody Mig Welding	1	4	3

AUB	136	Plastics and Adhesives	1	4	3
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## 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

## II. Other Required Courses

(Maximum of 7 shc for AAS, 4 shc for diploma and 1 shc for certificate)

(Includes free electives, orientation, and/or study skills courses)

CIS	111	Basic PC Literacy	1	2	2
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**Total Credits: 42**

## *Recommended Semester Schedule*

### First Year-Fall

AUB	111	Painting & Refinishing I	2	6	4
AUB	134	Autobody Mig Welding	1	4	3
PSY	118	Interpersonal Psychology	3	0	3

### First Year-Spring

AUB	121	Non-Structural Damage I	1	4	3
CIS	111	Basic PC Literacy	1	2	2

### First Year-Summer

AUB	131	Structural Damage I	2	4	4
MAT	101	Applied Mathematics I	2	2	3

### Second Year-Fall

AUB	112	Painting and Refinishing II	2	6	4
AUB	114	Special Finishes	1	2	2
AUB	136	Plastics and Adhesives	1	4	3

### Second Year-Spring

AUB	122	Non Structural Damage II	2	6	4
ENG	101	Applied Communications I	3	0	3

### Second Year-Summer

AUB	132	Structural Damage II	2	6	4
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# Automotive Systems Technology

A60160 (Associate Degree) D60160 (Diploma)

This curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and enhances the student's awareness of having to meet the challenges of this fast and ever-changing field.

Classroom and lab experience integrates technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared for ASE certification and be ready for full-time employment in dealerships and repair shops in the automotive service industry. Cooperative education opportunities may be available at some North Carolina Community Colleges.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*Certificate Program may be available. See Advisor for more information.**

Title	Class/Lab/Credit
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## I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAT	115	Math Models	2	2	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3

PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

AUT	141	Suspension and Steering Systems	2	4	4
AUT	151	Brake Systems	2	2	3

#### 2. Required Subject Areas

AUT	162	Chassis Electrical & Electronics	2	2	3
AUT	181	Engine Performance-Electrical	2	3	3
AUT	182	Engine Performance-Electrical Lab	0	3	1
AUT	183	Engine Performance-Fuels	2	3	3
AUT	184	Engine Performance-Fuels Lab	0	3	1

### B. Concentration (If appropriate)

### C. Other Major Courses

AUT	110	Introduction to Automotive Technology	2	2	3
AUT	113	Auto Servicing	2	6	4
AUT	115	Engine Fundamentals	2	3	3
AUT	152	Brake Systems Lab	0	2	1
AUT	162	Chassis Electrical & Electronics	2	2	3
AUT	163	Chassis Electrical & Electronics	0	2	1
AUT	164	Automotive Electronics	2	2	3
AUT	185	Emissions Control	1	2	2
AUT	171	Heating & Air Conditioning	2	3	3
AUT	221	Automotive Transmissions	2	6	4
AUT	231	Manual Drive Train/Axels	2	3	3
AUT	116	Engine Repair	1	3	2
AUT	112	Auto Shop Management	1	2	2

CIS	110	Introduction to Computers	2	2	3
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### III. Other Required Courses

**Total Credits: 67**

### *Recommended Semester Schedule*

#### **First Year-Fall**

AUT	110	Introduction to Automotive Technology			
AUT	115	Engine Fundamentals	2	3	3
AUT	116	Engine Repair	1	3	2
MAT	115	Math Models	2	2	3

#### **First Year-Spring**

AUT	162	Chassis Electrical & Electronics	2	2	3
AUT	163	Chassis Electrical & Electronics Lab	0	2	1
AUT	181	Engine Performance-Electrical	2	3	3
AUT	182	Engine Performance-Electrical Lab	0	3	1
AUT	164	Automotive Electronics	2	2	3
ENG	111	Expository Writing	3	0	3

#### **First Year-Summer**

AUT	183	Engine Performance-Fuels	2	3	3
AUT	184	Engine Performance-Fuels Lab	0	3	1
AUT	185	Emissions Control	1	2	3
HUM	122	Southern Culture or other Humanities	3	0	3

#### **Second Year-Fall**

AUT	221	Automotive Transmissions	2	6	4
AUT	231	Manual Drive Train/Axels	2	3	3
PSY	150	General Psychology	3	0	3
CIS	110	Introduction to Computers	2	2	3

#### **Second Year-Spring**

AUT	171	Heating & Air Conditioning	2	3	3
AUT	112	Auto Shop Management	1	2	2
AUT	113	Auto Servicing	2	6	4
COM	231	Public Speaking	3	0	3

#### **Second Year-Summer**

AUT	141	Suspension and Steering Systems	2	4	4
AUT	151	Brake Systems	2	2	3
AUT	152	Brake Systems Lab			

# 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-accredited topics and methods of instruction. General subjects include, but are limited to, criminal, juvenile, civil, traffic and alcoholic beverage laws; investigative, patrol, custody and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and should be qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*Enrollment in this program may be limited. Special admissions procedures may apply. Contact the BLET Coordinator for additional information.*

*\*\*McDowell Technical Community College students may also take a limited number of classes on the MTCC campus to apply toward a degree in Criminal Justice through Western Piedmont Community College. Contact Western Piedmont for additional information and requirements.*

Title	Class/Lab/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

CJC	100-A Basic Law Enforcement Tng	4.5	13.5	9
CJC	100-B Basic Law Enforcement Tng *	4.5	13.5	9

\*CJC 100-A is a prerequisite for CJC 100-B

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

### III. Other Required Courses

**Total Credits: 18**

#### ***Recommended Semester Schedule***

##### **First Year-Fall**

CJC	100-A Basic Law Enforcement Training	4.5	13.5	9
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##### **First Year-Spring**

CJC	100-B Basis Law Enforcement Training*	4.5	13.5	9
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\*CJC 100-A is a prerequisite for CJC 100-B

# Business Administration

A25120 (Associate Degree)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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## I. General Education Courses

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3



Select one of the following:

SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

ACC	120	Accounting I	3	2	4
MKT	120	Principles of Marketing	3	0	3
BUS	115	Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3

#### 2. Required Subject Areas

ECO	251	Principles of Microeconomics	3	0	3
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### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

BUS	110	Introduction to Business	3	0	3
OST	131	Keyboarding	1	2	2
BUS	230	Small Business Management	3	0	3
BUS	147	Business Insurance	3	0	3
CIS	110	Introduction to Computers	2	2	3
CIS	120	Spreadsheet I	2	2	3
MKT	123	Fundamentals of Selling	3	0	3
BUS	225	Business Finance	2	2	3
ECO	252	Principles of Macroeconomics	3	0	3
OST	136	Word Processing	1	2	2
BUS	153	Human Resource Management	3	0	3
BUS	125	Personal Finance	3	0	3
OST	236	Advanced Word Processing	2	2	3
OST	286	Professional Development	2	0	2

## III. Other Required Courses

**Total Credits: 70**

### ***Recommended Semester Schedule***

#### **First Year-Fall**

MAT	115	Mathematical Models	2	2	3
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
ACC	120	Accounting I	3	2	4

#### **First Year-Spring**

CIS	120	Spreadsheet I	3	2	3
BUS	115	Business Law	3	0	3
OST	131	Keyboarding	1	2	2
MKT	120	Principles of Marketing	3	0	3
Humanities/Social Sciences Elective-See list of required courses			3	0	3

#### **First Year-Summer**

BUS	230	Small Business Management	3	0	3
BUS	147	Business Insurance	3	0	3

#### **Second Year-Fall**

BUS	225	Business Finance	2	2	3
ECO	251	Principles of Microeconomics	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
BUS	125	Personal Finance	3	0	3

#### **Second Year-Spring**

ECO	252	Principles of Macroeconomics	3	0	3
BUS	153	Human Resource Management	3	0	3
OST	286	Professional Development	2	0	2
OST	136	Word Processing	1	2	2
Humanities/Social Sciences Elective-See list of required courses			3	0	3

#### **Second Year-Summer**

COM	231	Public Speaking	3	0	3
OST	236	Advanced Word Processing	2	2	3

# Business Administration

## Concentration: Marketing & Retailing

A2512F (Associate Degree)

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.

Course work 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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/

Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

ACC	120	Accounting I	3	2	4
BUS	115	Business Law I	3	0	3
MKT	120	Principles of Marketing	3	0	3
BUS	137	Principles of Management	3	0	3

#### 2. Required Subject Areas

ECO	252	Principles of Macroeconomics	3	0	3
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### B. Concentration (If appropriate)

MKT	220	Advertising & Sales Promotion	3	0	3
MKT	225	Market Research	3	0	3
MKT	122	Visual Merchandising	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
MKT	227	Marketing Applications	3	0	3

### C. Other Major Courses (Co-op courses may be substituted) (Must be selected from identified prefixes)

ECO	251	Principles of Microeconomics	3	0	3
BUS	110	Introduction to Business	3	0	3
OST	131	Keyboarding	1	2	2
CIS	110	Introduction to Computers	2	2	3
MKT	121	Retailing	3	0	3
CIS	120	Spreadsheet I	2	2	3
OST	136	Word Processing	2	2	4
MKT	224	International Marketing	3	0	3
OST	286	Professional Development	3	0	3

## III. Other Required Courses

**Total Credits: 68**

***Recommended Semester Schedule***

**First Year-Fall**

MAT	115	Mathematical Models	2	2	3
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
ACC	120	Accounting I	3	2	4

**First Year-Spring**

CIS	120	Spreadsheet I	3	2	3
BUS	115	Business Law	3	0	3
OST	131	Keyboarding	1	2	2
MKT	120	Principles of Marketing	3	0	3
Humanities/Social Sciences Elective-See list of required courses			3	0	3

**First Year-Summer**

MKT	220	Advertising & Sales Promotion	3	0	3
COM	231	Public Speaking	3	0	3

**Second Year-Fall**

ECO	251	Principles of Microeconomics	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
MKT	122	Visual Merchandising	3	0	3
MKT	121	Retailing	3	0	3

**Second Year-Spring**

ECO	252	Principles of Macroeconomics	3	0	3
OST	136	Word Processing	1	2	2
MKT	224	International Marketing	3	0	3
MKT	225	Market Research	3	0	3
Humanities/Social Sciences Elective-See list of required courses			3	0	3

**Second Year-Summer**

MKT	227	Marketing Applications	3	0	3
OST	286	Professional Development	3	0	3

# Business Administration

## Concentration: Operations Management

A2512G (Associate Degree)

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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
PSY	150	General Psychology	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3

DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

ACC	120	Principles of Accounting I	3	2	4
BUS	115	Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
MKT	120	Principles of Marketing	3	0	3

#### 2. Required Subject Areas

ECO	251	Principles of Microeconomics	3	0	3
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### B. Concentration (If appropriate)

OMT	112	Materials Management	3	0	3
ISC	121	Environmental Health & Safety	3	0	3
ISC	210	Operation & Production Planning	3	0	3
OMT	260	Issues in Operations Management	3	0	3
ISC	130	Introduction to Quality Control	3	0	3

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

OST	131	Keyboarding	1	2	2
BUS	225	Business Finance	3	0	3
CIS	110	Introduction to Computers	2	2	3
BUS	153	Human Resource Management	3	0	3
BUS	135	Principles of Supervision	3	0	3
OMT	143	Just-In-Time	2	0	2
BUS	240	Business Ethics	3	0	3

### III. Other Required Courses

**Total Credits: 68**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

MAT	115	Mathematical Models	2	2	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
ACC	120	Accounting I	3	2	4
OMT	143	Just-In-Time	2	0	2

##### **First Year-Spring**

BUS	115	Business Law	3	0	3
MKT	120	Principles of Marketing	3	0	3
OMT	112	Materials Management	3	0	3
ISC	130	Introduction to Quality Control	3	0	3
Humanities/Social Sciences Elective-See list of required courses			3	0	3

##### **First Year-Summer**

COM	231	Public Speaking	3	0	3
OMT	260	Issues in Operations Management	3	0	3
OST	131	Keyboarding	1	2	2
ISC	121	Environmental Health & Safety	3	0	3

##### **Second Year-Fall**

ECO	251	Principles of Microeconomics	3	0	3
BUS	137	Principles of Management	3	0	3
BUS	240	Business Ethics	3	0	3
BUS	225	Business Finance	3	0	3
Humanities/Social Sciences Elective-See list of required courses			3	0	3

##### **Second Year-Spring**

PSY	150	General Psychology	3	0	3
ISC	210	Operations and Production Planning	3	0	3
BUS	153	Human Resources Management	3	0	3
BUS	135	Principles of Supervision	3	0	3



# Carpentry

## D35180 (Diploma)

This curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes: footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3
PSY	118	Interpersonal Psychology	3	0	3

### II. Major Courses

#### A. Core

##### 1. Required Courses

BPR	130	Blueprint Reading	1	2	2
CAR	111	Carpentry I	4	15	9
CAR	112	Carpentry II	4	15	9
CAR	113	Carpentry III	3	9	6
CAR	115	Residential Planning & Estate	3	0	3

##### 2. Required Subject Areas

#### B. Concentration (If appropriate)

**C. Other Major Courses**

(Must be selected from identified prefixes)

ISC	115	Construction Safety	2	0	2
CAR	114	Residential Building Codes	3	0	3
DFT	117	Technical Drafting	1	2	2
CAR	116	Metal Framing	1	3	2

**III. Other Required Courses****Total Credits: 47*****Recommended Semester Schedule*****First Year-Fall**

CAR	111A	Carpentry I	4	15	9
ISC	115	Construction Safety	2	0	2
BPR	130	Blueprint Reading	1	2	2

**First Year-Spring**

CAR	111B	Carpentry I	4	15	9
CAR	116	Metal Framing	1	3	2
ENG	101	Applied Communications I	3	0	3

**First Year-Summer**

CAR	112A	Carpentry II	4	15	9
MAT	101	Applied Math I	2	2	3

**Second Year-Fall**

CAR	112B	Carpentry II	4	15	9
CAR	115	Residential Planning & Estimating	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

**Second Year-Spring**

CAR	113A	Carpentry III	3	9	6
CAR	114	Residential Building Codes	3	0	3
DFT	117	Technical Drafting	1	2	2

**Second Year-Summer**

CAR	113B	Carpentry III	3	9	6
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# College Transfer - Liberal Arts Program

## A10100 (Associate Degree)

The College Transfer/Liberal Arts program is designed for students who intend to transfer to a four-year college or university. 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 curriculum in the College Transfer/Liberal Arts program is designed to meet students 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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.

Title	Class/Lab/Credit
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### I. General Education Courses. 44 shc required

#### English Composition 6 shc required

ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3

#### Humanities/Fine Arts 12 shc required

ENG	241	British Literature I	3	0	3
or					
ENG	242	British Literature II	3	0	3
or					
ENG	231	American Literature I	3	0	3
or					
ENG	232	American Literature II	3	0	3

or					
ENG	251	Western World Literature I	3	0	3
MUS	110	Music Appreciation	3	0	3
or					
ART	111	Art Appreciation	3	0	3
or					
HUM	122	Southern Culture	3	0	3

*(Choose six (6) semester hours from the following. At least 3 shc must come from non-literature courses.)*

FRE	111	Elementary French I*	3	0	3
FRE	112	Elementary French II*	3	0	3
SPA	111	Elementary Spanish I*	3	0	3
SPA	112	Elementary Spanish II*	3	0	3
COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
PHI	210	History of Philosophy	3	0	3
PHI 240		Introduction to Ethics	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3

*\*Students must meet the foreign language requirements (if applicable) of the institution to which they plan to transfer. These requirements must be met prior to or following admission to the senior institution.*

**Social/Behavioral Sciences 12 shc required**

HIS	111	World Civilizations I	3	0	3
HIS	112	World Civilizations II	3	0	3
SOC	210	Introduction to Sociology	3	0	3
<i>(Choose three (3) shc from the following)</i>					
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
POL	120	American Government	3	0	3

**Natural Science 8 shc required**

BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4

**Mathematics 6 shc required***(Choose six (6) shc from the following)*

MAT	151	Statistics I	3	0	3
MAT	161	College Algebra	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
MAT	273	Calculus III	3	2	4

**II. Major Courses****A. Core**

1. Required Courses
2. Required Subject Areas

**B. Concentration** (If appropriate)**C. Other Major Courses****III. Other Required Courses**

After meeting program requirements, electives may be selected from the following approved courses: (Choose 20-21 shc.) Of this 20-21 shc, 2 shc must be PED 110 and 3 shc must be CIS 110.

**Computer Science 3 shc required**

CIS	110	Introduction to Computers	2	2	3
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**Health/Physical Education (2 shc required)**

PED	110	Fit and Well For Life	1	2	2
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**Humanities/Fine Arts**

ART	111	Art Appreciation	3	0	3
COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
ENG	125	Creative Writing I	3	0	3

ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	122	Southern Culture	3	0	3
MUS	110	Music Appreciation	3	0	3
PHI	210	History of Philosophy	3	0	3
PHI	240	Introduction to Ethics	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
SPA	111	Elementary Spanish I*	3	0	3
SPA	112	Elementary Spanish II*	3	0	3

*\*Students must meet the foreign language requirements (if applicable) of the institution to which they plan to transfer. These requirements must be met prior to or following admission to the senior institution.*

#### **Social/Behavioral Sciences**

BUS	110	Introduction to Business	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	244	Child Development I *	3	0	3
PSY	245	Child Development II *	3	0	3
PSY	281	Abnormal Psychology	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3
SOC	242	Sociology of Deviance	3	0	3

*\*These are not articulated courses. Students are responsible for contacting the four-year institution of their choice for approval of transfer credits in these courses.*

#### **Natural Science**

BIO	165	Anatomy and Physiology I	3	3	4
BIO	166	Anatomy and Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3
CHM	131	Introduction to Chemistry	3	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	1
CHM	132	Organic and Biochemistry	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
CHM	251	Organic Chemistry I	3	3	4
CHM	252	Organic Chemistry II	3	3	4
CHM	271	Biochemical Principles	3	3	4

#### Mathematics

MAT	151	Statistics I	3	0	3
MAT	161	College Algebra	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	271	Calculus I	3	2	4

#### Other Electives

ACC 120		Principles of Accounting	3	2	4
ACC 121		Principles of Accounting II	3	2	4
BUS 110		Introduction to Business	3	0	3
CIS 115		Introduction to Programming and Logic	2	2	3
CSC 134		C++ Programming	2	3	3

**Total Credits: 64**

### *Recommended Semester Schedule*

**\*All classes are subject to a class size minimum. Certain classes may not be offered when this minimum is not met.**

**\*\*Students who do not follow the recommended semester schedule below cannot expect to complete this degree in two years.**

#### First Year-Fall

ENG	111	Expository Writing	3	0	3
HIS	111	World Civilizations I	3	0	3
BIO	111	General Biology	3	3	4
MAT	161	College Algebra	3	0	3
or					
MAT	171	Precalculus Algebra	3	0	3

MAT	171A	Precalculus Algebra Lab	0	2	1
PED	110	Fit and Well For Life*	1	2	2
		(*Student may elect to take PED 110 in spring.)			
Elective-	See list of other required courses		3	0	3
<b>First Year-Spring</b>					
ENG	113	Literature Based Research	3	0	3
HIS	112	World Civilizations II	3	0	3
BIO	112	General Biology II	3	3	4
MAT	161	College Algebra	3	0	3
or					
MAT	151	Statistics I	3	0	3
or					
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
PED	110	Fit and Well For Life*	1	2	2
		(*If not taken in fall semester.)			
Elective-	See list of other required courses		3	0	3
<b>Second Year-Fall</b>					
ENG	231	American Literature I	3	0	3
or					
ENG	241	British Literature I	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Humanities Elective-	See list of other required courses		3	0	3
Elective-	See list of other required courses		3	0	3
Elective-	See list of other required courses		3	0	3
<b>Second Year-Spring</b>					
CIS	110	Introduction to Computers	2	2	3
MUS	110	Music Appreciation	3	0	3
or					
ART	111	Art Appreciation	3	0	3
or					
HUM	122	Southern Culture	3	0	3
Social Sciences Elective-	See list of other required courses		3	0	3
Humanities Elective-	See list of other required courses		3	0	3
Elective-	See list of other required courses		3	0	3



# Cosmetology

A55140 (Associate Degree)      D55140 (Diploma)      C55140 (Certificate)

This curriculum is designed to provide competency based knowledge, scientific principle and hands-on fundamentals associated with the hairdressing industry. The curriculum provides a simulated salon environment which enable 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 successful passing of the State Board exam, graduates will be issued a license. Employment opportunities available in beauty salons, skin/nail specialist, platform artist and related business.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*Although no certificate information is listed below, a student may receive a certificate for completing 1200 hours. For further information, see the Department Chair for Cosmetology.*

## *Associate Degree Program*

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
Communications requires six shc for degree or three shc for diploma.					
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/ Mathematics all require three shc for degree.					
MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
Select one of the following:					
HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3

PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3
ART	111	Art Appreciation	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

COS	150	Computerized Salon Operation	1	0	1
COS	140	Contemporary Design	1	3	2
COS	124	Trichology Chemistry	1	3	2
COE	113	Co-Op Work Experience I	0	30	3

## III. Other Required Courses

**Total Credits: 64**

### *Recommended Semester Schedule*

#### **DAY CLASS**

##### **First Year-Fall**

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
MAT	115	Math Models	2	2	3

##### **First Year-Spring**

COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
ENG	111	Expository Writing	3	0	3

##### **First Year-Summer**

COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
Humanities Elective-See list of required courses			3	0	3

##### **Second Year-Fall**

COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
COS	150	Computerized Salon Operation	1	0	1
COS	140	Contemporary Design	1	3	2
COS	124	Trichology Chemistry	1	3	2
Social Sciences Elective-See list of required courses			3	0	3

##### **Second Year-Spring**

COE	113	Co-Op Work Experience I	0	30	3
COM	231	Public Speaking	3	0	3

#### **NIGHT CLASS**

##### **First Year-Fall**

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
MAT	115	Math Models	2	2	3

##### **First Year-Spring**

COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
ENG	111	Expository Writing	3	0	3

##### **First Year-Summer**

COS	115	Cosmetology Concepts III	4	0	4
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COS	116	Salon III	0	12	4
<b>Second Year-Fall</b>					
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
Humanities Elective-See list of required courses			3	0	3
<b>Second Year-Spring</b>					
COS	124	Trichology Chemistry	1	3	2
COS	140	Contemporary Design	1	3	2
COS	150	Computerized Salon Operation	1	0	1
COS	115	Cosmetology Concepts III *Audit	4	0	4
COS	116	Salon III *Audit	0	12	4
Social Sciences Elective- See list of required courses			3	0	3
<b>Second Year-Summer</b>					
COE	113	Co-Op Work Experience I	0	30	3
COM	231	Public Speaking	3	0	3

### ***Diploma Program***

Title	Class/Lab/Credit
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#### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	101	Applied Mathematics I	3	0	3
ENG	101	Applied Communications I	3	0	3

#### **II. Major Courses**

##### **A. Core**

##### **1. Required Courses**

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	117*	Cosmetology Concepts IV	2	0	2
COS	118*	Salon IV	0	21	7

\*COS 117 & 118 Required for degree, 1500 hour diploma, or 1500 hour certificate only.

2. Required Subject Areas

**B. Concentration** (If appropriate)

**C. Other Major Courses**

(Must be selected from identified prefixes)

COS	150	Computerized Salon	1	0	1
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**III. Other Required Courses**

**Total Credits: 39**

***Recommended Semester Schedule***

**DAY CLASS**

**First Year-Fall**

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
MAT	101	Applied Mathematics I	3	0	3

**First Year-Spring**

COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
ENG	101	Applied Communications I	3	0	3

**First Year-Summer**

COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4

**Second Year-Fall**

COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
COS	150	Computerized Salon Operation	1	0	1

**NIGHT CLASS**

**First Year-Fall**

COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
MAT	101	Applied Mathematics I	3	0	3

**First Year-Spring**

COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8

ENG	101	Applied Communications I	3	0	3
<b>First Year-Summer</b>					
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
<b>Second Year-Fall</b>					
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
<b>Second Year-Spring</b>					
<b>If completing 1500 hour program, add the following classes to your curriculum:</b>					
COS	124	Trichology Chemistry	1	3	2
COS	140	Contemporary Design	1	3	2
COS	150	Computerized Salon Operation	1	0	1
COS	115	Cosmetology Concepts III * <b>Audit</b>	4	0	4
COS	116	Salon III * <b>Audit</b>	0	12	4

# Cosmetology- Esthetics Technology

C55230 (Certificate)

This curriculum is designed to provide 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 Lincensing 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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.

*Students may enter this curriculum at the start of any semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program.*

Title	Class/Lab/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	119	Esthetics Concepts I	2	0	2
COS	120	Esthetics Salon I	0	18	6
COS	125	Esthetics Concepts II	2	0	2
COS	126	Esthetics Salon II	0	18	6

#### 2. Required Subject Areas

### B. Concentration (not applicable)

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 16**

***Recommended Semester Schedule***

**First Year-Fall**

COS	119	Esthetics Concepts I	2	0	2
COS	120	Esthetics Salon I	0	18	6
COS*	119B	Esthetics Concepts I B	1	0	1
COS*	120B	Esthetics Salon I B	0	9	3
COS**	125A	Esthetics Concepts II A	1	0	1
COS**	126A	Esthetics Salon II A	0	9	3
COS*	125B	Esthetics Concepts II B	1	0	1
COS*	126B	Esthetics Salon II B	0	9	3

**First Year-Spring**

COS	119	Esthetics Concepts I	2	0	2
COS	120	Esthetics Salon I	0	18	6
COS	125	Esthetics Concepts II	2	0	2
COS	126	Esthetics Salon II	0	18	6
COS*	125B	Esthetics Concepts II B	1	0	1
COS*	126B	Esthetics Salon II B	0	9	3

**First Year-Summer**

COS	119A	Esthetics Concepts I A	1	0	1
COS	120A	Esthetics Salon I A	0	9	3
COS	125A	Esthetics Concepts II A	1	0	1
COS	126A	Esthetics Salon II A	0	9	3

\*First 8 weeks only

\*\*Second 8 weeks only

***Students may enter this curriculum at the start of any semester. Availability of this curriculum will be determined by a sufficient number of students enrolling in this program.***



# Cosmetology - Manicurist/Nail Technician

C55400 (Certificate)

This curriculum is designed to provide competency based knowledge, scientific principle and hands-on fundamentals associated with the hairdressing industry. The curriculum provides a simulated salon environment which enable 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 successful passing of the State Board exam, graduates will be issued a license. Employment opportunities available in beauty salons, skin/nail specialist, platform artist and related business.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but 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.***

Title	Class/Lab/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	121	Manicure/Nail Technology I	4	6	6
COS	122	Manicure/Nail Technology II	4	6	6

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 12**

***Recommended Semester Schedule***

**First Year-Fall\* or Spring\***

COS	121	Manicure/Nail Technology I	4	6	6
COS	122	Manicure/Nail Technology II	4	6	6

***\*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.***

# Cosmetology- Instructor

C55160 (Certificate)

The Cosmetology Instructor 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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum is offered on an individual basis in any semester, based on student demand.*

Title	Class/Lab/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	271	Instructor Concepts I	5	0	5
COS	272	Instructor Practicum I	0	21	7
COS	273	Instructor Concepts II	5	0	5
COS	274	Instructor Practicum II	0	21	7

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 24**

### ***Recommended Semester Schedule***

#### **First Year-Fall, Spring or Summer\***

COS	271	Instructor Concepts I**	5	0	5
	and				
COS	272	Instructor Practicum I**	0	21	7
	or				
COS	273	Instructor Concepts II**	5	0	5
	and				
COS	274	Instructor Practicum II**	0	21	7

*\*This curriculum is offered on an individual basis in any semester, based on student demand.*

*\*\*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 covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board 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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This curriculum is offered on an individual basis in any semester, based on student demand.*

Title	Class/Lab/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	253	Esthetics Instructor I	6	15	11
COS	254	Esthetics Instructor II	6	15	11

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 22**

### ***Recommended Semester Schedule***

#### **First Year-Fall or Spring \***

COS**	253	Esthetics Instructor I	6	15	11
or					
COS**	254	Esthetics Instructor II	6	15	11

*\*This curriculum is offered on an individual basis in the fall or spring semester, based on student demand.*

*\*\*Students may select COS 253 or COS 254 during any one semester. COS 253 is required before COS 254.*

# Cosmetology - Manicurist Instructor

C55380 (Certificate)

This curriculum is designed to provide competency based knowledge, scientific principle and hands-on fundamentals associated with the hairdressing industry. The curriculum provides a simulated salon environment which enable 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 successful passing of the State Board exam, graduates will be issued a license. Employment opportunities available in beauty salons, skin/nail specialist, platform artist and related business.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

***\* This curriculum was designed to be taken during the fall semester. No classes are offered in other semesters.***

Title	Class/Lab/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

COS	251	Manicure Instructor Concepts	8	0	8
COS	252	Manicure Instructor Practicum	0	15	5

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 13**

***Recommended Semester Schedule***

**First Year-Fall\***

COS	251	Manicure Instructor Concepts	8	0	8
COS	252	Manicure Instructor Practicum	0	15	5

***\* This curriculum is offered on an individual basis in the fall or spring semester based on student demand and to coincide with COS 121 and COS 222.***



# Early Childhood Associate

A55220 (Associate Degree) D55220 (Diploma)

This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

<u>Title</u>	<u>Class/Lab/Credit</u>
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### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3

SPA	111	Elementary Spanish I	3	0	3
REL	110	World Religion	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Introduction to Sociology *Recommended	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

COE	111	Work Experience I	0	10	1
EDU	131	Child, Family & Community	3	0	3
EDU	146	Child Guidance	3	0	3
EDU	221	Children with Special Needs	3	0	3

#### 2. Required Subject Areas

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted) (Must be selected from identified prefixes)

PSY	150	General Psychology	3	0	3
CIS	110	Intro. to Computers	2	2	3
SOC	213	Sociology of the Family	3	0	3
EDU	153	Health, Safety, Nutrition	3	0	3
EDU	153A	Lab	0	2	1
EDU	280	Literacy Experiences	3	0	3
EDU	280A	Lab	0	2	1
EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	261	Early Childhood Administration I	2	0	2
EDU	282	Early Childhood Literature	3	0	3

EDU	151	Creative Activities	3	0	3
EDU	151A	Creative Activities Lab	0	2	1
EDU	262	Early Childhood Administration II **Optional	2	0	2
EDU	234	Infants, Toddlers, and Twos **Optional	3	0	3

### III. Other Required Courses

**Total Credits: 66**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
ENG	111	Expository Writing	3	0	3
MAT	115	Math Models	2	2	3
SOC	210	Introduction to Sociology	3	0	3

##### **First Year-Spring**

EDU	153	Health, Safety, and Nutrition	3	0	3
EDU	153A	Lab	0	2	1
PSY	244	Child Development I	3	0	3
SOC	213	Sociology of the Family	3	0	3
PSY	150	General Psychology	3	0	3

##### **First Year-Summer**

EDU	146	Child Guidance	3	0	3
COM	231	Public Speaking	3	0	3
PSY	245	Child Development II	3	0	3

##### **Second Year-Fall**

EDU	280	Literacy Experiences	3	0	3
EDU	280A	Lab	0	2	1
EDU	221	Children With Special Needs	3	0	3
EDU	131	Child, Family, & Community	3	0	3

##### **Second Year-Spring**

EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	151	Creative Activities	3	0	3
EDU	151A	Lab	0	2	1
COE	111	Work Experience I	0	10	1
CIS	110	Introduction to Computers	2	2	3

**Second Year-Summer**

EDU	261	Early Childhood Administration I	2	0	2
EDU	282	Early Childhood Literature	3	0	3
		Humanities Elective-See list under required courses	3	0	3

**Other Classes Offered (Not required for graduation)**

EDU	234	Infant, Toddler, & Twos	3	0	3
EDU	262	Early Childhood Administration II	3	0	3

***Diploma Program***

Title	Class/Lab/Credit
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**I. General Education Courses**

Communications requires three shc for diploma.

Mathematics requires three shc.

MAT	115	Math Models	2	2	3
ENG	111	Expository Writing	3	0	3

**II. Major Courses****A. Core****1. Required Courses**

COE	111	Work Experience I	0	10	1
EDU	131	Child, Family & Community	3	0	3
EDU	146	Child Guidance	3	0	3
EDU	221	Children with Special Needs	3	0	3

**2. Required Subject Areas**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

**B. Concentration (If appropriate)****C. Other Major Courses (Co-op courses may be substituted)**

EDU	153	Health, Safety, Nutrition	3	0	3
EDU	153A	Lab	0	2	1
EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	282	Early Childhood Literature	3	0	3
EDU	151	Creative Activities **Optional	3	0	3

EDU	151A	Creative Activities Lab **Optional	0	2	1
CIS	110	Introduction to Computers	2	2	3

### III. Other Required Courses

**Total Credits: 40**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

EDU	111	Early Childhood Credential I*	2	0	2
EDU	112	Early Childhood Credential II*	2	0	2
ENG	111	Expository Writing	3	0	3
MAT	115	Math Models	2	2	3

\*Meets as one class

##### **First Year-Spring**

EDU	153	Health, Safety, and Nutrition*	3	0	3
EDU	153A	Lab*	0	2	1
PSY	244	Child Development I	3	0	3
EDU	251	Exploration Activities**	3	0	3
EDU	251A	Lab**	0	2	1
COE	111	Work Experience I	0	10	1

\*Meets as one class

\*\*Meets as one class

##### **First Year-Summer**

EDU	146	Child Guidance	3	0	3
EDU	282	Early Childhood Literature	3	0	3
PSY	245	Child Development II	3	0	3

##### **Second Year-Fall**

EDU	221	Children With Special Needs (Day Students Only)	3	0	3
EDU	131	Child, Family & Community	3	0	3
CIS	110	Introduction to Computers	2	2	3

##### **Other Classes Offered (Not required for graduation)**

EDU	151	Creative Activities	3	0	3
EDU	151A	Creative Activities Lab	0	2	1

## *Certificate Program*

<u>Title</u>	<u>Class/Lab/Credit</u>
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### **I. General Education Courses**

### **II. Major Courses**

#### **A. Core**

##### **1. Required Courses**

COE	111	Work Experience I	0	10	1
EDU	131	Child, Family & Community	3	0	3
EDU	146	Child Guidance	3	0	3
EDU	221	Children with Special Needs	3	0	3

##### **2. Required Subject Areas**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
PSY	244	Child Development I	3	0	3

#### **B. Concentration**

#### **C. Other Major Courses** (Co-op courses may be substituted)

### **III. Other Required Courses**

**Total Credits: 17**

### *Recommended Semester Schedule*

#### **First Year-Spring**

PSY	244	Child Development I	3	0	3
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#### **First Year-Summer**

EDU	146	Child Guidance	3	0	3
<b>or</b>					
PSY	245	Child Development II	3	0	3

#### **First Year-Fall**

EDU	111	Early Childhood Credential I*	2	0	2
EDU	112	Early Childhood Credential II*	2	0	2
EDU	131	Child, Family & Community	3	0	3
EDU	221	Children with Special Needs	3	0	3
COE	111	Work Experience I	0	10	1

\*Meets as one class

# Early Childhood Associate

## Concentration: Special Education

(Night Program Only)

A5522A (Associate Degree)

This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*This program was designed for students taking evening classes. Some Education classes offered below are available only at night.*

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3

HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3
SOC	213	Sociology of the Family *Recommended	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

COE	111	Work Experience I	0	10	1
EDU	131	Child, Family & Community	3	0	3
EDU	146	Child Guidance	3	0	3
EDU	221	Children with Special Needs	3	0	3

#### 2. Required Subject Areas

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

### B. Concentration (If appropriate)

EDU	147	Behavior Disorders	3	0	3
EDU	148	Learning Disabilities	4	2	5
EDU	247	Physical Disabilities	3	0	3
EDU	248	Mental Retardation	2	2	3

### C. Other Major Courses (Co-op courses may be substituted) (Must be selected from identified prefixes)

PSY	150	General Psychology	3	0	3
CIS	110	Intro. to Computers	2	2	3



EDU	153	Health, Safety, Nutrition	3	0	3
EDU	153A	Lab	0	2	1
EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	280	Literacy Experiences	3	0	3
EDU	280A	Lab	0	2	1
EDU	282	Early Childhood Literature	3	0	3

### III. Other Required Courses

**Total Credits: 70**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
ENG	111	Expository Writing	3	0	3
MAT	115	Math Models	2	2	3
PSY	150	General Psychology	3	0	3

##### **First Year-Spring**

EDU	153	Health, Safety, and Nutrition	3	0	3
EDU	153A	Lab	0	2	1
SOC	213	Sociology of the Family	3	0	3
PSY	244	Child Development I	3	0	3

##### **First Year-Summer**

EDU	146	Child Guidance	3	0	3
CIS	110	Introduction to Computers	2	2	3
PSY	245	Child Development II	3	0	3
COM	231	Public Speaking	3	0	3

##### **Second Year-Fall**

EDU	280	Literacy Experiences	3	0	3
EDU	280A	Lab	0	2	1
EDU	247	Physical Disabilities	3	0	3
EDU	221	Children With Special Needs	3	0	3
EDU	131	Child, Family & Community	3	0	3

##### **Second Year-Spring**

EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	148	Learning Disabilities	4	2	5

EDU	147	Behavior Disorders	3	0	3
COE	111	Work Experience I	0	10	1

**Second Year-Summer**

EDU	248	Mental Retardation	2	2	3
EDU	282	Early Childhood Literature	3	0	3
Humanities Elective-See list under required courses			3	0	3

# Early Childhood Associate

## Concentration: Teacher Associate

A55220 (Associate Degree)

This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

ART	111	Art Appreciation	3	0	3
HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3

DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

COE	111	Work Experience I	0	10	1
EDU	131	Child, Family & Community	3	0	3
EDU	146	Child Guidance	3	0	3
EDU	221	Children with Special Needs	3	0	3

#### 2. Required Subject Areas

EDU	111	Early Childhood Cred I	2	0	2
EDU	112	Early Childhood Cred II	2	0	2
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3

### B. Concentration (If appropriate)

EDU	118	Teacher Assoc. Prin. & Practices	3	0	3
EDU	186	Reading & Writing Methods	3	0	3
EDU	235	School Age Dev. & Program	2	0	2
EDU	275	Effective Teacher Training	2	0	2
EDU	285	Internship Experiences-School Age	1	0	1

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

PSY	150	General Psychology	3	0	3
CIS	110	Intro. to Computers	2	2	3
SOC	213	Sociology of the Family	3	0	3
EDU	153	Health, Safety, & Nutrition	3	0	3

EDU	153A	Lab	0	2	1
EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	282	Early Childhood Literature	3	0	3
EDU	151	Creative Activities	3	0	3
EDU	151A	Lab	0	2	1

### III. Other Required Courses

**Total Credits: 70**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
ENG	111	Expository Writing*	3	0	3
MAT	115	Math Models	2	2	3
SOC	210	Introduction to Sociology*	3	0	3

##### **First Year-Spring**

EDU	153	Health, Safety, and Nutrition	3	0	3
EDU	153A	Lab	0	2	1
SOC	213	Sociology of the Family	3	0	3
EDU	118	Teacher Assoc. Prin. & Practices	3	0	3
PSY	244	Child Development I*	3	0	3

##### **First Year-Summer**

EDU	146	Child Guidance	3	0	3
COM	231	Public Speaking	3	0	3
CIS	110	Introduction to Computers	2	2	3
PSY	245	Child Development II*	3	0	3

##### **Second Year-Fall**

EDU	221	Children With Special Needs	3	0	3
EDU	235	School Age Dev. & Program	2	0	2
EDU	131	Child, Family, & Community	3	0	3
PSY	150	General Psychology*	3	0	3

##### **Second Year-Spring**

EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
EDU	151	Creative Activities	3	0	3
EDU	151A	Lab	0	2	1

COE	111	Co-op Work Experience I	0	10	1
EDU	285	Intern. Experiences-School Age	1	0	1
ART	111	Art Appreciation (Humanities for Day)	3	0	3
or					
MUS	110	Music Appreciation (Humanities for Night)	3	0	3

**Second Year-Summer**

EDU	186	Reading & Writing Methods	3	0	3
EDU	275	Effective Teacher Training	2	0	2
EDU	282	Early Childhood Literature	3	0	3

***Early Childhood Diploma  
Recommended Semester Schedule***

**First Year-Fall**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
ENG	111	Expository Writing*	3	0	3
MAT	115	Math Models	2	2	3

**First Year-Spring**

EDU	153	Health, Safety, and Nutrition	3	0	3
EDU	153A	Lab	0	2	1
EDU	251	Exploration Activities	3	0	3
EDU	251A	Lab	0	2	1
PSY	244	Child Development I*	3	0	3

**First Year-Summer**

EDU	146	Child Guidance	3	0	3
EDU	282	Early Childhood Literature	3	0	3
PSY	245	Child Development II*	3	0	3

**Second Year-Fall**

EDU	221	Children With Special Needs	3	0	3
EDU	131	Child, Family, & Community	3	0	3
COE	111	Co-op Work Experience I	0	10	1
CIS	110	Introduction to Computers	2	2	3

***Early Childhood Certificate Program  
Recommended Semester Schedule***

**First Year-Spring**

PSY	244	Child Development I*	3	0	3
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**First Year-Summer**

PSY	245	Child Development II*	3	0	3
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**First Year-Fall**

EDU	111	Early Childhood Credential I	2	0	2
EDU	112	Early Childhood Credential II	2	0	2
EDU	221	Children With Special Needs	3	0	3
EDU	131	Child, Family, & Community	3	0	3
COE	111	Co-op Work Experience I	0	10	1

# Electrical/Electronics Technology

A35220 (Associate Degree)    D35220 (Diploma)

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.

Training, 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 trainer 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 developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title	Class/Lab/Credit
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### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/

Mathematics all require three shc.

MAT	121	Algebra/Trigonometry I	3	0	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3



Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring I	4	0	4
ELC	117	Motors and Controls	2	6	4
ELC	128	Introduction to PLC	2	3	3
ELN	133	Digital Electronics	3	3	4

#### 2. Required Subject Areas

ELC	115	Industrial Wiring	2	6	4
ELN	131	Electronic Devices	3	3	4

### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

ELN	231	Industrial Controls	2	3	3
ELC	228	PLC Applications	2	6	4
ELN	275	Trouble Shooting	1	2	2
CIS	110	Introduction to Computers	2	2	3
PHY	131	Physics-Mechanics	3	2	4
ELN	141	Digital Fundamentals	4	6	6
ELN	240	Microprocessor Fundamentals	3	3	4

One or more of the following courses may be substituted for three hours of ELN with approval of advisor:

COE	111	Work Experience I	0	10	1
COE	121	Work Experience II	0	10	1
COE	112	Work Experience I	0	20	2
COE	113	Work Experience I	0	30	3
COE	131	Work Experience III	0	10	1

### III. Other Required Courses

**Total Credits: 69**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

MAT	121	Algebra/Trigonometry	3	0	3
CIS	110	Introduction to Computers	2	2	3
ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring	2	6	4

##### **First Year-Spring**

ELN	131	Electronic Devices	3	3	4
ELC	117	Motors & Controls	2	6	4
ENG	111	Expository Writing	3	0	3

##### **First Year-Summer**

ELN	133	Digital Electronics	3	3	4
ELC	128	Introduction to PLC	2	3	3
PHY	131	Physics-Mechanics	3	2	4

##### **Second Year-Fall**

ELC	228	PLC Applications	2	6	4
ELN	141	Digital Fundamentals	4	6	6
HUM	122	Southern Culture	3	0	3

##### **Second Year-Spring**

ELN	240	Microprocessor Fundamentals	3	3	4
ELC	115	Industrial Wiring	3	3	4
COM	231	Public Speaking	3	0	3
ELN	275	Trouble Shooting	1	2	2

##### **Second Year-Summer**

ELN	231	Industrial Controls	2	3	3
Social Sciences Elective-See list of required courses			3	0	3

#### *Diploma Program*

Title	Class/Lab/Credit
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##### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	121	Algebra/Trigonometry I	3	0	3
ENG	111	Expository Writing	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring I	4	0	4
ELC	117	Motors and Controls	2	6	4

#### 2. Required Subject Areas

ELC	115	Industrial Wiring	2	6	4
ELN	131	Electronic Devices	3	3	4
ELC	128	Introduction to PLC	2	3	3

### B. Concentration (If appropriate)

### C. Other Major Courses

(A total of 15 shc must be selected from identified prefixes)

ELN	231	Industrial Controls	2	3	3
ELN	140	Semiconductor Devices	4	6	6
ELC	228	PLC Applications	2	6	4
ELN	275	Trouble Shooting	1	2	2
CIS	110	Introduction to Computers	2	2	3
PHY	131	Physics-Mechanics	4	0	4
ELN	141	Digital Fundamentals	4	6	6
ELN	133	Digital Electronics	3	3	4

## III. Other Required Courses

One or more of the following courses may be substituted for three hours of ELN/ELC with approval of advisor:

COE	111	Work Experience I	0	10	1
COE	121	Work Experience II	0	10	1
COE	112	Work Experience I	0	20	2
COE	113	Work Experience I	0	30	3
COE	131	Work Experience III	0	10	1

**Total Credits: 45**

### ***Recommended Semester Schedule***

#### **First Year-Fall**

MAT	121	Algebra/Trigonometry	3	0	3
CIS	110	Introduction to Computers *	2	2	3
ELC	112	DC/AC Electricity	3	6	5
ELC	113	Basic Wiring	2	6	4

#### **First Year-Spring**

ELN	131	Electronic Devices	3	3	4
ELC	117	Motors & Controls	2	6	4
ENG	111	Expository Writing	3	0	3

#### **First Year-Summer**

ELN	133	Digital Electronics *	3	3	4
ELC	128	Introduction to PLC	2	3	3
PHY	131	Physics-Mechanics *	3	2	4

#### **Second Year-Fall**

ELC	228	PLC Applications *	2	6	4
ELN	141	Digital Fundamentals *	4	6	6

#### **Second Year-Spring**

ELN	240	Microprocessor Fundamentals	3	3	4
ELC	115	Industrial Wiring*	3	3	4
COM	231	Public Speaking	3	0	3
ELN	275	Trouble Shooting	1	2	2

#### **Second Year-Summer**

ELN	231	Industrial Controls*	2	3	3
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\*A total of 15 shc must be selected from the identified courses

# General Education

## A10300 (Associate Degree)

The General Education Curriculum is designed to provide general education studies for students who seek personal growth and intellectual enrichment.

The curriculum includes courses in English, mathematics, natural science, social science, and the humanities.

Completion of the curriculum will lead to an Associate in General Education degree (A.G.E.). These credits may be transferred to area four-year colleges and universities. The curriculum also provides general education courses for personal enrichment.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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### I. General Education Courses 15 shc required

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

#### English Composition 6 shc

ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3

#### Humanities/Fine Arts 3 shc

ENG	241	British Literature I	3	0	3
or					
ENG	242	British Literature II	3	0	3
or					
ENG	231	American Literature I	3	0	3
or					
ENG	232	American Literature II	3	0	3
or					
ENG	251	Western World Literature I	3	0	3

#### Social/Behavioral Sciences 3 shc

HIS	111	World Civilizations I	3	0	3
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**Natural Science/Mathematics Choose 3 (three) shc from the following:**

MAT	151	Statistics I	3	0	3
MAT	161	College Algebra	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	271	Calculus I	3	2	4

**II. Major Courses**

**A. Core**

1. Required Courses
2. Required Subject Areas

**B. Concentration** (If appropriate)

**C. Other Major Courses**

(Must be selected from identified prefixes)

**III. Other Required Courses**

After meeting program requirements, electives may be selected from the following approved courses: (Choose 49-50 shc.) 3 shc must be CIS 110.

**Computer Science 3 shc**

CIS	110	Introduction to Computers	2	2	3
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**Health/Physical Education**

PED	110	Fit and Well For Life	1	2	2
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**Humanities/Fine Arts**

ART	111	Art Appreciation	3	0	3
COM	231	Public Speaking	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
ENG	125	Creative Writing I	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	251	Western World Literature I	3	0	3
FRE	111	Elementary French I*	3	0	3
FRE	112	Elementary French II*	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	122	Southern Culture	3	0	3
MUS	110	Music Appreciation	3	0	3
PHI	210	History of Philosophy	3	0	3

PHI	240	Introduction to Ethics	3	0	3
REL	110	World Religion	3	0	3
REL	211	Introduction to Old Testament	3	0	3
REL	212	Introduction to New Testament	3	0	3
SPA	111	Elementary Spanish I	4	0	4
SPA	112	Elementary Spanish II	4	0	4

#### **Social/Behavioral Sciences**

ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
HIS	112	World Civilizations II	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3
POL	210	Comparative Government	3	0	3
PSY	150	General Psychology	3	0	3
PSY	239	Psychology of Personality	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	244	Child Development I	3	0	3
PSY	245	Child Development II	3	0	3
PSY	281	Abnormal Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
SOC	213	Sociology of the Family	3	0	3
SOC	220	Social Problems	3	0	3
SOC	242	Sociology of Deviance	3	0	3

#### **Natural Science**

BIO	165	Anatomy and Physiology I	3	3	4
BIO	166	Anatomy and Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3
BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
CHM	131	Introduction to Chemistry	3	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	1
CHM	132	Organic and Biochemistry	3	3	4
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
CHM	251	Organic Chemistry I	3	3	4
CHM	252	Organic Chemistry II	3	3	4
CHM	271	Biochemical Principles	3	3	4

**Mathematics**

MAT	151	Statistics I	3	0	3
MAT	161	College Algebra	3	0	3
MAT	171	Precalculus Algebra	3	0	3
MAT	171A	Precalculus Algebra Lab	0	2	1
MAT	172	Precalculus Trigonometry	3	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	1
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
MAT	273	Calculus III	3	2	4

*Students must meet the receiving university's foreign language and/or health and physical education requirements either before or after transfer to the senior institution.*

**Other Electives**

ACC 120	Principles of Accounting	3	2	4
ACC 121	Principles of Accounting II	3	2	4
BUS 110	Introduction to Business	3	0	3
CIS 115	Introduction to Programming and Logic	2	2	3
CSC 134	C++ Programming	2	3	3

**Total Credits: 64-65**

***Recommended Semester Schedule***

**\*All classes are subject to a class size minimum. Certain classes may not be offered when this minimum is not met.**

**\*\*Students who do not follow the recommended semester schedule below cannot expect to complete this degree in two years.**

**First Year-Fall**

ENG	111	Expository Writing	3	0	3
HIS	111	World Civilizations I	3	0	3
MAT	161	College Algebra	3	0	3
or					
MAT	171	Precalculus Algebra	3	0	3
Elective-See list of other required courses			3	0	3
Elective-See list of other required courses			3	0	3

**First Year-Spring**

ENG	113	Literature Based Research	3	0	3
Elective-See list of other required courses			3	0	3
Elective-See list of other required courses			3	0	3



Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3

#### **Second Year-Fall**

ENG 231 American Literature I	3	0	3
or			
ENG 241 British Literature I	3	0	3

Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3

#### **Second Year-Spring**

CIS110 Introduction to Computers	2	2	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3
Elective-See list of other required courses	3	0	3

# Health Information Technology

A45360 (Associate) C45360 (Certificate)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

\*\*Program is pending accreditation by the Commission on the Accreditation of Allied Health Educational Programs in Cooperation with the Council on Accreditation of the American Health Information Management Association. When the program receives accreditation, students will be eligible to apply to write the national qualifying examination for certification as a registered health information technician (RHIT) or registered health information administrator (RHIA).

## *Associate Degree Program*

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
Communications requires six shc for degree or three shc for diploma.					
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/ Mathematics all require three shc.					
MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
Select one of the following:					
HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3

DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

HIT	110	Health Information Orientation	2	0	2
HIT	112	Health Law and Ethics	3	0	3
HIT	114	Record Systems/Standards	2	3	3
HIT	210	Health Care Statistics	3	2	4
HIT	212	Coding/Classification I	3	3	4
HIT	214	Coding/Classification II	3	3	4
HIT	216	Quality Management	2	2	3
HIT	226	Principles of Disease	3	0	3
HIT	280	Professional Issues	2	0	2
MED	121	Medical Terminology I	3	0	3
MED	122	Medical Terminology II	3	0	3

#### 2. Required Subject Areas

BIO	165	Anatomy and Physiology I	3	3	4
BIO	166	Anatomy and Physiology II	3	3	4
BUS	137	Principles of Management	3	0	3
HIT	122	Directed Practice I	0	3	1
HIT	124	Directed Practice II	1	3	2
HIT	222	Directed Practice III	0	6	2

### B. Concentration (If appropriate)

**C. Other Major Courses** (Co-op courses may be substituted)  
(Must be selected from identified prefixes)

HIT	220	Computers in Health Care	1	2	2
OST	136	Word Processing	1	2	2

**Total Credits: 69**

### ***Recommended Semester Schedule***

#### **First Year-Fall**

ENG	111	Expository Writing	3	0	3
MED	121	Medical Terminology I	3	0	3
BIO	165	Anatomy and Physiology I	3	3	4
HIT	110	Health Information Orientation	2	0	2
MAT	115	Math Models	2	2	3

#### **First Year-Spring**

MED	122	Medical Terminology II	3	0	3
BIO	166	Anatomy and Physiology II	3	3	4
OST	136	Word Processing	1	2	2
HIT	112	Health Law and Ethics	3	0	3
HIT	114	Record Systems/Standards	2	3	3

#### **First Year-Summer**

PSY	150	General Psychology	3	0	3
HIT	226	Principles of Disease	3	0	3
HIT	216	Quality Management	2	2	3
CIS	110	Introduction to Computers	2	2	3

#### **Second Year-Fall**

HIT	210	Health Care Statistics	3	2	4
HIT	212	Coding/Classification I	3	3	4
HIT	122	Directed Practice I	0	3	1
COM	231	Public Speaking	3	0	3
BUS	137	Principles of Management	3	0	3

#### **Second Year-Spring**

HIT	214	Coding/Classification II	3	3	4
HIT	280	Professional Issues	2	0	2
HIT	124	Directed Practice II	1	3	2
HIT	222	Directed Practice III	0	6	2
HIT	220	Computers in Health Care	1	2	2

### ***Certificate Program***

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
ENG	111	Expository Writing	3	0	3
<b>II. Major Courses</b>					
<b>A. Core</b>					
1. Required Courses					
HIT	110	Health Information Orientation	2	0	2
HIT	114	Record Systems/Standards	2	3	3
MED	121	Medical Terminology I	3	0	3
MED	122	Medical Terminology II	3	0	3
2. Required Subject Areas					
<b>B. Concentration</b> (If appropriate)					
<b>C. Other Major Courses</b> (Co-op courses may be substituted) (Must be selected from identified prefixes)					
OST	136	Word Processing	1	2	2
<b>Total Credits: 16</b>					

### ***Recommended Semester Schedule***

#### **First Year-Fall**

ENG	111	Expository Writing	3	0	3
MED	121	Medical Terminology I	3	0	3
HIT	110	Health Information Orientation	2	0	2

#### **First Year-Spring**

MED	122	Medical Terminology II	3	0	3
OST	136	Word Processing	1	2	2
HIT	114	Record Systems/Standards	2	3	3

# Industrial Systems Technology

A50240 (Associate Degree) C50240 (Certificate)

The Industrial Systems Technology curriculum is designed to prepare or up-grade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, welding, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title			Class/Lab/Credit		
<b>I. General Education Courses</b>					
Communications requires six shc for degree or three shc for diploma.					
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/ Mathematics all require three shc.					
MAT	121	Algebra/Trigonometry I	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
Select one of the following:					
HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

BPR	111	Blueprint Reading	1	2	2
HYD	110	Hydraulics/Pneumatics	2	3	3
MEC	111	Machine Processes I	2	3	3
MNT	110	Intro to Maintenance Processes	1	3	2
WLD	112	Basic Welding Processes	1	3	2
ISC	112	Industrial Safety	2	0	2

#### 2. Required Subject Areas

ELC	112	DC/AC Electricity	3	6	5
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### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

ELC	128	Intro. to PLC	2	3	3
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4
AHR	120	HVACR Maintenance	1	3	2
AHR	160	Refrigerant Certification	1	0	1
CIS	110	Introduction to Computers	2	2	3
MEC	112	Machine Process II	2	3	3
PLU	111	Introd. to Basic Plumbing	1	3	2
AHR	130	HVAC Controls	2	2	3
ELC	113	Basic Wiring I	2	6	4
ELC	117	Motors and Controls	2	6	4
ELC	115	Industrial Wiring	2	6	4
ELN	231	Industrial Controls	2	3	3
WLD	110	Cutting Processes	1	3	2
WLD	261	Certification Processes	1	3	2

The following course may be substituted for three hours of departmental credit with approval of

advisor only:

COE	113	Work Experience I	0	30	3
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### III. Other Required Courses

**Total Credits: 72**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

ELC	112	DC/AC Electricity	3	6	5
AHR	120	HVACR Maintenance	1	3	2
MAT	121	Algebra/Trigonometry I	2	2	3
ELC	113	Basic Wiring I	2	6	4

##### **First Year-Spring**

WLD	112	Basic Welding Processes	1	3	2
ELC	117	Motors and Controls	2	6	4
ENG	111	Expository Writing	3	0	3
AHR	130	HVAC Controls	2	2	3

##### **First Year-Summer**

ELC	128	Introduction to PLC	2	3	3
AHR	160	Refrigerant Certification	1	0	1
WLD	110	Cutting Processes	2	6	4
COM	231	Public Speaking	3	0	3

##### **Second Year-Fall**

MEC	111	Machine Processes I	2	3	3
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4
CIS	110	Introduction to Computers	2	2	3
PLU	111	Introduction to Plumbing	1	3	2
BPR	111	Blueprint Reading	1	2	2
Social Sciences		Elective-Telecourse	3	0	3

##### **Second Year-Spring**

MEC	112	Machine Processes II	2	3	3
MNT	110	Introduction to Maintenance Processes	1	3	2
ELC	115	Industrial Wiring	2	6	4
WLD	261	Certification Practices	1	3	2

##### **Second Year-Summer**

ELN	231	Industrial Controls	2	3	3
HYD	110	Hydraulics/Pneumatics	2	2	3
CIS	110	Introduction to Computers	2	2	3



## *Diploma Program*

Title	Class/Lab/Credit
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### **I. General Education Courses**

Communications requires three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/

Mathematics all require three shc.

MAT	121	Algebra/Trigonometry I	2	2	3
ENG	101	Applied Communications	3	0	3
or					
ENG	111	Expository Writing	3	0	3

### **II. Major Courses**

#### **A. Core**

##### **1. Required Courses**

BPR	111	Blueprint Reading	1	2	2
HYD	110	Hydraulics/Pneumatics	2	3	3
MEC	111	Machine Processes I	2	3	3
MNT	110	Intro to Maintenance Processes	1	3	2
WLD	112	Basic Welding Processes	1	3	2
ISC	112	Industrial Safety	2	0	2

##### **2. Required Subject Areas**

ELC	112	DC/AC Electricity	3	6	5
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#### **B. Concentration (If appropriate)**

#### **C. Other Major Courses (Co-op courses may be substituted)**

(Select at least 10 hours from the following)

ELC	128	Intro. to PLC	2	3	3
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4
AHR	120	HVACR Maintenance	1	3	2
AHR	160	Refrigerant Certification	1	0	1
CIS	110	Introduction to Computers	2	2	3
MEC	112	Machine Process II	2	3	3
PLU	111	Introd. to Basic Plumbing	1	3	2
AHR	130	HVAC Controls	2	2	3
ELC	113	Basic Wiring I	2	6	4
ELC	117	Motors and Controls	2	6	4
ELC	115	Industrial Wiring	2	6	4
ELN	231	Industrial Controls	2	3	3
WLD	110	Cutting Processes	1	3	2
WLD	261	Certification Processes	1	3	2

### III. Other Required Courses

**Total Credits: 33**

### *Certificate Program*

Title	Class/Lab/Credit		
<b>I. General Education Courses</b>			

### **II. Major Courses**

#### **A. Core**

##### **1. Required Courses**

BPR	111	Blueprint Reading	1	2	2
HYD	110	Hydraulics/Pneumatics	2	3	3
MEC	111	Machine Processes I	2	3	3
MNT	110	Intro to Maintenance Processes	1	3	2
WLD	112	Basic Welding Processes	1	3	2
ISC	112	Industrial Safety	2	0	2

##### **2. Required Subject Areas**

ELC	112	DC/AC Electricity *	3	6	5
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#### **B. Concentration (If appropriate)**

#### **C. Other Major Courses (Co-op courses may be substituted)**

(Select at least 6 hours from the following)

ELC	128	Intro. to PLC	2	3	3
WLD	121	GMAW (Mig) FCAW/Plate	2	6	4
AHR	120	HVACR Maintenance *	1	3	2
AHR	160	Refrigerant Certification *	1	0	1
CIS	110	Introduction to Computers	2	2	3
MEC	112	Machine Process II	2	3	3
PLU	111	Introd. to Basic Plumbing	1	3	2
AHR	130	HVAC Controls *	2	2	3
ELC	113	Basic Wiring I	2	6	4
ELC	117	Motors and Controls	2	6	4
ELC	115	Industrial Wiring	2	6	4
ELN	231	Industrial Controls	2	3	3
WLD	110	Cutting Processes	1	3	2
WLD	261	Certification Processes	1	3	2

**\*Required for Industrial Maintenance Technology Certificate in Air Conditioning.**

### III. Other Required Courses

**Total Credits: 23**

# Information Systems

A25260 (Associate Degree)

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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## I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
 Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
 Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
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SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

CIS	115	Intro to Programming & Logic	2	2	3
CIS	130	Survey of Operating Systems	2	3	3
CIS	152	Database Concepts & Applications	2	2	3

#### 2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
NET	110	Data Communications/Networking	2	2	3
ACC	120	Principles of Accounting I	3	2	4
CIS	286	Systems Analysis and Design	3	0	3

### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted) (Must be selected from identified prefixes)

CSC	160	Introduction to Internet Programming	2	2	3
OST	136	Word Processing	3	0	2
CIS	225	Integrated Software	1	2	2
CIS	215	Hardware Installation/Maintenance	2	3	3
CSC	148	Java Programming	2	3	3
CIS	120	Spreadsheet I	1	2	3
CIS	172	Introduction to the Internet	2	3	3
CSC	134	C++ Programming	2	3	3
CIS	216	Software Installation and Maintenance	1	2	2
NET	260	Internet Dev. and Support	3	0	3
GRD	151	Computer Design Basics	1	4	3
CSC	248	Advanced Internet Programming	2	3	3
OST	286	Professional Development	3	0	3

## III. Other Required Courses

**Total Credits: 70**

### ***Recommended Semester Schedule***

#### **First Year-Fall**

CIS	110	Introduction to Computers	2	2	3
GRD	151	Computer Design Basics	1	4	3
MAT	115	Mathematical Models	2	2	3
OST	136	Word Processing	1	2	2
Social Sciences	Elective-See list of required courses		3	0	3

#### **First Year-Spring**

CIS	115	Introduction to Prog. & Logic	2	2	3
ENG	111	Expository Writing	3	0	3
CIS	130	Survey of Operating Systems	2	3	3
CIS	120	Spreadsheet I	1	2	3
CIS	172	Introduction to the Internet	2	3	3

#### **First Year-Summer**

CIS	216	Software Installation and Maintenance	1	2	2
CIS	152	Database Concepts & Applications	2	2	3
COM	231	Public Speaking	3	0	3

#### **Second Year-Fall**

ACC	120	Principles of Accounting	3	2	4
CSC	160	Introduction to Internet Programming	2	3	3
NET	110	Data Comm./Networking	2	2	3
CSC	148	Java Programming	2	3	3

#### **Second Year-Spring**

CIS	215	Hardware Installation & Maintenance	2	3	3
CSC	248	Advanced Internet Programming	2	3	3
CIS	225	Integrated Software	1	2	2
NET	260	Internet Devel. & Support	3	0	3
Humanities	Elective-See list of required courses		3	0	3

#### **Second Year-Summer**

CIS	286	Systems Analysis & Design	3	0	3
OST	286	Professional Development	3	0	3

# Machining Technology

A50300 (Associate Degree) D50300 (Diploma)

This curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title	Class/Lab/Credit
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### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	120	Geometry	3	0	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
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SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

MAC	111	Machining Technology I	2	12	6
BPR	111	Blueprint Reading	1	2	2
MAC	112	Machining Technology II	2	12	6
BPR	121	Blueprint Reading Mechanics	2	0	2
MAC	113	Machining Technology III	2	12	6

#### 2. Required Subject Areas

MAC	121	Introduction to CNC	2	0	2
MAC	122	CNC Turning	1	3	2

### B. Concentration (If appropriate)

### C. Other Major Courses

(Must be selected from identified prefixes)

MAC	114	Introduction to Metrology	2	0	2
MAC	151	Machining Calculations	1	2	2
MAC	152	Advanced Machine Calculations	1	2	2
MAC	222	Advanced CNC Turning	1	3	2
MAC	224	Advanced CNC Milling	1	3	2
MAC	231	CNC Graphics Programming Turning	1	4	3
MAC	232	CNC Graphics Programming Milling	1	4	3
CIS	110	Introduction to Computers	2	2	3
WLD	112	Basic Welding	1	3	2

## III. Other Required Courses

**Total Credits: 64**

### ***Recommended Semester Schedule***

#### **First Year-Fall**

MAC	111	Machining Technology I	2	12	6
MAC	121	Introduction to CNC	2	0	2
BPR	111	Blueprint Reading	1	2	2
MAC	114	Introduction to Metrology	2	0	2

#### **First Year-Spring**

MAC	112	Machining Technology II	2	12	6
MAC	124	CNC Milling	1	3	2
MAC	151	Machining Calculations	1	2	2
BPR	121	Blueprint Reading Mechanics	2	0	2

#### **First Year-Summer**

MAC	113	Machining Technology III	2	12	6
WLD	112	Basic Welding	1	3	2

#### **Second Year-Fall**

MAC	122	CNC Turning	1	3	2
ENG	111	Expository Writing	3	0	3
MAC	152	Advanced Machin. Calculations	1	2	2
PSY	150	General Psychology	3	0	3

#### **Second Year-Spring**

MAC	222	Advanced CNC Turning	1	3	2
MAC	224	Advanced CNC Milling	1	3	2
CIS	110	Introduction to Computers	2	2	3
MAT	120	Geometry	3	0	3

#### **Second Year-Summer**

COM	231	Public Speaking	3	0	3
MAC	231	CNC Graphics Programming Turning	1	4	3
MAC	232	CNC Graphics Programming Milling	1	4	3
		Humanities Elective	3	0	3

### ***Diploma Program***

Title	Class/Lab/Credit
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#### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.  
 Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
 Mathematics all require three shc.



MAT	120	Geometry	3	0	3
ENG	111	Expository Writing	3	0	3
COM	231	Public Speaking	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

MAC	111	Machining Technology I	2	12	6
BPR	111	Blueprint Reading	1	2	2
MAC	112	Machining Technology II	2	12	6
BPR	121	Blueprint Reading Mechanics	2	0	2
MAC	113	Machining Technology III	2	12	6

#### 2. Required Subject Areas

MAC	121	Introduction to CNC	2	0	2
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### B. Concentration (If appropriate)

### C. Other Major Courses

(A total of 7 semester hours must be completed from identified prefixes)

CIS	110	Introduction to Computers	2	2	3
MAC	124	CNC Milling	1	3	2
MAC	151	Machining Calculations	1	2	2
WLD	112	Basic Welding	1	3	2

## III. Other Required Courses

Total Credits: 42

### *Recommended Semester Schedule*

#### First Year-Fall

MAC	111	Machining Technology I	2	12	6
MAC	121	Introduction to CNC	2	0	2
BPR	111	Blueprint Reading	1	2	2
MAT	120	Geometry	3	0	3

#### First Year-Spring

MAC	112	Machining Technology II	2	12	6
MAC	151	Machining Calculations	1	2	2
BPR	121	Blueprint Reading Mechanics	2	0	2
COM	231	Public Speaking	3	0	3

#### First Year-Summer

MAC	113	Machining Technology III	2	12	6
WLD	112	Basic Welding	1	3	2
<b>Second Year-Fall</b>					
MAC	124	CNC Milling	1	3	2
ENG	111	Expository Writing	3	0	3
CIS	110	Introduction to Computers	2	2	3

# Nursing Assistant

C45480 (Certificate)

This curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, 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.

Graduates of this curriculum may be eligible to be listed on the registry as Nursing Assistant I's and Nursing Assistant II's. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor's offices.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

**\*\*The Nursing Assistant Program has an attendance policy which is more strict than the standard college attendance policy. Please refer to the Nursing Assistant Handbook for further information.**

Title	Class/Lab/Clinical/Credit
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## I. General Education Courses

## II. Major Courses

### A. Core

#### 1. Required Courses

NAS	101	Nursing Assistant I	3	2	3	5
NAS	102	Nursing Assistant II	3	2	6	6
NAS	103	Home Health Care	2	0	0	2

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

## III. Other Required Courses

**Total Credits: 13**

### ***Recommended Semester Schedule***

NAS 101 and NAS 102 are offered each fall and spring. NAS 103 is offered as needed when there is a sufficient number of students interested in taking the class.

# Office Systems Technology

A25360 (Associate Degree) D25360 (Diploma) C25360 (Certificate)

The Office Systems Technology Curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management. Graduates receive preparation to take the Certified Professional Secretary (CPS) exam.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

## *Associate Degree Program*

Title	Class/Lab/Credit
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### **I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

MAT	115	Math Models	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

OST	131	Keyboarding	1	2	2
OST	134	Text Entry	3	2	4
OST	136	Word Processing	1	2	2
OST	164	Text Editing Applications	3	0	3
OST	289	Office Systems Management	2	2	3

#### 2. Required Subject Areas

CIS	110	Introduction to Computers	2	2	3
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### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

BUS	110	Introduction to Business	3	0	3
OST	184	Records Management	1	2	2
OST	236	Adv Word/Information Processing	2	2	3
CIS	120	Spreadsheet I	2	2	3
BUS	125	Personal Finance	3	0	3
ACC	120	Principles of Accounting	3	2	4
OST	135	Advanced Text Entry & Format	3	2	4
OST	223	Machine Transcription I	1	2	2
ACC	140	Payroll Accounting	1	2	2
OST	286	Professional Development	3	0	3
COE	211	Co-op Work Experience IV	0	10	1
OST	122	Office Computations	1	2	2
CIS	152	Database	2	2	3
CIS	225	Integrated Software	1	2	2
ECO	252	Principles of Macroeconomics	3	0	3

or					
BUS	260	Business Communications	2	2	3

### III. Other Required Courses

**Total Credits: 71**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

MAT	115	Mathematical Models	2	2	3
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
OST	131	Keyboarding	1	2	2

##### **First Year-Spring**

CIS	120	Spreadsheet I	3	2	3
OST	134	Text Entry	3	2	4
OST	136	Word Processing	1	2	2
OST	184	Records Management	1	2	2
Humanities Elective-See list of required courses			3	0	3

##### **First Year-Summer**

CIS	152	Database	2	2	3
OST	135	Advanced Text Entry	3	2	4

##### **Second Year-Fall**

OST	164	Text Editing	3	0	3
ACC	120	Principles of Accounting	3	2	4
BUS	125	Personal Finance	3	0	3
Social Sciences Elective-See list under required courses			3	0	3

##### **Second Year-Spring**

ECO	252	Principles of Macroeconomics	3	0	3
or					
BUS	260	Business Communications	2	2	3
CIS	225	Integrated Software	1	2	2
COE	211	Co-op Work Experience IV	0	10	1
OST	286	Professional Development	3	0	3
ACC	140	Payroll Accounting	1	2	2
OST	223	Machine Transcription	1	2	2

**Second Year-Summer**

COM	231	Public Speaking	3	0	3
OST	236	Advanced Word Processing	2	2	3
OST	289	Office Systems Management	2	2	3

***Diploma Program***

Title	Class/Lab/Credit				
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**I. General Education Courses**

Communications requires six shc for degree or three shc for diploma.  
 Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
 Mathematics all require three shc.

MAT	115	Math Models	2	2	3
ENG	111	Expository Writing	3	0	3

**II. Major Courses****A. Core****1. Required Courses**

OST	134	Text Entry	3	2	4
OST	136	Word Processing	1	2	2
OST	164	Text Editing Applications	3	0	3
OST	289	Office Systems Management	2	2	3
OST	131	Keyboarding	1	2	2

**2. Required Subject Areas**

CIS	110	Introduction to Computers	2	2	3
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**B. Concentration (If appropriate)****C. Other Major Courses**

(A total of 16 Semester Hours must be selected from identified prefixes)

BUS	110	Introduction to Business	3	0	3
OST	184	Records Management	1	2	2
OST	236	Advanced Word Processing	2	2	3
CIS	120	Spreadsheet I	2	2	3
BUS	125	Personal Finance	3	0	3
ACC	120	Principles of Accounting	3	2	4
OST	135	Advanced Text Entry	3	2	4
OST	223	Machine Transcription	1	2	2
ACC	140	Payroll Accounting	1	2	2
OST	286	Professional Development	3	0	3

COE	211	Co-op Work Experience IV	0	10	1
COE	215	Work Experience Seminar	1	0	1
OST	122	Office Computations	1	2	2
CIS	152	Database	2	2	3
CIS	225	Integrated Software	1	2	2
ECO	252	Principles of Macroeconomics	3	0	3
or					
BUS	260	Business Communications	2	2	3

### III. Other Required Courses

**Total Credits: 39**

#### *Recommended Semester Schedule*

##### **First Year-Fall**

MAT	115	Mathematical Models	2	2	3
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
OST	131	Keyboarding	1	2	2
OST	164	Text Editing	3	0	3

##### **First Year-Spring**

CIS	120	Spreadsheet I	3	2	3
OST	134	Text Entry	3	2	4
OST	136	Word Processing	1	2	2
OST	184	Records Management	1	2	2
OST	122	Office Computations	1	2	2
OST	289	Office Systems Management	2	2	3

##### **First Year-Summer**

OST	236	Advanced Word Processing	2	2	3
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Select 3 shc from the following list:

ACC	120	Principles of Accounting	3	2	4
BUS	125	Personal Finance	3	0	3
CIS	225	Integrated Software	1	2	2
COE	211	Co-op Work Experience IV	0	10	1
OST	286	Professional Development	3	0	3
ACC	140	Payroll Accounting	1	2	2
OST	223	Machine Transcription	1	2	2
CIS	152	Database	2	2	3
COE	215	Work Experience Seminar	1	0	1



OST	135	Advanced Text Entry	3	2	4
ECO	252	Principles of Macroeconomics	3	0	3
or					
BUS	260	Business Communications	2	2	3

### ***Office Systems Certificate***

<u>Title</u>	<u>Class/Lab/Credit</u>
<b>I. General Education Courses</b>	

#### **II. Major Courses**

##### **A. Core**

##### **1. Required Courses**

OST	134	Text Entry	3	2	4
OST	136	Word Processing	1	2	2
OST	164	Text Editing Applications	3	0	3
OST	289	Office Systems Management	2	2	3

##### **2. Required Subject Areas**

CIS	110	Introduction to Computers	2	2	3
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##### **B. Concentration**

##### **C. Other Major Courses**

#### **III. Other Required Courses**

**Total Credits: 15**

# Photographic Technology

A30280 (Associate Degree)

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: Biomedical, Photojournalism, Commercial and Portrait Studio Management.

Special emphasis is placed on developing skills in the following areas: fundamentals of camera systems, lighting, photographic 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, photojournalism, biomedical, portrait, equipment sales, photographic laboratories, and imaging technologies; dependant upon courses offered and completed.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but 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.***

Title	Class/Lab/Credit
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## I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
 Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
 Mathematics all require three shc.

MAT	115	Math Models	2	2	3
or					
MAT	151	Statistics I	3	0	3
or					
MAT	161	College Algebra	3	0	3
CIS	110	Introduction to Computers	2	2	3
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3

Select one of the following:

HUM	122	Southern Culture	3	0	3
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HUM	115	Critical Thinking	3	0	3
HUM	120	Cultural Studies	3	0	3
MUS	110	Music Appreciation	3	0	3
DRA	111	Theatre Appreciation	3	0	3
DRA	122	Oral Interpretation	3	0	3
DRA	126	Storytelling	3	0	3
PHI	210	History of Philosophy	3	0	3
SPA	111	Elementary Spanish I	3	0	3
ART	111	Art Appreciation ** <b>Recommended</b>	3	0	3
ENG	125	Creative Writing I	3	0	3

Select one of the following:

ECO	251	Principles of Microeconomics	3	0	3
SOC	220	Social Problems	3	0	3
SOC	210	Intro to Sociology	3	0	3
PSY	150	General Psychology	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
HIS	233	History of Appalachia	3	0	3
HIS	236	North Carolina History	3	0	3
POL	120	American Government	3	0	3
POL	130	State and Local Government	3	0	3

## II. Major Courses

### A. Core

#### 1. Required Courses

PHO	110	Fundamentals of Photography	3	6	5
PHO	115	Basic Studio Lighting	2	6	4
PHO	131	View Camera	2	4	4

#### 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

PHO	113	History of Photography	3	0	3
PHO	120	Intermediate Photography	2	4	4
PHO	140	Digital Photo Imaging I	2	4	4
PHO	150	Portfolio Development I	3	3	4
PHO	216	Documentary Photography	2	4	4
PHO	217	Photojournalism I	1	6	4
PHO	223	Color Photography	2	4	4
PHO	226	Portraiture	3	3	4

PHO	235	Commercial Photography	2	4	4
PHO	250	Portfolio Development II	2	4	4
COE	111	Co-Op Work Experience I	0	10	1

The following courses may be substituted for COE 111 with approval of advisor:

BUS	110	Introduction To Business	3	0	3
BUS	125	Personal Finance	3	0	3
BUS	230	Small Business Management	3	0	3

### III. Other Required Courses

**Total Credits: 71-73**

### *Recommended Semester Schedule*

#### **First Year-Fall**

PHO	110	Fundamentals of Photography	3	6	5
PHO	113	History of Photography	3	0	3
COM	231	Public Speaking	3	0	3
Humanities Elective-See list of required courses			3	0	3

#### **First Year-Spring**

PHO	120	Intermediate Photography	2	4	4
PHO	115	Basic Studio Lighting	2	6	4
PHO	216	Documentary Photography	2	4	4

#### **First Year-Summer**

PHO	150	Portfolio Development I	3	3	4
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3

#### **Second Year-Fall**

PHO	131	View Camera	2	4	4
PHO	226	Portraiture	3	3	4
PHO	223	Color Photography	2	4	4

#### **Second Year-Spring**

PHO	140	Digital Photo Imaging I	2	4	4
PHO	217	Photojournalism	1	6	4
PHO	235	Commercial Photography	2	4	4
MAT	115	Math Models	2	2	3
or					
MAT	151	Statistics I**	3	0	3
or					

MAT	161	College Algebra**	3	0	3
COE	111	Co-op Work Experience	0	10	1

\*\*Recommended for transfer to four-year colleges

**Second Year-Summer**

PHO	250	Portfolio Development II	2	4	4
Social Science Elective-See list of required courses			3	0	3

# Practical Nursing Education

D45660 (Diploma)

This curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Practical Nurse. Employment opportunities include hospitals, rehabilitation facilities, long term care facilities, clinics, physician's offices, and home health agencies.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

*\*The Practical Nursing Education program has special admissions requirements beyond those of the regular college. These standards are found below.*

## Academic Admissions and Regulations

*In addition to regular college admissions requirements and procedures, individuals interested in Practical Nursing Education are also subject to the following admissions requirements, procedures and academic regulations. The PNE Program is a selective program, admitting only 24 students per year*

### ***Admissions Information***

Admissions packets are available in the Nursing Office in Building 4.

All applications must be updated annually. If you have previously applied to the Practical Nursing Education Department, you must re-initiate the application process and must retake the NET-PN Exam. We do not maintain a waiting list.

McDowell Tech and the Practical Nursing Education Department follow a semester curriculum plan. Classes taken on the quarter system may be considered for credit towards a PNE diploma at McDowell Tech. However, all courses taken on the quarter system must be evaluated for appropriate credit hours and conversion to the semester system.

The application period for Practical Nursing Education is September 13, 2001-May 14, 2002. Items 1-5 on the list of admissions requirements must be completed during this period. **All admission requirements must be met before applicants will be considered for admission to the program.**

Applicants to nursing programs should be aware that if they have a prior conviction of a misdemeanor (other than a minor traffic violation) or a felony, the North Carolina Board of Nursing may deny their application to take the NCLEX-PN.

### ***Admission Requirements:***

1. Applicants must submit a completed admissions application obtained from the Student Services Office.
2. Applicants must have a high school diploma or equivalent. An official high school transcript or GED (General Education Development) certificate must be sent to the college. Student copies of these items are not acceptable.
3. Official transcripts of all previous post-secondary education must be requested by the applicant and sent directly from the forwarding institution to the college. Student copies are not acceptable.
4. Applicants must have completed a unit of high school Biology with a grade of "C" or above. College substitutions for this requirement are one semester of :

BIO 111, with a grade of "C" or above.

In addition, Chemistry is recommended and Math is strongly recommended.

5. The *Nursing Education Test-Practical Nursing* (NET-PN examination) will be scheduled by the Student Services Office for all applicants. Applicants must make 41% or above to be considered for admission to the PNE program. Students whose scores do not meet the required minimum will be counseled by the Student Enrichment Center as regards the various career and educational options available to them.
6. A representative of the Student Services Office will contact eligible applicants to schedule an appointment for the Nursing Essay.
7. Once all other admission requirements are met, applicants will be ranked using competitive process, according to the Point Rating Tool outlined below. The top 24 ranking applicants will be admitted to the PNE program and notified with a letter of acceptance, pending receipt of the "Student Medical Form." The next eight applicants

in order of ranking will be placed on an alternate list and notified accordingly. All admission rankings are confidential information.

8. All accepted applicants for admission to the PNE Program and alternates must submit a N.C. Community College System "Student Medical Form" by July 12, 2002. The mandatory form is available from the Student Services Office. This examination of an applicant's physical and emotional health is a requirement and the accepted applicant's status is considered "pending" until this form is turned in to the PNE secretary and screened by the PNE Faculty. Where problematic physical or mental health conditions exist, faculty may require timely medical reports from a physician confirming that the individual is physically and mentally competent to enter the Practical Nurse Education program.

9. Complete immunization records are required for all accepted applicants to the Fall 2002 PNE program. Students admitted to the program will not be allowed to begin classes without completed immunization records. Required immunizations are listed under "**Special Instructions for Immunization Records**" on the front page of the "Student Medical Form." One exception concerns the Hepatitis series; if this series is not complete, the applicant may enter the program if he or she has received the first dose in the Hepatitis series with plans to complete the remainder of the series, or if he or she has signed a waiver declining vaccination.

10. Accepted applicants for admission must have or obtain current CPR certification, including one-man CPR and infant and child CPR. Courses are routinely offered through the Department of Continuing Education at the college. Students admitted to the program will not be allowed to begin classes without current CPR certification.

11. An orientation session is scheduled for all applicants accepted for admission. The orientation schedule and location will be mailed with the letter of acceptance. (Attendance is strongly recommended. The Nursing Program Director should be notified of any extenuating circumstances.\*\*)

*McDowell Technical Community College does not discriminate in its admission policies and procedures on the basis of sex, race, color, national origin, age, religion, or handicap. For further information, see the section of this catalog entitled "Student Rights and Responsibilities."*

*\*\*Accepted applicants who are unable to attend the orientation session due to extenuating circumstances must notify the Nursing Program Director to find out and complete all orientation requirements before the first day of class. An accepted applicant who fails to meet orientation requirements will forfeit his or her place in the PNE program.*



### ***Academic Regulations***

1. Students must make a 77 or above in all NUR courses and corequisites to progress in the Practical Nurse Program.
2. Prerequisites and Corequisites: Prerequisite courses must be completed prior to the taking a course for which there are prerequisites. Corequisite courses may be taken prior to, or must be taken concurrent with, the course for which they are a corequisite. Course prerequisites in the nursing curriculum plan are necessary to meet the required sequence of course materials. Students may not take nursing courses (prefix NUR) out of sequence. Should a student fail to successfully complete a non-nursing course which serves as a prerequisite for another course in the ensuing semester, the student will be withdrawn from the program.
3. Students must pass the theory, lab and clinical portions of nursing courses to receive credit for the course. Failure of any portion of the course will mean course failure.
4. A 2.0 quality point average in the nursing curriculum is required for satisfactory academic standing.
5. A student may repeat one nursing course or one science course one time only. In order to re-enter the PNE Program at a later date, students must apply for re-entry by the summer semester. Re-entry to any semester will be on a space available basis for those who have a 2.0 quality point average and meet all other admission criteria.

Transfer or former students who have been out of the nursing program for more than 2 years will need to take the following challenge exams: Nursing 101, Math Competency and Nursing Skills Lab in order to be admitted to this program.

Minimum required passing scores:

NUR 101	77%
Math Competency	80%
Nursing Skills Lab	77%

6. Students who do not master calculation of medication dosages with 80% accuracy before completing NUR 101 will be dismissed from the program. Students will be allowed two attempts to pass the math competency test. The first competency test will be in mid-October and the second test in early November, 2002.

### ***Required Courses***

Students may take these general/related (non=nursing) courses before being accepted into the nursing program or before the specified semester.

General Education:

PSY	150
ENG	101
BIO	106
CIS	110

Other Courses:

NUT	110
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Completion of these courses will help prepare students for, but not guarantee, admission to the PNE Program.

Graduates of the PNE Program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required to practice as a Licensed Practical Nurse.

Questions?! Contact Jim Biddix at (828)-652-6021, ext. 400, or the Nursing Department at (828)-652-6021, ext. 712.

***Selection Process***

***Deadlines***

1. General admissions requirements (#'s 1-5) must be met.  
May 16, 2001
2. Written notification will be mailed to those eligible as to time, date, and place to complete the NET-PN (Nurse Entrance Test).  
May 31, 2002
3. If notified by Student Services, eligible applicants will report for the **NET-PN (Nurse Entrance Test)**. **Student Health Forms will be distributed at that time.**  
June 7, 2002
4. Student Services Office will notify those eligible as to time, date, and place to complete the Nursing Essay.  
June 13, 2002
5. Those eligible will report for the Nursing Essay.  
June 19, 2002
6. Final selection for admission is based on the Point Rating Tool (see separate section) and favorable results of the physical/emotional examination.

Completed Health Forms must be submitted to the **PNE Secretary**.

July 12, 2002

7. \*Written notification of acceptance will be mailed by Student Services.

June 28, 2002

8. \*Written notification of orientation schedule will be mailed by the Nursing Program Director.

June 28, 2002

**\*Dates subject to change.**

### ***Point Rating Tool***

The Admission Rating Tool used by the PNE Admission Committee to select applicants for the PNE Program. All admission requirements must be met, including a 41% passing rate on the NET-PN Exam, prior to use of the Point Rating Tool.

This tool was developed as an objective means of evaluating applicants. The point count criteria is divided into 4 distinct areas:

- (1) Most recent cumulative overall GPA - college or high school/GED
- (2) Nursing Assistant Certification\*
- (3) Nursing Essay
- (4) NET-PN (Nursing Entrance Test) ranking

An applicant's admission rating is confidential information. At no time and with no exceptions will an applicant's admission rating be discussed with anyone other than the applicant. When an individual's application is complete, his or her total point count will be calculated. It is this total which will be used in the selection process.

Please do not call to inquire about your point count. If you are accepted, you will be notified of your acceptance as outlined in "Selection Process" above.

In the event of an identical score for the #24 ranking, college placement tests will be used to differentiate those at this ranking.

1. First preference will be given to the applicant(s) with the highest math scores.
2. In the event of a tie in math placement scores, preference will be given to the applicant(s) with the highest reading scores.
3. In the event of a tie in reading placement scores, preference will be given to

applicant(s) with the highest English placement scores.

\*Extra credit is given for being a NA I or NA II, but neither is required for acceptance in the PNE Program.

**If you have questions, please call Jim Biddix at 828-652-0620.**

<u>Title</u>	<u>Class/Lab/Credit</u>
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**I. General Education Courses**

Communications requires three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/

Mathematics all require three shc.

ENG	101	Applied Communications I	3	0	3
PSY	150	General Psychology	3	0	3

**II. Major Courses**

**A. Core**

1. Required Courses

			Class	Lab	Clinical	Credit
NUR	101	Practical Nursing I	7	6	6	11
NUR	102	Practical Nursing II	8	0	12	12
NUR	103	Practical Nursing III	6	0	12	10

2. Required Subject Areas

**B. Concentration** (If appropriate)

**C. Other Major Courses**

(Must be selected from identified prefixes)

BIO	106	Anatomy and Physiology I	2	2	3	3
CIS	110	Intro to Computers	3	0	0	3
NUR	117	Pharmacology	1	3	0	2
NUT	110	Nutrition	3	0	0	3

**III. Other Required Courses**

**Total Credits: 48**

***Curriculum by Semester***

**Fall Semester**

NUR	101	Practical Nursing I	7	6	6	11
BIO	106	Intro. to Anatomy/Physio./Microbio.	2	2	0	3

NUT	110	Nutrition	3	0	0	3
CIS	110	Introduction to Computers (or spring)	2	2	0	3

**Spring Semester**

NUR	102	Practical Nursing II	8	0	12	12
ENG	101	Applied Communications	3	0	0	3
PSY	150	General Psychology	3	0	0	3

**Summer Semester**

NUR	103	Practical Nursing III	6	0	12	10
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# Real Estate

## C25400 (Certificate)

The real estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet their professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development and property values.

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

**In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.**

Title	Class/Lab/Credit
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### I. General Education Courses

### II. Major Courses

#### A. Core

##### 1. Required Courses

RLS	112	Real Estate Fundamentals	5	0	5
RLS	117	Real Estate Broker	4	0	4
BUS	225	Business Finance	3	0	3

##### 2. Required Subject Areas

#### B. Concentration (If appropriate)

#### C. Other Major Courses

### III. Other Required Courses

**Total Credits: 12**

***Recommended Semester Schedule***

**First Year-Fall**

RLS	112	Real Estate Fundamentals	5	0	5
BUS	225	Business Finance	3	0	3

**First Year-Spring**

RLS	117	Real Estate Broker	4	0	4
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RLS 112 is offered once per year. RLS 117 is offered as student needs demand and enrollment warrants.

# Welding Technology

## D50420 (Diploma) C50420 (Certificate)

The curriculum is designed to prepare individuals for employment in the welding field. The curriculum courses will be flexible enough to follow the changing needs of industry.

The course work will be designed to meet the standards of local industries and the welding field in general. A base will be laid upon which the graduate will be able to build future skills.

Graduates of the diploma curriculum will be able to operate all types of welding machines to a professional degree; certificate graduates will be able to operate most types of machines to a professional degree. They will be knowledgeable in filler metals and joining techniques. They should be able to qualify for certification in plate steel.

In addition to the courses listed below, students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.

### *Diploma Program*

Title	Class/Lab/Credit
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#### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

ENG	101	Applied Communications I	3	0	3
MAT	101	Applied Mathematics I	2	2	3

#### II. Major Courses

##### A. Core

##### 1. Required Courses

WLD	110	Cutting Processes	1	3	2
WLD	115	SMAW (Stick) Plate	2	9	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	4
WLD	131	GTAW (TIG) Plate	2	6	4
WLD	141	Symbols & Specifications	2	2	3

##### 2. Required Subject Areas

##### B. Concentration (If appropriate)



### C. Other Major Courses

(Must be selected from identified prefixes)

WLD	261	Certification Practices	1	3	2
WLD	151	Fabrication I	2	6	4
WLD	143	Welding Metallurgy	1	2	2
WLD	116	SMAW (Stick) Plate/Pipe	1	9	4
WLD	251	Fabrication II	1	6	3
BPR	111	Blueprint Reading	1	2	2
WLD	112	Basic Welding	1	3	2
CIS	110	Introduction to Computers	2	2	3

### III. Other Required Courses

**Total Credits: 46**

#### *Recommended Semester Schedule*

\*The knowledge and skills learned in welding classes often builds upon information from previous classes. It is preferable, therefore, for students to take welding classes in the recommended course sequence. WLD 115 should be the first welding course, for example; WLD 110 should be the second. Following the recommended course sequence will allow students to complete their degree in the easiest and most logical sequence.

#### **First Year-Fall**

WLD	115	SMAW	2	9	5
WLD	112	Basic Welding	1	3	2
WLD	143	Metallurgy	1	2	2

#### **First Year-Spring**

WLD	131	GTAW (TIG) Plate	2	6	4
WLD	151	Fabrication I	2	6	4
ENG	101	Applied Communications	3	0	3

#### **First Year-Summer**

MAT	101	Applied Mathematics I	2	2	3
WLD	110	Cutting	1	3	2

#### **Second Year-Fall**

WLD	121	GMAW (MIG) FCAW/Plate	2	6	4
BPR	111	Blueprint Reading	1	2	2
CIS	110	Introduction to Computers	2	2	3

**Second Year-Spring**

WLD	116	SMAW (Stick) Plate/Pipe	1	9	4
WLD	261	Certification Practices	1	3	2

**Second Year-Summer**

WLD	141	Symbols and Specifications	2	2	3
WLD	251	Fabrication II	1	6	3

***Certificate Program***

Title	Class/Lab/Credit
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**I. General Education Courses****II. Major Courses****A. Core****1. Required Courses**

WLD	110	Cutting Processes*	1	3	2
WLD	115	SMAW (Stick) Plate	2	9	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	4
WLD	131	GTAW (TIG) Plate	2	6	4
WLD	141	Symbols & Specifications	2	2	3

**2. Required Subject Areas****B. Concentration (If appropriate)****C. Other Major Courses****III. Other Required Courses****Total Credits: 18**

\*WLD 112 may be substituted for WLD 110 with advisor approval

***Recommended Semester Schedule*****First Year-Fall**

WLD	115	SMAW	2	9	5
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**First Year-Spring**

WLD	131	GTAW (TIG) Plate	2	6	4
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**First Year-Summer**

WLD	110	Cutting *	1	3	2
WLD	141	Symbols & Specifications	2	2	3

\*WLD 112 may be substituted for WLD 110 with advisor approval

**Second Year-Fall**

WLD	121	GMAW (MIG) FCAW/Plate	2	6	4
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# Correctional Programs

*The following programs are offered for inmates at Marion Correctional Institute only. No students other than inmates are allowed to pursue these degrees or take classes in these departments. However, the college offers comparable programs in Cabinetmaking and Information Systems (Concentration in Programming) through traditional curriculum departments. Information on these programs may be found in this catalog on pages 99 and 142 respectively.*

## Cabinetmaking

D35160 (Diploma)

This curriculum prepares students for employment in the woodworking industry. Kitchen cabinet and bathroom vanity design and construction are studied prior to practical application. This course also provides students the opportunity to understand and construct furniture products.

Students will read blueprints, plan, construct, finish and install kitchen cabinets and bathroom vanities. Safe operation of hand tools and machinery will be emphasized while studying purchasing principles, building considerations and related subjects required for construction of cabinets and furniture.

Graduates should qualify for employment in a facility manufacturing cabinets, furniture or other wood products. Students will understand plant organization and operations for possible self employment.

*\*This program is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

<u>Title</u>	<u>Class/Lab/Credit</u>
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

ENG	P101	Applied Communications I	3	0	3
MAT	P101	Applied Mathematics I	2	2	3

### II. Major Courses

#### A. Core

##### 1. Required Courses

CAB	P110	Shop Operations	3	3	4
CAB	P111	Cabinetmaking I	4	9	7
CAB	P112	Cabinetmaking II	5	12	9
CAB	P113	Cabinetmaking III	4	6	6
DDF	P110	Cabinet Design/Drafting	1	2	2
DFT	P117	Technical Drafting	1	2	2

## 2. Required Subject Areas

### B. Concentration (If appropriate)

### C. Other Major Courses

(Must be selected from identified prefixes)

PCW	P132	Composite Materials	1	3	2
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## III. Other Required Courses

**Total Credits: 38**

### *Recommended Semester Schedule*

#### First Year-Fall

CAB	P110	Shop Operations	3	3	4
CAB	P111	Cabinetmaking I	4	9	7
DFT	P117	Technical Drafting	1	2	2
MAT	P101	Applied Mathematics I	2	2	3

#### First Year-Spring

PCW	P132	Composite Materials	1	3	2
ENG	P101	Applied Communications I	3	0	3
CAB	P112	Cabinetmaking II	5	12	9

#### First Year-Summer

CAB	P113	Cabinetmaking III	4	6	6
DDF	P110	Cabinet Design/Drafting	1	2	2

# Information Systems

## Concentration: Programming

D25260 (Diploma)

Programming is a concentration under the Curriculum Title of Information Systems. This curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainers, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

*\*This program is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

Title	Class/Lab/Credit
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.  
Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

ENG	P101	Applied Communication	3	0	3
MAT	P101	Applied Mathematics	2	2	3

### II. Major Courses

#### A. Core

##### 1. Required Courses

CIS	P115	Intro to Programming & Logic	2	2	3
CIS	P130	Survey of Operating Systems	2	3	3
CIS	P152	Database Concepts & Applications	2	2	3

##### 2. Required Subject Areas

CIS	P110	Introduction to Computers	2	2	3
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NET	P110	Data Communications/Networking	2	2	3
ACC	P120	Principles of Accounting I	3	2	4

**B. Concentration** (If appropriate)

**C. Other Major Courses** (Co-op courses may be substituted)

(Must be selected from identified prefixes)

OST	P131	Keyboarding	1	2	2
CIS	P120	Spreadsheet I	2	2	3
OST	P136	Word Processing	1	2	2
ACC	P150	Computerized General Ledger	1	2	2
ECO	P252	Principles of Macroeconomics	3	0	3
BUS	P110	Introduction to Business	3	0	3
MKT	P120	Principles of Marketing	3	0	3
CSC	P139	Visual Basic	2	2	3

**III. Other Required Courses**

**Total Credits: 46**

***Recommended Semester Schedule***

**First Year-Fall**

MAT	P101	Applied Mathematics I	2	2	3
CIS	P110	Introduction to Computers	2	2	3
ACC	P120	Principles of Accounting I	3	2	4
OST	P131	Keyboarding	1	2	2
BUS	P110	Introduction to Business	3	0	3
CIS	P120	Spreadsheet I	2	2	3
CIS	P115	Intro to Programming & Logic	2	2	3

**First Year-Spring**

ENG	P101	Applied Communications I	3	0	3
CIS	P130	Survey of Operating Systems	2	3	3
CIS	P152	Database Concepts & Applications	2	2	3
OST	P136	Word Processing	1	2	2
ACC	P150	Computerized General Ledger	1	2	2
ECO	P252	Principles of Macroeconomics	3	0	3
CSC	P139	Visual Basic	2	2	3

**First Year-Summer**

NET	P110	Data Communications/Networking	2	2	3
MKT	P120	Principles of Marketing	3	0	3

# Horticulture Technology

## D15240 (Diploma)

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take North Carolina Certified Plant Professional Examination.

*\*This program is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

<u>Title</u>	<u>Class/Lab/Credit</u>
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### I. General Education Courses

Communications requires six shc for degree or three shc for diploma.

Humanities/Fine Arts, Social/Behavioral Science and Natural Sciences/  
Mathematics all require three shc.

ENG	P101	Applied Communication	3	0	3
MAT	P101	Applied Mathematics	2	2	3

### II. Major Courses

#### A. Core

##### 1. Required Courses

HOR	P160	Plant Materials I	2	2	3
HOR	P162	Applied Plant Science	2	2	3
HOR	P164	Horticulture Pest Management	2	2	3
HOR	P166	Soils & Fertilizers	2	2	3
HOR	P168	Plant Propagation	2	2	3

##### 2. Required Subject Areas

#### B. Concentration (If appropriate)

#### C. Other Major Courses (Co-op courses may be substituted)

(Must be selected from identified prefixes)

HOR	P112	Landscape Design	2	3	3
HOR	P118	Equipment Operation & Maintenance	1	3	2



HOR	P235	Greenhouse Production	2	2	3
HOR	P251	Insects and Diseases	2	2	3
HOR	P225	Nursery Production	2	3	3
HOR	P170	Horticulture Computer Applications	1	3	2
HOR	P245	Horticulture Specialty Crops	2	2	3
HOR	P255	Interiorscapes	1	2	2
HOR	P273	Horticulture Management and Marketing	3	0	3

### III. Other Required Courses

**Total Credits: 45**

#### Recommended Semester Schedule

##### First Year-Fall

MAT	P101	Applied Mathematics	2	2	3
HOR	P160	Plant Materials I	2	2	3
HOR	P162	Applied Plant Science	2	2	3
HOR	P112	Landscape Design	2	3	3
HOR	P118	Equipment Operation & Maintenance	1	3	2
HOR	P166	Soils & Fertilizers	2	2	3

##### First Year-Spring

ENG	P101	Applied Communication	3	0	3
HOR	P164	Horticulture Pest Management	2	2	3
HOR	P168	Plant Propagation	2	2	3
HOR	P235	Greenhouse Production	2	2	3
HOR	P251	Insects and Diseases	2	2	3
HOR	P225	Nursery Production	2	3	3

##### First Year-Summer

HOR	P170	Horticulture Computer Applications	1	3	2
HOR	P245	Horticulture Specialty Crops	2	2	3
HOR	P255	Interiorscapes	1	2	2
HOR	P273	Horticulture Management and Marketing	3	0	3

# Course Descriptions

## *Academic Related*

### **ACA 090 Study Skills** 3 0 3

Prerequisites: None

Corequisites: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

### **ACA 111 College Student Success** 1 0 1

Prerequisites: None

Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

### **ACA 115 Success & Study Skills** 0 2 1

Prerequisites: None

Corequisites: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

### **ACA 118 College Study Skills** 1 2 2

Prerequisites: None

Corequisites: None

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

### **ACA 120 Career Assessment** 1 0 1

Prerequisites: None

Corequisites: None

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

### **ACA 121 Managing a Team** 1 0 1

Prerequisites: None

Corequisites: None

This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.

### **ACA 220 Professional Transition** 1 0 1

Prerequisites: None

Corequisites: None

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or

colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

## **Accounting**

### **ACC 110      Ten-Key Calculator**

0   2   1

Prerequisites: None

Corequisites: None

This course is designed to enable mastery of the "touch system" on the ten-key calculator. Emphasis is placed on the "touch system" on the ten-key calculator. Upon completion, students should be able to use the "touch system" on the ten-key calculator in making computations necessary in accounting.

### **ACC 115      College Accounting**

3   2   4

Prerequisites: None

Corequisites: None

This course introduces basic accounting principles for a sole proprietorship. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

### **ACC 120      Principles of Accounting I**

3   2   4

Prerequisites: None

Corequisites: None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

### **ACC 121      Principles of Accounting II**

3   2   4

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of ACC 120. Emphasis is

placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

### **ACC 129      Individual Income Taxes**

2   2   3

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

### **ACC 131      Federal Income Taxes**

2   2   3

Prerequisites: None

Corequisites: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

### **ACC 140      Payroll Accounting**

1   2   2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

### **ACC 150      Computerized General Ledger**

1   2   2

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 220 Intermediate Accounting I**

3 2 4

Prerequisites: ACC 121

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Accounting II**

3 2 4

Prerequisites: ACC 220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 225 Cost Accounting**

3 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 240 Gov & Not-for-Profit Acct**

3 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 250 Advanced Accounting**

3 0 3

Prerequisites: ACC 220

Corequisites: None

This course is designed to analyze the special problems in accounting for business combinations and consolidated corporate entities. Emphasis is placed on accounting for mergers and consolidations and preparing consolidated working papers and consolidated financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

**ACC 269 Auditing**

3 0 3

Prerequisites: ACC 220

Corequisites: None

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

***Air Conditioning  
Heating and Refrigeration***

**AHR 110 Intro to Refrigeration**

2 6 5

Prerequisites: None

Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components,

explain the refrigeration process, and use the tools and instrumentation of the trade.

### **AHR 112 Heating Technology** 2 4 4

Prerequisites: None

Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

### **AHR 113 Comfort Cooling** 2 4 4

Prerequisites: None

Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

### **AHR 114 Heat Pump Technology** 2 4 4

Prerequisites: AHR 110 or AHR 113

Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

### **AHR 115 Refrigeration Systems** 1 3 2

Prerequisites: AHR 110

Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing

refrigeration systems and perform simple repairs.

### **AHR 120 HVACR Maintenance** 1 3 2

Prerequisites: None

Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

### **AHR 125 HVAC Electronics** 1 3 2

Prerequisites: None

Corequisites: AHR 111 or ELC 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

### **AHR 130 HVAC Controls** 2 2 3

Prerequisites: AHR 111 or ELC 111

Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

### **AHR 160 Refrigerant Certification** 1 0 1

Prerequisites: None

Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 210 Residential Building Code**

1 2 2

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

**AHR 211 Residential System Design**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**Art****ART 111 Art Appreciation**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 261 Photography I**

1 4 3

Prerequisites: None

Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the*

*Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**Automotive Body Repair****AUB 111 Painting & Refinishing I**

2 6 4

Prerequisites: None

Corequisites: None

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

**AUB 112 Painting & Refinishing II**

2 6 4

Prerequisites: AUB 111

Corequisites: None

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

**AUB 114 Special Finishes**

1 2 2

Prerequisites: AUB 111

Corequisites: None

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

**AUB 121 Non-Structural Damage I**

1 4 3

Prerequisites: None

Corequisites: None

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

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

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

Prerequisites: None

Corequisites: None

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

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

Prerequisites: None

Corequisites: None

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

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

Prerequisites: AUB 131

Corequisites: None

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

**AUB 134 Autobody MIG Welding**  
1 4 3

Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

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

Prerequisites: None

Corequisites: None

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

### *Automotive*

**AUT 112 Auto Shop Management**  
1 2 2

Prerequisites: None

Corequisites: None

This course covers principles of management essential to decision making, communication, authority, and leadership. Topics include shop supervision, customer relations, cost effectiveness, and workplace ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

**AUT 113 Automotive Servicing**  
2 6 4

Prerequisites: None

Corequisites: None

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service pro-

cedures and operate appropriate equipment.

**AUT 115      Engine Fundamentals**  
2    3    3

Prerequisites: None

Corequisites: None

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

**AUT 116      Engine Repair**  
1    3    2

Prerequisites: None

Corequisites: None

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

**AUT 141      Suspension & Steering Systems**  
2    4    4

Prerequisites: None

Corequisites: None

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

**AUT 151      Brake Systems**  
2    2    3

Prerequisites: None

Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and

repair various automotive braking systems.

**AUT 162      Chassis Elect & Electronics**  
2    2    3

Prerequisites: None

Corequisites: None

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

**AUT 171      Heating & Air Conditioning**  
2    3    3

Prerequisites:

Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

**AUT 181      Engine Performance-Electrical**  
2    3    3

Prerequisites:

Corequisites: None

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

**AUT 182      Engine Performance-Electrical Lab**  
0    3    1

Prerequisites:

Corequisites: AUT 181

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine perfor-



mance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.

**AUT 183      Engine Performance-Fuels**  
2    3    3

Prerequisites:

Corequisites: None

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

**AUT 184      Engine Performance-Fuels Lab**  
0    3    1

Prerequisites:

Corequisites: AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

**AUT 221      Automatic Transmissions**  
2    6    4

Prerequisites:

Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

**AUT 231      Manual Drive Trains/Axles**  
2    3    3

Prerequisites:

Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

## ***Biology***

**BIO 090      Foundations of Biology**  
3    2    4

Prerequisites:

Corequisites: RED 090

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

**BIO 092      Basics of Cell Biology**  
3    2    4

Prerequisites:

Corequisites: RED 090

This course covers basic cell biology. Emphasis is placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

**BIO 094      Concepts of Human Biology**  
3    2    4

Prerequisites:

Corequisites: RED 090

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

**BIO 106      Intro to Anat/Phys/Micro**  
2    2    3

Prerequisites:

Corequisites: None

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure

and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a certificate and diploma level course.*

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

Prerequisites:

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 112      General Biology II**  
3    3    4

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 155      Nutrition**  
3    0    3

Prerequisites:

Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Ar-*

*tication Agreement pre-major and/or elective course requirement.*

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

Prerequisites:

Corequisites: None

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 166      Anatomy and Physiology II**  
3    3    4

Prerequisites: BIO 165

Corequisites: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 175      General Microbiology**  
2    2    3

Prerequisites: BIO 111, BIO 165, BIO 166

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BIO 275      Microbiology**

3    3    4

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

***Blueprint Reading*****BPR 111      Blueprint Reading**

1    2    2

Prerequisites:

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. Basic sketching and drawing of machine parts will be taught, with emphasis on isometric views.

**BPR 121      Blueprint Reading: Mechanical**

1    2    2

Prerequisites: BPR 111 or MAC 131

Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 122      Blueprint Reading-Mechanical Advanced**

1    2    2

Prerequisites: BPR 121 or MAC 132

Corequisites: None

This course covers the interpretation of advanced blueprints. Topics include working drawings of complex parts and the applications of GD & T. Upon completion,

tion, students should be able to interpret drawings of complex parts and mechanisms for features of fabrication, construction, and assembly.

**BPR 130      Blueprint Reading/Construction**

1    2    2

Prerequisites:

Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

***Business*****BUS 110      Introduction to Business**

3    0    3

Prerequisites:

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BUS 115      Business Law I**

3    0    3

Prerequisites:

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**BUS 125      Personal Finance**

3    0    3

Prerequisites:

Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building

useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

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

Prerequisites:

Corequisites: None

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

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

Prerequisites:

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

**BUS 147 Business Insurance**  
3 0 3

Prerequisites:

Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

**BUS 153 Human Resource Management**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource

concerns.

**BUS 225 Business Finance**  
2 2 3

Prerequisites: ACC 120

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 Small Business Management**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

**BUS 240 Business Ethics**  
3 0 3

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 253 Leadership and Mgt Skills**  
3 0 3

Prerequisites:

Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

**BUS 260 Business Communication**  
3 0 3

Prerequisites: ENG 111

Corequisites: None

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

***Cabinetmaking*****CAB 110 Shop Operations**  
3 3 4

Prerequisites:

Corequisites: None

This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business. *This is a diploma-level course.*

**CAB 111 Cabinetmaking I**  
4 9 7

Prerequisites:

Corequisites: None

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets. *This is a diploma-level course.*

**CAB 112 Cabinetmaking II**  
5 12 9

Prerequisites: CAB 111

Corequisites: None

This course uses previously learned skills in the design and construction of furniture, European cabinetry, and special cabinet requirements. Topics include furniture repair, wood carving, inlaying, veneering, and millwork products. Upon completion, students should be able to design and construct a piece of furniture, repair defects,

and understand the foundation of the 32 mm system. *This is a diploma-level course.*

**CAB 113 Cabinetmaking III**  
4 6 6

Prerequisites: CAB 112

Corequisites: None

This course provides an opportunity to construct a cabinetmaking project. Emphasis is placed on following construction plans, quality construction, and efficient use of time and materials. Upon completion, students should be able to plan and construct an item of furniture and/or set of cabinets. *This is a diploma-level course.*

***Carpentry*****CAR 111 Carpentry I**  
4 15 9

Prerequisites:

Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. *This is a diploma-level course.*

**CAR 112 Carpentry II**  
4 15 9

Prerequisites: CAR 111

Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113 Carpentry III**  
3 9 6

Prerequisites: CAR 111

Corequisites: None

This course covers interior trim and finishes. Topics

include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

**CAR 114 Residential Building Codes**  
3 0 3

Prerequisites:

Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

**CAR 115 Residential Planning/Estimating**  
3 0 3

Prerequisites: BPR 130

Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

**CAR 116 Metal Framing**  
1 3 2

Prerequisites:

Corequisites: None

This course covers basic metal framing associated with residential and light construction. Topics include methods and procedures for framing floor, wall, and roof sections and other related topics. Upon completion, students should be able to properly install various metal framing components.

## *Chemistry*

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the college's placement test.*

**CHM 081 Basic Chemistry I**  
3 2 4

Prerequisites:

Corequisites: None

This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

**CHM 082 Basic Chemistry II**  
3 2 4

Prerequisites: CHM 081

Corequisites: None

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

**CHM 090 Chemistry Concepts**  
4 0 4

Prerequisites:

Corequisites: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

**CHM 092 Fundamentals of Chemistry**  
3 2 4

Prerequisites:

Corequisites: None

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to un-

derstand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

**CHM 094 Basic Biological Chemistry**

3 2 4

Prerequisites: MAT 060

Corequisites: MAT 070

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

**CHM 097 Intro to Chemistry Lab**

0 2 1

Prerequisites:

Corequisites: None

This course is designed to provide basic chemical laboratory skills. Topics include laboratory approaches to measurement, algebra, balances, chemical symbols, atomic structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and problem solving. Upon completion, students should be able to demonstrate the laboratory skills necessary for success in college-level chemistry courses.

**CHM 131 Introduction to Chemistry**

3 0 3

Prerequisites:

Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 131A Introduction to Chemistry Lab**

0 3 1

Prerequisites:

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131.

Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 132 Organic and Biochemistry**

3 3 4

Prerequisites: CHM 131

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 151 General Chemistry I**

3 3 4

Prerequisites:

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 152 General Chemistry II**

3 3 4

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as

needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 251 Organic Chemistry I**

3 3 4

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CHM 252 Organic Chemistry II**

3 3 4

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CHM 271 Biochemical Principles**

3 0 3

Prerequisites: CHM 252

Corequisites: None

The course covers fundamental principles of biochemistry. Topics include structures, properties, reactions, and mechanisms of biomacromolecules including amino acids, peptides, proteins, carbohydrates and nucleic acids, enzymatic metabolic pathways, and biochemical genetics. Upon completion, students should be able to demonstrate an understanding of fundamental bio-

chemical processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CHM 271A Biochemical Principles Laboratory**

0 3 1

Prerequisites: CHM 252

Corequisites: CHM 271

This course is a laboratory for CHM 271. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 271. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 271.

### *Computer Information Systems*

**CIS 110 Introduction to Computers**

2 2 3

Prerequisites:

Corequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CIS 111 Basic PC Literacy**

1 2 2

Prerequisites:

Corequisites: None

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

**CIS 115 Intro to Programming & Logic**

2 2 3

Prerequisites: MAT 080 or MAT 090, CIS 110

Corequisites: None

This course introduces computer programming and problem solving in a programming environment, in-



cluding an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CIS 120      Spreadsheet I**  
2    2    3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**CIS 130      Survey of Operating Sys**  
2    3    3

Prerequisites: CIS 110

Corequisites: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

**CIS 152      Database Concepts & Apps**  
2    2    3

Prerequisites: CIS 110, CIS 111, or CIS 115

Corequisites: None

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

**CIS 172      Intro to the Internet**  
2    3    3

Prerequisites: None

Corequisites: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

**CIS 215      Hardware Install/Maint**  
2    3    3

Prerequisites: CIS 110, CIS 111 OR CIS 112

Corequisites: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

**CIS 216      Software Install/Maint**  
1    2    2

Prerequisites: CIS 130, CIS 110

Corequisites: None

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

**CIS 225      Integrated Software**  
1    2    2

Prerequisites: CIS 120, CIS 152, and OST 136

Corequisites: None

This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases, and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies.

**CIS 286      Systems Analysis & Design**  
3   0   3

Prerequisites: CIS 115, CIS 110

Corequisites: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

***Criminal Justice*****CJC 100      Basic Law Enforcement Trn**  
9   27   18

Prerequisites:

Corequisites: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

***Cooperative Education***

	Class	Lab	Clinical	Credit
<b>COE 110</b>	<b>World of Work</b>			
	1	0	0	1

Prerequisites:

Corequisites:

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

**COE 111      Co-op Work Experience I**  
0   0   10   1

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's

program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 112      Co-op Work Experience I**  
0   0   20   2

Prerequisites:

Corequisites:

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 113      Co-op Work Experience I**  
0   0   30   3

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 121      Co-op Work Experience II**  
0   0   10   1

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 122      Co-op Work Experience II**  
0   0   20   2

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon

completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 123 Co-op Work Experience II**  
0 0 30 3

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 131 Co-op Work Experience III**  
0 0 10 1

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 132 Co-op Work Experience III**  
0 0 20 2

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 133 Co-op Work Experience III**  
0 0 30 3

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

torily perform work-related competencies.

**COE 211 Co-op Work Experience IV**  
0 0 10 1

Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 215 Work Exp Seminar IV**  
1 0 0 1

Prerequisites:

Corequisites: COE 211, COE 212, COE 213, or COE 214

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 231 Co-op Work Experience VI**  
0 0 10 1

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

## Communication

*For AA, AS, and AFA programs, 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.*

**COM 231 Public Speaking**  
3 0 3

Prerequisites:

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### ***Cosmetology***

#### **COS 111      Cosmetology Concepts I** 4    0    4

Prerequisites:

Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

#### **COS 112      Salon I** 0    24   8

Prerequisites:

Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

#### **COS 113      Cosmetology Concepts II** 4    0    4

Prerequisites:

Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

#### **COS 114      Salon II** 0    24   8

Prerequisites:

Corequisites: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

#### **COS 115      Cosmetology Concepts III** 4    0    4

Prerequisites:

Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

#### **COS 116      Salon III** 0    12   4

Prerequisites:

Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

#### **COS 117      Cosmetology Concepts IV** 2    0    2

Prerequisites:

Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

#### **COS 118      Salon IV** 0    21   7

Prerequisites: COS 114 and COS 116

Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

### **COS 119 Esthetics Concepts I**

2 0 2

Prerequisites: None

Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

### **COS 120 Esthetics Salon I**

0 18 6

Prerequisites: None

Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

### **COS 121 Manicure/Nail Technology I**

4 6 6

Prerequisites:

Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

### **COS 122 Manicure/Nail Technology II**

4 6 6

Prerequisites: COS 121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

### **COS 124 Trichology & Chemistry**

1 3 2

Prerequisites:

Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

### **COS 125 Esthetics Concepts II**

2 0 2

Prerequisites: None

Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

### **COS 126 Esthetics Salon II**

0 18 6

Prerequisites: None

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

### **COS 140 Contemporary Design**

1 3 2

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon comple-

tion, students should be able to demonstrate and apply techniques associated with contemporary design.

**COS 150 Computerized Salon Ops**  
1 0 1

Prerequisites:

Corequisites: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

**COS 251 Manicure Instructor Concepts**  
8 0 8

Prerequisites:

Corequisites: None

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

**COS 252 Manicure Instructor Practicum**  
0 15 5

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon  
Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

**COS 253 Esthetics Ins. Concepts I**  
6 15 11

Prerequisites: None

Corequisites: None

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

**COS 254 Esthetic Ins. Concepts II**  
6 15 11

Prerequisites: None

Corequisites: None

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing examination and meet program requirements.

**COS 271 Instructor Concepts I**  
5 0 5

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

**COS 272 Instructor Practicum I**  
0 21 7

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**COS 273 Instructor Concepts II**  
5 0 5

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should

be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

**COS 274 Instructor Practicum II**  
0 21 7

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

### Computer Science

**CSC 134 C++ Programming**  
2 3 3

Prerequisites: CSC 143

Corequisites: None

This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CSC 139 Visual BASIC Programming**  
2 3 3

Prerequisites: None

Corequisites: None

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

**CSC 141 Visual C++ Programming**  
2 3 3

Prerequisites: CSC 143

Corequisites: None

This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

**CSC 143 Object-Oriented Programming**  
2 3 3

Prerequisites: CIS 110 and OST 131

Corequisites: None

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment. *This course is a unique concentration requirement of the Programming concentration in the Information Systems program.*

**CSC 160 Introduction to Internet Programming**  
2 2 3

Prerequisites: CIS\*172

Corequisites: None

This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

**CSC 148 JAVA Programming**  
2 3 3

Prerequisites: None

Corequisites: None

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

**CSC 160 Intro to Internet Programming**  
2 2 3

Prerequisites: None

Corequisites: None

This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

**CSC 232      Advanced BASIC**

2   3   3

Prerequisites: CSC 132

Corequisites: None

This course is a continuation of CSC 132 using BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

**CSC 248 Advanced Internet Programming**

2   3   3

Prerequisites: CSC\*134 or CSC\*140 or CSC\*141

Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

***Design Drafting***

**DDF 110      Cabinet Design/Drafting**

1   2   2

Prerequisites: DFT 117

Corequisites: None

This course covers the production of shop drawings and equipment lists. Topics include the use of orthographic projections and axonometric, oblique, and perspective projections in production drawings. Upon completion, students should be able to design and produce a set of plans that will facilitate the economical production of a project.

***Design***

**DES 135      Principles & Elements of Design I**

2   4   4

Prerequisites:

Corequisites: None

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application.

***Drafting***

**DFT 117      Technical Drafting**

1   2   2

Prerequisites:

Corequisites: None

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

**DFT 119      Basic CAD**

1   2   2

Prerequisites:

Corequisites: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

***Drama/Theatre***

**DRA 111      Theatre Appreciation**

3   0   3

Prerequisites:

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of vari-



ous theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DRA 122 Oral Interpretation**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DRA 126 Storytelling**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### ***Economics***

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

Prerequisites:

Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ECO 252 Principles of Macroeconomics**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### ***Education***

**EDU 111 Early Childhood Cred I**  
2 0 2

Prerequisites:

Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

**EDU 112 Early Childhood Credentials II**  
2 0 2

Prerequisites:

Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

**EDU 113 Family/Early Child Credential**  
2 0 2

Prerequisites: None

Corequisites: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

**EDU 116 Intro to Education**  
3 2 4

Prerequisites:

Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**EDU 118 Teacher Associate Princ. & Practices**  
3 0 3

Prerequisites:

Corequisites: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

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

Prerequisites:

Corequisites: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and

community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

**EDU 146 Child Guidance**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

**EDU 147 Behavior Disorders**  
3 0 3

Prerequisites:

Corequisites: None

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

**EDU 148 Learning Disabilities**  
4 2 5

Prerequisites:

Corequisites: None

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

**EDU 151 Creative Activities**  
3 0 3

Prerequisites:

Corequisites: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

**EDU 151A Creative Activities Lab**  
0 2 1

Prerequisites:

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 153 Health, Safety, & Nutrition**  
3 0 3

Prerequisites:

Corequisites: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

**EDU 153A Health, Safety, & Nutrition Lab**  
0 2 1

Prerequisites:

Corequisites: EDU 153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

**EDU 186 Reading & Writing Methods**  
3 0 3

Prerequisites:

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

**EDU 221 Children with Special Needs**  
3 0 3

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

Corequisites: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

**EDU 234 Infants, Toddlers, & Twos**  
3 0 3

Prerequisites: None

Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

**EDU 235 School-Age Development & Program**  
2 0 2

Prerequisites:

Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon comple-

tion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

**EDU 247 Physical Disabilities**

3 0 3

Prerequisites: EDU 144 or PSY 244

Corequisites: None

This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

**EDU 248 Mental Retardation**

2 2 3

Prerequisites: EDU 221

Corequisites: None

This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

**EDU 251 Exploration Activities**

3 0 3

Prerequisites:

Corequisites: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

**EDU 251A Exploration Act Lab**

0 2 1

Prerequisites:

Corequisites: EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

**EDU 261 Early Childhood Admin I**

2 0 2

Prerequisites:

Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

**EDU 262 Early Childhood Admin II**

3 0 3

Prerequisites: EDU 261

Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

**EDU 275 Effective Teacher Training**

2 0 2

Prerequisites:

Corequisites: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

**EDU 280      Literacy Experiences**  
3    0    3

Prerequisites:

Corequisites: None

This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.

**EDU 280A    Literacy Exp Lab**  
0    2    1

Prerequisites:

Corequisites: EDU 280

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

**EDU 282      Early Childhood Literature**  
3    0    3

Prerequisites:

Corequisites: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

**EDU 285      Internship Exp-School Age**  
1    0    1

Prerequisites: ENG 111 and completion of curriculum core requirements

Corequisites: COE 121 or COE 122

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

***Electricity*****ELC 111 Intro to Electricity**

2    2    3

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

**ELC 112      DC/AC Electricity**

3    6    5

Prerequisites:

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

**ELC 113      Basic Wiring I**

2    6    4

Prerequisites:

Corequisites: None

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

**ELC 115      Industrial Wiring**

2    6    4

Prerequisites: ELC 113

Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117     Motors and Controls**

2    6    4

Prerequisites: ELC 112 or ELC 131

Corequisites: None

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

**ELC 128     Intro to PLC**

2    3    3

Prerequisites:

Corequisites: None

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

**ELC 228     PLC Applications**

2    6    4

Prerequisites: ELC 128

Corequisites: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

***Electronics*****ELN 131     Electronic Devices**

3    3    4

Prerequisites: ELC 112, ELC 131, or ELC 140

Corequisites: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

**ELN 133     Digital Electronics**

3    3    4

Prerequisites: ELN 111, ELC 112, ELC 131, or ELC 140

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ELN 135     Electronic Circuits**

2    3    3

Prerequisites: ELN 131

Corequisites: None

This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, PLLs, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on service information.

**ELN 140     Semiconductor Devices**

4    6    6

Prerequisites:

Corequisites: None

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

**ELN 141     Digital Fundamentals**

4    6    6

Prerequisites:

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

**ELN 231 Industrial Controls**  
2 3 3

Prerequisites: ELC 112, ELC 131, or ELC 140

Corequisites: None

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 233 Microprocessor Systems**  
3 3 4

Prerequisites: ELN 232

Corequisites: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**ELN 240 Microprocessor Fund**  
3 3 4

Prerequisites: ELN 141

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems. Topics include use of technical documentation, bus architecture, I/O and memory systems, and other related topics. Upon completion, students should be able to analyze and troubleshoot basic microprocessor circuits.

**ELN 247 Electronic App Project**  
1 3 2

Prerequisites: ELN 131 or ELN 140

Corequisites: None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

**ELN 275 Troubleshooting**  
1 2 2

Prerequisites:

Corequisites: ELN 133 or ELN 141

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

**English**

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the college's placement test.*

**ENG 060 Speaking English Well**  
2 0 2

Prerequisites:

Corequisites: None

This course is designed to improve conversational skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 070 Basic Language Skills**  
2 2 3

Prerequisites:

Corequisites: None

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 075 Reading & Language Essentials**  
5 0 5

Prerequisites:

Corequisites: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 075A Reading & Language Ess Lab**  
0 2 1

Prerequisites:

Corequisites: ENG 075

This laboratory provides the opportunity to practice the skills introduced in ENG 075. Emphasis is placed on practical skills for increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to apply those skills in the production of grammatically and syntactically correct sentences.

**ENG 080 Writing Foundations**  
3 2 4

Prerequisites: ENG 070 or ENG 075

Corequisites: None This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

**ENG 085 Reading & Writing Foundations**  
5 0 5

Prerequisites: ENG 070 and RED 070; or ENG 075

Corequisites: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

**ENG 085A Reading & Writing Found Lab**  
0 2 1

Prerequisites: ENG 070 and RED 070; or ENG 075

Corequisites: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

**ENG 090 Composition Strategies**  
3 0 3

Prerequisites: ENG 080 or ENG 085

Corequisites: None

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

**ENG 090A Comp Strategies Lab**  
0 2 1

Prerequisites: ENG 080 or ENG 085

Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

**ENG 095 Reading & Comp Strategies**  
5 0 5

Prerequisites: ENG 080 and RED 080; or ENG 085

Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*



**ENG 095A Reading & Comp Strat Lab**  
0 2 1

Prerequisites: ENG 080 and RED 080; or ENG 085

Corequisites: ENG 095-

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

**ENG 101 Applied Communications I**  
3 0 3

Prerequisites:

Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

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

Prerequisites:

Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

**ENG 111 Expository Writing**  
3 0 3

Prerequisites: ENG 090 and RED 090; or ENG 095

Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy*

*the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 111A Expository Writing Lab**  
0 2 1

Prerequisites: ENG 090 and RED 090 or ENG 095

Corequisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

**ENG 113 Literature-Based Research**  
3 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 114 Prof Research & Reporting**  
3 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 115 Oral Communication**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the basic principles of oral com-

munication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

**ENG 125 Creative Writing I**

3 0 3

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ENG 126 Creative Writing II**

3 0 3

Prerequisites: ENG 125

Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ENG 131 Introduction to Literature**

3 0 3

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 231 American Literature I**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature

from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 232 American Literature II**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 241 British Literature I**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 242 British Literature II**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**FRE 111 Elementary French I**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the French language placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to basic French communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 251 Western World Literature I**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 272 Southern Literature**

3 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**French****FRE 111 Elementary French I**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**FRE 112 Elementary French II**

3 0 3

Prerequisites: FRE 111

Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**Graphic Design****GRD 110 Typography I**

2 2 3

Prerequisites:

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

**GRD 111 Typography II**

2 2 3

Prerequisites: GRD 110

Corequisites: None

This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.

**GRD 113 History of Graphic Design**

3 0 3

Prerequisites:

Corequisites: None

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and world-wide cultural influences found in today's marketing of ideas and products.

**GRD 121 Drawing Fundamentals I**

1 3 2

Prerequisites:

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

**GRD 131 Illustration I**

1 3 2

Prerequisites: ART 131, DES 125, or GRD 121

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

**GRD 141 Graphic Design I**

2 4 4

Prerequisites: GRD 110, GRD 111, GRD 151, GRD 152

Corequisites: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

**GRD 142 Graphic Design II**

2 4 4

Prerequisites: ART 121, DES 135, or GRD 141

Corequisites: None

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

**GRD 151 Computer Design Basics**

1 4 3

Prerequisites:

Corequisites: None

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

**GRD 152 Computer Design Tech I**

1 4 3

Prerequisites: GRD 151

Corequisites: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

**GRD 241 Graphic Design III**

2 4 4

Prerequisites: DES 136 or GRD 142

Corequisites: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

**GRD 263 Illustrative Imaging**

1 4 3

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.

**GRD 271 Multimedia Design I**

1 3 2

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

**GRD 272 Multimedia Design II**

1 3 2

Prerequisites: GRD 271

Corequisites: None

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.

**GRD 280 Portfolio Design**

2 4 4

Prerequisites: GRD 142 and GRD 152 or GRA 152

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

**GRD 281 Design of Advertising**

2 0 2

Prerequisites:

Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

***Health***

**HEA 110 Personal Health/Wellness**

3 0 3

Prerequisites:

Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

**HEA 111 First Aid & Safety**

1 2 2

Prerequisites:

Corequisites: None

This course provides first aid and safety education. Emphasis is placed on safe attitudes, accident prevention, and response to accidents and injuries. Upon completion, students should be able to demonstrate proper first aid and safety skills.

**HEA 112 First Aid & CPR**

1 2 2

Prerequisites:

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

***Health Information Technology***

**HIT 110 Health Info Orientation**

2 0 2

Prerequisites: None

Corequisites: None

This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends.

**HIT 112 Health Law & Ethics**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information.

**HIT 114 Record Systems/Standards**

2 3 3

Prerequisites: None

Corequisites: None

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control.

**HIT 122 Directed Practice I**

0 0 3 1

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

**HIT 124 Directed Practice II**

1 0 3 2

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

**HIT 210 Health Care Statistics**

3 2 4

Prerequisites: MAT 110 or MAT 140

Corequisites: None

This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with uniform reporting requirements; and analyze/present statistical data.

**HIT 212 Coding/Classification I**

3 3 4

Prerequisites: None

Corequisites: None

This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval, quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM.

**HIT 214 Coding/Classification II**

3 3 4

Prerequisites: HIT 212

Corequisites: None

This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement.

**HIT 216 Quality Management**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality

improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.

### **HIT 220 Computers in Health Care**

1 2 2

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. Upon completion, students should be able to design, implement, evaluate, and maintain automated information systems in health care.

### **HIT 222 Directed Practice III**

0 0 6 2

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

### **HIT 226 Principles of Disease**

3 0 3

Prerequisites: BIO 166 or BIO 169

Corequisites: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

### **HIT 280 Professional Issues**

2 0 2

Prerequisites: HIT 212

Corequisites: HIT 214

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains, tasks, and subtasks for health information technologies.

## ***History***

### **HIS 111 World Civilizations I**

3 0 3

Prerequisites:

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### **HIS 112 World Civilizations II**

3 0 3

Prerequisites:

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### **HIS 131 American History I**

3 0 3

Prerequisites:

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This*

*course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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

Prerequisites:

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 141 Genealogy & Local History**  
3 0 3

Prerequisites:

Corequisites: None

This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history.

**HIS 233 History of Appalachia**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HIS 236 North Carolina History**  
3 0 3

Prerequisites:

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## Horticulture

**HOR 112 Landscape Design I**  
2 3 3

Prerequisites: None

Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

**HOR 118 Equipment Operation & Maintenance**  
1 3 2

Prerequisites: None

Corequisites: None

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

**HOR 170 Horticulture Computer Applications**  
1 3 2

Prerequisites: None

Corequisites: None

This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be



able to use computer programs in horticultural situations. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 225 Nursery Production**

2 3 3

Prerequisites: None

Corequisites: None

This course covers all aspects of nursery crop production from plant selection to crop production. Emphasis is placed on field preparation, container selection, preparation and usage of appropriate nursery media, potting procedures, herbicide and fertilizer application, and pest control. Upon completion, students should be able to produce a marketable nursery crop. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 235 Greenhouse Production**

2 2 3

Prerequisites: None

Corequisites: None

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 245 Horticulture Specialty Crops**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 251 Insects & Diseases**

2 2 3

Prerequisites: None

Corequisites: None

This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 255 Interiorscapes**

1 2 2

Prerequisites: None

Corequisites: None

This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

### **HOR 273 Horticulture Mgmt & Marketing**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

## ***Humanities***

### **HUM 115 Critical Thinking**

3 0 3

Prerequisites: ENG 101 or ENG 111

Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversy.

sies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course may meet the SACS humanities requirement for AAS degree programs and has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**HUM 120 Cultural Studies**  
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**HUM 122 Southern Culture**  
3 0 3

Prerequisites:

Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## ***Hydraulics***

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

Prerequisites: MAT 121

Corequisites: None

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

of hydraulic and pneumatic circuits.

## ***Industrial Science***

**ISC 112 Industrial Safety**  
2 0 2

Prerequisites:

Corequisites: None

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

**ISC 115 Construction Safety**  
2 0 2

Prerequisites:

Corequisites: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

**ISC 121 Envir Health & Safety**  
3 0 3

Prerequisites:

Corequisites: None

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

**ISC 130 Intro to Quality Control**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

**ISC 210 Oper & Prod Planning**

3 0 3

Prerequisites: Completion of curriculum mathematics requirement

Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

***Machining*****MAC 111 Machining Technology I**

2 12 6

Prerequisites:

Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 112 Machining Technology II**

2 12 6

Prerequisites: MAC 111

Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 113 Machining Technology III**

2 12 6

Prerequisites: MAC 112

Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced

setups. Upon completion, students should be able to produce a part to specifications.

**MAC 121 Intro to CNC**

2 0 2

Prerequisites:

Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122 CNC Turning**

1 3 2

Prerequisites:

Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124 CNC Milling**

1 3 2

Prerequisites:

Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 151 Machining Calculations**

1 2 2

Prerequisites:

Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

**MAC 152 Adv Machining Calc**

1 2 2

Prerequisites: None

Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

**MAC 214 Machining Technology IV**  
2 12 6

Prerequisites: MAC 112

Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 222 Advanced CNC Turning**  
1 3 2

Prerequisites: MAC 122

Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

**MAC 224 Advanced CNC Milling**  
1 3 2

Prerequisites: MAC 124

Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

**MAC 231 CNC Graphics Prog: Turning**  
1 4 3

Prerequisites: MAC 121

Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using

CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**MAC 232 CNC Graphics Prog: Milling**  
1 4 3

Prerequisites: MAC 121

Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

## ***Masonry***

**MAS 140 Intro to Masonry**  
1 2 2

Prerequisites:

Corequisites: None

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

## ***Mathematics***

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

**MAT 050 Basic Math Skills**  
3 2 4

Prerequisites:

Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

**MAT 060 Essential Mathematics**

3 2 4

Prerequisites: MAT 050

Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

**MAT 070 Introductory Algebra**

3 2 4

Prerequisites: MAT 060

Corequisites: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 080 Intermediate Algebra**

3 2 4

Prerequisites: MAT 070

Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 090 Accelerated Algebra**

3 2 4

Prerequisites: MAT 060

Corequisites: RED 080 or ENG 085

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

**MAT 101 Applied Mathematics I**

2 2 3

Prerequisites: MAT 060

Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate and diploma programs.*

**MAT 115 Mathematical Models**

2 2 3

Prerequisites: MAT 070

Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

**MAT 120 Geometry and Trigonometry**

2 2 3

Prerequisites: MAT 070

Corequisites: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

**MAT 121 Algebra and Trigonometry**

2 2 3

Prerequisites: MAT 070

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include

simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

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

Prerequisites: MAT 121

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

**MAT 151 Statistics I**  
3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 151A Statistics I Lab**  
0 2 1

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 155 Statistical Analysis**  
3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 155A Statistics Analysis Lab**  
0 2 1

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 155

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT161 College Algebra**  
3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities, polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for an AA degree.

**MAT 171 Precalculus Algebra**  
3 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon

completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 171A Precalculus Algebra Lab**

0 2 1

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 172 Precalculus Trigonometry**

3 0 3

Prerequisites: MAT 171

Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 172A Precalculus Trig Lab**

0 2 1

Prerequisites: MAT 171

Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MAT 175 Precalculus**

4 0 4

Prerequisites: High School Algebra III/Trigonometry

Corequisites: None

This course provides an intense study of the topics which

are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 175A Precalculus Lab**

0 2 1

Prerequisites: High School Algebra III/Trigonometry

Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 271 Calculus I**

3 2 4

Prerequisites: MAT 172 or MAT 175

Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 272 Calculus II**

3 2 4

Prerequisites: MAT 271

Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 273 Calculus III**

3 2 4

Prerequisites: MAT 272

Corequisites: None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*

***Mechanical*****MEC 111 Machine Processes I**

2 3 3

Prerequisites:

Corequisites: None

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

**MEC 112 Machine Processes II**

2 3 3

Prerequisites: MEC 111

Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts

**MEC 141 Intro Mfg Processes**

2 2 3

Prerequisites: None

Corequisites: None

This course covers the properties and characteristics of manufacturing materials and the processes used to form them. Emphasis is placed on manufacturing materials, heat-treating processes, and manufacturing processes. Upon completion, students should be able to identify

physical characteristics of materials and describe processes used to manufacture a part.

**MEC 142 Physical Metallurgy**

1 2 2

Prerequisites:

Corequisites: None

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

***Medical*****MED 120 Survey of Med Terminology**

2 0 2

Prerequisites: None

Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

**MED 121 Medical Terminology I**

3 0 3

Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II**

3 0 3

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.



## ***Marketing and Retailing***

### **MKT 120 Principles of Marketing**

3 0 3

Prerequisites:

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

### **MKT 121 Retailing**

3 0 3

Prerequisites:

Corequisites: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

### **MKT 122 Visual Merchandising**

3 0 3

Prerequisites:

Corequisites: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

### **MKT 123 Fundamentals of Selling**

3 0 3

Prerequisites:

Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

### **MKT 220 Advertising and Sales Promotion**

3 0 3

Prerequisites:

Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

### **MKT 224 International Marketing**

3 0 3

Prerequisites: None

Corequisites: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

### **MKT 225 Marketing Research**

3 0 3

Prerequisites: MKT 120

Corequisites: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

### **MKT 227 Marketing Applications**

3 0 3

Prerequisites:

Corequisites: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

## ***Maintenance***

### **MNT 110    Intro to Maint Procedures**

1   3   2

Prerequisites:

Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

### **MNT 111    Maintenance Practices**

1   3   2

Prerequisites: MNT 110

Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

## ***Music***

### **MUS 110    Music Appreciation**

3   0   3

Prerequisites:

Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## ***Nursing Assistant***

### **NAS 101    Nursing Assistant I**

3   2   3   5

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communica-

tions, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

### **NAS 102    Nursing Assistant II**

3   2   6   6

Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina

Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course.*

### **NAS 103    Home Health Care**

2   0   0   2

Prerequisites: High school diploma or GED

Corequisites: None

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

### **NAS 104    Home Health Clinical**

0   0   3   1

Prerequisites:

Corequisites: None

This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. *This is a certificate-level course.*

## ***Networking Technology***

### **NET 110    Data Comm/Networking**

2   2   3

Prerequisites: CIS 110

Corequisites: None

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

**NET 120 Network Install/Admin I**

2 2 3

Prerequisites: NET 110

Corequisites: None

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

**NET 260 Internet Dev & Support**

3 0 3

Prerequisites: NET 110

Corequisites: None

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

## ***Nursing***

**NUR 101 PRACTICAL NURSING I**

7 6 6 11

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a*

*diploma-level course.*

**NUR 102 Practical Nursing II**

8 0 12 12

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

**NUR 103 Practical Nursing III**

6 0 12 10

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

**NUR 115 Fundamentals of Nursing**

2 3 6 5

Prerequisites: Admission to the Associate Degree Nursing program

Corequisites: ACA 115, BIO 155, BIO 165, NUR 117, PSY 150

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

**NUR 117 Pharmacology (ADN Program)**

1 3 0 2

Prerequisites: Admission to the ADN program

Corequisites: ACA 115, NUR 115

This course introduces information concerning sources, effects, legalities, and the safe use of medications as thera-

peutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

**NUR 117 Pharmacology (Practical Nursing Program)**

1 3 0 2

Prerequisites: Application to Practical Nursing Program  
Corequisites: None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely within scope of practice.

**NUR 125 Maternal-Child Nursing**

5 3 6 8

Prerequisites: NUR 185

Corequisites: NUR 233

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

**NUR 133 Nursing Assessment**

2 3 0 3

Prerequisites: NUR 115, NUR 117

Corequisites: BIO 166, NUR 135

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

**NUR 135 Adult Nursing I**

5 3 9 9

Prerequisites: NUR 115, NUR 117

Corequisites: BIO 166, NUR 133

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the

nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

**NUR 185 Mental Health Nursing**

3 0 6 5

Prerequisites: NUR 133, NUR 135

Corequisites: BIO 175, ENG 111, PSY 241

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

**NUR 189 Nursing Transition**

1 3 0 2

Prerequisites: Enrollment in ADN Program and current unrestricted LPN license

Corequisites: NUR 133

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

**NUR 233 Leadership in Nursing**

2 0 0 2

Prerequisites: NUR 185

Corequisites: NUR 125

This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings.

**NUR 235 Adult Nursing II**

4 3 15 10

Prerequisites: NUR 125, NUR 233

Corequisites: NUR 244

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

**NUR 244 Issues and Trends**

2 0 0 2

Prerequisites: NUR 125, NUR 233

Corequisites: NUR 235

This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

### ***Nutrition***

**NUT 110 Nutrition**

3 0 3

Prerequisites:

Corequisites: None

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

### ***Operations Management***

**OMT 112 Materials Management**

3 0 3

Prerequisites:

Corequisites: None

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

**OMT 143 Just-In-Time**

2 0 2

Prerequisites: None

Corequisites: None

This course is a study of the quality philosophy and Just-in-Time techniques designed to improve the ability to economically respond to change. Topics include production to demand with perfect quality, no unnecessary lead times, elimination of waste, developing productivity of people, and the quest for continuous improvement. Upon completion, students should be able to demonstrate an understanding of Just-in-Time methods and be prepared for the APICS CPIM examination.

**OMT 260 Issues in Operations Mgt.**

3 0 3

Prerequisites: ISC 121, ISC 210, OMT 112, and ISC 130, ISC 131, ISC 132, or ISC 221

Corequisites: None

This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

### ***Office Systems Technology***

**OST 080 Keyboarding Literacy**

1 2 2

Prerequisites:

Corequisites: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

**OST 122 Office Computations**

1 2 2

Prerequisites:

Corequisites: None

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon

completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

**OST 131      Keyboarding**  
1    2    2

Prerequisites:

Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 134      Text Entry & Formatting**  
3    2    4

Prerequisites: OST 131

Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

**OST 135      Adv Text Entry & Format**  
3    2    4

Prerequisites: OST 134

Corequisites: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

**OST 136      Word Processing**  
1    2    2

Prerequisites:

Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 164      Text Editing Applications**  
3    0    3

Prerequisites:

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 184      Records Management**  
1    2    2

Prerequisites:

Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**OST 201      Medical Transcription I**  
3    2    4

Prerequisites: OST 136 and OST 164

Corequisites: MED 122 or OST 142 and OST 136

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time.

**OST 202      Medical Transcription II**  
3    2    4

Prerequisites: OST 201

Corequisites: None

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time.

**OST 223      Machine Transcription I**  
1    2    2

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

**OST 236     Adv Word/Information Proc**  
2   2   3

Prerequisites: OST 136

Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

**OST 286     Professional Development**  
3   0   3

Prerequisites:

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

**OST 289     Office Systems Management**  
2   2   3

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

***Production Woodworking*****PCW 132   Composite Materials Construction**  
1   3   2

Prerequisites: None

Corequisites: None

This course covers the design and methods of using composite materials in woodworking. Topics include the use of composite materials such as plywood, m.d.f., particle board, and plastic laminate and their design and construction methods. Upon completion, students should be able to demonstrate a series of technical exercises and designs and make an object utilizing compos-

ite materials. *This class is designed for inmates at Marion Correctional Facility and may not be taken by individuals outside the prison system.*

***Physical Education*****PED 110     Fit and Well for Life**  
1   2   2

Prerequisites:

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

***Philosophy*****PHI 210     History of Philosophy**  
3   0   3

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHI 240     Introduction to Ethics**  
3   0   3

Prerequisites: ENG 111

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to

individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## **Photography**

### **PHO 110 Fund of Photography** 3 6 5

Prerequisites:

Corequisites: None

This course covers the basic technical aspects of black and white photography, including camera controls, light and optics, flash, film exposure, and processing. Emphasis is placed on mechanical principles of camera design and the relationship between subject and photographic image, with hands-on experience in the dark-room. Upon completion, students should be able to consistently produce technically excellent images.

### **PHO 113 History of Photography** 3 0 3

Prerequisites:

Corequisites: None

This course introduces the history of photography from its inception through contemporary times. Emphasis is placed on technical and aesthetical developments in artistic and commercial photography. Upon completion, students should be able to identify significant photographers and procedures, trace the development of the medium, and discuss current trends in photography.

### **PHO 115 Basic Studio Lighting** 2 6 4

Prerequisites: PHO 110

Corequisites: None

This course covers the basic principles of studio lighting. Topics include basic lighting techniques and application of lighting ratios to product illustration/portraiture using tungsten/electronic strobe sources, with emphasis on equipment maintenance and safety. Upon completion, students should be able to select and set up the best lights and lighting applications for a wide variety of photographic subjects.

### **PHO 120 Intermediate Photography** 2 4 4

Prerequisites: PHO 110

Corequisites: None

This course expands the coverage of photographic materials and provides an opportunity to experiment. Emphasis is placed on additional techniques and processes, including photograms, solarization, multiple-imaging, infrared film, toning, hand-coloring, and other non-traditional uses of photography. Upon completion, students should be able to demonstrate how the choice of technique enhances the photographic subject and influences content.

### **PHO 131 View Camera** 2 4 4

Prerequisites: PHO 110, PHO 115 and PHO 150

Corequisites: None

This course is a comprehensive hands-on study of the large-format camera, including capabilities, movements, and applications in studio and architectural photography. Topics include camera systems, camera controls, perspective correction, plane of sharp focus, depth-of-field, image shape modification, and sheet film handling and processing. Upon completion, students should be able to demonstrate competence in using the view camera and its various controls.

### **PHO 140 Digital Photo Imaging I** 2 4 4

Prerequisites: PHO 110 and PHO 223

Corequisites: None

This course introduces digital photo imaging exploring the use of hardware/software, image capture, input/output devices, ethics, and imaging aesthetics. Emphasis is placed on basic imaging tools and vocabulary of current digital imaging software, including selection tools, color correction, cloning, copy/paste, and filters. Upon completion, students should be able to capture images with a digital camera or scanner, manipulate and retouch the image, and select final image output.

### **PHO 150 Portfolio Development I** 3 3 4

Prerequisites: PHO 120 or PHO 130

Corequisites: None

This course provides an opportunity to develop a thematically related portfolio of photographic images that are consistent in print quality. Emphasis is placed on subject/content development, choice of materials, and archival processing controls; organizing and sequencing images; editing; print finishing; and portfolio presentation. Upon completion, students should be able to edit and exhibit a consistent body of photographic



prints in a portfolio presentation.

**PHO 216 Documentary Photography**

2 4 4

Prerequisites: PHO 110

Corequisites: None

This course introduces the practical, historical, and contemporary applications of documentary photography. Emphasis is placed on understanding the various approaches to creating a photographic documentary and how a documentary project can affect society. Upon completion, students should be able to produce a documentary project on a topic of interest to them.

**PHO 217 Photojournalism I**

1 6 4

Prerequisites: PHO 132 or PHO 223

Corequisites: None

This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography.

**PHO 223 Color Photography**

2 4 4

Prerequisites: PHO 110 and PHO 150

Corequisites: None

This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.

**PHO 226 Portraiture**

3 3 4

Prerequisites: PHO 115

Corequisites: None

This course covers the techniques of contemporary studio and location portraiture. Topics include lighting techniques, lighting ratios, available light to multiple light setups, posing techniques, and styles of glamour, fashion, corporate, and public relations portraiture. Upon completion, students should be able to choose

the appropriate lighting, accessories, and posing style to produce a successful portrait.

**PHO 235 Commercial Photography**

2 4 4

Prerequisites: PHO 115 and PHO 226

Corequisites: None

This course covers the techniques of advertising photography used in the print media. Emphasis is placed on the conception, lighting, and creation of photographic illustration used for food, fashion, and product photography. Upon completion, students should be able to produce advertising photographs for professional photographic illustration.

**PHO 250 Portfolio Development II**

2 4 4

Prerequisites: PHO 217, PHO 226, and PHO 235

Corequisites: None

This course provides an opportunity to develop a diversified professional portfolio of photographs. Emphasis is placed on the development of a portfolio exhibiting technical excellence, consistency of vision, and professional presentation. Upon completion, students should be able to present a diversified portfolio of professional quality photographs to potential employers.

## Physics

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

**PHY 080 Intro to Physics**

3 2 4

Prerequisites:

Corequisites: None

This course introduces applied principles of physics through hands-on activities and guided discussions. Emphasis is placed on basic graphical analysis, machines, friction, work, energy, power, hydraulics, heat transfer, and the gas laws. Upon completion, students should be able to use the basic language of physics and utilize problem-solving skills necessary for success in certificate-level physics courses.

**PHY 090 Developmental Physics**

3 2 4

Prerequisites:

Corequisites: None

This course strengthens basic vocabulary and problem-solving skills in physics. Topics include an overview of the major divisions of physics, including mechanics, electricity, optics, and modern physics. Upon completion, students should be able to utilize fundamental physics principles and problem-solving skills necessary for success in college-level physics course.

**PHY 131      Physics-Mechanics**

3    2    4

Prerequisites: MAT 121 or MAT 161

Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

### *Plumbing*

**PLU 111      Intro to Basic Plumbing**

1    3    2

Prerequisites: BPR 111

Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system. Basic sketching and drawing of plumbing systems in isometric view, to NC plumbing codes, will be taught.

### *Political Science*

**POL 120      American Government**

3    0    3

Prerequisites:

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political partici-

pation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**POL 130      State & Local Government**

3    0    3

Prerequisites:

Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**POL 210      Comparative Government**

3    0    3

Prerequisites: None

Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### *Psychology*

**PSY 101      Applied Psychology**

3    0    3

Prerequisites:

Corequisites: None

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that pro-

mote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for certificate and diploma programs.*

**PSY 103 Child Growth and Behavior**  
3 0 3

Prerequisites:

Corequisites: None

This course provides a practical introduction to child development from infancy to early adolescence. Topics include developmental stages, diversity, behavior management, parent/teacher/child relations, age-appropriate activities, and related issues. Upon completion, students should be able to demonstrate effective child management techniques. *This course is intended for certificate and diploma programs.*

**PSY 110 Life Span Development**  
3 0 3

Prerequisites:

Corequisites: None

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

**PSY 115 Stress Management**  
2 0 2

Prerequisites:

Corequisites: None

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

**PSY 118 Interpersonal Psychology**  
3 0 3

Prerequisites:

Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, com-

munication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

**PSY 150 General Psychology**  
3 0 3

Prerequisites:

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 239 Psychology of Personality**  
3 0 3

Prerequisites: PSY 150

Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 241 Developmental Psych**  
3 0 3

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 244 Child Development I**

3 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to the study of child development and examines the growth and development of children from conception through early childhood. Topics include historical and theoretical perspectives, terminology, research and observation techniques as well as physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of the early stages of child development.

**PSY 245 Child Development II**

3 0 3

Prerequisites: None

Corequisites: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.

**PSY 281 Abnormal Psychology**

3 0 3

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**Reading**

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

**RED 070 Essential Reading Skills**

3 2 4

Prerequisites:

Corequisites: None

This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

**RED 080 Intro to College Reading**

3 2 4

Prerequisites: RED 070 or ENG 075

Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

**RED 090 Improved College Reading**

3 2 4

Prerequisites: RED 080 or ENG 085

Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

**Religion****REL 110 World Religions**

3 0 3

Prerequisites:

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism,

Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 211      Intro to Old Testament**  
3   0   3

Prerequisites:

Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 212      Intro to New Testament**  
3   0   3

Prerequisites:

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

### ***Real Estate***

**RLS 112      Real Estate Fundamentals**  
4   0   4

Prerequisites:

Corequisites: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

**RLS 113      Real Estate Mathematics**  
2   0   2

Prerequisites:

Corequisites: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

**RLS 114      Real Estate Brokerage**  
2   0   2

Prerequisites: RLS 112 or current Real Estate license

Corequisites: None

This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest.

**RLS 115      Real Estate Finance**  
2   0   2

Prerequisites: RLS 112 or current Real Estate license

Corequisites: None

This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.

**RLS 116      Real Estate Law**  
2   0   2

Prerequisites: RLS 112 or current Real Estate license

Corequisites: None

This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, stu-

dents should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.

## *Science*

*Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test.*

### **SCI 090      Skills for the Sciences** 2    2    3

Prerequisites:

Corequisites: None

This course is designed to provide fundamental skills necessary for entry into college-level science courses. Topics include scientific vocabulary, measurement, scientific notation, the scientific method for solving problems, collaborative skills, and applications to various areas of science. Upon completion, students should be able to demonstrate a readiness for college-level science courses.

### **SCI 095      Developmental Science** 3    4    5

Prerequisites:

Corequisites: None

This course covers basic principles of science. Topics include measurement, basic atomic structure, compounds of life, cytology, histology, anatomy, taxonomy, and ecology. Upon completion, students should be able to demonstrate the basic knowledge necessary for college-level science courses.

## *Sociology*

### **SOC 210      Introduction to Sociology** 3    0    3

Prerequisites:

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been ap-*

*proved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### **SOC 213      Sociology of the Family** 3    0    3

Prerequisites:

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### **SOC 220      Social Problems** 3    0    3

Prerequisites:

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

### **SOC 242      Sociology of Deviance** 3    0    3

Prerequisites:

Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

## ***Spanish***

**SPA 110      Introduction to Spanish**  
2    0    2

Prerequisites:

Corequisites: None

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

**SPA 111      Elementary Spanish I**  
3    0    3

Prerequisites:

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 112      Elementary Spanish II**  
3    0    3

Prerequisites: SPA 111

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

## ***Welding***

**WLD 110      Cutting Processes**  
1    3    2

Prerequisites:

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. Course will cover mechanical cutting with bandsaw and shears.

**WLD 112      Basic Welding Processes**  
1    3    2

Prerequisites:

Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. Students will be given the opportunity to construct metal sculpture, or jewelry and other art metal objects using basic welding processes.

**WLD 115      SMAW (Stick) Plate**  
2    9    5

Prerequisites:

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD 116      SMAW (Stick) Plate/Pipe**  
1    9    4

Prerequisites: WLD 115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

**WLD 121      GMAW (MIG) FCAW/Plate**  
2    6    4

**Prerequisites:**

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. Students will be introduced to general maintenance welding and care of welding equipment.

**WLD 131 GTAW (TIG) Plate**

2 6 4

**Prerequisites:**

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

**WLD 141 Symbols & Specifications**

2 2 3

Prerequisites: BPR 111

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. Basic sketching and drawing of welding blueprints will be taught.

**WLD 143 Welding Metallurgy**

1 2 2

Prerequisites: BPR 111

Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding. Students will be given opportunities to produce small projects using basic metallurgy techniques such as casting, forging, and tempering.

**WLD 151 Fabrication I**

2 6 4

Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

**WLD 251 Fabrication II**

1 6 3

Prerequisites: WLD 151

Corequisites: None

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings. Students will be given an opportunity to qualify for the A.W.S. entry level welder certification by exam.

**WLD 261 Certification Practices**

1 3 2

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. Students will be given an opportunity to qualify for at least one of our MTCC welder certifications.



## College Personnel



**Lisa W. Allison**  
**Assistant Teacher, Child Development Center**  
N.C. Child Care Credential  
Undergraduate study



**Teresa Andrews**  
**Mom's and More Assistant**  
B.S., New Mexico State University



**Sandra W. Ayers**  
**General Education/Mathematics**  
**Department Chair-College Transfer/General Education**  
B.S., M.S., Western Carolina University  
Additional graduate study



**Wilma M. Ball**  
**Secretary to Dean of Educational Programs**  
A.A.S., McDowell Technical Community College



**D. Sue Benton**  
**Publications Specialist**  
A.A.S., McDowell Technical Community College



**Audra Biddix**  
**Lead Instructor, Child Development Center**  
A.A.S., McDowell Technical Community College



**Jimmy L. Biddix**  
**Vice-President of Student Services**  
B.A., Warren Wilson College  
M.A., Ed.S., Western Carolina University



**Mary A. Blackwood**

**Nursing**

A.D.N., Gaston College

B.S.N., University of North Carolina at Charlotte

M.S.N., University of Tennessee at Knoxville

**Lisa Michelle Boyles**

**Children's Services Network**

**Technical Assistant and Consultant**

B.S., Appalachian State University



**Diana L. Bradley**

**Child Development Center**

**Parent Counselor, Children Services Network**

Diploma, A.A.S., McDowell Technical Community College



**C. Fredrick Bradburn**

**English**

B.A., M.A., Western Carolina University

Additional graduate study



**Diane A. Breedlove**

**Cosmetology**

Bo-Mar College of Beauty Culture

Virginia Beach School of Beauty



**Shirley F. Brown**

**Dean of Corporate, Business and Outreach Programs**

**Department Chair- Continuing Education**

A.A.S., McDowell Technical Community College

B.S., M.A., Western Carolina University

Additional graduate study



**Paula Bruce**

**Psychology and Sociology**

A.A., Spartanburg Methodist College

B.S., Lander College

M.A., Appalachian State University



**A. Darian Buchanan**

**Instructor**

B.S., Appalachian State University

M.A. Appalachian State University



**Michele H. Burleson**

**Business Accounting**

A.A.S., McDowell Technical Community College

B.S., University of North Carolina at Asheville

M.S., Appalachian State University

Certified Public Accountant



**C. Wayne Byrd**

**Custodian**

B.A., Berea College



**Lisa D. Byrd**

**Admissions Officer / Financial Aid Assistant**

A.A.S., Western Piedmont Community College

B.S., Gardner-Webb University

No Photo  
Available

**Lane Calloway**

**Horticulture**

A.A.S., Western Piedmont

B.A., Mars Hill

M.Div., Duke University



**Phyllis Cloninger**

**Day Receptionist/Secretary**

A.A.S., McDowell Technical Community College



**Kelly Giles Crawley**

**English**

B.A., University of North Carolina at Chapel Hill

M.A., Wake Forest University



**Penelope A. Cross**

**Practical Nursing**

Diploma, Presbyterian Hospital School of Nursing  
B.S., University of North Carolina at Asheville  
B.S.N., Regents College-State University of New York



**Rhonda A. Culbreath**

**Early Childhood / Teacher Associate**

B.A., Christopher Newport College  
Additional graduate study



**G. Juanita Doggett**

**Director of Industrial Training**

A.A.S., Isothermal Community College  
B.T., Appalachian State University



**Julia Nunnally Duncan**

**English**

B.A., M.F.A., Warren Wilson College  
Additional creative writing workshops: Duke University,  
UNC-Greensboro, Warren Wilson College



**Jean H. Edwards**

**Coordinator of Human Resources Development**

A.A.S., McDowell Technical Community College;  
B.S., Gardner-Webb University  
Additional graduate study



**Wayne Edwards**

**Basic Law Enforcement Training Coordinator**

A.A.S., Mayland Community College  
A.A.S., A.A.S., McDowell Technical Community College  
B.S., Lees McCrae College  
Additional graduate study



**Rosalie J. Estey**

**Instructor**

State University of New York at New Paltz



**Gail B. Fields**  
**Instructor, Developmental Studies**  
B.A., Western Carolina University  
M.A., Appalachian State University  
Additional graduate study



**Donald G. Ford**  
**Director of Distance Education**  
A.A.S., Blue Ridge Technical College  
B.M.M., Bethany Bible College and Theological Seminary

No Photo  
Available

**Richard Fowler**  
**Computer Technician**  
A.A.S., McDowell Technical Community College  
B.T., Appalachian State University



**Chris Franklin**  
**Instructor**  
A.A.S., Asheville-Buncombe Technical Community College  
B.A., Appalachian State University  
Additional graduate study



**Shirley L. Garcia**  
**Director of Practical Nursing**  
Diploma, Methodist Hospital School of Nursing  
B.S.N., University of North Carolina at Charlotte  
Additional graduate study



**Richard M. Getty**  
**Biology**  
B.S., Ma.Ed. Western Carolina University

No Photo  
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**Steven Greenway**  
**Advertising and Graphic Design**  
B.F.A., East Carolina University  
M.F.A. Parsons School of Design



**Joy A. Griffith**  
**Supervisor of Child Development Center/  
Supervisor of Children's Services Network**  
A.A.S., McDowell Technical Community College  
B.S., Gardner-Webb University



**Glenn R. Grindstaff**  
**Cabinetmaking**  
A.A.S., McDowell Technical Community College  
Additional undergraduate study



**Philip N. Hardin**  
**Director of Correctional Programs  
at Marion Correctional Institution**  
**Depart. Chair-Correctional Education Programs Division**  
B.A., Appalachian State University  
M.B.A., Campbell University



**J. Riley Harklerode, Jr.**  
**Maintenance Assistant and Groundskeeper**



**B. Ladelle Harmon, Jr.**  
**Computer Technician**  
A.A.S., McDowell Technical Community College  
Additional undergraduate study



**J. Scott Helms**  
**Machining Technology**  
B.S.M.E., University of North Carolina at Charlotte  
Additional graduate study

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**Beth Henderson**  
**Appalachian Microenterprise Loan Program/Loan Officer**



**Charles R. Hensley**  
**Automotive Body Repair**  
Undergraduate study; Certification



**Jimmy D. Hensley**  
**Human Resources Development Recruiter /**  
**Job Developer / GED Examiner**  
A.A.S., McDowell Technical Community College  
B.A., University of North Carolina at Asheville



**Teresa H. Hodge**  
**Secretary to Vice President of Educational Programs**  
Diploma, A.A.S., McDowell Technical Community College



**Ronald F. Hollifield**  
**Coordinator of Maintenance and Custodial Services**  
A.A.S., McDowell Technical Community College



**Barbara E. Horn**  
**JobLink Information Assistant**  
B.S., Mars Hill College  
Additional undergraduate study



**Joni J. Hughes**  
**Accounting Technician**  
A.A.S., Western Piedmont Community College



**Doris V. Hullett**

**Instructor**

Associate in Education, Fellowship Baptist College  
B.R.E., M.R.E., Covington Theological Seminary



**James Marcus Hyatt II**

**Information Systems**

B.S.B.A., Appalachian State University  
Additional graduate study  
M.A., Appalachian State University



**Joan Jackson**

**Assistant to Faculty / Office of Research and Development**

A.A.S., McDowell Technical Community College



**H. Dean Kanipe**

**Coordinator of Small Business Center & Industrial Training**

B.S., Campbell University  
M.B.A., Western Carolina University



**Virginia J. Laney**

**Instructor/ Coordinator of "Mom's and More"**

B.A., Mars Hill College



**Michael K. Lavender**

**Director of External Relations**

B.A., Wake Forest University  
Additional graduate study



**Kimberly B. Lawing**

**Registrar**

B.A., Warren Wilson College  
M.A., Western Carolina University





**Loresa B. Laws**  
**Accounting Technician**  
A.A.S., McDowell Technical Community College



**Mary Beth Ledbetter**  
**Human Resources Development**  
B.S., University of Dubuque in Iowa  
M.A., Western Carolina University



**Max C. Ledbetter**  
**Business Administration**  
B.S., Western Carolina University  
M.A., Appalachian State University  
Additional graduate study



**William B. Ledbetter**  
**Coordinator of Emergency Management Services**  
Undergraduate Study; Certification



**Pam Lonon**  
**Esthetics Technology**  
A.S., Indiana Business College  
Certificate, Pacific College of Oriental Medicine  
Certificate, McDowell Technical Community College



**Susan C. Long**  
**Assistant to Student Records**  
A.A.S., McDowell Technical Community College



**Charles E. Lott**  
**Coordinator of North Cove Training Center**  
A.A., Jones County Junior College  
B.S., Mississippi State University  
M.B.A., Mississippi College  
Additional graduate study



**Elmer Macopson, Jr.**  
**Director of Technology**  
B.S., Appalachian State University



**Pamela C. Marlow**  
**Accounting Technician/Cashier**  
A.A.S., McDowell Technical Community College  
B.T., Appalachian State University



**Terri Lynn Brundage McClelland**  
**Science**  
B.S., Madonna College  
M.S., Virginia Commonwealth University  
Additional graduate study



**R. Michael McIntosh**  
**Coordinator of Resource Development**  
B.A., University of North Carolina at Wilmington



**W. Ray McKesson**  
**Vice-President for Finance and Administration**  
A.A.S., McDowell Technical Community College  
B.T., Appalachian State University  
M.B.A., Western Carolina University



**Kathy J. McKinney**  
**Director of Financial Aid/Counselor**  
A.A., Caldwell Community College  
B.S.B., M.S., Ed.S., Appalachian State University  
Additional graduate study



**Jerry C. McKinney**  
**Dean of Curriculum and Adult Basic Skills**  
A.A.S., McDowell Technical Community College  
B.T., M.A., Ed.S., Appalachian State University  
Additional graduate study



**Rachel Mills**  
**Lead Teacher, Child Development Center**  
N.C. Child Care Credential  
A.A.S., McDowell Technical Community College



**Dr. Virginia R. Mitchell**  
**President**  
B.A., Southwestern at Memphis  
Ma.Ed., Ed.D., Memphis State University



**Elizabeth F. Moore**  
**Secretary/ Receptionist to Student Services**  
A.A.S., McDowell Technical Community College



**Barbara C. Morgan**  
**Director of Institutional Effectiveness**  
B.A., University of North Carolina at Asheville  
M.A., Western Carolina University



**Logan S. Morgan**  
**Carpentry**  
A.A.S., Western Piedmont Community College  
B.S., Appalachian State University



**W. Anthony Morgan**  
**Business and Industry Representative**  
B.A., University of North Carolina at Asheville



**Robert S. Munday**  
**Industrial Electrical/Electronics Technician**  
A.A.S., Catawba Valley Technical College



**Shelba M. Murray**  
**Adult Basic Skills/Developmental Studies**  
B.S., M.A., Appalachian State University  
Additional graduate study.



**T. Wade Nanney**  
**Developmental Studies**  
B.A., Berea College  
A.A.S., McDowell Technical College



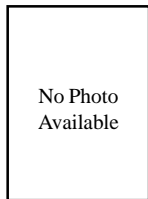
**Kenneth C. Nelson**  
**History**  
B.S., M.A., Appalachian State University  
A.A.S., Mayland Community College  
B.S., Western Carolina University  
M.C.J., University of South Carolina



**Cynthia Nilsen**  
**Assistant to the Faculty-College Transfer/General Education**  
A.A.S., McDowell Technical Community College



**Beatrice Kay Noe**  
**Library Assistant**  
Undergraduate study



**Teresa Nolte**  
**Lab Instructor**  
A.A., Western Piedmont Community College  
B.A., University of North Carolina at Asheville  
Additional graduate study



**R. Gale Oliver**  
**Student Enrichment Center Secretary**  
A.A.S., McDowell Technical Community College  
Additional undergraduate study



**JoAnne Parker**  
**Bookstore Assistant / Clerical Support**  
A.A.S., McDowell Technical Community College



**Marie Perry**  
**Adult Basic Skills / Developmental Studies**  
B.S.Ed., Lyndon State Teachers College  
Additional undergraduate study



**Jerome Pearson**  
**Custodian**



**Ann G. Phillips**  
**Cosmetology**



**Deborah M. Presnell**  
**Coordinator, Early Childhood / Teacher Associate**  
B.S., Gardner-Webb University  
M.A.Ed., Western Carolina University



**Joy Przestwor**  
**Office Systems Technology**  
B.S., Siena Heights College  
M.Div., Harvard Divinity School  
M.B.A., Anna Maria College



**Deborah H. Putnam**  
**Secretary/Receptionist**  
**Corporate, Business and Outreach Programs**  
A.A.S., McDowell Technical Community College



**Thomas W. Raab**  
**Photography**  
B.A., Kutztown State University  
M.F.A., Cranbrook Academy of Art



**Dorothy J. Ramsey**  
**Purchasing Secretary**  
A.A.S., McDowell Technical Community College  
B.S., Gardner Webb University



**Gwen Reeves**  
**Bookstore Manager**  
A.S., McDowell Technical Community College



**James R. Robinson**  
**Director of Student Enrichment Center**  
B.A., M.S., University of Tennessee at Knoxville  
Ed.D., University of North Carolina at Greensboro



**Joyce A. Rumfelt**  
**Welfare To Work Counselor**  
A.A.S., McDowell Technical Community College



**Rob C. Schultz**  
**Human Resources Development**  
B.A., Central Wesleyan College  
Additional graduate study



**Jerry E. Seagle**  
**Instructor**  
B.S.B.A., Western Carolina University  
M.A., Appalachian State University



**Bonnie B. Setzer**  
**Instructor**  
Undergraduate study



**Donna W. Short**  
**Counselor/Veteran's Affairs/SGA Advisor**  
A.A., Western Piedmont Community College  
B.A., M.A., Appalachian State University  
Additional graduate study



**Frank D. Silver**  
**Industrial Sewing**  
A.A.S., Western Piedmont Community College  
B.S.B.A., Western Carolina University  
Additional graduate study



**Rhonda Silver**  
**Personnel Officer/Assistant to the College President**  
B.S.B.A., Appalachian State University



**Jay H. Smith**  
**Custodial Staff**



**Melisa H. Smith**  
**Teacher, Child Development Center**  
A.A.S., McDowell Technical Community College



**Sharon P. Smith**  
**Director of Library Services**  
A.A.S., Gaston College  
A.A.S., McDowell Technical Community College  
B.S., M.L.S., East Carolina University  
Ed.S., Appalachian State University  
Additional graduate study, North Carolina State University



**Sondra E. Smith**  
**Secretary to Practical Nursing Education**  
A.A.S., McDowell Technical Community College  
Additional undergraduate study



**Clarence Snart**  
**Information Systems**  
B.S., Emporia State University  
Ed.M., Boston University  
Additional graduate study



**Sharon E. Snypes**  
**Computer Lab Assistant**  
Undergraduate study



**Barry C. Spratt**  
**Automotive Mechanics**  
Undergraduate study; Certification



**Margaret D. Stevens**  
**Controller**  
A.A.S., Isothermal Community College  
B.T., Appalachian State University



**Wayne Stines**  
**Machining Technology**  
Diploma, Blue Ridge Technical Community College  
A.S., Mississippi Gulf Coast Junior College



**Robert Suttles**  
**Custodian**





**Michael Thomas**

**Instructor**

B.A., John Carroll University

M.S., University of Dayton



**Gabrielle M. Thompson**

**Coordinator of Library Services**

B.A., California State University at Long Beach



**Carolyn Trexler**

**Cosmetology**

A.A.S., McDowell Technical Community College

Additional undergraduate study; certification



**M. Catherine True**

**Director of Student Enrichment Center**

B.A., University of Florida

M.Ed., Western Carolina University



**Lorrie Truett**

**Secretary/Receptionist**

**Corporate, Business and Outreach Programs**

A.A.S., McDowell Technical Community College



**Terrance E. Walsh**

**Information Systems**

B.S., Youngstown State University

M.B.A., Western Carolina University

Additional graduate study



**Christopher E. Washburn**

**Instructor**

A.A., Western Piedmont Community College

B.A., North Carolina State University

Additional graduate study



**Beverly K. Watts**

**Mathematics**

B.S., North Carolina State University

M.A., Appalachian State University

additional graduate study



**C. Jean Willis**

**Cosmetology/**

**Department Chair-Health, Human and Public Services**

A.A.S., McDowell Technical College

B.S., M.A., Western Carolina University



**Bryan W. Wilson**

**Vice President for Learning**

B.S., Western Carolina University

M.Ed., University of South Carolina

Ed.D., University of North Carolina at Greensboro



**Rick L. Wilson**

**Director of Job Placement/Counselor**

A.A., Western Piedmont Community College

B.S., Appalachian State University

M.S., North Carolina A & T

Additional graduate study



**Jane G. Wyatt**

**Instructor, Baxter Labs**

A.A.S., McDowell Technical Community College

B.T., Appalachian State University



**Mary C. Yarbrough**

**Basic Skills / HRD**

B.S., M.A., Appalachian State University

Additional graduate study

*Foothills Nursing Consortium Faculty*

**Jeanette Murray Cheshire**

**Director, Foothills Nursing Consortium**

A.D.N., Western Piedmont Community College

B.S.N., University of North Carolina at Chapel Hill

M.P.H., University of North Carolina at Chapel Hill

**Kelly E. Grant**

**Instructor, Foothills Nursing Consortium**

A.D.N., Gaston College

B.S.N., University of North Carolina at Charlotte

M.S.N., Case Western Reserve

N.M., Frontier School of Nurse Midwifery and Family Nursing

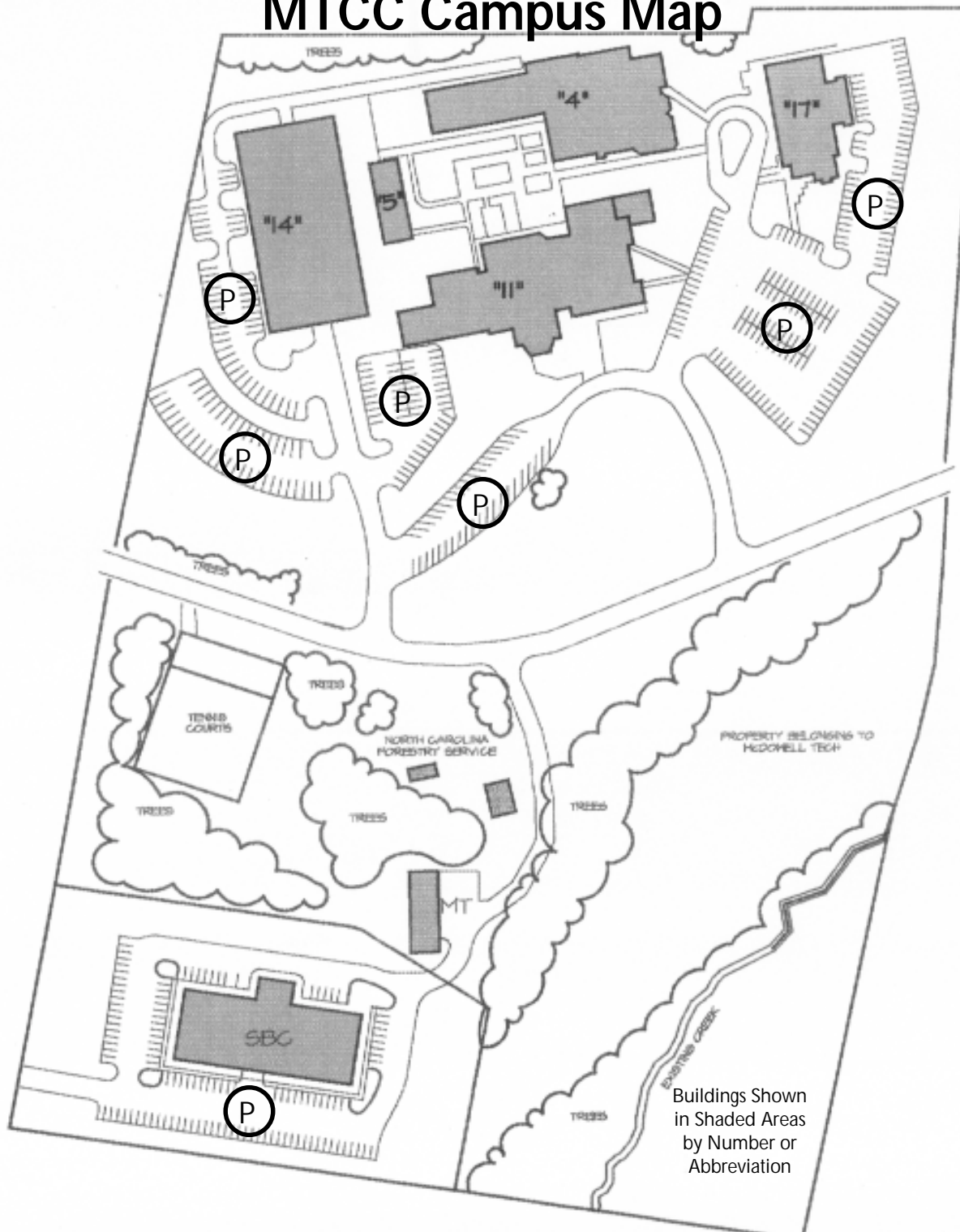
**Irene M. Henline**

**Instructor, Foothills Nursing Consortium**

B.S.N., Lenoir Rhyne College

M.S.N., University of North Carolina at Greensboro

# MTCC Campus Map



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## Notes:

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